

Fargo Public Library Board of Directors
Agenda for Tuesday September 21st, 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 August 17 Meeting **Action**
3. Staff Report- Megan Richardson
4. Director's Report
5. Unfinished Business
 - A. None
6. New Business
 - A. Naming Rights Policy Review **Action**
 - B. Outreach Policy Review **Action**
7. Statistical Reports
 - A. August Usage
 - B. August Financials
8. Friends of the Library Report
9. Public Comment
10. Next Regular Meeting: October 19
11. Adjourn

**Fargo Public Library Board of Directors
Minutes for Tuesday, August 17, 2021 4 p.m.
Fargo City Commission Chambers and Virtual
225 4th St N., Fargo ND 58102**

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

Board Members Absent:

Staff: Tim Dirks, Amber Emery, Megan Richardson, Betsy Dauer

Others Present:

President Scott Beaulier facilitated introductions to new Board member Jenna Reno.

President Scott Beaulier called the meeting to order at 4:03 p.m. and a quorum was declared. This meeting was attended virtually and in person.

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 July 20, 2021 Regular Meeting

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

Staff Report

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

Staff updates and Staff development activities:

- Recently hired 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):

Children

- StoryWalk®: Fall 2021— Main Library Sodbuster Plaza
- Baby Rhyme Time
 - 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. 11th 10 am — Main Library

Teens

- Teen Time
 - 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
- New Book Club: Sense of Place.
- “Silent” Reading Party at Fargo Brewing Company
 - 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

Multigenerational

- Design a Bookmark Contest
- Northern Focus 2021 Photography Exhibit
- World Yoyo Champion John Narum Exhibition – September 18
- Friday Movies at Carlson
 - September 10: *News of the World* (PG-13)

Director’s Report

Director Tim Dirks referred the Board to his written report in the Board Packet and gave a library covid update. Currently one staff out due to daycare covid exposure. Signs are going up encouraging masking.

Of the requested \$118,260 for the 2022 Budget the library was approved \$67,100.

Unfinished Business

No unfinished business.

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 *Fairy Science* by Ashley Spires, *When Aiden Became a Brother* by Kyle Lukoff and *Max on the Farm* also by Kyle Lukoff.

After Board discussion, a motion was made by Carlos Hawley Jr. to retain the titles in question per the Statement of Concern Committee recommendation. Kristen Schipper seconded the motion; motion carried.

Meeting Rooms Policy Review

Director Tim Dirks referred the Board to the Meeting Room Policy in the Board Packet. No changes were recommended for this review. It was noted that this policy will likely come back with changes as the technology in the rooms is updated.

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

Media Relations Policy Review

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

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

Statistical Reports

Usage

The Library had 29,566 registered patrons for the month of July. Program attendance was 1,613. Circulation was up 56.76% compared to July of the previous year. Overall circulation year to date is 488,554.

Financials

There was \$3,180 of incoming donations. There was \$1,032 expenditures of donations. The year is 58% lapsed while the budget is 54.74% expended. Revenue is at \$9,294.21 year to date.

Friends of the Library Report

No Friends report.

Public Comment

Christopher Coen spoke about action not being taken on his previous public comments at Library Board meetings and wanted to know why Director Tim Dirks and Deputy Director Beth Postema haven't responded to his requests. After the allotted three-minute time was up President Scott Beaulier continued the meeting.

Next Board Meeting

The next regular Board Meeting is scheduled for Tuesday, September 21, 2021 at 4 p.m.

The meeting adjourned at 4:33 p.m. The annual meeting followed immediately after the regular meeting.

Respectfully submitted,
Betsy Dauer

Staff Report

September 2021 Library Board Meeting

Community Engagement Events:

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

Programming:

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

Children

- **StoryWalk®: Fall 2021— Main Library Sodbuster Plaza.** 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
- **Festive Fall Farm Storytime & Petting Zoo.** October 2, 11am-12:30 pm. Bundle up for this outdoor storytime to see festive folktales come to life with a visit from the Rusty K Petting Zoo. There will be cozy treats, activities, songs, and stories. All materials will be provided.
- **Pumpkin Decorating.** Make your pumpkin scary or make it nice. Patrons will need to supply the pumpkin and the library will supply the rest to make a porch worthy pumpkin. This program is best suited for ages 3 and up.
 - **October 20, 6pm – Dr. James Carlson Library**
 - **October 21, 4pm – Main Library**
- **Fall Storytime.** The library has several storytime sessions available for families to spend quality time sharing stories, learning school-readiness skills, and preparing children for a lifetime of reading. Through the use of age-appropriate stories, songs, and finger plays in a group setting, staff help parents and caregivers learn how to foster early literacy skills that prepare their children to learn to read.
 - **Session One: October 4 – November 3**
 - Main Library – Mondays at 10am, 11am, or 6:30pm
 - Northport Branch – Tuesdays at 10am or 11am
 - Carlson Library – Wednesdays at 10am or 11am
 - **Session Two: November 8 – December 8**
 - Main Library – Mondays at 10am, 11am, or 6:30pm
 - Northport Branch – Tuesdays at 10am or 11am
 - Carlson Library – Wednesdays at 10am or 11am

