

Fargo Public Library Board of Directors  
Agenda for Tuesday August 17, 2021  
4:00p.m.  
Fargo City Commission Chambers  
225 4<sup>th</sup> St North  
Fargo, ND 58102

1. Approve Order of the Agenda **Action**
2. Minutes of the July 20<sup>th</sup> Meeting **Action**
3. Staff Report- Megan Richardson
4. Director's Report
5. Unfinished Business
  - A. None
6. New Business
  - A. Material Challenge **Action**
  - B. Meeting Rooms Policy Review **Action**
  - C. Media Relations Policy Review **Action**
7. Statistical Reports
  - A. July Usage
  - B. July Financials
8. Friends of the Library Report
9. Public Comment
10. Next Regular Meeting: September 21
11. Adjourn

**Fargo Public Library Board of Directors  
Minutes for Tuesday, July 20, 2021 4 p.m.  
Fargo City Commission Chambers and Virtual  
225 4<sup>th</sup> St N., Fargo ND 58102**

**Board Members Present:** Rachael Steenholdt, Scott Beaulier, Carlos Hawley Jr., Whitney Oxendahl

**Board Members Absent:** Kristen Schipper

**Staff:** Tim Dirks, Megan Richardson, Betsy Dauer

**Others Present:**

Vice President Rachael Steenholdt called the meeting to order at 4:00 p.m. and a quorum was declared. This meeting was attended virtually and in person. Two Board member's terms ended in July, Mary Batcheller and Carrie Peterson, reducing the current Board members to five. A quorum of three was present at 4:00 p.m. Whitney Oxendahl arrived at 4:02pm.

**Order of Agenda**

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

**Minutes of June 15, 2021 Regular Meeting**

Carlos Hawley Jr. made a motion to approve the minutes of the June 15, 2021 meeting. Scott Beaulier seconded the motion; motion carried.

**Staff Report**

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

**Staff updates and Staff development activities:**

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

**Community Engagement Events:**

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

**Programming:**

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

*Children*

- **Baby Rhyme Time Online** – July 22 at 10:00 a.m.
- **Paws for Reading**
  - **Main Library** – July 24
  - **Carlson Library** – August 14

- **The Traveling Lantern Theatre Company Presents *The Caterpillar Hunter* – Monday, July 26 7:00 p.m. to Sunday, Aug. 1 7:00 p.m.**
- **All About Animals Outdoor Yoga with MojoFit Studios – July 28**
  - **Ages 3-6:** 11:00 A.M.
  - **Ages 7-12:** 4:00 P.M.

#### *Teens*

- **Crafts to Go : Friendship Bracelets – July 26**

#### *Adults*

- **Outdoor Yoga.** Classes are held every Thursday evening at 6:30 P.M., weather permitting.
- **Book party: August 19, 7 p.m.**
- **Spice Club: A Take and Make Cooking Club.** The featured spice for August is Fennel Seed and pickups will be during the week of August 16-20.
- **Book Clubs.**
  - Diverse Perspectives Book Club, August 12 – *Evicted* by Matthew Desmond
  - Tea Time Book Club, August 9 – *The Henna Artist* by Alka Joshi
  - Summer Garden Book Club, August 17 – *World of Wonders* by Aimee Nezhukumatathil
  - Senior Book Club, August 24 – *Those Who Save Us* by Jenna Blum

#### *Multigenerational*

- **Chess Club**

### **Director's Report**

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update. The Breezeway Café opened July 19<sup>th</sup>. The mayor's budget presentation will be Monday, July 26<sup>th</sup>.

### **Unfinished Business**

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

Vice President Rachael Steenholdt directed the Board to the Director's Review Committee Recommendations document in the Board Packet. She gave a brief overview of how the committee arrived at these recommendations.

After discussion, a motion was made by Carlos Hawley Jr. to approve the Director's Review Committee Recommendations. Scott Beaulier seconded the motion; motion carried.

### **New Business**

#### **Notary Public Draft Policy**

Director Tim Dirks referred the Board to the Notary Public Draft Policy in the Board Packet. This policy was developed in conjunction with the City Attorney's Office. Members of the public often inquire about notary services.

A motion was made by Scott Beaulier to approve the Notary Public Draft Policy. Carlos Hawley Jr. seconded the motion; motion carried.

#### **Gifts to the Library Policy Review**

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

A motion was made by Scott Beaulier to approve the Gifts to the Library Policy as is. Carlos Hawley Jr. seconded the motion; motion carried.

### **Statistical Reports**

#### **Usage**

The Library had 29,823 registered patrons for the month of June. Program attendance was 4,995. Circulation was up 133.20% compared to June of the previous year. Overall circulation year to date is 403,546.

#### **Financials**

There was \$1,712 of incoming donations. There was \$65 expenditures of donations. The year is 50% lapsed while the budget is 45.25% expended. Revenue is at \$7,018.16 year to date.

### **Friends of the Library Report**

No Friends report. Outdoor book sale was July 17<sup>th</sup>.

### **Public Comment**

Christopher Coen spoke about his public comment at the June 15, 2021 Board Meeting. He stated he had requested a correction be posted to the Fargo Public Library's website in regards to Director Tim Dirks' comment to the Forum from March 5, 2021, which said "They will stay on the shelves until they're physically not available based on wear and tear and what have you." Mr. Coen stated he had the library's policy and there are many more reasons an item may be removed from the collection.

Vice President Rachael Steenholdt thanked Mr. Coen for staying in the three-minute timeslot. Adding that a decision was made at the April 20, 2021 Board Meeting in regards to the items from his Statement of Concern and that is the final decision.

### **Next Board Meeting**

The next regular Board Meeting is scheduled for Tuesday, August 17, 2021 at 4 p.m.

The meeting adjourned at 4:30 p.m. The annual meeting followed immediately after the regular meeting.

Respectfully submitted,  
Betsy Dauer

## Staff Report

### August 2021 Library Board Meeting

#### Staff updates and Staff development activities:

- Recently hired 3 Library Page positions: Austin Bieri, Tammy Dixon, and Mya Miller.

