

Fargo Public Library Board of Directors  
Agenda for Tuesday December 21st, 2021  
4:00p.m.  
Fargo City Commission Chambers  
225 4<sup>th</sup> St North  
Fargo, ND 58102

1. Approve Order of the Agenda **Action**
2. Minutes of the November 16th Meeting **Action**
3. Staff Report- Megan Richardson
4. Director's Report
5. Unfinished Business
  - A. None
6. New Business
  - A. Collection Development Policy Review **Action**
  - B. Registration Policy Draft **Action**
7. Statistical Reports
  - A. November Usage
  - B. November Financials
8. Friends of the Library Report
9. Public Comment
10. Next Regular Meeting: January 18th
11. Adjourn

**Fargo Public Library Board of Directors  
Minutes for Tuesday, November 16, 2021 4 p.m.  
Fargo City Commission Chambers and Virtual  
225 4<sup>th</sup> St N., Fargo ND 58102**

**Board Members Present:** Scott Beaulier, Carlos Hawley Jr., Carrie Peterson, Kristen Schipper, Jenna Reno, Amy Ouren

**Board Members Absent:** Rachael Steenholdt

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

**Others Present:**

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

**Order of Agenda**

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

**Minutes of October 19, 2021 Regular Meeting**

Kristen Schipper made a motion to approve the minutes of the October 19, 2021 meeting. Jenna Reno seconded the motion; motion carried.

**Staff Report**

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

**Staffing Update:**

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

**Community Engagement Events:**

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

**Programming:**

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

**Children**

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

- December 2, 4:00pm, Carlson
- Christmas Tree Ornament Workshop, December 11, 2:00pm, Main Library. Kids in grades 1-6 are invited to make family keepsakes at this holiday event.

#### Teens

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

#### Adults

- Gingerbread Houses, December 4, 2:00pm. Are you tired of watching kids have all the fun making gingerbread creations? We'll have everything you need to try your hand at making your own work of art! All materials will be provided. Registration opens November 20.
- Holiday Cookie Club, December 6-12. We want to know what your favorite cookie recipes are and challenge you to try a new recipe. We'll share our cookie adventures with each other through photos, recipes, reviews and baking experiences and then assemble the recipes into a mini cookbook. Registration opens November 22.
- Crafts to Go: Snowflake Wreath, December 6-10. Make a lovely winter decoration with clothes hangers. All materials will be provided. Participants register online and then stop by one of the library locations Monday-Friday to pick up a craft packet to bring home.
- Book Clubs
  - History Book Club, November 30 – Encounters at the Heart of the World: A History of the Mandan People By Elizabeth A Fenn
  - Sense of Place, December 2 – Our Riches by Kaouther Adimi
  - Diverse Perspectives, December 9 – They Called Us Enemy by George Takei
  - Tea Time Book Club, December 13 – Dutch House by Ann Patchett
  - Senior Book Club, December 14 – The Immortalists by Chloe Benjamin

#### Multigenerational

- Fall Feel Good Kit. Treat yourself or someone else to some fall pampering with homemade chocolate and pumpkin spice truffles, fall scented lip-balm and bath soaks. Open to teens 11+ and adults. Registration opens November 4
  - November 18, 7pm – Main Library
  - November 20, 7pm – Dr. James Carlson Library
- Friday Movie at Carlson. Join us the second Friday of the month for a free movie at the Dr. James Carlson Library. Movies start at 1pm and free popcorn is served. The featured movie for December is the 2019 version of Little Women (PG).

#### Exhibit

- ARTtober Gallery, November 15-December 31. Local artists are invited to display their work at the downtown library's gallery (limit one piece per artist). Submitted artwork was created during October 21, which coincided with the library's ARTtober Digital Showcase.

### **Director's Report**

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

### **Unfinished Business**

No unfinished business.

### **New Business**

#### **Unattended Children Policy Review**

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

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

#### **Volunteer Program Policy Review**

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

A motion was made by Kristen Schipper to approve the Volunteer Program Policy as is. Jenna Reno seconded the motion; motion carried.

### **Statistical Reports**

#### **Usage**

The Library had 29,034 registered patrons for the month of October. Program attendance was 3,205. Circulation was up 3.71% compared to October of the previous year. Overall circulation year to date is 713,590.

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

#### **Financials**

There was \$93 of incoming donations. There was \$2,313 expenditures of donations. The year is 83% lapsed while the budget is 79.71% expended. Revenue is at \$16,327.71 year to date.

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

No Friends report.

### **Public Comment**

Christopher Coen spoke about the Statement of Concern process and the experience he had with the process. He suggested an appeal process and more Board discussion when a Statement of Concern comes though. Mr. Coen spoke for the allotted amount of time.

### **Next Board Meeting**

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

The meeting adjourned at 4:23 p.m.

Respectfully submitted,  
Betsy Dauer

## **Staff Report**

### **December 2021 Library Board Meeting**

#### **Staffing Update:**

- Starting the hiring process for LAIII, Collection Development/Technical Services Manager, and Librarian I positions

#### **Programming:**

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

#### *Children*

- **New Year's Party to Go.** Countdown to 2022 starts with picking up your New Year's party-to-go package from the library! You'll find it jam-packed with everything you need for the perfect at-home party. Party package pick-up starts on Monday, December 27, and continues while supplies last. No registration is required and packets will be available at all library locations. Limit one packet per family.
- **Christmas Vacation Drive-In Movie Night, December 28, 6:00pm, Main Library.** Drive-in movie night at the library is back for your Christmas vacation! This time around, you will build your own cardboard-box sleigh, park it in the perfect spot and enjoy *Dr. Seuss's How the Grinch Stole Christmas*. Hot coca and cider will be served to keep you toasty and warm. This program will be best enjoyed by children aged 3-9. Pre-registration is required.
- **Lego Mania Design Contest, December 30, 2:00pm, Main Library.** Show off your creativity at the library's annual Lego Mania Design Contest. Kids 12 and under are invited to participate. Build an original creation at home, then bring it to the Main Library between 2 and 3pm. Judging will begin at 3 and the winners will be announced at 3:45pm. Games and other activities will take place in the Children's Room to pass the time while we wait for the judges' decisions. Pre-registration is required.
- **Up Close with the James Webb Space Telescope, January 15, 2:00pm.** Kids 8-21 years old are invited to learn more about NASA's newest Great Observatory. Explore some of the features of the James Webb Space Telescope with hands-on activities and hear the latest about the progress of the mission with Matthew Craig, Professor of Physics and Astronomy at MSUM. Pre-registration is required and opens on January 1.

#### *Teens*

- **Virtual Escape Room, December 28, 11:00am.** Join us for a virtual version of our popular escape room program! This program is very similar to an in-person escape room, but completely online. Open to teens in grades 6-12. Pre-registration is required.
- **Teen Time at Carlson, January 4 & 18, 3:30-5 pm.** Teens and tweens age 10-18. Each week will have a new activity or project to work on. STEM activities on 1<sup>st</sup> Tuesdays and Arts/crafts on 3<sup>rd</sup> Tuesdays. Teens can work independently, with a group or just hang out. No registration required.

#### *Adults*

- **EBook help session, January 6, 6:30pm, Main Library.** Want to download an eBook or listen to audiobooks on your phone or new tablet? Our librarians can help answer your questions about our eBook services at this help session! No registration required.