Teens

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

Adults

- **One Book One Community.** This year's choice is *Everything You Wanted to Know About Indians But Were Afraid to Ask* written by Anton Treuer, a professor of Ojibwe at Bemidji State University. Copies of the book are available for checkout in several formats (physical and digital) as well as part of book club kits.
 - **Author Event with Anton Treuer.** October 26, 7pm. At Concordia College and will be streamed live.
- **American Indian Boarding Schools and the Doctrine of Discovery.** September 29, 6:30pm. Join panelists Joseph McNeil, Karen Van Fossan, and Hollie Mackey for a discussion about how federal policy and religious doctrine have served to advance religion as an expression of free market capitalism at the expense of Indigenous communities in the United States. This event is presented by the Indigenous Association.
- **Book Clubs.**
 - History Book Club, September 28 – *The Trouble with Taiwan* by Kerry Brown
 - Sense of Place, October 7 – *It Would Be Night in Caracas* by Karina Sainz Borgo
 - Tea Time Book Club, October 11 – *There There* by Tommy Orange
 - Diverse Perspectives, October 14 – *Everything You Wanted to Know About Indians But Were Afraid to Ask* by Anton Treuer
 - Senior Book Club, October 19 – *Before We Were Yours* by Lisa Wingate
 - Classics Book Club, October 20 – *The Pasture of Heaven* by John Steinbeck
- **Go & Grow: Houseplants – October 11.** 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.
- **Crochet Pumpkins –**Craft a perfect piece of fall decor! Crochet experience is helpful but not required.
 - **September 23, 6pm –** Northport Library
 - **September 25, 2pm –** Dr. James Carlson Library
- **Jazz into Fall Concerts. Sundays in October, 2pm.** Join us for the library's annual concert series at the downtown library.

Multigenerational

- **Design a Bookmark Contest.** Entries are due at the end of September. 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.
- **Native American Stories and Music. October 9, 10am –** World-renowned Mandan-Hidatsa storyteller and musician Keith Bear from the Three Affiliated Tribes in Fort Berthold will be presenting a morning of Native American stories and music at the Main Library. Families and kids of all ages are invited to take part of this cultural experiences as Bear weaves a magic of story, song, history, and personal reflection. This event is held in conjunction with the One Book, One Community series of events.
- **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.
 - **October 8: Cruella** (PG-13)

- **ARTober Digital Showcase.** This local showcase is open to artists who follow Inkober prompts, the Fargo Public Library’s ARTober prompts, or any other October art challenge. To participate, simply use the hashtag #fplARTober2021 when posting your artwork on social media to be featured on our Facebook and Instagram pages.

Exhibit

- The library is hosting “September 11, 2001: The Day That Changed the World” an educational exhibit that recounts the events of September 11, 2001, through the personal stories of those who witnessed and survived the attacks. Told across several posters, this exhibition includes archival photographs and images of artifacts from the 9/11 Memorial and Museum’s permanent collection. This exhibit will be on display in the entryway gallery at the downtown Main Library through the month of September and is open to all ages during regular library hours.

FPL DIRECTOR'S REPORT

September 21, 2021

Director's Activities:

9.10.21 Meet with the Director for Diversity, Equity and Inclusion

9.13.21 Attended City Cabinet Meeting

Goal 1 Professional & Organizational

8.18.21 Moderated Quarterly Project Meeting with the Community Relations Specialist

8.19.21 Moderated Quarterly Project Meeting with the Electronic Resources Librarian

8.19.21 Moderated Quarterly Project Meeting with the Branch Services Manager

8.20.21 Moderated All Staff Meeting

8.24.21 Moderated Library Dept. Heads Meeting

8.25.21 Moderated Quarterly Project Meeting with the Deputy Director

8.26.21 Moderated Quarterly Project Meeting with the Primary Office Associate

8.31.21 Moderated Library Dept. Heads Meeting

9.1.21 Moderated Quarterly Project Meeting with the Outreach Librarian & Volunteer Coordinator

9.8.21 Moderated Quarterly Project Meeting with the Collection Development/Technical Services Manager

9.10.21 Moderated COVID 19 After Action Q&A with staff

9.14.21 Moderated Library Dept. Heads Meeting

Goal 4 Partnering:

8.24.21 Attended Red River Zoo Board Meeting

9.2-3.21 Attended North Dakota Library Coordinating Council Meeting

9.7.21 Attended State Library LSTA Meeting

9.7.21 Attended Friends Board Meeting

9.9.21 Attended Meeting with Microsoft Rep for their Give campaign

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

What:

Review of the Naming Rights Policy and Outreach 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 Naming Rights Policy and Outreach Policy. No specific changes have been indentified in regards to the policies.

Director recommendation:

Review and approve the Naming Rights Policy and Outreach 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
Naming Rights

In order to effectively leverage private resources, to provide the citizens of Fargo with the highest quality library services, and to provide citizens and organizations the opportunity to participate actively in the growth of the Fargo Public Library, the FPL Board of Directors has adopted the following policy concerning the naming of library facilities and other physical property:

- I. Donors may choose to sponsor a space from the Fargo Library Board of Directors' approved list of naming opportunities. The giving levels are negotiable and are reviewed periodically.
- II. Donors may also contribute to the purchase of groups or individual items of furniture, sections of shelving or service desks, items for the library collection, works of art, or any other fixtures within a Fargo Public Library building.
- III. The Fargo Library Board of Directors reserves the right to consider donations and the naming of whole buildings per the donor on a case-by-case basis.
- IV. Subsequent to acceptance by the Fargo Library Board of Directors, the naming of an entire library building will require the concurrence and approval of the Fargo City Commission.
- V. Corporations will not be allowed to purchase naming rights to a Fargo Public Library building but will be allowed to obtain them for rooms and service areas within a building or for any furnishing or fit up items in the library.
- VI. Naming rights will only be granted for monetary and investible asset donations.
- VII. All donors who contribute five hundred dollars or more will be recognized with a name plate or wall plaque in the library building.
- VIII. The Fargo Public Library Board of Directors reserves the right to reject donations by individuals, groups, or organizations whose views or public statements are felt to be contrary to the mission and/or best interests of the library. The Board also reserves the right to terminate or alter naming designation under unusual or extraordinary circumstances.