#### Community Engagement Events:

- Library staff will be at the **Red River Market – Senior Day**, August 21, at Broadway Square

#### Programming:

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

#### *Children*

- **StoryWalk®: Fall 2021— Main Library Sodbuster Plaza.** Get outside this Fall and enjoy a stroll through the plaza between the Downtown Fargo Public Library and the Fargo Civic Center, while reading “A Fall Ball For All” an interactive picture book by Jamie A. Swenson The story will be spread out on signs to encourage literacy skills, movement, and enjoying the outdoors with family. ***\*Please note that the StoryWalk® will remain in the Plaza through the end of October weather permitting.***
- **Baby Rhyme Time.** Babies ages birth to 18 months and their caregivers are invited to join us in person for baby storytimes on the first and third Thursday of the month. Share songs, finger plays, short books, rhythms, and rhymes with your baby while introducing them to books and the library! Each session concludes with open play time. One lap per child, please! No registration is required.
  - **Live: Thursday Sept. 9 & 23 10 am— Dr. James Carlson Library.** No registration required
  - **Virtual: Tuesday, Sept. 7 & 21 6:30 pm.** Registration required
- **Birding for Kids with Audubon Dakota: Saturday, Sept. 11<sup>th</sup> 10 am — Main Library.** Do you know the difference between a Nuthatch and a chickadee? What does a cardinal sound like? Kids 7 to 12 are invited to find out the answers to these and other questions when we go in search of different bird species with staff from Audubon Dakota. The program will start at the Main Library for a presentation about the characteristics used to identify birds common to our region, and then walk to one of Audubon Dakota’s nearby Urban Woods and Prairies sites. Registration is required and children ages 10 and younger must be accompanied by an adult. This outdoor event is weather permitting.

#### *Teens*

- **Teen Time.** Teens and tweens age 10-18 are invited to come to the Dr. James Carlson Library on Tuesdays from 3:30-5pm. Each week will have a new activity or project to work on. Teens can work independently, with a group, or just hang out.
  - **First Tuesdays:** STEM
  - **Second Tuesdays:** Arts and Crafts
  - **Third Tuesdays:** Book Nerds
  - **Four Tuesdays:** un-themed

### Adults

- **Fresh Air Crafts: Bleach T-shirts – August 21.** Join library staff behind the Carlson Library to create a one of kind t-shirt. Attendees are encouraged to bring their own dark colored shirt, but all other supplies are provided. Pre-registration is required.
- **New Book Club: Sense of Place.** Join us for coffee and conversation about the places we discover through reading. This book club will focus on novels and memoirs that provide a strong sense of place or community that may be new to readers. This book club will meet on the first Thursday of every month at 11a.m. at the Main Library. The first title is *The Salt Path* by Raynor Winn and will be discussed September 2.
- **“Silent” Reading Party at Fargo Brewing Company.** Bring your own book or check-out a librarian selected title from the Book Bike. Enjoy a good book & a refreshing beverage along with others who appreciate the like. Librarians will be on hand to provide snacks, reading suggestions, & set up library cards and check out books. No registration is required. Questions? Call 241-8295.
  - Sunday, September 19 at 2 p.m.
- **Book Clubs.**
  - Senior Book Club, August 24 – *Those Who Save Us* by Jenna Blum
  - Diverse Perspectives, September 9 – *Sex Object* by Jessica Valenti
  - Tea Time Book Club, September 13 – *Hidden Valley Road* by Robert Kolker
  - Classics Book Club, September 15 – *David Copperfield* by Charles Dickens
  - History Book Club, September 28 – *The Trouble with Taiwan* by Kerry Brown
- **Go & Grow: Houseplants – September 6.** Dig deep into the joy of keeping houseplants with this unique program where you can grow a houseplant of your own. All levels of plant experience are welcome to participate. Register to pick up a started houseplant at the main library. Registration is required for this take and grow program. One Go & Grow event is planned per month starting September 13.

### Multigenerational

- **Design a Bookmark Contest.** Stop by the library anytime starting September 1<sup>st</sup> and pick up an entry form. Fill the space with your most brilliant creation and return it to any library location before we close September 30<sup>th</sup>. The top designs, as voted on by library staff, will be made into full color bookmarks that will be printed and distributed throughout the following year at library branches and events.
- **Northern Focus 2021 Photography Exhibit** is on display in the outer gallery at the downtown Main Library through September 30. Twenty-one photographers submitted their art to this project and Brittani Hovland’s photo titled “The Wild Mist” was chosen from among them to be the front cover of *Northern Narratives 2021*, Northern Focus’s sister project for regional writers. This project was generously supported by the Friends of the Fargo Public Library.
- **World Yoyo Champion John Narum Exhibition – September 18.** John Narum became a world yoyo champion as a teenager. He has dazzling skills and brings joy with just a simple yoyo. This all ages exhibition is planned for outdoors (weather permitting) near the Sodbuster Plaza by the downtown Main Library.
- **Friday Movies at Carlson.** Join us the second Friday of the month for a free movie at the Dr. James Carlson Library. Movies start at 1 pm and free popcorn is served.
  - **September 10: *News of the World* (PG-13)**

## **FPL DIRECTOR'S REPORT**

August 17, 2021

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

- 7.26.21 Attended Mayor's 2022 Budget Presentation
- 7.30.21 Attended Statement of Concern Committee Meeting
- 8.2. 21 – 8.4.21 Vacation
- 8.5.21 Met with New Library Board Member Jenna Reno
- 8.6.21 Met with City of Fargo Safety Manager

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

- 7.23.21 Moderated Library Dept. Heads Meeting
- 7.27.21 Moderated Library Dept. Heads Meeting
- 8.10.21 Moderated Library Dept. Heads Meeting
- 8.17.21 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

- 7.22.21 Moderated Red River Zoo Committee Meeting
- 7.27.21 Attended Red River Zoo Board Meeting

### **Goal 5 Infrastructure:**

- 8.5.21 Met with Valley Senior Services Director

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

**What:**

The Library recieved a statement of concern regarding the following titles: Fairy Science by Ashley Spires, When Aidan Became a Brother and Max on the Farm both by Kyle Lukoff.