- **Silent Reading Party, January 16, 2:00pm, Drumconrath Brewing.** Bring your own book or check out a librarian selected title. Find a cozy spot and a beverage and read with others who appreciate the same. Librarians will be on hand to provide snacks, suggest books and set up library cards. This is a 21+ event.
- **Book Clubs**
  - Sense of Place, January 6 – *I was Their American Dream* by Malaka Gharib
  - Diverse Perspectives, January 13 – *The Line Becomes a River* by Francisco Cantu
  - Classics Book Club, January 19 – *Dune* by Frank Herbert

*Multigenerational*

- **Winter Read-A-Thon 2022** theme is “Get Smitten with Reading!” For all ages, this program runs from Jan. 3 – March 6, 2022.
- **Winter Relaxation Program, January 22, 10:00am, Carlson Library.** Treat yourself to some winter relaxation by creating a Zen garden, doing a cross-stitch pattern, and practicing mindfulness with chocolate. Open to teens and adults. Registration is required and opens January 8.

## FPL DIRECTOR'S REPORT

December 21, 2021

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

12.7.21 Moderated Main Library walk through with Solutions regarding blind replacement

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

11.17.21 Moderated Meeting with Admin Team related to minimum staffing

11.18.21 Moderated Quarterly Project Meeting with Outreach and Volunteer Coordinator

11.19.21 Moderated All Staff Meeting

11.23.21 Moderated Library Dept. Heads Meeting

11.29.21 Moderated Quarterly Project Meeting with the Community Relations Specialist

11.30.21 Attended Staffing Analysis Meeting with Library Admin Team and City Human Resources

11.30.21 Moderated Quarterly Project Meeting with the Electronic Resources & Systems Librarian

11.30.21 Moderated Quarterly Project Meeting with the Branch Services Manager

12.1.21 Moderated Quarterly Project Meeting with the Collection Development & Technical Services Manager

12.1.21 Moderated Quarterly Project Meeting with the Deputy Director

12.7.21 Moderated Library Dept. Heads Meeting

12.14.21 Moderated Library Dept. Heads Meeting

12.17.21 Moderated COVID After Action Report Meeting with Library Admin Team

12.21.21 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

11.18.21 Attended Red River Zoo Executive Committee Meeting

11.22.21 Attended State Library LSTA Committee Meeting

11.23.21 Attended Red River Zoo Board Meeting

12.2.21 Represented the Library at the Chamber After Hours Event

12.6.21 Attended North Dakota Library Coordinating Council Meeting

12.7.21 Attended Friends Board Meeting

12.16.21 Attended Red River Zoo Executive Committee Meeting

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

**What:**

Review the Collection Development Policy.

**Explanation:**

A number of Board Policies haven't been reviewed for three plus years and need to be reviewed. The policy to be reviewed is the Collection Development Policy. No specific changes have been indentified in regards to this policy.

**Director recommendation:**

Review and approve the Collection Development 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*  
**Collection Development**

**Table of Contents:**

- I. Introduction .....3**
  - Mission Statement .....3**
  - Vision Statement .....3**
  - Purpose of the Policy .....3**
  - Community Served .....3**
  - Community Assessment.....3**
  
- II. Responsibility for Selection .....4**
  
- III. General Selection Criteria and Tools .....4**
  - Statement Regarding New Collections .....4**
  - General Selection Criteria .....4**
  - General Selection Tools .....4**
  
- IV. General Deselection Criteria .....5**
  - Criteria For Materials Deselection .....5**
  - Special Collections Deselection.....5**
  
- V. Adult Collection Overview .....6**
  - Large Print .....6**
  - World Language Collection .....6**
  - Adult Literacy .....7**
  
- VI. Special Collections .....7**
  - Reference .....7**
  - North Dakota Collection.....7**
  
- VII. Periodical Collection.....7**
  
- VIII. Teen Fiction Collection .....8**
  
- IX. Electronic Resources .....8**

<b>Electronic Resources and Databases .....</b>	<b>9</b>
<b>E-Books and Similar formats.....</b>	<b>9</b>
<b>X. Media Collection.....</b>	<b>9</b>
<b>Video Games .....</b>	<b>10</b>
<b>XI. Children’s Services Collection Overview .....</b>	<b>10</b>
<b>Children’s Fiction .....</b>	<b>10</b>
<b>Children’s Nonfiction .....</b>	<b>10</b>
<b>Easy Readers .....</b>	<b>11</b>
<b>First Chapter Books .....</b>	<b>11</b>
<b>Picture Books.....</b>	<b>11</b>
<b>Board Books.....</b>	<b>11</b>
<b>XII. Children’s Special Collections.....</b>	<b>11</b>
<b>Children’s Reference Collection .....</b>	<b>11</b>
<b>Parent/Teacher Resource Collection .....</b>	<b>11</b>
<b>Children’s World Language Collection .....</b>	<b>12</b>
<b>XIII. Children’s Periodicals .....</b>	<b>12</b>
<b>XIV. Children’s Online and Electronic Resource Collections .....</b>	<b>12</b>
<b>XV. Children’s Services Media Collections .....</b>	<b>13</b>
<b>Children’s Videos .....</b>	<b>13</b>
<b>Children’s Music.....</b>	<b>13</b>
<b>Read-Along Kits .....</b>	<b>13</b>
<b>Children’s Audiobooks .....</b>	<b>13</b>
<b>XVI. Children’s Kits .....</b>	<b>13</b>
<b>Story on the Go Kits.....</b>	<b>13</b>
<b>Topic Totes for Tots Kits .....</b>	<b>13</b>
<b>Ready to Go Readers Kits .....</b>	<b>14</b>
<b>Book Club in a Bag Kits .....</b>	<b>14</b>
<b>XVII. Gifts and Donations .....</b>	<b>14</b>
<b>XVIII. References .....</b>	<b>15</b>

## **I. Introduction**

### **Mission Statement**

The Fargo Public Library provides effective and efficient library services to meet our patrons' personal, professional, and lifelong learning needs.

### **Vision Statement**

The Fargo Public Library will be a model of excellence in library services and the primary place in the community for people of all ages to fulfill their informational, recreational, and lifelong learning needs.

### **Purpose of the Policy**

The purpose of the Collection Development Policy is to serve as an official statement of the Fargo Public Library's commitment to meeting the informational and recreational needs of the community served, as well as to provide guidance to the staff of the library for meeting these needs.

### **Community Served**

The City of Fargo is a medium sized city on a path of growth and change. This community, served by the Fargo Public Library, is becoming increasingly diverse, and the library will need to recognize this ethnic diversity and the way it will affect collection development practices. The library also serves residents of adjacent communities either through reciprocal borrowing agreements or paid registration. The library's selection process, therefore, should be flexible and responsive in meeting the informational and recreational needs of the general public while also recognizing the needs of special population groups in the changing Fargo community.

### **Community Assessment**

In addition to general community awareness, the library will continually use various assessment tools including surveys, customer registration data, customer requests, and information from other community groups, to best determine how to meet the information and recreational needs of the community. The library is committed to a flexible, evolving, and ongoing assessment process.

## **II. Responsibility for Selection**

Under the terms of the North Dakota Century Code 40-38-04 and the bylaws of the Board of Directors of the Fargo Public Library, the Board is ultimately responsible for all library expenditures, approving selection policy, and setting the goals and objectives for the library and its collections. The Library Director has the responsibility of oversight and approval of all library expenditures, and thus the responsibility for selection is the Director's. The Director may choose to delegate the actual selection and deselection of materials to qualified library employees.

## **III. General Selection Criteria and Tools**

### **Statement Regarding New Collections**

The Fargo Public Library continues to investigate new formats and technologies for inclusion in the library's collections. New formats and technologies will be added to the collection based on popularity and the identification of budgetary resources.