- IX. Naming rights will remain in place for the normal life of the named space and/or facility.

Naming Opportunities with Donation Levels

Dr. James Carlson Library:

Children's Library \$600,000
Community Room \$350,000
Young Adult Center \$120,000
Central Lobby \$120,000
Computer Lab Area \$120,000
Specific Genre Collection Area \$ 60,000

Main Library:

Children's Library \$700,000
Community Conference & Meeting Center \$600,000
Outer Concourse \$250,000
Young Adult Center \$300,000
Technology Lab \$250,000
Periodicals Room \$120,000
Specific Genre Collection Area \$ 60,000

Northport Branch Library:

Community Room \$250,000

Approved 09-20-2005

Revised 08-19-2014

Revised 04-17-2018

Naming Opportunities with Donation Levels

Dr. James Carlson Library:

Children's Library	\$600,000
Community Room	\$350,000
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Computer Lab Area	\$120,000
Specific Genre Collection Area	\$ 60,000

Main Library:

Children's Library	\$700,000
Community Conference & Meeting Center	\$600,000
Outer Concourse	\$250,000
Young Adult Center	\$300,000
Technology Lab	\$250,000
Periodicals Room	\$120,000
Specific Genre Collection Area	\$ 60,000

Northport Branch Library:

Community Room	\$250,000
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Service Policy
Outreach Services

The purpose of the library's community outreach services is to offer programming and materials for non-users, the underserved and people with special needs within the community.

In addition to providing needed services to community members, community outreach programs within a library provide a unique opportunity to improve public image within a service community and offer excellent collaboration opportunities with community leaders, groups and organizations that will enhance overall library service.

The purpose of the Outreach Department is achieved by a variety of outreach services including, but not limited to:

- Delivery of materials and selected programming to sites such as assisted living facilities, congregate housing, nursing homes and homebound individuals.
- Participation in community events, e.g., set up displays and distribute information at college and career fairs, neighborhood celebrations, special events at parks, the zoo and museums and attend Chamber of Commerce events.

Approved 08-17-2006

Revised 07-15-2014

Revised 04-17-2018

Library Use 2021

New Registrations: 638
 Approx. Registered Patrons: 29,528

ATTENDANCE	August 2021	August 2020	% CHANGE	2021 YTD	2020 YTD	Diff.	% CHANGE
Door Count Main	14,458	13,102	10%	88,233	70,295	17,939	26%
Door Count Carlson	10,105	8,749	15%	64,158	46,974	17,184	37%
Door Count Northport	4,716	3,555	33%	29,385	19,983	9,402	47%
Outreach	415	27	1437%	1,627	1,171	456	39%
Total	29,694	25,433	17%	183,403	138,423	44,981	32%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance					
Adult Programs Main	5	207	80	159%	2,154	988	1,166	118%
Adult Programs Carlson	8	45			1,052	517	535	103%
Adult Programs Northport		-			422	48	374	779%
Teen Programs Main		-			250	186	64	34%
Teen Programs Carlson		-			400	541	(141)	-26%
Teen Programs Northport		-			180	161	19	12%
Childrens Programs Main	9	192	503	-62%	4,195	4,100	95	2%
Childrens Programs Carlson	2	26	100	-74%	1,556	1,675	(119)	-7%
Childrens Programs Northport		-	41	-100%	715	1,037	(322)	-31%
Community Engagement	4	1,935			4,503	498	4,005	804%
Outreach Department	1	55	34	62%	478	365	113	31%
Virtual Adult	4	46	179	-74%	1,154	2,148	(994)	-46%
Virtual Teen		-			74	2	72	3600%
Virtual Childrens	7	52	208	-75%	937	4,938	(4,001)	-81%
Total	40	2,558	1,145	123%	18,070	17,204	866	5%

VOLUNTEER HOURS							
Main	64	-		113	233	(120)	-52%
Carlson	35	-		54	90	(36)	-40%
Outreach	55	-		142	208	(66)	-32%
Northport	-	-		-	-		
Total	154	-		309	531	(222)	-42%

INTERNET SIGNUP							
Main	2,202	2,408	-9%	12,102	12,460	(358)	-3%
Carlson	1,522	1,514	1%	9,029	8,294	735	9%
Northport	401	341	18%	2,655	1,785	870	49%
Total	4,125	4,263	-3%	23,786	22,539	1,247	6%

ELECTRONIC ACTIVITY							
Web page hits	16,408	16,950	-3%	134,621	138,234	(3,613)	-3%

