

Fargo Public Library Board of Directors
Agenda for Tuesday June 15, 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 April 20 Meeting Correction **Action**
3. Minutes of the May 18 Meeting **Action**
4. Staff Report- Megan Richardson
5. Director's Report
6. Unfinished Business
 - A. Library Director's Review
7. New Business
 - A. Face Covering Policy **Action**
 - B. Rules of Conduct Policy **Action**
 - C. 2020 Impact Report
 - D. Incident Procedures
8. Statistical Reports
 - A. May Usage
 - B. May Financials
9. Friends of the Library Report
10. Public Comment
11. Next Regular Meeting: July 20
12. Adjourn

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

What:

April 20, 2021 Board Minutes Correction

Explanation:

Corrections

- 1) Board Minutes from April 20, 2021 listed Rachael Steenholdt as the person who called the meeting to order. Mary Batcheller was the meeting facilitator for that meeting.
- 2) The next Board Meeting was listed as April 20, 2021 and it should have been listed as May 18, 2021.

Director recommendation:

Approved amended minutes.

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

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

Board Members Present: Mary Batcheller, Rachael Steenholdt, Scott Beaulier, Kristen Schipper, Carlos Hawley Jr., Carrie Peterson

Board Members Absent: Whitney Oxendahl

Staff: Tim Dirks, Megan Richardson, Jason DeShaw, Betsy Dauer

Others Present:

President Mary Batcheller called the meeting to order at 4:03 p.m. and a quorum was declared. This meeting was attended virtually.

Order of Agenda

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

Minutes of February 16, 2021 Regular Meeting

Rachael Steenholdt made a motion to approve the minutes of the February 16, 2021 meeting. Carrie Peterson seconded the motion; motion carried.

Minutes of March 16, 2021 Regular Meeting

Carlos Hawley Jr. made a motion to approve the minutes of the March 16, 2021 meeting. Scott Beaulier seconded the motion; motion carried.

Staff Report

Megan Richardson, the new staff liaison, presented a few highlights of staff updates and events.

Staff updates and Staff development activities:

- LAI position filled – Callie King starting the week of April 19
- LAII Position at Main – This position is in the hiring process, currently reviewing applications.
- National Library Workers Day was April 6. We celebrated with a gift for each staff member funded by the Friends generous donation to Staff Development.

Programming:

All in-person programs have been suspended indefinitely. For a full list of all upcoming FPL activities visit FargoLibrary.org

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

Children's

- Going Places Virtually Book Club-- Wednesday, April 21 at 4 p.m.

- Baby Rhyme Time Online—Thursday, April 22 at 10am.
- Crafts to Go for Kids-- April 26: Caterpillar Clothes Pin (this is the last craft packet on the season).
- Northern Narratives Jr. -- Entries accepted through Friday, April 30.
- StoryWalk in the Sodbuster Plaza will be changed to “What Does Bunny See” by Linda Sue Park on May 3 and will be up through June 1.

Teens

- Crafts to Go for Teens – April 26: Mini Seashell Mobile (last of the season).

Adult

- Stay-at-Home Book Party – May 20.
- Crafts to Go for Adults – April 26: Piñata Party Favors.
- DIY Spring Care Kit.

Multigenerational

- Northern Focus 2021 Photography Project.
- Online Trivia for Adults & Teens: Games.
- Book Clubs.
 - Classics Book Club, April 21 – *The Name of the Rose* by Umberto Eco
 - History Book Club, April 27 – *For All the Tea In China* by Sarah Rose
 - Tea Tiem Book Club, May 10 – *Dominicana* by Angie Cruz

Outreach

- E-Pals Program- This is a pen pal program ran through email and is a partnership between Touchmark and VTC.

Community Engagement Activities

- World Book Night. Celebrate the annual magic of World Book Night on Friday, April 23, from 4 to 6 p.m. at Broadway Square.

Director’s Report

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update. Standard summer hours will resume June 1.

Unfinished Business

Director’s Review Committee

The next meeting will be April 22.

New Business

Material Challenge

Jason DeShaw, Collection Development/Technical Services Manager, directed the Board to the Statement of Concern Committee’s recommendation in the Board Packet regarding the material challenge of four Dr. Seuss titles; *And to Think That I Saw It on Mulberry Street*, *On Beyond Zebra!*, *Scrambled Eggs Super!*, and *The Cat’s Quizzer*.

After hearing from the patron who submitted the Statement of Concern and Board discussion a motion was made by Kristen Schipper to retain the four Dr. Seuss titles in question per the

Statement of Concern Committee recommendation. Scott Beaulier seconded the motion; motion carried.

Art Display and Acquisition Policy Review

Director Tim Dirks referred the Board to the Art Display and Acquisition Policy in the Board Packet. No changes were recommended.

A motion was made by Kristen Schipper to approve the Art Display and Acquisition Policy as is. Scott Beaulier seconded the motion; motion carried.

Bulletin Board and Brochure Table Policy Review

Director Tim Dirks referred the Board to the Bulletin Board and Brochure Table Policy in the Board Packet. No changes were recommended.

A motion was made by Carlos Hawley Jr. to approve the Bulletin Board and Brochure Table Policy as is. Kristen Schipper seconded the motion; motion carried.

2022 Library Budget Proposal

Director Tim Dirks referred the Board to the 2022 Library Budget Proposal in the Board Packet.

A motion was made by Carlos Hawley Jr. to approve the 2022 Library Budget Proposal. Mary Batcheller seconded the motion; motion carried.

Statistical Reports

Usage

The Library had 30,497 registered patrons for the month of March. Attendance was 2,056, which includes virtual and passive programming. Circulation was up 13.53% compared to March of the previous year. Overall circulation year to date is 188,608.

Financials

There was \$110 of incoming donations. There was \$467 expenditures of donations. The year is 25% lapsed while the budget is 23.89% expended. Revenue is at \$2,873.18 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, May 18, 2021 at 4 p.m.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Betsy Dauer

**Fargo Public Library Board of Directors
Minutes for Tuesday, May 18, 2021 4 p.m.
Fargo City Commission Chambers and Virtual
225 4th St N., Fargo ND 58102**

Board Members Present: Mary Batcheller, Rachael Steenholdt, Carrie Peterson, Whitney Oxendahl

Board Members Absent: Scott Beaulier, Kristen Schipper, Carlos Hawley Jr.