### **General Selection Criteria**

The general criteria listed below apply to the selection of all materials for the Fargo Public Library. Collection-specific criteria may be mentioned in their respective collection development profiles. Not all titles selected will meet all the criteria listed, but will fall into at least one of these categories:

- Public demand and interest
- Timeliness of information and/or significance of the subject
- Evaluations in professionally recognized critical review sources
- Special local interest or community relevance
- Authority and competence of the author and/or reputation and standing of the publisher
- Effective expression
- Contribution to diversity or breadth of collection
- Effectiveness and suitability of format, durability, and ease of use
- Replacement of lost copies and/or updating to current information
- Availability of information elsewhere
- Impact on materials budget
- Support of Library's mission and roles

### **General Selection Tools**

The Fargo Public Library uses the following resources when making selection decisions: Professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles from professional sources, popular and news magazines, related web sites such as Amazon.com and sales representatives for specific materials. Purchase suggestions

from customers are also an important source, and customer suggestions are added to the collection as long as they meet the stated selection criteria.

#### **IV. General Deselection Criteria**

Deselection, the systematic removal of materials from the collection, is an important component of total collection development. Ongoing reevaluation of materials is necessary in order to maintain a current, accurate and inviting collection. Deselection improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation and turnover rates of materials.

Discarded materials become surplus property and may be sold by the Friends of the Library for fund raising purposes or discarded at the Library's discretion.

The process and decision to deselect an item takes into account the same criteria used when the item was first selected for inclusion in the collection. Additionally, the following criteria should apply when evaluating the collection:

#### **Criteria For Materials Deselection**

##### **Usage/Age:**

- Frequency of circulation and/or potential use
- In-house use
- Interlibrary loan circulations
- Outdated or inaccurate information

##### **Value/Quality:**

- Subject matter no longer of current interest or historical or literary significance
- Historical importance: community or regional interest
- Availability of other materials in the field
- Physical appearance/condition relative to other factors of importance
- Multiple copies of title no longer in demand

##### **Deterioration:**

- Worn, damaged
- Aged

#### **Special Collections Deselection**

Deselection of items from Special Collections, while occurring within the general guidelines outlined above, also adheres to more stringent, specific criteria and procedures.

## **Criteria**

- Relevance to Collection Development Policy. Except for considerations involving redundancy and physical condition as described below, titles will be considered for deselection only if they are no longer relevant to current or anticipated needs and are not within the scope of the Collection Development Policy for Special Collections.
- Redundancy. Copies or editions of titles in Special Collections that duplicate existing holdings may be considered for deselection.
- Physical Condition. Materials may be deselected from Special Collections because of their physical condition. Great care will be exercised in assessing the physical condition of a title before any such deselection decision is made. Appropriate efforts will be made to preserve valuable titles.

## **V. Adult Collection Overview**

The Fargo Public Library Adult Collection primarily serves the recreational and informational needs of all people in Fargo. The collection consists of fiction, genre fiction, and nonfiction works. Materials for the Adult Collection are selected and maintained using the General Selection Criteria, unless otherwise noted. In accordance with the Access to Materials Policy, the library does not deny or abridge use of materials because of an individual's national origin, age, background, or views. Parents or guardians are responsible for materials chosen by children.

### **Large Print**

The Large Print collection is primarily a duplication of titles already in the library in standard type. The collection consists of literature classics, popular best sellers, genre fiction, and nonfiction. Large print books are seldom reprinted, so an emphasis is placed on purchasing the most desirable titles soon after publication. Staying current with series, popular works, and titles that will appeal to an older audience is important when selecting for this collection.

### **World Language Collection**

The Library currently maintains a growing collection of world language titles in such languages as Arabic, Chinese, French, German, Hindi, Mandarin, Nepali, Somali, and Spanish. The primary intent of this collection is to meet the informational, recreational and lifelong learning needs of the greater Fargo community. The staff member(s) assigned responsibility for world language materials works closely with local ethnic organizations, community associations and other area libraries in order to keep the collection up to date and to provide quality service. Languages may be added to or dropped from the collection as community needs dictate.

## **Adult Literacy**

The Adult Literacy collection consists of materials for basic adult education, with an emphasis on reading and writing English. Materials within the collection use simple language, but are thematically intended for adults. Where possible, media components are incorporated into the collection. Selection of new materials is limited based on the scarcity of adult education materials.

## **VI. Special Collections**

### **Reference**

The library maintains a Reference collection that is primarily used to answer reference questions and to serve the informational needs of our patrons. Reference materials remain in the library to be readily available to all library users. The reference collection contains standard works in areas of general reference, medical information, automotive, business, and local and regional history. Included are indexes, encyclopedias, state legal codes, biographical resources, dictionaries, almanacs, directories, and current and historic atlases. In most cases, older editions of works are removed from the collection in favor of more recent up-to-date editions.

### **North Dakota Collection**

The North Dakota collection is a valuable source of local history for residents and non-residents of the state. The Fargo Public Library collects books pertaining to the history, economic, social and cultural life of the state of North Dakota. The main content of material contained in this collection must be focused on North Dakota. Materials that are county and city histories are a focus, particularly those which cover the eastern part of the state. Materials which deal with the region are also obtained. This includes eastern Minnesota, South Dakota and Manitoba. Works of North Dakota authors who reside in the state are also purchased. Fargo high school yearbooks are included in the collection as well. Of particular note is an archive of Fargo City Directories, which date back to the 1800s and are generally used for genealogical research.

Because of the special nature of this collection, preservation of many of the materials housed in the collection is necessary. An attempt is made to keep historical runs of directories, as opposed to the most recent edition. Deselection is conducted on a very limited and carefully planned basis, in most cases targeting duplicate materials.

## **VII. Periodical Collection**

The Fargo Public Library first and foremost purchases and retains periodicals that satisfy the research needs, informational needs, and educational needs for the citizens of Fargo. In addition to these needs, the Fargo Public Library will also use serials acquisitions to satisfy popular and local interests.

The materials included in the Periodical Collection include periodicals in print, microform, and online databases.

The newspaper collection includes newspapers from major cities, but the primary focus is on regional newspapers. The local newspaper The Forum is available on microform from its beginnings in the late 1800s. The library maintains the North Dakota Census on microform as it enters the public domain.

The Periodical Committee is responsible for the selection of materials for the Periodical Collection. The Periodical Committee will meet once a year to discuss policy issues and acquisitions/discards for the current year. New serials will begin the following year. Ordering, maintaining, and discarding of serials is performed by the Technical Services Department.

Magazines are maintained at all library locations and designated into three different age categories: adult, teen, and children.

The majority of magazines are retained for the current and previous two years.

Selected magazines will be retained and archived for as long as possible.

Discontinued magazines will be kept until the end of the year publication stopped.

### **VIII. Teen Fiction Collection**

The Teen Fiction collection is comprised of fiction titles and graphic novels selected specifically to meet the recreational needs of teens. The collection consists primarily of young adult novels and genre literature covering mystery, science fiction, fantasy, and romance.

Graphic novels are selected from the same fiction genres listed above, as well as from nonfiction works of interest to teens.

The problems, adventures and topics of interest confronting teens on a daily basis are the factors to consider when selecting titles for this collection.

Nonfiction materials appropriate for teens are interfiled within the Adult Nonfiction collection.

### **IX. Electronic Resources**

Electronic resources are defined as subscription databases, e-books, e-magazines and other resources accessed digitally via PCs, tablets, e-readers, phones or other Internet connected devices.

The Fargo Public Library participates in resource sharing agreements with the North Dakota State Library, ODIN and the North Dakota Digital Consortium. Agreements allow

the library to receive competitive pricing and divide administrative and selection responsibilities. Decisions on the acquisition of electronic resources are made in cooperation with these organizations and reflect the variety of missions and collection goals of member libraries, not exclusively the Fargo Public Library.