2021 Circulation

	August 2021	August 2020	Increase/ Decrease	% CHANGE	2021 YTD	2020 YTD	Increase/ Decrease	% Change YTD
PRINT								
MAIN								
Adult Nonfiction	2,944	2,315	629	27.17%	19,559	15,970	3,589	22.47%
Youth Nonfiction	1,749	1,566	183	11.69%	12,744	8,732	4,012	45.95%
Adult Fiction	5,747	3,517	2,230	63.41%	34,813	25,625	9,188	35.86%
Youth Fiction	4,860	3,768	1,092	28.98%	30,734	19,986	10,748	53.78%
Youth Reader	1,143	1,061	82	7.73%	9,043	6,370	2,673	41.96%
Youth Picture Books	3,846	2,227	1,619	72.70%	25,008	14,912	10,096	67.70%
Adult Magazines	155	158	(3)	-1.90%	911	869	42	4.83%
Youth Magazines	16	2	14		95	65	30	46.15%
Subtotal	20,460	14,614	5,846	40.00%	132,907	92,529	40,378	43.64%
OUTREACH								
Deposit	991	87	904		5,253	3,028	2,225	73.48%
CARLSON								
Adult Nonfiction	780	769	11	1.43%	6,515	5,114	1,401	27.40%
Youth Nonfiction	1,227	1,212	15	1.24%	8,600	5,727	2,873	50.17%
Adult Fiction	3,345	2,837	508	17.91%	22,854	16,348	6,506	39.80%
Youth Fiction	2,778	2,802	(24)	-0.86%	20,827	13,264	7,563	57.02%
Youth Readers	1,503	1,141	362	31.73%	11,332	5,429	5,903	108.73%
Youth Picture Books	3,475	2,468	1,007	40.80%	24,127	12,706	11,421	89.89%
Adult Magazines	126	135	(9)	-6.67%	576	639	(63)	-9.86%
Youth Magazines	10	2	8		53	40	13	32.50%
Subtotal	13,244	11,366	1,878	16.52%	94,884	59,267	35,617	60.10%
NORTHPORT								
Adult Nonfiction	281	297	(16)	-5.39%	2,215	1,839	376	20.45%
Youth Nonfiction	359	198	161	81.31%	2,399	1,397	1,002	71.73%
Adult Fiction	1,059	891	168	18.86%	7,358	5,232	2,126	40.63%
Youth Fiction	671	521	150	28.79%	4,121	2,623	1,498	57.11%
Youth Readers	384	325	59	18.15%	2,581	2,027	554	27.33%
Youth Picture Books	703	413	290	70.22%	4,389	3,075	1,314	42.73%
Adult Magazines	26	55	(29)	-52.73%	180	208	(28)	-13.46%
Youth Magazines	1	8	(7)		10	33	(23)	-69.70%
Subtotal	3,484	2,708	776	28.66%	23,253	16,434	6,819	41.49%
TOTAL PRINT	38,179	28,775	9,404	32.68%	256,297	171,258	85,039	49.66%

2021 Circulation

NONPRINT								
OverDrive	15,143	14,179	964	6.80%	120,275	109,257	11,018	10.08%
Zinio		1,039	(1,039)	-100.00%	2,813	7,134	(4,321)	-60.57%
Childrens Devices	11		11		80	44	36	81.82%
Hoopla	2,450	1,888	562	29.77%	17,500	17,985	(485)	-2.70%
RB Digital		1,536	(1,536)	-100.00%	-	3,547	(3,547)	-100.00%
Subtotal	17,604	18,642	(1,038)	-5.57%	140,668	137,967	2,701	1.96%
MAIN								
Adult DVD's	2,980	2,892	88	3.04%	21,602	21,744	(142)	-0.65%
Youth DVD's	396	412	(16)	-3.88%	2,587	2,727	(140)	-5.13%
Video Games	215	210	5	2.38%	1,516	1,162	354	30.46%
Adult CD's	566	505	61	12.08%	3,651	2,815	836	29.70%
Youth CD's	79	57	22	38.60%	533	322	211	65.53%
Adult Books on CD	234	288	(54)	-18.75%	1,626	1,699	(73)	-4.30%
Youth Books on CD	240	228	12	5.26%	1,266	1,244	22	1.77%
Kits	111	71	40	56.34%	708	637	71	11.15%
Subtotal	4,821	4,663	158	3.39%	33,489	32,350	1,139	3.52%
CARLSON								
Adult DVD's	1,711	1,850	(139)	-7.51%	11,722	12,172	(450)	-3.70%
Youth DVD's	650	581	69	11.88%	3,964	2,525	1,439	56.99%
Video Games	222	229	(7)	-3.06%	1,552	1,131	421	37.22%
Adult CD's	241	258	(17)	-6.59%	2,182	1,631	551	33.78%
Youth CD's	91	77	14	18.18%	585	345	240	69.57%
Adult Books on CD	143	151	(8)	-5.30%	1,141	1,150	(9)	-0.78%
Youth Books on CD	173	268	(95)	-35.45%	1,383	1,161	222	19.12%
Kits	133	33	100	303.03%	760	345	415	120.29%
Subtotal	3,364	3,447	(83)	-2.41%	23,289	20,460	2,829	13.83%
NORTHPORT								
Adult DVD's	734	792	(58)	-7.32%	6,123	6,118	5	0.08%
Youth DVD's	133	109	24	22.02%	875	757	118	15.59%
Video Games	45	50	(5)	-10.00%	380	327	53	16.21%
Adult CD's	87	138	(51)	-36.96%	1,001	865	136	15.72%
Youth CD's	9	8	1	12.50%	83	77	6	7.79%
Adult Books on CD	50	58	(8)	-13.79%	264	309	(45)	-14.56%
Youth Books on CD	65	50	15	30.00%	413	384	29	7.55%
Kits	40	7	33	471.43%	186	51	135	264.71%
Subtotal	1,163	1,212	(49)	-4.04%	9,325	8,888	437	4.92%
TOTAL NONPRINT	26,952	27,964	(1,012)	-3.62%	206,771	199,665	7,106	3.56%
INTERLIBRARY LOAN								
Borrowed	202	103	99	96.12%	1,331	864	467	54.05%
Loaned	356	231	125	54.11%	2,528	1,642	886	53.96%
Subtotal	558	334	224	67.07%	3,859	2,506	1,353	53.99%
RENEWALS	13,813	10,036	3,777	37.63%	100,221	75,982	24,239	31.90%
TOTAL CIRCULATION	79,502	67,109	12,393	18.47%	567,148	449,411	117,737	26.20%