Staff: Tim Dirks, Megan Richardson, Betsy Dauer

Others Present:

President Mary Batcheller called the meeting to order at 4:03 p.m. and a quorum was declared. This meeting was attended virtually.

Order of Agenda

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

Minutes of April 20, 2021 Regular Meeting

Rachael Steenholdt made a motion to approve the minutes of the April 20, 2021 meeting. Carrie Peterson seconded the motion; motion carried.

Staff Report

Megan Richardson, the new staff liaison, presented a few highlights of staff updates and events.

Staff updates and Staff development activities:

- LAll Position at Main – Dani Leapaltd’s start date was May 17.
- LAll Position at Branches – Sunny Branick has accepted a position as branch librarian at Kansas City Public Library. The posting for his position closed Monday, May 17.

Programming:

Outdoor in-person programs are starting to be planned for summer. Most events are still occurring virtually. For a full list of all upcoming FPL activities visit FargoLibrary.org Upcoming Events & Programs (a partial and incomplete list):

Children's

- Late Spring and Summer StoryWalks®
- Tails and Tales at the Red River Zoo. Kick off the Fargo Public Library’s Summer Reading Challenge by visiting some amazing animal friends at the Red River Zoo! The Fargo Public Library, in partnership with the Red River Zoo, will provide free admission for children ages 0-14* to the zoo on Monday, June 7th from 11-2pm. All ages are welcome to attend. *Admission for Adults and Teens (15+) will cost \$11.25 per person.
- Continental Crafts To Go For Kids. Crafts to Go for Kids goes around the world this

summer by featuring animal crafts. Twice a month kids, ages 12 and younger, can sign up to receive a Craft to Go packet.

- Jeff Quinn's Reading Safari Magic Show for Kids and Families. Magician Jeff Quinn returns to the Fargo Public Library with another adventurous, fun-filled, wild show Thursday, June 17, at the Civic Center!

Teens

- Crafts to Go for Teens: June 14 - Lego Bookmarks.

Adult

- Pairs Well With Kits Featuring Thunder Coffee. A link to the video tutorial will be emailed out May 25 and posted on the library's Facebook page May 26.
- Virtual Author Event: "Forum Communications Company: A Narrative History 1980-2018" with author Jack Zaleski.
- New Book Club! Diverse Perspectives Book Club. The first online session is June 10 and will discuss *How to Be an Antiracist* by Ibram X. Kendi.
- New Book Club! Summer Garden Book Club. The first session is June 15 and the featured title is *The Heirloom Garden* by Viola Shipman.
- More Book Clubs.
 - Classics Book Club, May 19 – *The Omnivore's Dilemma* by Michael Pollan
 - History Book Club, May 25 – *Battlegrounds* by H.R. McMaster
 - Tea Time Book Club, June 14 – *The Lost Apothecary* by Sarah Penner.
 - The Tea Time Book Club will be starting two meetings this month – one virtual and one outdoors at the Dr. James Carlson branch.
- Crafts to Go for Adults: June 14 Bookish Bracelet.

Multigenerational

- Online Trivia for Adults & Teens: Books. Monday, May 24, starting at 7 p.m.
- Spring Plant Swap. Happening June 1, at 6:30 p.m. at the Library Learning Garden
- Virtual Pet Show & Tell with a Game of Bingo. June 9
- Summer Reading Program. The theme for 2021 – Tails & Tales – celebrates animal antics with a summer filled with exciting stories, events, and activities! This summer the Fargo Public Library is using online software called Beanstack for children and families to track their reading. Beginning May 25 all ages are welcome visit fargolibrary.beanstack.org or download the Beanstack app to pre-register.

Director's Report

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update. The library will be open standard summer hours as of June 1, 2021. Conversations are ongoing in regards to services that have been on hold due to covid, such as meeting rooms and furniture placement. Will be bringing the face covering policy to the Board at the next meeting for possible elimination.

Unfinished Business

Director's Review Committee

President Mary Batcheller gave an overview of the last Directors Review Committee meeting. After some discussion, it was agreed upon that the committee would continue and finalize a written procedure and bring that back to the Board as a whole. The next meeting is currently unscheduled.

New Business

Face Covering Policy Draft

Director Tim Dirks referred the Board to the Face Covering Policy in the Board Packet. The recommendation, per the updated CDC guidelines, was removal of the requirement of wearing a face covering while at outdoor library events and programs.

A motion was made by Rachael Steenholdt to approve the Face Covering Policy with recommended change. Carrie Peterson seconded the motion; motion carried.

Confidentiality of Library Records Policy Review

Director Tim Dirks referred the Board to the Confidentiality of Library Records Policy in the Board Packet. No changes were originally recommended in the packet though Director Tim Dirks noted in the meeting that he would recommend removal of the words "and fines paid" in the last paragraph as fines are no longer charged.

A motion was made by Mary Batcheller to approve the Confidentiality of Library Records Policy with the recommended change. Rachael Steenholdt seconded the motion; motion carried.

Electronic Communication Review

Director Tim Dirks referred the Board to the Electronic Communication Policy in the Board Packet. No changes were recommended.

A motion was made by Mary Batcheller to approve the Electronic Communication Policy as is. Rachael Steenholdt seconded the motion; motion carried.

Statistical Reports

Usage

The Library had 30,238 registered patrons for the month of April. Attendance was 2,573, which includes virtual and passive programming. Circulation was up 187.82% compared to April of the previous year. Overall circulation year to date is 253,908.

Financials

There was \$2,050 of incoming donations. There was \$183 expenditures of donations. The year is 33% lapsed while the budget is 31.13% expended. Revenue is at \$4,017.48 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, June 15, 2021 at 4 p.m.

Director Tim Dirks asked the Board if they would like to go back to in person meetings or stay virtual, or a combination of both. It was agreed to do a combination of in person and virtual. Director Tim Dirks asked Board members to let him know by replying to the Board Packet email how they would be attending.

The meeting adjourned at 4:44 p.m.