**Explanation:**

The Statement of Concern Committee met and discussed and provide their recommendation to the Library Board for action.

**Director recommendation:**

To accept the recommendation of the Statement of Concern Committee as provided.

**Board Discussion:**

**Approve as recommended**

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Approve with changes**

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Vote**

In Favor: \_\_\_\_\_

Opposed: \_\_\_\_\_

**Approved/Denied/Tabled/Postponed**



## **Statement of Concern Committee Recommendation to the Fargo Public Library Board regarding *Fairy Science* by Ashley Spires**

The Statement of Concern Committee recommends the retention of *Fairy Science* by Ashley Spires within the Fargo Public Library Children's Picture Book collection.

*Fairy Science* by Ashley Spires is a well-reviewed picture book about a fairy that believes in science. The title is held within hundreds of public library collections, including many peer libraries and larger library systems such as Hennepin County Library. Acquisition of the item falls within the scope of Fargo Public Library's Collection Development Policy.

The Statement of Concern argues that *Fairy Science* is condescending and disrespectful to any believer of magic or religion. The patron wishes that the title be permanently removed from the collection. Removing the title would be in opposition to Fargo Public Library's Access to Materials Policy which states: "The library will not restrict access to library materials under the assumption that certain materials may be "harmful" to minors or in an effort to avoid controversy with parents." Ultimately, we would not remove an item from our collection because someone disagrees with the message of the work.

The Statement of Concern Committee finds no reason to remove or restrict these items and reaffirms its recommendation to retain *Fairy Science* by Ashley Spires within the Fargo Public Library Children's Picture Book collection.

### **Supporting Factors for Recommendation:**

1. Access to Materials Policy
2. Library Bill of Rights and Intellectual Freedom Statement
3. Collection Development Policy – General Selection Criteria
  - i. Public demand and interest
  - ii. Timeliness of information and/or significance of the subject
  - iii. Evaluations in professionally recognized critical review sources
  - iv. Authority and competence of the author and/or reputation and standing of the publisher
  - v. Effective expression
  - vi. Contribution to diversity or breadth of collection
  - vii. Effectiveness and suitability of format, durability, and ease of use
  - viii. Support of Library's mission and roles

**Statement of Concern Committee Recommendation to the Fargo Public Library Board regarding *When Aidan Became a Brother* and *Max on the Farm* by Kyle Lukoff**

The Statement of Concern Committee recommends the retention of *When Aidan Became a Brother* and *Max on the Farm* by Kyle Lukoff within the Fargo Public Library Children's Picture Book collection in their current locations.

Both *When Aidan Became a Brother* and *Max on the Farm* by Kyle Lukoff are well-reviewed by professional sources and popular works at Fargo Public Library. They are held at hundreds of public libraries, both at peer institutions and larger library systems. *When Aidan Became a Brother* was also awarded the Stonewall Book Award in 2020. Both of these picture books fall within Fargo Public Library's Collection Development Policy.

The Statement of Concern argues that *When Aidan Became a Brother* and *Max on the Farm* should be moved to the "Tough Topics" section of the Picture Book collection. Because both titles have a transgender character, the patron believes this topic is not developmentally appropriate for a 1 and 3 year old and should be moved to the "Tough Topics" section.

Fargo Public Library defines the "Tough Topics" section as works dealing with death, divorce, sickness/injury, and other traumatic events. Neither *When Aidan Became a Brother* nor *Max on the Farm* deal with traumatic issues. We believe they are more appropriate in their current sections ("Family & Pets" and "Friends & Neighbors", respectively). A patron might not believe the titles are suitable for a 1 or 3 year old, but the Picture Book collection is for children birth through age eight. Not all works will be suitable for all ages.

The Statement of Concern Committee finds no reason to remove or restrict these items and reaffirms its recommendation to retain *When Aidan Became a Brother* and *Max on the Farm* by Kyle Lukoff within the Fargo Public Library Children's Picture Book collection in their current locations.

**Supporting Factors for Recommendation:**

1. Access to Materials Policy
2. Library Bill of Rights and Intellectual Freedom Statement
3. Collection Development Policy – General Selection Criteria
  - i. Public demand and interest
  - ii. Timeliness of information and/or significance of the subject
  - iii. Evaluations in professionally recognized critical review sources
  - iv. Authority and competence of the author and/or reputation and standing of the publisher
  - v. Effective expression
  - vi. Contribution to diversity or breadth of collection
  - vii. Effectiveness and suitability of format, durability, and ease of use
  - viii. Support of Library's mission and roles
4. Collection Development Policy – Picture Books

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

**What:**

Review of Meeting Rooms Policy and Media Relations 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 Meeting Rooms Policy and Media Relations Policy. No specific changes have been identified in regards to the policies.

**Director recommendation:**

Review and approve the Meeting Rooms Policy and Media Relations 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:

### **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 12 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 must be paid by check, money order or credit card.*

*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, email or by fax. Groups will be notified either in person, by phone, by mail, email or by fax if their application has been rejected.

Groups requiring assistance with and or set up of audiovisual technologies available in the Community Room at the Main Library 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.

Groups requiring a specific arrangement of chairs and or tables in the Community Room at the Main Library are required to specifically request the arrangement at the time the room is reserved; staff will not be available to make adjustments the day of the event.

### **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 must be provided during the entire time of contracted use. The library staff cannot provide child care services for the children of adults who are using the meeting room.
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 guide 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 on each door to the meeting room indicating that the group is meeting there.
7. A group may not use the library's address as its address.
8. The library staff will not accept calls or relay messages to people attending meetings except in case of emergencies.
9. Failure to abide by these rules may result in suspension of meeting room privileges.