Fargo Public Library 2021 Total Expenses
67% 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	\$ 1,341,842	\$ -	\$ 1,341,842	\$ 2,085,578	64.34%	\$ (743,736.19)
Full time overtime	11-01	\$ 148	\$ -	\$ 148	\$ -		\$ 148.24
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 15,000	0.00%	\$ (15,000.00)
Part time w/benefits	13-00	\$ 299,221	\$ -	\$ 299,221	\$ 453,334	66.00%	\$ (154,112.60)
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	\$ 32,058	\$ -	\$ 32,058	\$ 40,000	80.14%	\$ (7,942.48)
Health insurance	20-01	\$ 190,897	\$ -	\$ 190,897	\$ 282,117	67.67%	\$ (91,220.50)
Dental insurance	20-03	\$ 12,516	\$ -	\$ 12,516	\$ 20,678	60.53%	\$ (8,161.70)
Long Term Disability	20-04	\$ 3,449	\$ -	\$ 3,449	\$ 5,375	64.17%	\$ (1,926.01)
Auto Allowance	20-05	\$ 579	\$ -	\$ 579	\$ 900	64.29%	\$ (321.35)
FICA 6.2%	21-01	\$ 97,618	\$ -	\$ 97,618	\$ 151,204	64.56%	\$ (53,586.09)
Medicare 1.45%	21-02	\$ 22,830	\$ -	\$ 22,830	\$ 35,489	64.33%	\$ (12,659.23)
City Pension	22-01	\$ 26,960	\$ -	\$ 26,960	\$ 41,975	64.23%	\$ (15,015.28)
NDPERS Pension	22-04	\$ 106,674	\$ -	\$ 106,674	\$ 164,789	64.73%	\$ (58,115.15)
NDPERS & City Pension	22-05	\$ 3,765	\$ -	\$ 3,765	\$ 5,857	64.28%	\$ (2,091.94)
Actuarial Contributions	22-06	\$ 112,576	\$ -	\$ 112,576	\$ 112,576	100.00%	\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ 693	\$ 231	\$ 925	\$ 800	115.58%	\$ 124.60
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 52,663	\$ 8,790	\$ 61,452	\$ 130,229	47.19%	\$ (68,776.66)
Other Services	38-99	\$ 9,399	\$ 3,941	\$ 13,341	\$ 16,500	80.85%	\$ (3,159.50)
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	\$ 19,718	\$ -	\$ 19,718	\$ 31,766	62.07%	\$ (12,048.05)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 47,448	\$ 10,789	\$ 58,237	\$ 40,100	145.23%	\$ 18,136.99
Land and building rent	44-10	\$ 51,702	\$ 15,906	\$ 67,608	\$ 74,000	91.36%	\$ (6,392.00)
Property insurance	52-10	\$ 8,899	\$ -	\$ 8,899	\$ 12,065	73.76%	\$ (3,165.73)
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ 9,853	\$ -	\$ 9,853	\$ 9,225	106.80%	\$ 627.58
Cellular phone service	53-20	\$ 2,498	\$ -	\$ 2,498	\$ 4,300	58.09%	\$ (1,802.18)
Other communications	53-60	\$ 1,193	\$ -	\$ 1,193	\$ 1,000	119.27%	\$ 192.72
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minix/OCLC	53-62	\$ 18,708	\$ -	\$ 18,708	\$ 19,000	98.46%	\$ (292.40)
Marketing	54-11	\$ 12,715	\$ 600	\$ 13,315	\$ 27,000	49.32%	\$ (13,684.71)
In state travel	56-60	\$ 995	\$ -	\$ 995	\$ 3,500	28.42%	\$ (2,505.44)
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	\$ 1,730	\$ -	\$ 1,730	\$ 2,500	69.21%	\$ (769.85)
Seminar & conf out state	59-21	\$ 169	\$ -	\$ 169	\$ 2,500	6.76%	\$ (2,331.00)
Office supplies	61-10	\$ 16,267	\$ -	\$ 16,267	\$ 30,000	54.22%	\$ (13,732.99)
Medical supplies	61-20	\$ 33	\$ -	\$ 33	\$ 600	5.45%	\$ (567.31)
General supplies	61-40	\$ 11,330	\$ -	\$ 11,330	\$ 13,500	83.93%	\$ (2,169.98)
Program materials	61-43	\$ 21,030	\$ -	\$ 21,030	\$ 36,000	58.42%	\$ (14,969.99)
Materials Processing	61-44	\$ 37,279	\$ -	\$ 37,279	\$ 64,569	57.74%	\$ (27,289.81)
Postage	61-50	\$ 112	\$ -	\$ 112	\$ 12,300	0.91%	\$ (12,187.75)
Books & periodicals	61-70	\$ 456,776	\$ 2,195	\$ 458,970	\$ 724,454	63.35%	\$ (265,483.54)
Gasoline		\$ 212	\$ -	\$ 212	\$ 439	48.25%	\$ (227.19)
Natural gas	62-50	\$ 21,350	\$ -	\$ 21,350	\$ 40,900	52.20%	\$ (19,550.39)
Electricity	62-51	\$ 71,699	\$ -	\$ 71,699	\$ 128,325	55.87%	\$ (56,626.03)
Miscellaneous	68-10	\$ 1,444	\$ -	\$ 1,444	\$ 2,000	72.19%	\$ (556.26)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 3,147,478	\$ 42,452	\$ 3,189,930	\$ 4,908,159	64.99%	\$ (1,718,229)