### **Electronic Resources and Databases**

The Library may add electronic resources for their own use or as part of a resource sharing agreement. These are subject to the General Selection Criteria.

Electronic databases are selected in coordination with the library's reference staff or relevant professional staff to meet general collection needs. A demonstration or trial subscription will be provided by the vendor for the staff to evaluate. Additional criteria used to evaluate electronic resources include:

- Access to multiple concurrent users
- Access to remote users
- Ease of use
- Additional functionality compared to print formats
- Access to retrospective information
- Vendor relationships, technical support and contractual concerns

### **E-Books and Similar formats**

Electronic materials such e-books, e-videos, e-magazines, and e-audiobooks are subject the General Selection Criteria.

Additional criteria used to evaluate e-content platforms include:

- Ease of use
- Access on a variety of popular devices
- Access to multiple concurrent users when possible
- Vendor relationships, technical support and contractual concerns

Since electronic materials do not wear out or take physical shelf space, condition and usage are not considered as deselection criteria. All other deselection criteria -- such as relevance -- are considered. In the case of a resource sharing agreement, the Library may not be able to deselect all desired materials or respond to item challenges for electronic materials that are accessed as part of a resource sharing agreement.

## **X. Media Collection**

The Media Collection consists primarily of DVDs, music CDs, and audiobooks on CD. The collection is intended to fulfill both recreational and educational needs. Selection and maintenance of these materials fall under the General Selection Criteria.

## Video Games

The video game collection consists of popular games for all ages with ratings from EC for Early Childhood to M for Mature. Games are purchased for a variety of popular gaming platforms.

## **XI. Children's Services Collection Overview**

The Fargo Public Library Children's Services Department primarily serves the needs and interests of Fargo residents from birth through early adolescence (grade six) as well as their adult caregivers. The collection also serves teachers who work in Fargo schools, childcare providers, homeschooling families, and adults working with or interested in materials for children as well as teachers who are Fargo residents but work in outside communities. Further, the collection supports library services to this age group.

The Children's Services collection should be balanced in accordance with the needs of each age level served and all materials selected for the collection will meet these age criteria.

While local school curricula are generally supported, textbooks and workbooks are excluded from the children's collection except in cases when the Children's Services staff deem materials are appropriate for the collection.

The library does not limit children to use of only materials in the children's collection. Parents or guardians are responsible for materials chosen by children.

### **Children's Fiction**

The Children's Fiction collection contains books appropriate for independent readers in second through sixth grade. Books include literary classics, award winners, historical fiction, adventure, humor, horror, sports fiction and contemporary realistic fiction. In library locations where space permits, mystery, fantasy, science fiction, and graphic novels are shelved in separate sections for the browsing and reading convenience of library patrons.

### **Children's Nonfiction**

The Children's Nonfiction collection contains informational books on popular subjects, as well as subject-oriented, homework-related books for children through sixth grade. The collection may contain some books written for older audiences if the subject matter is of interest to children and the book is appropriate. Materials in this collection are selected for accuracy, quality and community interest. The collection strives to cover a wide range of subjects and viewpoints.

### **Easy Readers**

The books in the Easy Reader collection are primarily for beginning readers in kindergarten through second grade. Easy Readers generally fall into various levels based on how easy or difficult they are for children to read. The collection contains fiction and nonfiction books with illustrations, simplified and/or controlled vocabulary, large typeface and a limited number of words and lines per page.

### **First Chapter Books**

The books in the First Chapter Book collection are primarily for newly independent readers in first through third grade. The collection contains fiction books with illustrations, controlled vocabulary, large typeface, short chapters, and fewer than 125 pages.

### **Picture Books**

The Picture Book collection is a large, popular collection in the Children's Services Department. Picture books combine text and illustration to tell a story. The illustrations in picture books are designed to extend and complement the text.

The Picture Book collection consists primarily of titles appropriate for children from birth through age eight.

### **Board Books**

Board books—small, sturdy books aimed at babies and toddlers—are housed in a special board book bin in the children's areas of the library facilities. In addition to durable cardboard pages, most board books address simple concepts, such as colors, shapes, letters and counting.

## **XII. Children's Special Collections**

### **Children's Reference Collection**

The Children's Reference collection consists primarily of general encyclopedias, dictionaries, atlases, and other one-of-a-kind materials. The books in this collection may only be used in the library.

### **Parent/Teacher Resource Collection**

This special collection contains materials for teachers, parents and childcare providers and is primarily a book collection but also contains kits. The emphasis is on providing practical, as opposed to academic or highly theoretical, materials.

Areas of emphasis include:

- Books addressing the educational needs of children; a specific emphasis is placed on collecting books addressing literacy development
- Homeschooling resources
- Books on child development and parenting
- Books addressing the recreational needs of children, providing ideas for enriching activities that children and adults can participate in together
- Bibliographic reference and readers advisory materials
- Books related to children's literature and storytelling
- Books related to challenges and disabilities faced by children with particular emphasis on addressing those challenges in an educational or home environment
- Circulating collection of Caldecott and Newbery Award winners
- Circulating collection of Boy and Girls Scout handbooks, manuals, and field books.

### **Children's World Language Collection**

The Library currently maintains a growing collection of world language titles in such languages as Arabic, Chinese, French, Hindi, Nepali, Somali, and Spanish. The primary intent of this collection is to meet the informational, recreational and lifelong learning needs of the greater Fargo community. The staff member(s) assigned responsibility for world language materials works closely with local ethnic organizations, community associations and other area libraries in order to keep the collection current and to provide quality service. Languages may be added to or dropped from the collection as community needs dictate.

### **XIII. Children's Periodicals**

The collection includes titles that support the recreational, informational and educational needs of children birth through grade six. Titles for early childhood and elementary teachers, homeschooling families, and parents are also included in the collection.

### **XIV. Children's Online and Electronic Resource Collections**

The Children's Services Department provides librarian selected and approved online resources for children, teachers, parents, and caregivers. Internet sites, subscription databases (electronic resources), and online readers advisory collections are some examples of the online resources selected by Children's Services staff. These online resources are available through the Fargo Public Library website. As with other library materials, restriction of a child's access to online resources, especially the Internet, is the responsibility of the parent or other care-giving adults. Parents are encouraged to work closely with their children to select material that is age-appropriate and in keeping with personal and family values.

Children's Services staff regularly reviews selected sites. However, due to the nature of the Internet, the content or purpose of websites can change rapidly and without notice; therefore Library staff cannot be held responsible for these changes. In addition, staff

recommended sites include only those sites directly linked to from the Children's Services page.

The Fargo Public Library's database collection includes a variety of youth-specific databases intended for use by students in kindergarten through twelfth grade.

## **XV. Children's Services Media Collections**

### **Children's Videos**

Entertainment, instructional, educational and informational videos are included in this collection.

The fiction video collection primarily contains popular G-rated video titles.

The nonfiction video collection primarily contains popular educational video series.

### **Children's Music**

The children's music collection includes popular and well-reviewed children's music, sound and miscellaneous recordings.

### **Read-Along Kits**

Read-Along kits include a sound recording paired with a picture book or easy reader packaged together in a bag. These kits are primarily for children from birth through age eight.

### **Children's Audiobooks**

The Audiobooks collection primarily includes unabridged children's titles. The collection includes children's classics, award winners and popular contemporary titles.

## **XVI. Children's Kits**

### **Story on the Go Kits**

Each Story on the Go kit contains picture books and materials, such as games, videos, puppets, and/or other items centered on a specific theme or author. The age-appropriateness of each kit varies, but in general, Story on the Go kits are designed to be shared with children aged two to eight.