Respectfully submitted,

Betsy Dauer

FPL DIRECTOR'S REPORT

June 15, 2021

Director's Activities:

- 5.25.21 Moderated Meeting with Breezeway Café Ownership
- 6.1.21 Attended City Cabinet Meeting

Goal 1 Professional & Organizational

- 5.19.21 Moderated Quarterly Project Meeting with the Collection Development/Technical Services Manager
- 5.19.21 Moderated COVID 19 After Action Report Meeting
- 5.25.21 Moderated Library Dept. Heads Meeting
- 6.1.21 Moderated Library Dept. Heads Meeting
- 6.3.21 Moderated Electronic Communications Meeting
- 6.8.21 Moderated Library Dept. Heads Meeting
- 6.9.21 Moderated COVID 19 After Action Report Meeting
- 6.15.21 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

- 5.19.21 Moderated Red River Zoo Governance Committee Meeting
- 5.20.21 Attended Red River Zoo Executive Committee Meeting
- 5.24.21 Attended Red River Zoo Board Meeting
- 6.1.21 Attended Friends Board Meeting
- 6.4.21 Attended State Library LSTA Task Force Meeting
- 6.10.21 Attended West Fargo Public Library 50th Anniversary Event

Goal 5 Infrastructure:

- 6.9.21 2022 Library Budget Meeting with Commissioner Tony Gehrig

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

What:

Elimination of the Face Covering Policy

Explanation:

The Library Admin team identified the need to align Library policy with the City as part of the Library's reopening plan.

Director recommendation:

Approve the proposed elimination of the Face Covering 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

COVID-19 Face Covering Policy:

Patrons visiting any Fargo Public Library location will be required to wear a face covering over their mouth and nose and maintain social distancing from staff and non-household members of the public while inside the library. Patrons who decline to wear a face covering, and who are not covered by the exemptions as identified per this policy, may be refused service and/or asked to leave the library location. Patrons who are exempt from wearing a face covering must still maintain social distancing from staff and non-household members of the public or they may be denied service. This policy will be revisited pending the desired level of vaccination in the community.

Definitions:

“Face covering” shall mean a paper or two-layered cloth facemask that covers the nose and mouth completely, and includes a disposable facemask or a religious face covering.

“Social distancing” means individuals keeping at least six (6) feet of distance from other individuals who are not members of their household.

“Household” means a group of individuals who share the same living unit.

Exemptions:

1. Children ages four (4) and younger.
2. Persons with a medical condition or disability that prevents wearing a face covering.
3. Persons actively consuming food and drink.

Approved 02-16-2021

Revised 05-18-2021

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

What:

Remove language from the Rules of Conduct Policy mandating social distancing

Explanation:

Library Admin team identified the need to align library policy with City procedures as part of the library's reopening plan.

Director recommendation:

Review and approve the proposed change to the Rules of Conduct 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 **Rules of Conduct**

The Board of Directors believes that patrons of the Fargo Public Library have the right to use library materials and services without being disturbed or impeded by other library users; that patrons and staff have the right to a secure and comfortable environment; and that patrons and staff have the right to materials and facilities that are in good condition.

Rules

- Any behavior which is disruptive or which hinders use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running, fighting, and congregating in large groups.
- Use of all tobacco products is strictly prohibited in the library. Use of electronic cigarettes is also prohibited.
- The consumption of food within reasonable limits at the discretion of library staff is allowed. Carry in meals are prohibited. Authorized groups, with permission from library administration, may serve refreshments in the meeting room.
- Engaging in any behavior which may unreasonably interfere with the rights of other patrons to use the library is prohibited. This includes, but is not limited to, sleeping and/or exhibiting offensive personal hygiene. Appropriate attire must be worn (i.e. shoes and shirts).
- Users of portable electronic devices may be asked to disable sounds so as not to create a disturbance for other customers. Use of camera phones and other hidden electronic recording devices on library property is prohibited.
- Telephones located at the public service desks are for business use only. Customers asking to use these phones are to be referred to the nearest courtesy phone. Exceptions to this policy will be made for children needing a ride home and for emergency situations.
- Animals, except those used to aid persons with disabilities or used in conjunction with library programs, are not permitted in the library.
- Individuals who return items that are infested and/or damaged by pests will be ineligible to check out items and won't be allowed to visit any library location until the active infestation has been eliminated. The individual will also be responsible for the replacement costs of the infested and/or damaged items.

- Selling products or services and soliciting donations are not permitted on library property.
- Taking surveys, asking people to sign petitions and distributing leaflets, is not permitted on library property except in areas outside of library buildings.
- Parents are responsible for the behavior of their children while they are on library property. Children under the age of 10 must be attended by a parent or other responsible caregiver age 14 or older in the same service area at all times while on library property.
- The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses which will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, backpacks, and other such items when staff members have reason to believe that this rule has been violated. The library is not responsible for personal belongings which are left unattended.
- Photography and video recording within the library without the prior approval of library administration is prohibited. Individuals or businesses may contact the Library Director or Deputy Director to gain permission to photograph and or video within the library.
- With the exception of law enforcement, the possession of firearms and/or dangerous weapons is prohibited on library property.
- Leaving packages, backpacks, luggage, or any other personal items unattended is not permitted. These unattended items are subject to immediate confiscation.
- ~~To ensure a healthy and safe environment for all library patrons and staff, patrons will be required to maintain social distancing at all service points as delineated by floor markers. Patrons are asked to maintain social distancing of six feet from staff and others (outside of their family group) when in library facilities.~~

For purposes of these rules of conduct, as to the Main Library, the term "library property" shall mean the public patron areas inside the building (as opposed to library-worker areas, administrative office areas and the conference room areas) and outside the building shall mean the area between the building and the property boundary on the east, south and west side of the building and the southerly edge of the public sidewalk on the north side of the building. As to the Carlson Library in south Fargo, the term "library property" shall mean the public patron areas inside the building (as opposed to library-worker areas, administrative office areas and the conference room areas) and outside the building shall mean the area between the building and the property boundary on all sides surrounding the building. As to the Northport Library in north Fargo, the term "library property" shall mean the public patron areas inside the library building space (as opposed to library-worker areas and administrative office areas).

People whose actions violate these rules will be asked to stop such actions. The library has the legal right and authority to require anyone violating these Rules of Conduct to leave the library. Repeated violation of these rules may result in long-term expulsion from the library pursuant to the Board of Directors' authority under Section 40-38-07 of the North Dakota Century Code.