**Main Library Room Use Fees:**

Community Room

- |                                  |   |
|----------------------------------|---|
| No fee                           | City of Fargo; library or library-affiliated groups                                   |
| No fee                           | Community book groups   |
| \$50. per four hours or portion  | Fargo, Moorhead, or Cass County-based nonprofit groups or individuals                 |
| \$100. per four hours or portion | For-profit or nonresident nonprofit groups or individuals                             |
| \$30. Per Booking                | Technology utilization fee if use of the integrated audio/visual system is requested. |
| \$20. Per Booking                | Laptop fee  |

*\$25. per half hour will be assessed to ALL groups who stay later than 15 minutes past closing.*

Conference Rooms

- |                                 |  |
|---------------------------------|--|
| No fee                          | Advance bookings for City of Fargo; library or library-affiliated groups |
| No fee                          | Community book groups  |
| No fee                          | Advance bookings for nonprofit   |
| \$25. per four hours or portion | Advance bookings for-profit groups or individuals                        |

Conference Rooms Equipment Fees

- |                   |  |
|-------------------|--|
| No fee            | Lectern, prep kitchen, wireless internet |
| \$20. per booking | Laptop and or portable LCD Projector     |

**Carlson Public Library Room Use Fees:**

Community Room

No fee City of Fargo; Fargo Senior Programs; library or library-affiliated groups

No fee Community book groups

\$50. per four hours or portion Fargo, Moorhead, or Cass County-based nonprofit groups or individuals

\$100. per four hours or portion For-profit or nonresident nonprofit groups or individuals

*\$25. per half hour will be assessed to ALL groups who stay later than 15 minutes past closing.*

Conference Rooms

No fee Advance bookings for City of Fargo; Fargo Senior Programs; library or library-affiliated groups; groups under 12 if conference room is available at that particular time

No fee Community book groups

No fee Advance bookings for nonprofit

\$25. per four hours or portion Advance bookings for-profit groups or individuals

Equipment Fees

No fee Screen, lectern, wireless microphone, prep kitchen, folding tables, wireless internet

\$10. per four hours or portion DVD

\$20. per booking Laptop and or portable LCD projector

**Northport Public Library Room Use Fees:**

Community Room

No fee City of Fargo; Fargo Senior Programs; library or library-affiliated groups

No fee Community book groups

No fee Advance bookings for nonprofit

\$100. per four hours For-profit or nonresident nonprofit groups or individuals  
or portion

*\$25. per half hour will be assessed to ALL groups who stay later than 15 minutes past closing.*

Approved 10-16-2007

*Revised 07-28-2009*

*Revised 04-19-2011*

*Revised 09-18-2012*

*Revised 11-18-2014*

*Revised 11-20-2018*



*Service Policy*  
**Media Relations**

The purpose of this policy is to make sure that communication between library employees and the news media happens in an orderly and systematic way and that accurate information is conveyed. Nothing in this policy should be construed as attempting to stifle or limit such communication. Questions from the news media relating to a particular program or service of the library should be referred to the staff member responsible for that area, e.g., questions relating to the Summer Reading Program may be referred to the children's department. Media inquiries related to other areas, such as policy interpretation, budget, building programs, etc. will be referred to the library director or to the director's designee. In the case of emergencies or in particularly sensitive matters staff members should contact the director or deputy director at home and these individuals will coordinate a response with the Library Board Chair. In the event that neither individual can be contacted the matter will be referred to the designated person-in-charge.

*Approved 07-18-2006*

*Reviewed 10-15-2013*

*Revised 05-20-2014*

*Reviewed 02-20-2018*

## Library Use 2021

New Registrations: 603  
 Approx. Registered Patrons: 29566

ATTENDANCE	July 2021	July 2020	% CHANGE	2021 YTD	2020 YTD	Diff.	% CHANGE
Door Count Main	14,569	9,696	50%	73,775	57,193	16,582	29%
Door Count Carlson	11,320	5,181	118%	54,053	38,225	15,828	41%
Door Count Northport	4,189	2,379	76%	24,669	16,428	8,241	50%
Outreach	344	-		1,212	1,144	68	6%
Total	30,422	17,256	76%	153,709	112,990	40,719	36%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance				
Adult Programs Main	6	187	232	-19%	1,947	908	1,039 114%
Adult Programs Carlson	13	205			1,007	517	490 95%
Adult Programs Northport	4	73			422	48	374 779%
Teen Programs Main	2	40	52	-23%	250	186	64 34%
Teen Programs Carlson	4	76	157	-52%	400	541	(141) -26%
Teen Programs Northport	2	30	42	-29%	180	161	19 12%
Childrens Programs Main	14	414	541	-23%	4,003	3,597	406 11%
Childrens Programs Carlson	8	178	206	-14%	1,530	1,575	(45) -3%
Childrens Programs Northport	2	55	108	-49%	715	996	(281) -28%
Community Engagement	2	34			2,568	498	2,070 416%
Outreach Department	1	50	52	-4%	423	331	92 28%
Virtual Adult	5	74	201	-63%	1,108	1,969	(861) -44%
Virtual Teen	2	29	2	1350%	74	2	72 3600%
Virtual Childrens	10	168	422	-60%	885	4,730	(3,845) -81%
Total	75	1,613	2,015	-20%	15,512	16,059	(547) -3%

## VOLUNTEER HOURS

Main	38	-	49	233	(184)	-79%
Carlson	15	-	19	90	(71)	-79%
Outreach	55	-	87	208	(121)	-58%
Northport	-	-	-	-	-	
Total	108	-	155	531	(376)	-71%

## INTERNET SIGNUP

Main	1,959	1,248	57%	9,900	10,052	(152)	-2%
Carlson	1,424	737	93%	7,507	6,780	727	11%
Northport	355	157	126%	2,254	1,444	810	56%
Total	3,738	2,142	75%	19,661	18,276	1,385	8%

## ELECTRONIC ACTIVITY

Web page hits	16,903	16,424	3%	118,213	121,284	(3,071)	-3%
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## 2021 Circulation