Fargo Public Library 2021 Total Expenses
67% OF YEAR LAPSED

EXPENSE VS. BUDGET
2021
MAIN

Account	Budget Line	May	June	July	August	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 124,841	\$ 127,556	\$ 190,358	\$ 126,513	\$ 1,056,728		\$ 1,665,812	63%
Full time overtime	11-01	\$ 8		\$ 13	\$ 32	\$ 148			
Full Time banked sick	11-02					\$ -		\$ 12,000	0%
Part time w/benefits	13-00	\$ 25,875	\$ 25,382	\$ 37,313	\$ 25,921	\$ 204,182		\$ 301,693	68%
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	\$ 2,721	\$ 25,858		\$ 30,800	84%
Health insurance	20-01	\$ 16,583	\$ 17,681	\$ 17,663	\$ 17,670	\$ 133,380		\$ 187,851	71%
Dental insurance	20-03	\$ 1,181	\$ 1,222	\$ 1,219	\$ 1,221	\$ 9,412		\$ 15,243	62%
Long Term Disability	20-04	\$ 319	\$ 325	\$ 487	\$ 326	\$ 2,689		\$ 4,162	65%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 104	\$ 69	\$ 579		\$ 900	64%
FICA 6.2%	21-01	\$ 9,013	\$ 9,086	\$ 13,781	\$ 9,031	\$ 75,354		\$ 117,699	64%
Medicare 1.45%	21-02	\$ 2,108	\$ 2,125	\$ 3,223	\$ 2,112	\$ 17,623		\$ 27,653	64%
City Pension	22-01	\$ 2,000	\$ 2,000	\$ 2,984	\$ 2,000	\$ 16,711		\$ 25,990	64%
NDPERS Pension	22-04	\$ 10,263	\$ 10,439	\$ 15,510	\$ 10,384	\$ 85,809		\$ 134,095	64%
NDPERS & City Pension	22-05	\$ 451	\$ 451	\$ 674	\$ 451	\$ 3,765		\$ 5,857	64%
Actuarial Contributions	22-06				\$ 69,960	\$ 69,960		\$ 69,960	100%
Workers Comp	25-00					\$ -			
Life insurance	26-00	\$ 77	\$ 77		\$ 154	\$ 693	\$ 231	\$ 800	116%
Interpreters/ADA Compliance	33-29					\$ -		\$ 500	0%
Security Services	38-61	\$ 6,620	\$ 6,625	\$ 8,790		\$ 41,253	\$ 6,723	\$ 94,429	51%
Other Services	38-99	\$ 962	\$ 797	\$ 3,004	\$ 882	\$ 8,757	\$ 3,941	\$ 15,000	85%
Water Sewer	41-05					\$ -			
General equip repair	43-20	\$ (1)				\$ (1)		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 270	\$ 2,238	\$ 657	\$ 4,449	\$ 19,150		\$ 25,766	74%
General equip repair (vehicle)	43-22					\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 151	\$ 1,428	\$ 1,780	\$ 1,211	\$ 43,844	\$ 6,331	\$ 35,000	143%
Land and building rent	44-10					\$ -			
Property insurance	52-10			\$ 3,139	\$ 71	\$ 7,438		\$ 9,010	83%
Automobile liability	52-20					\$ -		\$ 265	0%
General liability	52-30				\$ 9,853	\$ 9,853		\$ 9,225	107%
Cellular phone service	53-20		\$ 355	\$ 364	\$ 360	\$ 2,498		\$ 4,300	58%
Other communications	53-60		\$ 160	\$ 160	\$ 231	\$ 1,193		\$ 1,000	119%
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	\$ 3,676	\$ 12,715	\$ 600	\$ 27,000	49%
In state travel	56-60	\$ 105	\$ 102	\$ 262	\$ 174	\$ 995		\$ 3,500	28%
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	\$ 200	\$ 1,730		\$ 2,500	69%
Seminar & conf out state	59-21					\$ 169		\$ 2,500	7%
Office supplies	61-10	\$ 2,102	\$ 1,260	\$ 1,620	\$ 1,715	\$ 11,136		\$ 20,000	56%
Medical supplies	61-20			\$ 33		\$ 33		\$ 600	5%
General supplies	61-40	\$ 1,936	\$ 572	\$ 888	\$ 746	\$ 4,785		\$ 7,500	64%
Program materials	61-43	\$ 2,505	\$ 2,981	\$ 1,653	\$ 932	\$ 21,030		\$ 36,000	58%
Materials Processing	61-44	\$ 5,332	\$ 3,214	\$ 2,645	\$ 3,431	\$ 37,279		\$ 64,569	58%
Postage	61-50			\$ 43		\$ 112		\$ 10,000	1%
Books & periodicals	61-70	\$ 33,334	\$ 41,612	\$ 31,543	\$ 43,543	\$ 346,571	\$ 1,123	\$ 526,939	66%
Gasoline	62-10	\$ 29	\$ 35	\$ 45	\$ 38	\$ 212		\$ 439	48%
Natural gas	62-50	\$ 1,252			\$ 3,714	\$ 12,250		\$ 24,000	51%
Electricity	62-51	\$ 4,062			\$ 23,379	\$ 42,800		\$ 90,000	48%
Miscellaneous	68-10	\$ 0	\$ 250	\$ 1,155	\$ 22	\$ 1,444		\$ 2,000	72%
Safety compliance	68-50					\$ -		\$ 100	0%
Bad Debt						\$ -			
Capital Outlay - Machinery & Equipment						\$ -			
Capital Outlay - Computer Software						\$ -			
Capital Outlay - Vehicles	74-20					\$ -			
		\$ 257,969	\$ 263,690	\$ 357,249	\$ 367,192	\$ 2,369,278	\$ 18,948	\$ 3,691,007	64.70%