#007-2001

Approved 11-27-2001

Revised 02-22-2005

Revised 05-20-2008

Revised 02-16-2010

Revised 08-21-2012

Revised 09-18-2012

Revised 09-17-2013

Revised 08-19-2014

Reviewed 07-17-2018

Revised 11-19-2019

Revised 06-16-2020

Library Use 2021

New Registrations: 477
 Approx. Registered Patrons: 30,099

ATTENDANCE	May 2021	May 2020	% CHANGE	2021 YTD	2020 YTD	Diff.	% CHANGE
Door Count Main	10,182	-		35,390	47,497	(12,107)	-25%
Door Count Carlson	7,667	-		24,952	33,044	(8,092)	-24%
Door Count Northport	3,752	-		12,209	14,049	(1,840)	-13%
Outreach	159	-		504	1,144	(640)	-56%
Total	21,760	-		73,055	95,734	(22,679)	-24%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance	% CHANGE	2021 YTD	2020 YTD	Diff.	% CHANGE
Adult Programs Main	1	20	-		1,139	463	676	146%
Adult Programs Carlson	2	40	-		433	517	(84)	-16%
Adult Programs Northport	1	10	-		196	48	148	308%
Teen Programs Main	-	-	-		130	19	111	584%
Teen Programs Carlson	-	-	-		175	166	9	5%
Teen Programs Northport	-	-	-		85	8	77	963%
Childrens Programs Main	10	318	579	-45%	1,614	2,434	(820)	-34%
Childrens Programs Carlson	1	12	-		845	1,266	(421)	-33%
Childrens Programs Northport	-	-	-		442	831	(389)	-47%
Community Engagement	-	-	-		11	498	(487)	-98%
Outreach Department	2	76	-		242	169	73	43%
Virtual Adult	5	159	894	-82%	668	894	(226)	-25%
Virtual Teen	-	-	-		25	-	25	
Virtual Childrens	2	8	337	-98%	326	337	(11)	-3%
Total	24	643	1,810	-64%	6,331	7,650	(1,319)	-17%

VOLUNTEER HOURS								
Main		9	-		9	233	(224)	-96%
Carlson		-	-		-	90	(90)	-100%
Outreach		-	-		-	208	(208)	-100%
Northport		-	-		-	-	-	
Total		9	-		9	531	(522)	-98%

INTERNET SIGNUP								
Main		1,518	-		4,762	8,804	(4,042)	-46%
Carlson		1,221	-		3,573	6,043	(2,470)	-41%
Northport		323	-		1,213	1,287	(74)	-6%
Total		3,062	-		9,548	16,134	(6,586)	-41%

ELECTRONIC ACTIVITY								
Web page hits		15,332	16,678	-8%	67,775	79,274	(11,499)	-15%

2021 Circulation

	May 2021	May 2020	Increase/ Decrease	% CHANGE	2021 YTD	2020 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,128	1,150	978	85.04%	10,948	10,286	662	6.44%
Youth Nonfiction	1,254	473	781	165.12%	6,941	5,567	1,374	24.68%
Adult Fiction	3,866	1,667	2,199	131.91%	17,123	17,043	80	0.47%
Youth Fiction	3,338	1,496	1,842	123.13%	15,376	11,719	3,657	31.21%
Youth Reader	1,075	248	827	333.47%	4,798	4,346	452	10.40%
Youth Picture Books	2,621	596	2,025	339.77%	12,903	10,474	2,429	23.19%
Adult Magazines	108	39	69	176.92%	474	512	(38)	-7.42%
Youth Magazines	10	-	10		43	57	(14)	-24.56%
Subtotal	14,400	5,669	8,731	154.01%	68,606	60,004	8,602	14.34%
OUTREACH								
Deposit	782	-	782		2,936	2,941	(5)	-0.17%
CARLSON								
Adult Nonfiction	729	329	400	121.58%	3,773	3,287	486	14.79%
Youth Nonfiction	758	230	528	229.57%	4,202	3,390	812	23.95%
Adult Fiction	2,721	1,033	1,688	163.41%	12,258	9,782	2,476	25.31%
Youth Fiction	2,449	666	1,783	267.72%	10,644	7,223	3,421	47.36%
Youth Readers	1,238	167	1,071	641.32%	5,957	3,223	2,734	84.83%
Youth Picture Books	2,721	333	2,388	717.12%	12,662	8,152	4,510	55.32%
Adult Magazines	65	13	52	400.00%	279	359	(80)	-22.28%
Youth Magazines	4	-	4		14	33	(19)	-57.58%
Subtotal	10,685	2,771	7,914	285.60%	49,789	35,449	14,340	40.45%
NORTHPORT								
Adult Nonfiction	268	96	172	179.17%	1,337	1,176	161	13.69%
Youth Nonfiction	230	65	165	253.85%	1,197	937	260	27.75%
Adult Fiction	833	365	468	128.22%	4,047	3,099	948	30.59%
Youth Fiction	361	168	193	114.88%	2,041	1,406	635	45.16%
Youth Readers	243	127	116	91.34%	1,477	1,348	129	9.57%
Youth Picture Books	468	122	346	283.61%	2,233	2,220	13	0.59%
Adult Magazines	8	2	6	300.00%	80	85	(5)	-5.88%
Youth Magazines	1	-	1		9	12	(3)	-25.00%
Subtotal	2,412	945	1,467	155.24%	12,421	10,283	2,138	20.79%
TOTAL PRINT	28,279	9,385	18,894	201.32%	133,752	108,677	25,075	23.07%

2021 Circulation

NONPRINT

OverDrive	14,888	15,027	(139)	-0.93%	75,179	66,558	8,621	12.95%
Zinio	-	1,127	(1,127)	-100.00%	2,813	4,872	(2,059)	-42.26%
Childrens Devices	16	2	14	700.00%	43	36	7	19.44%
Hoopla	2,169	2,673	(504)	-18.86%	10,801	10,903	(102)	-0.94%
RB Digital	-	225	(225)	-100.00%	-	1,418	(1,418)	-100.00%
Subtotal	<u>17,073</u>	<u>19,054</u>	<u>(1,981)</u>	<u>-10.40%</u>	<u>88,836</u>	<u>83,787</u>	<u>5,049</u>	<u>6.03%</u>