	July 2021	July 2020	Increase/ Decrease	% CHANGE	2021 YTD	2020 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,892	2,049	843	41.14%	16,615	13,655	2,960	21.68%
Youth Nonfiction	1,938	1,112	826	74.28%	10,995	7,166	3,829	53.43%
Adult Fiction	5,862	3,151	2,711	86.04%	29,066	22,108	6,958	31.47%
Youth Fiction	4,883	3,037	1,846	60.78%	25,874	16,218	9,656	59.54%
Youth Reader	1,466	699	767	109.73%	7,900	5,309	2,591	48.80%
Youth Picture Books	4,182	1,623	2,559	157.67%	21,162	12,685	8,477	66.83%
Adult Magazines	172	157	15	9.55%	756	711	45	6.33%
Youth Magazines	22	-	22		79	63	16	25.40%
Subtotal	21,417	11,828	9,589	81.07%	112,447	77,915	34,532	44.32%
<b>OUTREACH</b>								
Deposit	760	-	760		4,262	2,941	1,321	44.92%
<b>CARLSON</b>								
Adult Nonfiction	1,004	721	283	39.25%	5,735	4,345	1,390	31.99%
Youth Nonfiction	1,725	819	906	110.62%	7,373	4,515	2,858	63.30%
Adult Fiction	3,594	2,511	1,083	43.13%	19,509	13,511	5,998	44.39%
Youth Fiction	3,687	2,484	1,203	48.43%	18,049	10,462	7,587	72.52%
Youth Readers	2,049	892	1,157	129.71%	9,829	4,288	5,541	129.22%
Youth Picture Books	4,028	1,683	2,345	139.33%	20,652	10,238	10,414	101.72%
Adult Magazines	83	113	(30)	-26.55%	450	504	(54)	-10.71%
Youth Magazines	16	5	11	220.00%	43	38	5	13.16%
Subtotal	16,186	9,228	6,958	75.40%	81,640	47,901	33,739	70.43%
<b>NORTHPORT</b>								
Adult Nonfiction	281	224	57	25.45%	1,934	1,542	392	25.42%
Youth Nonfiction	403	174	229	131.61%	2,040	1,199	841	70.14%
Adult Fiction	1,111	753	358	47.54%	6,299	4,341	1,958	45.10%
Youth Fiction	750	426	324	76.06%	3,450	2,102	1,348	64.13%
Youth Readers	383	256	127	49.61%	2,197	1,702	495	29.08%
Youth Picture Books	772	321	451	140.50%	3,686	2,662	1,024	38.47%
Adult Magazines	39	56	(17)	-30.36%	154	153	1	0.65%
Youth Magazines	-	12	(12)	-100.00%	917	25	892	3568.00%
Subtotal	3,739	2,222	1,517	68.27%	20,677	13,726	6,951	50.64%
<b>TOTAL PRINT</b>	<b>42,102</b>	<b>23,278</b>	<b>18,824</b>	<b>80.87%</b>	<b>219,026</b>	<b>142,483</b>	<b>76,543</b>	<b>53.72%</b>

## 2021 Circulation

**NONPRINT**

OverDrive	15,170	14,325	845	5.90%	105,132	95,078	10,054	10.57%
Zinio	-	225	(225)	-100.00%	2,813	6,095	(3,282)	-53.85%
Childrens Devices	11	5	6	120.00%	69	44	25	56.82%
Hoopla	2,178	2,521	(343)	-13.61%	15,050	16,097	(1,047)	-6.50%
RB Digital	-	266	(266)	-100.00%	-	2,011	(2,011)	-100.00%
Subtotal	17,359	17,342	17	0.10%	123,064	119,325	3,739	3.13%

**MAIN**

Adult DVD's	2,999	2,182	817	37.44%	18,622	18,852	(230)	-1.22%
Youth DVD's	349	252	97	38.49%	2,191	2,315	(124)	-5.36%
Video Games	206	117	89	76.07%	1,301	952	349	36.66%
Adult CD's	510	266	244	91.73%	3,085	2,310	775	33.55%
Youth CD's	73	52	21	40.38%	454	265	189	71.32%
Adult Books on CD	253	258	(5)	-1.94%	1,392	1,411	(19)	-1.35%
Youth Books on CD	227	153	74	48.37%	1,026	1,016	10	0.98%
Kits	106	39	67	171.79%	597	566	31	5.48%
Subtotal	4,723	3,319	1,404	42.30%	28,668	27,687	981	3.54%

**CARLSON**

Adult DVD's	1,837	1,229	608	49.47%	10,011	10,322	(311)	-3.01%
Youth DVD's	854	255	599	234.90%	3,314	1,944	1,370	70.47%
Video Games	251	118	133	112.71%	1,330	902	428	47.45%
Adult CD's	277	235	42	17.87%	1,941	1,373	568	41.37%
Youth CD's	84	38	46	121.05%	494	268	226	84.33%
Adult Books on CD	169	144	25	17.36%	998	999	(1)	-0.10%
Youth Books on CD	264	158	106	67.09%	1,210	893	317	35.50%
Kits	139	27	112	414.81%	627	312	315	100.96%
Subtotal	3,875	2,204	1,671	75.82%	19,925	17,013	2,912	17.12%

**NORTHPORT**

Adult DVD's	811	668	143	21.41%	5,389	5,326	63	1.18%
Youth DVD's	134	77	57	74.03%	742	648	94	14.51%
Video Games	59	45	14	31.11%	335	277	58	20.94%
Adult CD's	116	83	33	39.76%	914	727	187	25.72%
Youth CD's	17	11	6	54.55%	74	69	5	7.25%
Adult Books on CD	51	35	16	45.71%	214	251	(37)	-14.74%
Youth Books on CD	62	46	16	34.78%	348	334	14	4.19%
Kits	33	7	26	371.43%	146	44	102	231.82%
Subtotal	1,283	972	311	32.00%	8,162	7,676	486	6.33%

<b>TOTAL NONPRINT</b>	<b>27,240</b>	<b>23,837</b>	<b>3,403</b>	<b>14.28%</b>	<b>179,819</b>	<b>171,701</b>	<b>8,118</b>	<b>4.73%</b>
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**INTERLIBRARY LOAN**

Borrowed	207	14	193	1378.57%	1,129	761	368	48.36%
Loaned	310	242	68	28.10%	2,172	1,411	761	53.93%
Subtotal	517	256	261	101.95%	3,301	2,172	1,129	51.98%