### **Topic Totes for Tots Kits**

Each Topic Tote or Tots kit contains 10 picture and/or board books and an activity sheet centered on a specific theme. The age-appropriateness of each kit varies, but in general, Topic Totes for Tots kits are designed to be shared with children aged two to eight.

### **Ready to Go Readers Kits**

Each Ready to Go Reader kit contains Easy Reader books selected for their reading level. Kits fall into one of three reading levels: Beginner, Middle or Advanced. The age-appropriateness of each kit varies, but in general, Ready to Go Readers kits are designed for children in grades kindergarten through third grade.

### **Book Club in a Bag Kits**

Each Book Club in a Bag kit contains 10 chapter books and a set of questions that can be used in classrooms, book clubs, or for other activities. The age-appropriateness of each kit varies, but in general, Book Club in a Bag kits are designed for children in grades first through sixth grade.

## **XVII. Gifts and Donations**

The Library welcomes book donations in two areas. First, the Library is committed to developing collections that preserve the history of Fargo and North Dakota. In addition, the Library is interested in well-developed unique collections that may be donated in their entirety.

Donations of other books or materials not meeting the above criteria may be made directly to the Friends of the Library (Tel: 701.364.2665, Email: [fargofriends@gmail.com](mailto:fargofriends@gmail.com)).

The Library does not provide value estimates for items donated to the collection but may give a count of items donated at the request of the donor. Donations to the Library become the property of the Library. Donations may be added to the Library's collection, given to the Friends of the Library for resale or otherwise disposed of as the Library determines.

Monetary gifts to support the collection development efforts of the Library are always welcome and unrestricted gifts are particularly encouraged. Donors may, at their discretion, indicate that a monetary gift is to be used to further enhance and purchase materials for a particular section of the collection. Donors may be recognized with book plates or with such other recognition as the Library Director may deem appropriate.

Restricted gifts of materials, such as those that require an item be added to the collection or maintained for a certain period of time will not be accepted without the prior approval of the Library Director. Approval of restricted gifts will be granted only in exceptional circumstances.

## **XVIII. References**

During the preparation of this document, we referred to the following libraries' collection development and materials selection policies:

*Circulating Collection Development Manual of the Hennepin County Library*, 1991

*Collection Development and Materials Selection Policy*, Morton Grove Public Library, 1992, 1995, 2005

*Collection Development Plan for the Skokie Public Library*, 1990

*Collection Development Policy*, Vancouver Public Library, 2000

*Collection Development Policy: Youth Services*, Duluth Public Library, 2005

*Collection Management Policy*, Salem Public Library, 2005

*Deselection Policy*, Oberlin College Library, 2003

Evans, G. E. (1995). *Developing library and information center collections*. Englewood, CO: Libraries Unlimited

*Material De-Selection Policy*, Hamilton Public Library, 1985

*#006-2001*

*Approved by the Library Board of Directors: 10-17-2000*

*revised 08-23-2005*

*Revised 03-16-2010*

*Revised 06-15-2010*

*Revised 08-21-2012*

*Revised 09-18-2012*

*Revised 03-19-2013*

*Revised 11-18-2014*

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

**What:**

Approve the 12.21.21 Registration Policy draft.

**Explanation:**

The Registration Policy draft has been updated to be more patron centric with the following changes:

- Library cards expire at five years (currently three years); organizational cards expire at three years (currently one year).
  - o Non-resident, student digital, homebound, and computer access expiration dates will remain the same.
- The policy will simply state " shelter ID " in the list of acceptable IDs for Computer Access Cards.
  - o Currently the specific names of transitional housing/shelter IDs are listed, ex. Centre and New Life.
- To renew a library card, individuals must come in to a library location and show an acceptable picture ID.
  - o Currently the acceptable ID presented must have the correct address in order to process the renewal.

**Director recommendation:**

Approve the 12.21.21 Registration Policy draft.

**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* **Registration**

12.21.21 Draft

A Fargo Public Library card account gives borrowing and usage privileges at all Fargo Public Library locations and provides remote access to the Library's online resources. Library cards expire after five years, with the exception of Organizational cards which expire after three years, and Computer Access cards and paid non-resident cards, which expire after one year.

### **Who can get a free Fargo Public Library card?**

Library cards are available for free to residents and taxpayers of Fargo. K—12 students in Fargo public and private schools whose residences may be outside the city limits also qualify for a free Fargo Public Library card.

### **You may also qualify for a free Fargo Public Library card if you live in the following areas:**

- The West Fargo Public Library service area
- The 7-county area served by the Lake Agassiz Regional Library (LARL)

Users from these reciprocal libraries must present a valid library card from their home library. These library systems also extend the same benefit to cardholders from the Fargo Public Library. If residents of the LARL system and West Fargo choose not to have cards from their local library system, they will be charged the non-resident fee.

Other residents of North Dakota may also get a free non-resident Fargo Public Library card.

For users who do not qualify for a free Fargo Public Library card, paid non-resident cards are available. Non-resident cards are valid for one year for a fee of \$20 per year. The non-resident fee is set by the Library Board of Directors based on the library's per-household revenue from property taxes.

### **How to Get a Library Card**

Applicants who are age sixteen and older must present a current picture ID and proof of current residence, and complete the application form. If a person applied for a library card online, the applicant must present a current picture ID and proof of current residence when picking up the card.

For applicants who are fifteen and younger, the parent or legal guardian of the child must present his or her current picture ID and proof of current residence and complete the application form. If the application is submitted online, the parent/legal guardian

must present a current picture ID and proof of current residence when picking up the card.

Acceptable picture ID (must present one):

- Driver's license or non-driver's state ID
- Passport
- School photo ID
- College or university photo ID
- Tribal ID (with or without photo)
- Armed services photo ID
- Permanent resident photo ID (Green Card)
- State or Federal government-issued photo ID

Photocopied IDs or pictures of IDs are not accepted.

If the address on the photo ID is not current, additional address verification is required. Acceptable proof of address/residence includes, but is not limited to:

- Mail postmarked and addressed to the applicant
- Utility bill
- Rent receipt

If proof of residence is not available, the library card will be mailed to the residence address to verify current address. Library services will remain limited until the address is verified.

### **Student Digital Resources Card (K—12)**

This card is available for free to K—12 students in Fargo public and private schools, including those whose residences may be outside the city limits, to access online library resources such as Overdrive/Libby, Mango Languages, Rosetta Stone, Tumblebooks, or others. Hoopla access is not included in the Student Digital Resources card. This card does not allow borrowing of physical items. To gain full access to library materials and borrowing privileges, see How to Get a Library Card above.

A teacher, librarian, or other school official may complete the Student Digital Resources card application form in lieu of parent or guardian, either at a library location or school. Contact the Children's Department directly for more information.

### **Computer Access Cards**

Computer Access cards are issued to individuals to use the library's public computer services. This card has no borrowing privileges. A Computer Access card is available to individuals age sixteen and older. The card is valid for one year, and provides up to four hours of computer access per day. Most forms of ID are accepted, including temporary

State ID, organizational and corporate ID, shelter ID, bus passes, photocopied ID and pictures of ID, as well as the acceptable picture IDs noted above.

### **Organizational Library Cards**

To register for an organizational library card, an organization must submit a brief letter of request on organizational letterhead, along with the completed application form. The authorized person who signs the application form is responsible for all materials checked out on that organizational library card. If the authorized person who signs the application leaves the organization, the organization will continue to be responsible for all materials borrowed. Organizational cards are valid for three years.

### **Homebound Library Card Service**

To be eligible for homebound service, individuals must reside within Fargo city limits and meet the qualifications for service. If the individual does not already have a Fargo Public Library card, an application for a card can be filled out during the first homebound visit from a member of the Outreach Department.