MAIN

Adult DVD's	2,794	633	2,161	341.39%	12,439	15,987	(3,548)	-22.19%
Youth DVD's	294	63	231	366.67%	1,387	2,005	(618)	-30.82%
Video Games	199	40	159	397.50%	873	786	87	11.07%
Adult CD's	311	142	169	119.01%	2,063	1,949	114	5.85%
Youth CD's	109	9	100	1111.11%	284	206	78	37.86%
Adult Books on CD	211	99	112	113.13%	877	1,014	(137)	-13.51%
Youth Books on CD	142	66	76	115.15%	559	784	(225)	-28.70%
Kits	89	15	74	493.33%	384	512	(128)	-25.00%
Subtotal	<u>4,149</u>	<u>1,067</u>	<u>3,082</u>	<u>288.85%</u>	<u>18,866</u>	<u>23,243</u>	<u>(4,377)</u>	<u>-18.83%</u>

CARLSON

Adult DVD's	1,148	480	668	139.17%	6,541	8,509	(1,968)	-23.13%
Youth DVD's	358	64	294	459.38%	1,762	1,636	126	7.70%
Video Games	157	34	123	361.76%	838	748	90	12.03%
Adult CD's	212	66	146	221.21%	1,420	1,090	330	30.28%
Youth CD's	68	8	60	750.00%	346	225	121	53.78%
Adult Books on CD	161	65	96	147.69%	633	767	(134)	-17.47%
Youth Books on CD	107	71	36	50.70%	710	664	46	6.93%
Kits	110	5	105	2100.00%	361	274	87	31.75%
Subtotal	<u>2,321</u>	<u>793</u>	<u>1,528</u>	<u>192.69%</u>	<u>12,611</u>	<u>13,913</u>	<u>(1,302)</u>	<u>-9.36%</u>

NORTHPORT

Adult DVD's	652	266	386	145.11%	3,670	4,346	(676)	-15.55%
Youth DVD's	79	27	52	192.59%	485	536	(51)	-9.51%
Video Games	45	16	29	181.25%	223	207	16	7.73%
Adult CD's	88	43	45	104.65%	679	621	58	9.34%
Youth CD's	10	2	8	400.00%	44	50	(6)	-12.00%
Adult Books on CD	28	17	11	64.71%	127	179	(52)	-29.05%
Youth Books on CD	33	21	12	57.14%	209	270	(61)	-22.59%
Kits	38	1	37	3700.00%	70	35	35	100.00%
Subtotal	<u>973</u>	<u>393</u>	<u>580</u>	<u>147.58%</u>	<u>5,507</u>	<u>6,244</u>	<u>(737)</u>	<u>-11.80%</u>

TOTAL NONPRINT

TOTAL NONPRINT	<u>24,516</u>	<u>21,307</u>	<u>3,209</u>	<u>15.06%</u>	<u>125,820</u>	<u>127,187</u>	<u>(1,367)</u>	<u>-1.07%</u>
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INTERLIBRARY LOAN

Borrowed	153	56	97	173.21%	744	732	12	1.64%
Loaned	286	41	245	597.56%	1,541	972	569	58.54%
Subtotal	<u>439</u>	<u>97</u>	<u>342</u>	<u>352.58%</u>	<u>2,285</u>	<u>1,704</u>	<u>581</u>	<u>34.10%</u>

RENEWALS

RENEWALS	12,008	4,980	7,028	141.12%	57,293	54,295	2,998	5.52%
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TOTAL CIRCULATION