<b>RENEWALS</b>	<b>15,239</b>	<b>6,916</b>	<b>8,323</b>	<b>120.34%</b>	<b>86,408</b>	<b>65,946</b>	<b>20,462</b>	<b>31.03%</b>
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<b>TOTAL CIRCULATION</b>	<b>85,098</b>	<b>54,287</b>	<b>30,811</b>	<b>56.76%</b>	<b>488,554</b>	<b>382,302</b>	<b>106,252</b>	<b>27.79%</b>
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**Fargo Public Library 2021 Total Expenses**  
**58% 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	\$ 1,180,241	\$ -	\$ 1,180,241	\$ 2,085,578	56.59%	\$ (905,336.53)
Full time overtime	11-01	\$ 117	\$ -	\$ 117	\$ -		\$ 116.72
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 15,000	0.00%	\$ (15,000.00)
Part time w/benefits	13-00	\$ 261,756	\$ -	\$ 261,756	\$ 453,334	57.74%	\$ (191,578.27)
Part time w/benefits overtime		\$ 9	\$ -	\$ 9	\$ -		\$ 9.15
Part time banked sick		\$ -	\$ -	\$ -	\$ 1,000		\$ (1,000.00)
Part time seasonal no benefits	14-00	\$ 28,932	\$ -	\$ 28,932	\$ 40,000	72.33%	\$ (11,068.48)
Health insurance	20-01	\$ 165,642	\$ -	\$ 165,642	\$ 282,117	58.71%	\$ (116,475.32)
Dental insurance	20-03	\$ 10,879	\$ -	\$ 10,879	\$ 20,678	52.61%	\$ (9,798.54)
Long Term Disability	20-04	\$ 3,029	\$ -	\$ 3,029	\$ 5,375	56.35%	\$ (2,346.22)
Auto Allowance	20-05	\$ 509	\$ -	\$ 509	\$ 900	56.60%	\$ (390.59)
FICA 6.2%	21-01	\$ 85,888	\$ -	\$ 85,888	\$ 151,204	56.80%	\$ (65,316.03)
Medicare 1.45%	21-02	\$ 20,087	\$ -	\$ 20,087	\$ 35,489	56.60%	\$ (15,402.47)
City Pension	22-01	\$ 23,731	\$ -	\$ 23,731	\$ 41,975	56.54%	\$ (18,244.10)
NDPERS Pension	22-04	\$ 93,707	\$ -	\$ 93,707	\$ 164,789	56.86%	\$ (71,082.15)
NDPERS & City Pension	22-05	\$ 3,314	\$ -	\$ 3,314	\$ 5,857	56.59%	\$ (2,542.80)
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 112,576	0.00%	\$ (112,576.00)
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ 539	\$ 385	\$ 925	\$ 800	115.58%	\$ 124.60
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 52,663	\$ -	\$ 52,663	\$ 130,229	40.44%	\$ (77,566.41)
Other Services	38-99	\$ 8,494	\$ 4,619	\$ 13,113	\$ 16,500	79.47%	\$ (3,387.07)
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	\$ 15,269	\$ -	\$ 15,269	\$ 31,766	48.07%	\$ (16,497.30)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 45,633	\$ 12,604	\$ 58,237	\$ 40,100	145.23%	\$ 18,136.99
Land and building rent	44-10	\$ 46,068	\$ 21,540	\$ 67,608	\$ 74,000	91.36%	\$ (6,392.00)
Property insurance	52-10	\$ 8,828	\$ -	\$ 8,828	\$ 12,065	73.17%	\$ (3,236.73)
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ -	\$ -	\$ -	\$ 9,225	0.00%	\$ (9,225.00)
Cellular phone service	53-20	\$ 2,138	\$ -	\$ 2,138	\$ 4,300	49.72%	\$ (2,161.94)
Other communications	53-60	\$ 962	\$ -	\$ 962	\$ 1,000	96.20%	\$ (38.01)
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 18,708	\$ -	\$ 18,708	\$ 19,000	98.46%	\$ (292.40)
Marketing	54-11	\$ 9,039	\$ -	\$ 9,039	\$ 27,000	33.48%	\$ (17,961.00)
In state travel	56-60	\$ 820	\$ -	\$ 820	\$ 3,500	23.44%	\$ (2,679.60)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
Due & membership in state	59-10	\$ 1,306	\$ -	\$ 1,306	\$ 1,700	76.84%	\$ (393.75)
Dues/membership out state	59-11	\$ 1,619	\$ -	\$ 1,619	\$ 1,500	107.93%	\$ 119.00
Seminar & conf in state	59-20	\$ 1,530	\$ -	\$ 1,530	\$ 2,500	61.21%	\$ (969.85)
Seminar & conf out state	59-21	\$ 169	\$ -	\$ 169	\$ 2,500	6.76%	\$ (2,331.00)
Office supplies	61-10	\$ 13,848	\$ -	\$ 13,848	\$ 30,000	46.16%	\$ (16,152.07)
Medical supplies	61-20	\$ 33	\$ -	\$ 33	\$ 600	5.45%	\$ (567.31)
General supplies	61-40	\$ 8,316	\$ 1,830	\$ 10,146	\$ 13,500	75.16%	\$ (3,353.95)
Program materials	61-43	\$ 20,098	\$ -	\$ 20,098	\$ 36,000	55.83%	\$ (15,901.63)
Materials Processing	61-44	\$ 33,848	\$ -	\$ 33,848	\$ 64,569	52.42%	\$ (30,720.63)
Postage	61-50	\$ 112	\$ -	\$ 112	\$ 12,300	0.91%	\$ (12,187.75)
Books & periodicals	61-70	\$ 401,349	\$ 509	\$ 401,858	\$ 724,454	55.47%	\$ (322,596.37)
Gasoline		\$ 174	\$ -	\$ 174	\$ 439	39.65%	\$ (264.95)
Natural gas	62-50	\$ 15,953	\$ -	\$ 15,953	\$ 40,900	39.01%	\$ (24,946.87)
Electricity	62-51	\$ 42,517	\$ -	\$ 42,517	\$ 128,325	33.13%	\$ (85,808.39)
Miscellaneous	68-10	\$ 1,422	\$ -	\$ 1,422	\$ 2,000	71.10%	\$ (577.97)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 2,646,794	\$ 41,488	\$ 2,688,282	\$ 4,908,159	54.77%	\$ (2,219,877)