Fargo Public Library 2021 Total Expenses
67% OF YEAR LAPSED

EXPENSE VS. BUDGET
2021
CARLSON

Account	Budget Line	May	June	July	August	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 30,541	\$ 24,243	\$ 37,995	\$ 27,572	\$ 217,884		\$ 312,605	70%
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	\$ 6,421	\$ 58,365		\$ 118,755	49%
Part time w/benefits overtime						\$ -			
Part Time Banked Sick	13-02					\$ -			
Part time seasonal no benefits	14-00	\$ 876	\$ 828	\$ 1,008	\$ 405	\$ 6,199		\$ 9,200	67%
Health insurance	20-01	\$ 5,485	\$ 5,020	\$ 5,097	\$ 5,674	\$ 41,600		\$ 70,375	59%
Dental insurance	20-03	\$ 303	\$ 266	\$ 275	\$ 315	\$ 2,265		\$ 4,109	55%
Long Term Disability	20-04	\$ 67	\$ 64	\$ 98	\$ 70	\$ 555		\$ 919	60%
Auto Allowance	20-05					\$ -			
FICA 6.2%	21-01	\$ 2,215	\$ 1,875	\$ 2,955	\$ 1,968	\$ 16,255		\$ 25,455	64%
Medicare 1.45%	21-02	\$ 518	\$ 439	\$ 691	\$ 460	\$ 3,802		\$ 5,953	64%
City Pension	22-01	\$ 1,229	\$ 1,229	\$ 1,835	\$ 1,229	\$ 10,249		\$ 15,985	64%
NDPERS Pension	22-04	\$ 1,533	\$ 1,368	\$ 2,170	\$ 1,539	\$ 12,262		\$ 19,126	64%
NDPERS & City Pension	22-05					\$ -			
Actuarial Contributions	22-06				\$ 42,616	\$ 42,616		\$ 42,616	100%
Workers Comp	25-00					\$ -			
Life insurance	26-00					\$ -			
Interpreters/ADA Compliance	33-29					\$ -		\$ 500	0%
Security Services	38-61	\$ 1,880	\$ 1,996	\$ 2,704		\$ 11,409	\$ 2,067	\$ 35,800	38%
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	\$ 417	\$ 2,297	\$ 3,523	\$ 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	\$ 477	\$ 3,814		\$ 7,000	54%
Medical supplies	61-20					\$ -			
General supplies	61-40	\$ 340	\$ 133	\$ 34	\$ 2,265	\$ 3,427		\$ 2,500	137%
Program materials	61-43					\$ -			
Materials Processing	61-44					\$ -			
Postage	61-50					\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 11,878	\$ 9,013	\$ 7,350	\$ 8,450	\$ 74,366	\$ 1,072	\$ 132,890	57%
Gasoline						\$ -			
Natural gas	62-50	\$ 652	\$ 886	\$ 1,231	\$ 1,587	\$ 8,117		\$ 15,000	54%
Electricity	62-51	\$ 2,284	\$ 4,267	\$ 5,003	\$ 4,950	\$ 23,635		\$ 30,450	78%
Miscellaneous	68-10					\$ -			
Safety compliance	68-50					\$ -			
Bad Debt						\$ -			
Capital Outlay - Equipment						\$ -			
Capital Outlay - Computer Software						\$ -			
Capital Outlay - Vehicles	74-20					\$ -			
		\$ 67,997	\$ 60,183	\$ 82,250	\$ 106,414	\$ 541,545	\$ 6,662	\$ 870,243	63.0%

Fargo Public Library 2021 Total Expenses
67% OF YEAR LAPSED

EXPENSE VS. BUDGET
2021
NORTHPORT

Account	Budget Line	May	June	July	August	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	8,364	7,997	\$ 11,817	\$ 7,516	\$ 67,231		\$ 107,161	63%
Full time overtime	11-01					\$ -			
Full time banked sick	11-02								
Part time w/benefits	13-00	4,077	4,436	\$ 6,935	\$ 5,124	\$ 36,674		\$ 32,886	112%
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	\$ 1,911	\$ 15,917		\$ 23,891	67%
Dental insurance	20-03	111	108	\$ 101	\$ 101	\$ 840		\$ 1,326	63%
Long Term Disability	20-04	24	24	\$ 36	\$ 25	\$ 205		\$ 294	70%
Auto Allowance	20-05					\$ -			
FICA 6.2%	21-01	716	716	\$ 1,109	\$ 731	\$ 6,009		\$ 8,050	75%
Medicare 1.45%	21-02	167	167	\$ 259	\$ 171	\$ 1,405		\$ 1,883	75%
City Pension	22-01					\$ -			
NDPERS Pension	22-04	1,028	1,027	\$ 1,549	\$ 1,044	\$ 8,603		\$ 11,568	74%
NDPERS & City Pension	22-05					\$ -			
Actuarial Contributions	22-06					\$ -			
Workers Comp	25-00					\$ -			
Life insurance	26-00					\$ -			
Interpreters/ADA Compliance	33-29					\$ -			
Security Services	38-61					\$ -			
Other Services	38-99		24		\$ 24	\$ 72		\$ 500	14%
Water Sewer	41-05					\$ -		\$ 2,000	0%
General equip repair	43-20					\$ -			
General equip repair (computer)	43-21					\$ -			
General equip repair (vehicle)	43-22					\$ -			
Maintenance service	43-50	187	187	\$ 187	\$ 187	\$ 1,306	\$ 935	\$ 2,100	107%
Land and building rent	44-10	5,634	5,634	\$ 5,634	\$ 5,634	\$ 51,702	\$ 15,906	\$ 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	\$ 227	\$ 1,317		\$ 3,000	44%
Medical supplies	61-20					\$ -			
General supplies	61-40	187			\$ 3	\$ 530		\$ 3,500	15%
Program materials	61-43					\$ -			
Materials Processing	61-44					\$ -			
Postage	61-50					\$ -			
Books & periodicals	61-70	6,304	4,164	\$ 5,442	\$ 3,434	\$ 35,839		\$ 64,625	55%
Gasoline						\$ -			
Natural gas	62-50	210	219	\$ 110	\$ 95	\$ 983		\$ 1,900	52%
Electricity	62-51	726	906	\$ 981	\$ 854	\$ 5,264		\$ 7,875	67%
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	\$ 27,079	\$ 234,066	\$ 16,841	\$ 346,909	72.33%