TOTAL CIRCULATION	<u>65,242</u>	<u>35,769</u>	<u>29,473</u>	<u>82.40%</u>	<u>319,150</u>	<u>291,863</u>	<u>27,287</u>	<u>9.35%</u>
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Fargo Public Library 2021 Total Expenses
42% 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	\$ 780,276	\$ -	\$ 780,276	\$ 2,085,578	37.41%	\$ (1,305,301.91)
Full time overtime	11-01	\$ 104	\$ -	\$ 104	\$ -		\$ 104.00
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 15,000	0.00%	\$ (15,000.00)
Part time w/benefits	13-00	\$ 168,790	\$ -	\$ 168,790	\$ 453,334	37.23%	\$ (284,544.16)
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	\$ 19,911	\$ -	\$ 19,911	\$ 40,000	49.78%	\$ (20,089.48)
Health insurance	20-01	\$ 116,205	\$ -	\$ 116,205	\$ 282,117	41.19%	\$ (165,911.52)
Dental insurance	20-03	\$ 7,689	\$ -	\$ 7,689	\$ 20,678	37.19%	\$ (12,988.82)
Long Term Disability	20-04	\$ 1,995	\$ -	\$ 1,995	\$ 5,375	37.11%	\$ (3,380.40)
Auto Allowance	20-05	\$ 336	\$ -	\$ 336	\$ 900	37.37%	\$ (563.69)
FICA 6.2%	21-01	\$ 56,365	\$ -	\$ 56,365	\$ 151,204	37.28%	\$ (94,838.68)
Medicare 1.45%	21-02	\$ 13,182	\$ -	\$ 13,182	\$ 35,489	37.14%	\$ (22,306.94)
City Pension	22-01	\$ 15,683	\$ -	\$ 15,683	\$ 41,975	37.36%	\$ (26,292.15)
NDPERS Pension	22-04	\$ 61,644	\$ -	\$ 61,644	\$ 164,789	37.41%	\$ (103,145.23)
NDPERS & City Pension	22-05	\$ 2,189	\$ -	\$ 2,189	\$ 5,857	37.38%	\$ (3,667.61)
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 112,576	0.00%	\$ (112,576.00)
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ 462	\$ 462	\$ 925	\$ 800	115.58%	\$ 124.60
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 32,548	\$ -	\$ 32,548	\$ 130,229	24.99%	\$ (97,680.77)
Other Services	38-99	\$ 4,621	\$ 6,063	\$ 10,684	\$ 16,500	64.75%	\$ (5,816.05)
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	\$ 11,971	\$ -	\$ 11,971	\$ 31,766	37.69%	\$ (19,794.74)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 41,318	\$ 16,514	\$ 57,832	\$ 40,100	144.22%	\$ 17,731.99
Land and building rent	44-10	\$ 34,800	\$ 32,808	\$ 67,608	\$ 74,000	91.36%	\$ (6,392.00)
Property insurance	52-10	\$ 4,228	\$ -	\$ 4,228	\$ 12,065	35.04%	\$ (7,837.00)
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ -	\$ -	\$ -	\$ 9,225	0.00%	\$ (9,225.00)
Cellular phone service	53-20	\$ 1,419	\$ -	\$ 1,419	\$ 4,300	33.00%	\$ (2,880.91)
Other communications	53-60	\$ 642	\$ -	\$ 642	\$ 1,000	64.17%	\$ (358.27)
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 9,261	\$ -	\$ 9,261	\$ 19,000	48.74%	\$ (9,738.82)
Marketing	54-11	\$ 4,661	\$ -	\$ 4,661	\$ 27,000	17.26%	\$ (22,339.50)
In state travel	56-60	\$ 457	\$ -	\$ 457	\$ 3,500	13.06%	\$ (3,043.04)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
Due & membership in state	59-10	\$ 1,280	\$ -	\$ 1,280	\$ 1,700	75.29%	\$ (420.00)
Dues/membership out state	59-11	\$ 1,354	\$ -	\$ 1,354	\$ 1,500	90.27%	\$ (146.00)
Seminar & conf in state	59-20	\$ 1,044	\$ -	\$ 1,044	\$ 2,500	41.76%	\$ (1,455.95)
Seminar & conf out state	59-21	\$ 169	\$ -	\$ 169	\$ 2,500	6.76%	\$ (2,331.00)
Office supplies	61-10	\$ 9,675	\$ -	\$ 9,675	\$ 30,000	32.25%	\$ (20,325.34)
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ 600	0.00%	\$ (600.00)
General supplies	61-40	\$ 4,100	\$ 1,830	\$ 5,930	\$ 13,500	43.93%	\$ (7,569.59)
Program materials	61-43	\$ 15,464	\$ 1,441	\$ 16,905	\$ 36,000	46.96%	\$ (19,094.90)
Materials Processing	61-44	\$ 27,990	\$ -	\$ 27,990	\$ 64,569	43.35%	\$ (36,579.28)
Postage	61-50	\$ 70	\$ -	\$ 70	\$ 12,300	0.57%	\$ (12,230.25)
Books & periodicals	61-70	\$ 302,225	\$ 673	\$ 302,898	\$ 724,454	41.81%	\$ (421,556.18)
Gasoline		\$ 94	\$ -	\$ 94	\$ 439	21.39%	\$ (345.08)
Natural gas	62-50	\$ 13,506	\$ -	\$ 13,506	\$ 40,900	33.02%	\$ (27,393.57)
Electricity	62-51	\$ 31,359	\$ -	\$ 31,359	\$ 128,325	24.44%	\$ (96,965.56)
Miscellaneous	68-10	\$ 17	\$ -	\$ 17	\$ 2,000	0.86%	\$ (1,982.83)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 1,816,612	\$ 59,792	\$ 1,876,404	\$ 4,908,159	38.23%	\$ (3,031,755)

Fargo Public Library 2021 Total Expenses
42% OF YEAR LAPSED

EXPENSE VS. BUDGET
2021
MAIN

Account	Budget Line	March	April	May	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 125,940	\$ 124,851	\$ 124,841	\$ 612,301		\$ 1,665,812	37%
Full time overtime	11-01	\$ 15	\$ 40	\$ 8	\$ 104			
Full Time banked sick	11-02				\$ -		\$ 12,000	0%
Part time w/benefits	13-00	\$ 23,263	\$ 24,554	\$ 25,875	\$ 115,566		\$ 301,693	38%
Part time w/benefits overtime					\$ 9			
Part Time Banked Sick	13-02				\$ -		\$ 1,000	0%
Part time seasonal no benefits	14-00	\$ 3,327	\$ 3,171	\$ 3,738	\$ 15,952		\$ 30,800	52%
Health insurance	20-01	\$ 16,473	\$ 16,284	\$ 16,583	\$ 80,365		\$ 187,851	43%
Dental insurance	20-03	\$ 1,180	\$ 1,163	\$ 1,181	\$ 5,750		\$ 15,243	38%
Long Term Disability	20-04	\$ 319	\$ 317	\$ 319	\$ 1,552		\$ 4,162	37%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 336		\$ 900	37%
FICA 6.2%	21-01	\$ 8,914	\$ 8,916	\$ 9,013	\$ 43,456		\$ 117,699	37%
Medicare 1.45%	21-02	\$ 2,085	\$ 2,085	\$ 2,108	\$ 10,163		\$ 27,653	37%
City Pension	22-01	\$ 2,000	\$ 2,014	\$ 2,000	\$ 9,727		\$ 25,990	37%
NDPERS Pension	22-04	\$ 10,136	\$ 10,129	\$ 10,263	\$ 49,476		\$ 134,095	37%
NDPERS & City Pension	22-05	\$ 451	\$ 451	\$ 451	\$ 2,189		\$ 5,857	37%
Actuarial Contributions	22-06				\$ -		\$ 69,960	0%
Workers Comp	25-00				\$ -			
Life insurance	26-00	\$ 77	\$ 77	\$ 77	\$ 462	\$ 462	\$ 800	116%
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 6,424	\$ 8,001	\$ 6,620	\$ 25,839		\$ 94,429	27%
Other Services	38-99	\$ 786	\$ 1,343	\$ 962	\$ 4,075	\$ 6,063	\$ 15,000	68%
Water Sewer	41-05				\$ -			
General equip repair	43-20			\$ (1)	\$ (1)		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 1,402	\$ 1,890	\$ 270	\$ 11,805		\$ 25,766	46%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,592	\$ 10,222	\$ 151	\$ 39,425	\$ 10,481	\$ 35,000	143%
Land and building rent	44-10				\$ -			
Property insurance	52-10	\$ 4,228			\$ 4,228		\$ 9,010	47%
Automobile liability	52-20				\$ -		\$ 265	0%
General liability	52-30				\$ -		\$ 9,225	0%
Cellular phone service	53-20	\$ 355	\$ 710		\$ 1,419		\$ 4,300	33%
Other communications	53-60	\$ 161	\$ 321		\$ 642		\$ 1,000	64%
ILS Development	53-61				\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62				\$ 9,261		\$ 19,000	49%
Marketing	54-11	\$ 880	\$ 606	\$ 1,720	\$ 4,661		\$ 27,000	17%
In state travel	56-60	\$ 165	\$ 76	\$ 105	\$ 457		\$ 3,500	13%
Out of state travel	57-60				\$ -		\$ 5,000	0%
Due & membership in state	59-10				\$ 1,280		\$ 1,700	75%
Dues/membership out state	59-11		\$ 198	\$ 197	\$ 1,354		\$ 1,500	90%
Seminar & conf in state	59-20	\$ 49	\$ 79	\$ 867	\$ 1,044		\$ 2,500	42%
Seminar & conf out state	59-21				\$ 169		\$ 2,500	7%
Office supplies	61-10	\$ 573	\$ 1,725	\$ 2,102	\$ 6,541		\$ 20,000	33%
Medical supplies	61-20				\$ -		\$ 600	0%
General supplies	61-40	\$ 22	\$ 63	\$ 1,936	\$ 2,579		\$ 7,500	34%
Program materials	61-43	\$ 1,683	\$ 4,719	\$ 2,505	\$ 15,464	\$ 1,441	\$ 36,000	47%
Materials Processing	61-44	\$ 5,050	\$ 4,778	\$ 5,332	\$ 27,990		\$ 64,569	43%
Postage	61-50		\$ 42		\$ 70		\$ 10,000	1%
Books & periodicals	61-70	\$ 37,261	\$ 32,690	\$ 33,334	\$ 229,872	\$ 638	\$ 526,939	44%
Gasoline	62-10	\$ 33	\$ 32	\$ 29	\$ 94		\$ 439	21%
Natural gas	62-50	\$ (141)	\$ 1,772	\$ 1,252	\$ 8,536		\$ 24,000	36%
Electricity	62-51	\$ 205	\$ 4,515	\$ 4,062	\$ 19,421		\$ 90,000	22%
Miscellaneous	68-10	\$ 1	\$ 14	\$ 0	\$ 17		\$ 2,000	1%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 254,978	\$ 267,914	\$ 257,969	\$ 1,381,147	\$ 19,086	\$ 3,691,007	37.94%