### **To Renew Your Library Card**

Library services may be limited until renewal is completed.

- Patrons age sixteen and older must come into the library and show acceptable picture ID to renew the account. For patrons fifteen and younger, the child's parent or legal guardian must complete the process.
- To renew an organizational library card, the authorized person must come into the library and show acceptable picture ID to update the account. If the authorized person for the organization has changed, a brief letter on organizational letterhead of the authorization change must be submitted.
- Renewal of homebound library cards is coordinated through the Outreach Department.

### **If You Lose Your Card**

Please contact the Library immediately if your library card is lost or stolen as you are responsible for any borrowed items. There is a \$1.00 replacement fee for lost or missing library cards.

*Approved 07-16-2002*  
*Revised 01-28-2003*  
*Revised 12-13-2005*  
*Revised 04-16-2013*  
*Revised 07-15-2014*  
*Reviewed 06-19-2018*  
*Revised 07-17-2018*  
*Revised 02-19-2019*

## Library Use 2021

New Registrations: 403  
 Approx. Registered Patrons: 28,903

<b>ATTENDANCE</b>	<b>November 2021</b>	<b>November 2020</b>	<b>% CHANGE</b>	<b>2021 YTD</b>	<b>2020 YTD</b>	<b>Diff.</b>	<b>% CHANGE</b>
Door Count Main	12,325	7,890	56%	127,649	105,938	21,712	20%
Door Count Carlson	8,705	3,481	150%	92,440	68,369	24,071	35%
Door Count Northport	3,963	830	377%	42,160	29,150	13,010	45%
Outreach	363	32	1034%	2,712	1,320	1,392	105%
<b>Total</b>	<b>25,356</b>	<b>12,233</b>	<b>107%</b>	<b>264,961</b>	<b>204,777</b>	<b>60,185</b>	<b>29%</b>

<b>PROGRAM ATTENDANCE</b>	<b># of Programs</b>	<b>Attendance</b>	<b>Attendance</b>					
Adult Programs Main	15	240	75	220%	3,822	1,259	2,563	204%
Adult Programs Carlson	5	35	119	-71%	1,247	797	450	56%
Adult Programs Northport	1	2	44	-95%	480	183	297	162%
Teen Programs Main	1	4	40	-90%	254	278	(24)	-9%
Teen Programs Carlson	6	27	68	-60%	427	704	(277)	-39%
Teen Programs Northport			32	-100%	180	238	(58)	-24%
Childrens Programs Main	14	467	362	29%	5,309	5,298	11	0%
Childrens Programs Carlson	5	307	253	21%	2,206	2,401	(195)	-8%
Childrens Programs Northport	5	243	126	93%	1,213	1,385	(172)	-12%
Community Engagement					5,033	498	4,535	911%
Outreach Department	1	26	33	-21%	570	465	105	23%
Virtual Adult	1	47	129	-64%	1,663	2,640	(977)	-37%
Virtual Teen			3	-100%	74	7	67	957%
Virtual Childrens	22	180	121	49%	1,278	5,180	(3,902)	-75%
<b>Total</b>	<b>76</b>	<b>1,578</b>	<b>1,405</b>	<b>12%</b>	<b>23,756</b>	<b>21,333</b>	<b>2,423</b>	<b>11%</b>

**VOLUNTEER HOURS**

Main	57	-		304	233	71	30%
Carlson	25	-		170	90	80	89%
Outreach	61	-		348	208	140	67%
Northport	-	-		-	-	-	-
<b>Total</b>	<b>143</b>	<b>-</b>		<b>822</b>	<b>531</b>	<b>291</b>	<b>55%</b>

**INTERNET SIGNUP**

Main	1,952	1,015	92%	18,577	18,927	(350)	-2%
Carlson	1,301	585	122%	13,230	12,147	1,083	9%
Northport	350	175	100%	3,809	2,671	1,138	43%
<b>Total</b>	<b>3,603</b>	<b>1,775</b>	<b>103%</b>	<b>35,616</b>	<b>33,745</b>	<b>1,871</b>	<b>6%</b>

**ELECTRONIC ACTIVITY**

Web page hits	14,097	15,697	-10%	182,453	189,231	(6,778)	-4%
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## 2021 Circulation

	November 2021	November 2020	Increase/ Decrease	% CHANGE	2021 YTD	2020 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,416	1,727	689	39.90%	26,907	22,253	4,654	20.91%
Youth Nonfiction	1,519	1,125	394	35.02%	17,413	13,112	4,301	32.80%
Adult Fiction	5,015	3,180	1,835	57.70%	50,693	35,940	14,753	41.05%
Youth Fiction	3,086	2,935	151	5.14%	40,330	29,899	10,431	34.89%
Youth Reader	984	726	258	35.54%	12,467	9,343	3,124	33.44%
Youth Picture Books	3,307	1,601	1,706	106.56%	35,166	21,647	13,519	62.45%
Adult Magazines	115	91	24	26.37%	1,282	1,287	(5)	-0.39%
Youth Magazines	6	-	6		149	72	77	106.94%
Subtotal	16,448	11,385	5,063	44.47%	184,407	133,553	50,854	38.08%
<b>OUTREACH</b>								
Deposit	1,007	116	891	768.10%	8,189	3,568	4,621	129.51%
<b>CARLSON</b>								
Adult Nonfiction	685	532	153	28.76%	8,788	7,184	1,604	22.33%
Youth Nonfiction	919	652	267	40.95%	11,610	8,616	2,994	34.75%
Adult Fiction	2,567	2,133	434	20.35%	31,328	24,243	7,085	29.22%
Youth Fiction	1,937	1,420	517	36.41%	27,189	19,838	7,351	37.06%
Youth Readers	1,212	632	580	91.77%	15,454	8,498	6,956	81.85%
Youth Picture Books	2,869	1,633	1,236	75.69%	33,403	19,754	13,649	69.09%
Adult Magazines	97	85	12	14.12%	844	898	(54)	-6.01%
Youth Magazines	20	4	16	400.00%	128	53	75	141.51%
Subtotal	10,306	7,091	3,215	45.34%	128,744	89,084	39,660	44.52%
<b>NORTHPORT</b>								
Adult Nonfiction	222	221	1	0.45%	3,044	2,658	386	14.52%
Youth Nonfiction	248	189	59	31.22%	3,253	2,224	1,029	46.27%
Adult Fiction	857	716	141	19.69%	10,109	7,824	2,285	29.21%
Youth Fiction	308	351	(43)	-12.25%	5,236	4,042	1,194	29.54%
Youth Readers	206	189	17	8.99%	3,305	2,966	339	11.43%
Youth Picture Books	586	361	225	62.33%	6,171	4,614	1,557	33.75%
Adult Magazines	24	14	10	71.43%	276	297	(21)	-7.07%
Youth Magazines	-	3	(3)	-100.00%	10	46	(36)	-78.26%
Subtotal	2,451	2,044	407	19.91%	31,404	24,671	6,733	27.29%
<b>TOTAL PRINT</b>	<b>30,212</b>	<b>20,636</b>	<b>9,576</b>	<b>46.40%</b>	<b>352,744</b>	<b>250,876</b>	<b>101,868</b>	<b>40.60%</b>

## 2021 Circulation

**NONPRINT**

<b>OverDrive</b>	14,673	13,509	1,164	8.62%	164,099	149,089	15,010	10.07%
<b>Zinio</b>		1,078	(1,078)	-100.00%	2,813	10,418	(7,605)	-73.00%
<b>Childrens Devices</b>	13	2	11	550.00%	113	68	45	66.18%
<b>Hoopla</b>	2,204	2,405	(201)	-8.36%	23,855	24,047	(192)	-0.80%
<b>RB Digital</b>		131	(131)	-100.00%	-	4,242	(4,242)	-100.00%
<b>Subtotal</b>	<b>16,890</b>	<b>17,125</b>	<b>(235)</b>	<b>-1.37%</b>	<b>190,880</b>	<b>187,864</b>	<b>3,016</b>	<b>1.61%</b>