**Fargo Public Library 2021 Total Expenses  
58% OF YEAR LAPSED**

**EXPENSE VS. BUDGET  
2021  
MAIN**

Account	Budget Line	May	June	July	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 124,841	\$ 127,556	\$ 190,358	\$ 930,215		\$ 1,665,812	56%
Full time overtime	11-01	\$ 8		\$ 13	\$ 117			
Full Time banked sick	11-02				\$ -		\$ 12,000	0%
Part time w/benefits	13-00	\$ 25,875	\$ 25,382	\$ 37,313	\$ 178,262		\$ 301,693	59%
Part time w/benefits overtime					\$ 9			
Part Time Banked Sick	13-02				\$ -		\$ 1,000	0%
Part time seasonal no benefits	14-00	\$ 3,738	\$ 3,123	\$ 4,062	\$ 23,137		\$ 30,800	75%
Health insurance	20-01	\$ 16,583	\$ 17,681	\$ 17,663	\$ 115,709		\$ 187,851	62%
Dental insurance	20-03	\$ 1,181	\$ 1,222	\$ 1,219	\$ 8,190		\$ 15,243	54%
Long Term Disability	20-04	\$ 319	\$ 325	\$ 487	\$ 2,364		\$ 4,162	57%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 104	\$ 509		\$ 900	57%
FICA 6.2%	21-01	\$ 9,013	\$ 9,086	\$ 13,781	\$ 66,323		\$ 117,699	56%
Medicare 1.45%	21-02	\$ 2,108	\$ 2,125	\$ 3,223	\$ 15,511		\$ 27,653	56%
City Pension	22-01	\$ 2,000	\$ 2,000	\$ 2,984	\$ 14,711		\$ 25,990	57%
NDPERS Pension	22-04	\$ 10,263	\$ 10,439	\$ 15,510	\$ 75,425		\$ 134,095	56%
NDPERS & City Pension	22-05	\$ 451	\$ 451	\$ 674	\$ 3,314		\$ 5,857	57%
Actuarial Contributions	22-06				\$ -		\$ 69,960	0%
Workers Comp	25-00				\$ -			
Life insurance	26-00	\$ 77	\$ 77		\$ 539	\$ 385	\$ 800	116%
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 6,620	\$ 6,625	\$ 8,790	\$ 41,253		\$ 94,429	44%
Other Services	38-99	\$ 962	\$ 797	\$ 3,004	\$ 7,876	\$ 4,619	\$ 15,000	83%
Water Sewer	41-05				\$ -			
General equip repair	43-20	\$ (1)			\$ (1)		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 270	\$ 2,238	\$ 657	\$ 14,700		\$ 25,766	57%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 151	\$ 1,428	\$ 1,780	\$ 42,633	\$ 7,542	\$ 35,000	143%
Land and building rent	44-10				\$ -			
Property insurance	52-10			\$ 3,139	\$ 7,367		\$ 9,010	82%
Automobile liability	52-20				\$ -		\$ 265	0%
General liability	52-30				\$ -		\$ 9,225	0%
Cellular phone service	53-20		\$ 355	\$ 364	\$ 2,138		\$ 4,300	50%
Other communications	53-60		\$ 160	\$ 160	\$ 962		\$ 1,000	96%
ILS Development	53-61				\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62			\$ 9,446	\$ 18,708		\$ 19,000	98%
Marketing	54-11	\$ 1,720	\$ 2,378	\$ 2,001	\$ 9,039		\$ 27,000	33%
In state travel	56-60	\$ 105	\$ 102	\$ 262	\$ 820		\$ 3,500	23%
Out of state travel	57-60				\$ -		\$ 5,000	0%
Due & membership in state	59-10		\$ 26		\$ 1,306		\$ 1,700	77%
Dues/membership out state	59-11	\$ 197	\$ 40	\$ 225	\$ 1,619		\$ 1,500	108%
Seminar & conf in state	59-20	\$ 867	\$ 79	\$ 407	\$ 1,530		\$ 2,500	61%
Seminar & conf out state	59-21				\$ 169		\$ 2,500	7%
Office supplies	61-10	\$ 2,102	\$ 1,260	\$ 1,620	\$ 9,421		\$ 20,000	47%
Medical supplies	61-20			\$ 33	\$ 33		\$ 600	5%
General supplies	61-40	\$ 1,936	\$ 572	\$ 888	\$ 4,039		\$ 7,500	54%
Program materials	61-43	\$ 2,505	\$ 2,981	\$ 1,653	\$ 20,098		\$ 36,000	56%
Materials Processing	61-44	\$ 5,332	\$ 3,214	\$ 2,645	\$ 33,848		\$ 64,569	52%
Postage	61-50			\$ 43	\$ 112		\$ 10,000	1%
Books & periodicals	61-70	\$ 33,334	\$ 41,612	\$ 31,543	\$ 303,027	\$ 474	\$ 526,939	58%
Gasoline	62-10	\$ 29	\$ 35	\$ 45	\$ 174		\$ 439	40%
Natural gas	62-50	\$ 1,252			\$ 8,536		\$ 24,000	36%
Electricity	62-51	\$ 4,062			\$ 19,421		\$ 90,000	22%
Miscellaneous	68-10	\$ 0	\$ 250	\$ 1,155	\$ 1,422		\$ 2,000	71%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 257,969	\$ 263,690	\$ 357,249	\$ 2,002,087	\$ 13,021	\$ 3,691,007	54.60%