**Fargo Public Library 2021 Total Expenses
42% OF YEAR LAPSED**

**EXPENSE VS. BUDGET
2021
CARLSON**

Account	Budget Line	March	April	May	YTD	Encumbrances	Budget *	% Budget Used
Full time staff	11-00	\$ 25,615	\$ 26,675	\$ 30,541	\$ 128,074		\$ 312,605	41%
Full time overtime	11-01				\$ -			
full Time Banked Sick	11-02				\$ -		\$ 3,000	0%
Part time w/benefits	13-00	\$ 6,197	\$ 6,205	\$ 6,874	\$ 33,044		\$ 118,755	28%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 828	\$ 756	\$ 876	\$ 3,958		\$ 9,200	43%
Health insurance	20-01	\$ 5,176	\$ 5,390	\$ 5,485	\$ 25,809		\$ 70,375	37%
Dental insurance	20-03	\$ 279	\$ 297	\$ 303	\$ 1,410		\$ 4,109	34%
Long Term Disability	20-04	\$ 66	\$ 69	\$ 67	\$ 323		\$ 919	35%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 1,869	\$ 1,929	\$ 2,215	\$ 9,456		\$ 25,455	37%
Medicare 1.45%	21-02	\$ 437	\$ 451	\$ 518	\$ 2,212		\$ 5,953	37%
City Pension	22-01	\$ 1,229	\$ 1,215	\$ 1,229	\$ 5,956		\$ 15,985	37%
NDPERS Pension	22-04	\$ 1,527	\$ 1,711	\$ 1,533	\$ 7,185		\$ 19,126	38%
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	\$ 1,898	\$ 2,432	\$ 1,880	\$ 6,709		\$ 35,800	19%
Other Services	38-99	\$ 474	\$ 24		\$ 522		\$ 1,000	52%
Water Sewer	41-05				\$ -		\$ 3,000	0%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ 166		\$ 6,000	3%
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ (521)	\$ 449	\$ 593	\$ 1,148	\$ 4,538	\$ 3,000	190%
Land and building rent	44-10				\$ -			
Property insurance	52-10				\$ -		\$ 2,705	0%
Automobile liability	52-20				\$ -			
General liability	52-30				\$ -			
Cellular phone service	53-20				\$ -			
Other communications	53-60				\$ -			
ILS Development	53-61				\$ -			
Minitex/OCLC	53-62				\$ -			
Marketing	54-11				\$ -			
In state travel	56-60				\$ -			
Out of state travel	57-60				\$ -			
Due & membership in state	59-10				\$ -			
Dues/membership out state	59-11				\$ -			
Seminar & conf in state	59-20				\$ -			
Seminar & conf out state	59-21				\$ -			
Office supplies	61-10	\$ 558	\$ 464	\$ 729	\$ 2,351		\$ 7,000	34%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 187	\$ 6	\$ 340	\$ 995	\$ 1,830	\$ 2,500	113%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 11,482	\$ 11,216	\$ 11,878	\$ 49,554	\$ 35	\$ 132,890	37%
Gasoline					\$ -			
Natural gas	62-50	\$ (211)	\$ 760	\$ 652	\$ 4,412		\$ 15,000	29%
Electricity	62-51	\$ 145	\$ 2,342	\$ 2,284	\$ 9,415		\$ 30,450	31%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 57,236	\$ 62,391	\$ 67,997	\$ 292,699	\$ 6,402	\$ 870,243	34.4%