**MAIN**

Adult DVD's	3,030	1,861	1,169	62.82%	30,244	30,302	(58)	-0.19%
Youth DVD's	294	258	36	13.95%	3,513	3,811	(298)	-7.82%
Video Games	195	108	87	80.56%	2,123	1,690	433	25.62%
Adult CD's	538	272	266	97.79%	5,375	4,411	964	21.85%
Youth CD's	63	31	32	103.23%	709	484	225	46.49%
Adult Books on CD	225	150	75	50.00%	2,337	2,399	(62)	-2.58%
Youth Books on CD	187	117	70	59.83%	1,827	1,689	138	8.17%
Kits	147	63	84	133.33%	1,078	882	196	22.22%
<b>Subtotal</b>	<b>4,679</b>	<b>2,860</b>	<b>1,819</b>	<b>63.60%</b>	<b>47,206</b>	<b>45,668</b>	<b>1,538</b>	<b>3.37%</b>

**CARLSON**

Adult DVD's	1,455	1,291	164	12.70%	16,144	16,888	(744)	-4.41%
Youth DVD's	565	280	285	101.79%	5,597	3,707	1,890	50.98%
Video Games	173	91	82	90.11%	2,138	1,532	606	39.56%
Adult CD's	295	237	58	24.47%	3,025	2,381	644	27.05%
Youth CD's	78	32	46	143.75%	799	509	290	56.97%
Adult Books on CD	158	91	67	73.63%	1,631	1,524	107	7.02%
Youth Books on CD	221	155	66	42.58%	1,986	1,770	216	12.20%
Kits	124	23	101	439.13%	1,114	448	666	148.66%
<b>Subtotal</b>	<b>3,069</b>	<b>2,200</b>	<b>869</b>	<b>39.50%</b>	<b>32,434</b>	<b>28,759</b>	<b>3,675</b>	<b>12.78%</b>

**NORTHPORT**

Adult DVD's	910	528	382	72.35%	8,846	8,311	535	6.44%
Youth DVD's	85	86	(1)	-1.16%	1,163	1,139	24	2.11%
Video Games	53	24	29	120.83%	542	441	101	22.90%
Adult CD's	162	73	89	121.92%	1,478	1,297	181	13.96%
Youth CD's	12	4	8	200.00%	129	121	8	6.61%
Adult Books on CD	52	24	28	116.67%	424	404	20	4.95%
Youth Books on CD	56	45	11	24.44%	569	532	37	6.95%
Kits	33	2	31	1550.00%	283	58	225	387.93%
<b>Subtotal</b>	<b>1,363</b>	<b>786</b>	<b>577</b>	<b>73.41%</b>	<b>13,434</b>	<b>12,303</b>	<b>1,131</b>	<b>9.19%</b>

**TOTAL NONPRINT**

<b>26,001</b>	<b>22,971</b>	<b>3,030</b>	<b>13.19%</b>	<b>283,954</b>	<b>274,594</b>	<b>9,360</b>	<b>3.41%</b>
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**INTERLIBRARY LOAN**

Borrowed	199	123	76	61.79%	1,949	1,235	714	57.81%
Loaned	299	237	62	26.16%	3,485	2,353	1,132	48.11%
<b>Subtotal</b>	<b>498</b>	<b>360</b>	<b>138</b>	<b>38.33%</b>	<b>5,434</b>	<b>3,588</b>	<b>1,846</b>	<b>51.45%</b>

**RENEWALS**

<b>13,383</b>	<b>12,935</b>	<b>448</b>	<b>3.46%</b>	<b>141,552</b>	<b>118,006</b>	<b>23,546</b>	<b>19.95%</b>
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**TOTAL CIRCULATION**

<b>70,094</b>	<b>56,902</b>	<b>13,192</b>	<b>23.18%</b>	<b>783,684</b>	<b>647,064</b>	<b>136,620</b>	<b>21.11%</b>
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**Fargo Public Library 2021 Total Expenses**  
**92% 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	\$ 1,831,079	\$ -	\$ 1,831,079	\$ 2,085,578	87.80%	\$ (254,498.68)
Full time overtime	11-01	\$ 123	\$ -	\$ 123	\$ -		\$ 123.02
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 15,000	0.00%	\$ (15,000.00)
Part time w/benefits	13-00	\$ 404,585	\$ -	\$ 404,585	\$ 453,334	89.25%	\$ (48,748.90)
Part time w/benefits overtime		\$ 18	\$ -	\$ 18	\$ -		\$ 18.30
Part time banked sick		\$ -	\$ -	\$ -	\$ 1,000		\$ (1,000.00)
Part time seasonal no benefits	14-00	\$ 42,816	\$ -	\$ 42,816	\$ 40,000	107.04%	\$ 2,815.52
Health insurance	20-01	\$ 266,661	\$ -	\$ 266,661	\$ 282,117	94.52%	\$ (15,456.04)
Dental insurance	20-03	\$ 17,427	\$ -	\$ 17,427	\$ 20,678	84.28%	\$ (3,251.18)
Long Term Disability	20-04	\$ 4,770	\$ -	\$ 4,770	\$ 5,375	88.74%	\$ (605.34)
Auto Allowance	20-05	\$ 786	\$ -	\$ 786	\$ 900	87.37%	\$ (113.63)
FICA 6.2%	21-01	\$ 132,730	\$ -	\$ 132,730	\$ 151,204	87.78%	\$ (18,474.13)
Medicare 1.45%	21-02	\$ 31,041	\$ -	\$ 31,041	\$ 35,489	87.47%	\$ (4,447.62)
City Pension	22-01	\$ 36,653	\$ -	\$ 36,653	\$ 41,975	87.32%	\$ (5,321.82)
NDPERS Pension	22-04	\$ 145,352	\$ -	\$ 145,352	\$ 164,789	88.21%	\$ (19,436.61)
NDPERS & City Pension	22-05	\$ 5,118	\$ -	\$ 5,118	\$ 5,857	87.38%	\$ (739.36)
Actuarial Contributions	22-06	\$ 112,576	\$ -	\$ 112,576	\$ 112,576	100.00%	\$ -
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life insurance	26-00	\$ 773	\$ 151	\$ 925	\$ 800	115.58%	\$ 124.60
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 92,285	\$ -	\$ 92,285	\$ 130,229	70.86%	\$ (37,943.54)
Other Services	38-99	\$ 13,381	\$ 2,428	\$ 15,808	\$ 16,500	95.81%	\$ (691.81)
Water Sewer	41-05	\$ 5,231	\$ -	\$ 5,231	\$ 5,000	104.61%	\$ 230.74
General equip repair	43-20	\$ (1)	\$ -	\$ (1)	\$ 3,000	-0.05%	\$ (3,001.39)
General equip repair (computer)	43-21	\$ 22,623	\$ -	\$ 22,623	\$ 31,766	71.22%	\$ (9,142.59)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 59,102	\$ 5,750	\$ 64,852	\$ 40,100	161.73%	\$ 24,751.99
Land and building rent	44-10	\$ 68,768	\$ -	\$ 68,768	\$ 74,000	92.93%	\$ (5,232.25)
Property insurance	52-10	\$ 12,605	\$ -	\$ 12,605	\$ 12,065	104.48%	\$ 540.27
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ 9,853	\$ -	\$ 9,853	\$ 9,225	106.80%	\$ 627.58
Cellular phone service	53-20	\$ 3,576	\$ -	\$ 3,576	\$ 4,300	83.16%	\$ (724.21)
Other communications	53-60	\$ 1,793	\$ -	\$ 1,793	\$ 1,000	179.35%	\$ 793.46
ILS Development	53-61	\$ 17,500	\$ -	\$ 17,500	\$ 46,150	37.92%	\$ (28,650.00)
Minitex/OCLC	53-62	\$ 19,484	\$ -	\$ 19,484	\$ 19,000	102.55%	\$ 483.69
Marketing	54-11	\$ 23,717	\$ -	\$ 23,717	\$ 27,000	87.84%	\$ (3,282.70)
In state travel	56-60	\$ 1,837	\$ -	\$ 1,837	\$ 3,500	52.49%	\$ (1,662.85)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
Due & membership in state	59-10	\$ 1,636	\$ -	\$ 1,636	\$ 1,700	96.25%	\$ (63.75)
Dues/membership out state	59-11	\$ 2,075	\$ -	\$ 2,075	\$ 1,500	138.33%	\$ 575.00
Seminar & conf in state	59-20	\$ 2,170	\$ -	\$ 2,170	\$ 2,500	86.81%	\$ (329.85)
Seminar & conf out state	59-21	\$ 219	\$ -	\$ 219	\$ 2,500	8.76%	\$ (2,281.00)
Office supplies	61-10	\$ 21,399	\$ -	\$ 21,399	\$ 30,000	71.33%	\$ (8,600.67)
Medical supplies	61-20	\$ 283	\$ -	\$ 283	\$ 600	47.19%	\$ (316.89)
General supplies	61-40	\$ 35,697	\$ -	\$ 35,697	\$ 13,500	264.43%	\$ 22,197.45
Program materials	61-43	\$ 27,510	\$ 200	\$ 27,710	\$ 36,000	76.97%	\$ (8,290.17)
Materials Processing	61-44	\$ 51,907	\$ -	\$ 51,907	\$ 64,569	80.39%	\$ (12,661.90)
Postage	61-50	\$ 5,174	\$ -	\$ 5,174	\$ 12,300	42.07%	\$ (7,125.74)
Books & periodicals	61-70	\$ 622,534	\$ -	\$ 622,534	\$ 724,454	85.93%	\$ (101,919.88)
Gasoline		\$ 321	\$ -	\$ 321	\$ 439	73.19%	\$ (117.68)
Natural gas	62-50	\$ 28,540	\$ -	\$ 28,540	\$ 40,900	69.78%	\$ (12,360.01)
Electricity	62-51	\$ 98,587	\$ -	\$ 98,587	\$ 128,325	76.83%	\$ (29,737.56)
Miscellaneous	68-10	\$ 1,662	\$ -	\$ 1,662	\$ 2,000	83.09%	\$ (338.26)
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ 100	0.00%	\$ (100.00)
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 4,283,979	\$ 8,528	\$ 4,292,508	\$ 4,908,159	87.46%	\$ (615,651)