Fargo Public Library 2021 Total Expenses
67% OF YEAR LAPSED

EXPENSE VS. BUDGET
2021
GRANT

Account	Budget Line	May	June	July	August	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
August 2021

Date	Main									Carlson									Northport									
	Th#	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total	Th#	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total	Th#	Fees	Lost	Rtd	NonRes	MtgRm	Copies	PP Fees	Total	
8/1/2021																												
8/2/2021	ma145a	1.00	140.96						141.96	ca143a						1.30		1.30	np131a									
	ma145b	2.00							2.00	ca143b	16.99							16.99	np131b	7.00								
8/3/2021	ma150a					8.10			8.10	ca144a	2.00					(1.00)		1.00	np132a						(0.20)		(0.20)	
	ma150b		15.00						15.00	ca144b		22.98						22.98										
	ma150c		33.94					1.67	32.27																			
8/4/2021	ma151a	2.00	14.00						16.00	ca145a																		
	ma151b		8.99						18.09	ca145b		27.99						27.99	np133a							0.05	0.05	
8/5/2021	ma152a					2.70			2.70	ca146a	1.00	16.99					0.01	18.00	np134a									
	ma152b									ca146b		54.00						54.00										
	ma152c				20.00			1.19	18.81																			
8/6-8/8	ma153a	3.00							3.00	ca147a	2.00	28.50						30.50	np135a	1.00							1.00	
	ma153b									ca147b		20.98						20.98										
	ma153c																											
8/9/2021	ma154a	1.00	34.99				14.00		49.99	ca148a	3.00					5	4.00	np136a										
	ma154b									ca148b	3.00	13.99					16.99											
	ma154c		41.94					1.95	39.99																			
8/10/2021	ma155a						1.50		1.50	ca149a	1.00		18.99					(17.99)	np137a	2.00						0.10	2.10	
	ma155b						15.30		15.30																			
8/11/2021	ma156a						3.60		3.60	ca150a						10.50	10.50	np138a								0.60	0.60	
	ma156b		21.94						21.94																			
8/12/2021	ma157a						4.10		4.10	ca151a	1.00							1.00	np139a									
	ma157b																											
	ma157c	4.89	25.59						30.48																			
8/11/2021																												
8/12/2021																												
8/13/2021			30.48					1.55	28.93																			
8/14/2021																												
8/15/2021	ma158a		28.44				4.00		32.44	ca152a	1.00						1.00	np140a	1.00						0.50	1.50		
	ma158c	16.99						1.08	15.91	ca153a	3.00						3.00	np141a	20.00							20.00		
8/16/2021	ma160a		13.55				4.50		4.50	ca153b		19.95					19.95											
	ma160b								13.55																			
8/17/2021	ma161a	1.00	65.95		50.00	2.00			118.95	ca154a					25.00	1.00	1.00	np142a							4.60	4.60		
	ma161b					19.90			19.90	ca154b								25.00										
	ma161c		12.99					0.94	12.05																			
8/18/2021	ma162a	2.00					2.00		2.00	ca155a	1.00						0.10	1.10	np143a									
	ma162b		58.98						58.98	ca155b		63.92						63.92										
8/19/2021	ma163a	1.00							1.00	ca156a									np144a		17.99						17.99	
8/20/2021																												
8/20/2021	ma164b		26.50						26.50																			
8/21/2021	ma165a	3.00	5.00			10.01			18.01	ca157a									np145a							0.11	0.11	
8/22/2021																												
8/23/2021	ma166a	3.00							3.00	ca158a	3.00	14.89						17.89	np146a									
	ma166b		25.94						25.94																			
	ma166c		204.74					9.10	195.64																			
8/24/2021	ma167a						1.00		1.00	ca159a		27.99				10.51	38.50	np147a										
	ma167b						14.00		14.00	ca159b		11.99					11.99											
8/25/2021	ma168a	1.00	58.99						59.99	ca160a	3.00						4.00	np148a								0.90	0.90	
	ma168b		12.95						12.95																			
8/26/2021	ma169a	2.00							2.00	ca161a						1.00	1.00	np149a	3.00								3.00	
8/27/2021																												
8/27/2021	ma170b		16.80						16.80																			
8/28/2021	ma171a	1.00	14.99						15.99	ca162a	2.00	17.98						19.98	np150a							7.75	7.75	
	ma171b		90.44						90.44	ca162b						5.50	5.50											
8/29/2021																												
8/30/2021	ma172a	1.00			20.00				21.00	ca163a	3.00					5.80	8.80	np151a										
8/31/2021	ma173a	1.00							1.00	ca164a	1.00	7.95					8.95	np152a										
	ma173b	1.00	42.00						43.00	ca164b		12.99					12.99											
		47.88	1,046.09		60.00	50.00	113.81	18.67	1,299.11		30.00	380.08	18.99		25.00	40.72	456.81		27.00	24.99					14.41	66.40		

	Monthly	YTD
Fees	\$ 104.88	Fees \$ 824.93
Lost	\$ 1,451.16	Lost \$ 5,255.23
Rtd	\$ 18.99	Rtd \$ 357.39
NonRes	\$ 60.00	NonRes \$ 246.75
MtgRm	\$ 75.00	MtgRm \$ 175.00
Copier	\$ 995.96	Copier \$ 5,196.61
PP Fees	\$ 18.67	PP Fees \$ 54.82
Misc		Misc \$ 621.09
Total	\$ 2,668.01	Total \$ 11,962.22

Copies paid at desks	168.94
Copies paid at coin op	827.02
	995.96