**Fargo Public Library 2021 Total Expenses
42% OF YEAR LAPSED**

**EXPENSE VS. BUDGET
2021
NORTHPORT**

Account	Budget Line	March	April	May	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 8,354	\$ 8,562	8,364	\$ 39,901		\$ 107,161	37%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02				\$ -			
Part time w/benefits	13-00	\$ 4,416	\$ 3,928	4,077	\$ 20,179		\$ 32,886	61%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	\$ 2,156	\$ 2,131	2,076	\$ 10,032		\$ 23,891	42%
Dental insurance	20-03	\$ 115	\$ 114	111	\$ 530		\$ 1,326	40%
Long Term Disability	20-04	\$ 26	\$ 26	24	\$ 120		\$ 294	41%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 732	\$ 718	716	\$ 3,453		\$ 8,050	43%
Medicare 1.45%	21-02	\$ 171	\$ 168	167	\$ 807		\$ 1,883	43%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	\$ 1,084	\$ 1,052	1,028	\$ 4,983		\$ 11,568	43%
NDPERS & City Pension	22-05				\$ -			
Actuarial Contributions	22-06				\$ -			
Workers Comp	25-00				\$ -			
Life insurance	26-00				\$ -			
Interpreters/ADA Compliance	33-29				\$ -			
Security Services	38-61				\$ -			
Other Services	38-99	\$ 24			\$ 24		\$ 500	5%
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	\$ 745	\$ 1,496	\$ 2,100	107%
Land and building rent	44-10	\$ 6,630	\$ 5,634	5,634	\$ 34,800	\$ 32,808	\$ 74,000	91%
Property insurance	52-10				\$ -		\$ 350	0%
Automobile liability	52-20				\$ -			
General liability	52-30				\$ -			
Cellular phone service	53-20				\$ -			
Other communications	53-60				\$ -			
ILS Development	53-61				\$ -			
Minitex/OCLC	53-62				\$ -			
Marketing	54-11				\$ -			
In state travel	56-60				\$ -			
Out of state travel	57-60				\$ -			
Due & membership in state	59-10				\$ -			
Dues/membership out state	59-11				\$ -			
Seminar & conf in state	59-20				\$ -			
Seminar & conf out state	59-21				\$ -			
Office supplies	61-10	\$ 133	\$ 222	68	\$ 783		\$ 3,000	26%
Medical supplies	61-20				\$ -			
General supplies	61-40			187	\$ 527		\$ 3,500	15%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -			
Books & periodicals	61-70	\$ 4,673	\$ 4,600	6,304	\$ 22,799		\$ 64,625	35%
Gasoline					\$ -			
Natural gas	62-50	\$ (96)	\$ 77	210	\$ 559		\$ 1,900	29%
Electricity	62-51	\$ 148	\$ 596	726	\$ 2,523		\$ 7,875	32%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 28,753	\$ 28,014	\$ 29,880	\$ 142,766	\$ 34,304	\$ 346,909	51.04%

Revenue
May 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		
5/1/2021																															
5/2/2021	ma75a	1.99					5.00		6.99		ca76a	6.00						6.00			np68a								0.15	0.15	
5/3/2021	ma76a	7.00					3.00		10.00		ca77a	2.00	102.97					104.97			np69a										
	ma76b		20.89						20.89																						
5/4/2021	ma77a						1.00		1.00		ca78a	2.00	17.99					19.99			np70b			14.99						14.99	
5/5/2021											ca79a										np71a	0.10								0.10	
	ma78b	51.00							51.00																						
5/6/2021	ma79a	2.00					2.00		4.00		ca80a						23.70	23.70			np72a										
5/7/2021																															
	ma80b		27.99						27.99		ca81b		39.98					39.98													
5/8/2021																															
5/9/2021	ma81a	5.00					3.01		8.01		ca82a	2.00						2.00			np73a									0.05	
5/10/2021	ma82a						8.00		8.00		ca83a	1.00						1.00			np74a	0.10								0.10	
											ca83b		9.99					9.99													
5/11/2021											ca84a	1.00						1.00			np75a									7.00	
	ma83b		20.30						20.30																						
	ma83c		50.00						50.00																						
5/12/2021	ma84b		13.94				13.70		27.64		ca85a	1.00						1.00			np76a	0.75								0.75	
5/13/2021	ma85a										ca86a	1.00						1.00			np77a										
											ca86b		18.99					18.99													
5/14/2021	ma86b		36.01						36.01		ca87b		35.98					35.98													
	ma86c	1.00	29.99						30.99																						
5/15/2021	ma87a	4.00					1.00		5.00		ca88a	3.00						3.00			np78a									1.50	
5/16/2021																															
5/17/2021	ma88a						11.00		11.00		ca89a	1.00				7.60		8.60			np79a									0.50	
	ma88b	34.95							34.95																						
5/18/2021	ma89a	1.00							1.00		ca90a		9.99			0.05		10.04			np80a									0.40	
	ma89c		12.99						12.99																						
5/19/2021	ma90a	1.00							1.00		ca91a	2.00				7.80		9.80			np81a										
	ma90c		77.94						77.94		ca91b					7.30		7.30													
5/20/2021	ma91a	2.00	5.00				2.00		9.00		ca92a	1.00						1.00			np82a										
5/21/2021																															
5/22/2021																															
5/23/2021	ma92a		46.95						46.95		ca93a	5.90				8.00		13.90			np83a										
5/24/2021	ma93a	2.00					1.00		3.00		ca94a	0.45				1.60		2.05			np84a										
											ca94b		16.99					16.99													
5/25/2021	ma94a	2.00					21.00		23.00		ca95a										np85a									6.60	
	ma94b		31.55				20.00		51.55																						
5/26/2021	ma95a	4.00							4.00		ca96a										np86a										
5/27/2021	ma96a	1.00							1.00		ca97a					4.20		4.20			np87a	0.50								0.50	
5/28/2021																															
5/29/2021																															
5/30/2021																															
5/31/2021																															
		119.94	373.55				51.71		585.20			29.35	252.88				60.25	342.48				1.45	14.99					16.20	32.64		

Monthly		YTD	
Fees	\$ 150.74	Fees	\$ 502.26
Lost	\$ 641.42	Lost	\$ 2,234.91
Rtd	\$ -	Rtd	\$ 44.00
NonRes	\$ -	NonRes	\$ 106.75
MtgRm	\$ -	MtgRm	\$ -
Copier	\$ 976.80	Copier	\$ 2,692.85
PP Fees	\$ -	PP Fees	\$ 26.62
Misc	\$ 327.42	Misc	\$ 621.09
Total	\$ 2,096.38	Total	\$ 6,113.86

Copies paid at desks	168.16
Copies paid at coin op	808.64
	976.80