**Fargo Public Library 2021 Total Expenses  
58% OF YEAR LAPSED**

**EXPENSE VS. BUDGET  
2021  
CARLSON**

Account	Budget Line	May	June	July	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 30,541	\$ 24,243	\$ 37,995	\$ 190,311		\$ 312,605	61%
Full time overtime	11-01				\$ -			
full Time Banked Sick	11-02				\$ -		\$ 3,000	0%
Part time w/benefits	13-00	\$ 6,874	\$ 7,684	\$ 11,216	\$ 51,944		\$ 118,755	44%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 876	\$ 828	\$ 1,008	\$ 5,794		\$ 9,200	63%
Health insurance	20-01	\$ 5,485	\$ 5,020	\$ 5,097	\$ 35,926		\$ 70,375	51%
Dental insurance	20-03	\$ 303	\$ 266	\$ 275	\$ 1,951		\$ 4,109	47%
Long Term Disability	20-04	\$ 67	\$ 64	\$ 98	\$ 485		\$ 919	53%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 2,215	\$ 1,875	\$ 2,955	\$ 14,287		\$ 25,455	56%
Medicare 1.45%	21-02	\$ 518	\$ 439	\$ 691	\$ 3,341		\$ 5,953	56%
City Pension	22-01	\$ 1,229	\$ 1,229	\$ 1,835	\$ 9,020		\$ 15,985	56%
NDPERS Pension	22-04	\$ 1,533	\$ 1,368	\$ 2,170	\$ 10,723		\$ 19,126	56%
NDPERS & City Pension	22-05				\$ -			
Actuarial Contributions	22-06				\$ -		\$ 42,616	0%
Workers Comp	25-00				\$ -			
Life insurance	26-00				\$ -			
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 1,880	\$ 1,996	\$ 2,704	\$ 11,409		\$ 35,800	32%
Other Services	38-99		\$ 24	\$ 24	\$ 570		\$ 1,000	57%
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	\$ 593	\$ 420	\$ 313	\$ 1,881	\$ 3,940	\$ 3,000	194%
Land and building rent	44-10				\$ -			
Property insurance	52-10			\$ 1,291	\$ 1,291		\$ 2,705	48%
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	\$ 729	\$ 430	\$ 557	\$ 3,337		\$ 7,000	48%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 340	\$ 133	\$ 34	\$ 1,162	\$ 1,830	\$ 2,500	120%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 11,878	\$ 9,013	\$ 7,350	\$ 65,916	\$ 35	\$ 132,890	50%
Gasoline					\$ -			
Natural gas	62-50	\$ 652	\$ 886	\$ 1,231	\$ 6,529		\$ 15,000	44%
Electricity	62-51	\$ 2,284	\$ 4,267	\$ 5,003	\$ 18,685		\$ 30,450	61%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		<b>\$ 67,997</b>	<b>\$ 60,183</b>	<b>\$ 82,250</b>	<b>\$ 435,132</b>	<b>\$ 5,805</b>	<b>\$ 870,243</b>	<b>50.7%</b>



Fargo Public Library 2021 Total Expenses  
58% OF YEAR LAPSED

EXPENSE VS. BUDGET  
2021  
NORTHPORT

Account	Budget Line	May	June	July	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	8,364	7,997	\$ 11,817	\$ 59,715		\$ 107,161	56%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02				\$ -			
Part time w/benefits	13-00	4,077	4,436	\$ 6,935	\$ 31,550		\$ 32,886	96%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	2,076	2,016	\$ 1,957	\$ 14,006		\$ 23,891	59%
Dental insurance	20-03	111	108	\$ 101	\$ 739		\$ 1,326	56%
Long Term Disability	20-04	24	24	\$ 36	\$ 180		\$ 294	61%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	716	716	\$ 1,109	\$ 5,278		\$ 8,050	66%
Medicare 1.45%	21-02	167	167	\$ 259	\$ 1,234		\$ 1,883	66%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	1,028	1,027	\$ 1,549	\$ 7,559		\$ 11,568	65%
NDPERS & City Pension	22-05				\$ -			
Actuarial Contributions	22-06				\$ -			
Workers Comp	25-00				\$ -			
Life insurance	26-00				\$ -			
Interpreters/ADA Compliance	33-29				\$ -			
Security Services	38-61				\$ -			
Other Services	38-99		24		\$ 48		\$ 500	10%
Water Sewer	41-05				\$ -		\$ 2,000	0%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -			
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	187	187	\$ 187	\$ 1,119	\$ 1,122	\$ 2,100	107%
Land and building rent	44-10	5,634	5,634	\$ 5,634	\$ 46,068	\$ 21,540	\$ 74,000	91%
Property insurance	52-10			\$ 170	\$ 170		\$ 350	49%
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	68	83	\$ 223	\$ 1,090		\$ 3,000	36%
Medical supplies	61-20				\$ -			
General supplies	61-40	187			\$ 527		\$ 3,500	15%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -			
Books & periodicals	61-70	6,304	4,164	\$ 5,442	\$ 32,405		\$ 64,625	50%
Gasoline					\$ -			
Natural gas	62-50	210	219	\$ 110	\$ 888		\$ 1,900	47%
Electricity	62-51	726	906	\$ 981	\$ 4,410		\$ 7,875	56%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 29,880	\$ 27,710	\$ 36,512	\$ 206,987	\$ 22,662	\$ 346,909	66.20%

Fargo Public Library 2021 Total Expenses  
58% OF YEAR LAPSED

EXPENSE VS. BUDGET  
2021  
GRANT

Account	Budget Line	May	June	July	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	1,522	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				\$ -		\$ -	
		\$ 1,522	\$ 29	\$ 110	\$ 2,588	\$ -	\$ -	

Revenue  
July 2021

Date	Main										Carlson										Northport									
	Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total		Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total		Tkt #	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total	
7/1/2021	ma124a	1.00						1.00		ca121a	1.00								1.00		np111a									
7/31/2021		44.00	654.61	33.98	40.00	50.00	82.72	5.44	831.91		34.00	108.91			50.00	175.40		368.31			1.00	48.39				1.15		50.55		

Monthly		YTD	
Fees	\$ 79.00	Fees	\$ 720.05
Lost	\$ 811.91	Lost	\$ 3,804.07
Rtd	\$ 33.98	Rtd	\$ 338.40
NonRes	\$ 40.00	NonRes	\$ 186.75
MtgRm	\$ 100.00	MtgRm	\$ 100.00
Copier	\$ 1,279.12	Copier	\$ 4,200.65
PP Fees	\$ 5.44	PP Fees	\$ 34.20
Misc		Misc	\$ 621.09
<b>Total</b>	<b>\$ 2,276.05</b>	<b>Total</b>	<b>\$ 9,294.21</b>

Copies paid at desks	259.28
Copies paid at coin op	1,019.84
	3,279.12