**Fargo Public Library 2021 Total Expenses  
92% OF YEAR LAPSED**

**EXPENSE VS. BUDGET  
2021  
MAIN**

Account	Budget Line	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 127,509	\$ 127,897	\$ 128,144	\$ 1,440,277		\$ 1,665,812	86%
Full time overtime	11-01	\$ (25)			\$ 123			
Full Time banked sick	11-02				\$ -		\$ 12,000	0%
Part time w/benefits	13-00	\$ 23,677	\$ 23,652	\$ 23,846	\$ 275,358		\$ 301,693	91%
Part time w/benefits overtime		\$ 9			\$ 18			
Part Time Banked Sick	13-02				\$ -		\$ 1,000	0%
Part time seasonal no benefits	14-00	\$ 2,676	\$ 2,877	\$ 2,655	\$ 34,066		\$ 30,800	111%
Health insurance	20-01	\$ 17,622	\$ 17,647	\$ 17,647	\$ 186,295		\$ 187,851	99%
Dental insurance	20-03	\$ 1,218	\$ 1,220	\$ 1,220	\$ 13,069		\$ 15,243	86%
Long Term Disability	20-04	\$ 334	\$ 352	\$ 351	\$ 3,726		\$ 4,162	90%
Auto Allowance	20-05	\$ 69	\$ 69	\$ 69	\$ 786		\$ 900	87%
FICA 6.2%	21-01	\$ 8,953	\$ 8,988	\$ 9,001	\$ 102,296		\$ 117,699	87%
Medicare 1.45%	21-02	\$ 2,094	\$ 2,102	\$ 2,105	\$ 23,924		\$ 27,653	87%
City Pension	22-01	\$ 2,000	\$ 2,001	\$ 2,002	\$ 22,713		\$ 25,990	87%
NDPERS Pension	22-04	\$ 10,271	\$ 10,322	\$ 10,356	\$ 116,757		\$ 134,095	87%
NDPERS & City Pension	22-05	\$ 451	\$ 451	\$ 451	\$ 5,118		\$ 5,857	87%
Actuarial Contributions	22-06				\$ 69,960		\$ 69,960	100%
Workers Comp	25-00				\$ -			
Life insurance	26-00	\$ 80			\$ 773	\$ 151	\$ 800	116%
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 13,686	\$ 8,295	\$ 7,542	\$ 70,777		\$ 94,429	75%
Other Services	38-99	\$ 936	\$ 1,498	\$ 838	\$ 12,030	\$ 2,428	\$ 15,000	96%
Water Sewer	41-05				\$ -			
General equip repair	43-20				\$ (1)		\$ 3,000	0%
General equip repair (computer)	43-21	\$ 810	\$ 383	\$ 1,713	\$ 22,055		\$ 25,766	86%
General equip repair (vehicle)	43-22				\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 1,884	\$ 1,257	\$ 6,908	\$ 53,894	\$ 2,761	\$ 35,000	162%
Land and building rent	44-10				\$ -			
Property insurance	52-10	\$ 2,517			\$ 9,955		\$ 9,010	110%
Automobile liability	52-20				\$ -		\$ 265	0%
General liability	52-30				\$ 9,853		\$ 9,225	107%
Cellular phone service	53-20	\$ 360	\$ 718		\$ 3,576		\$ 4,300	83%
Other communications	53-60	\$ 200	\$ 401		\$ 1,793		\$ 1,000	179%
ILS Development	53-61				\$ 17,500		\$ 46,150	38%
Minitex/OCLC	53-62	\$ 776			\$ 19,484		\$ 19,000	103%
Marketing	54-11	\$ 2,096	\$ 2,860	\$ 6,046	\$ 23,717		\$ 27,000	88%
In state travel	56-60	\$ 156	\$ 615	\$ 72	\$ 1,837		\$ 3,500	52%
Out of state travel	57-60				\$ -		\$ 5,000	0%
Due & membership in state	59-10	\$ 330			\$ 1,636		\$ 1,700	96%
Dues/membership out state	59-11	\$ 228	\$ 228		\$ 2,075		\$ 1,500	138%
Seminar & conf in state	59-20	\$ 280	\$ 160		\$ 2,170		\$ 2,500	87%
Seminar & conf out state	59-21			\$ 50	\$ 219		\$ 2,500	9%
Office supplies	61-10	\$ 1,198	\$ 542	\$ 1,494	\$ 14,369		\$ 20,000	72%
Medical supplies	61-20				\$ 33		\$ 600	5%
General supplies	61-40	\$ 608	\$ 10,264	\$ 9,817	\$ 25,474		\$ 7,500	340%
Program materials	61-43	\$ 949	\$ 2,993	\$ 2,538	\$ 27,510	\$ 200	\$ 36,000	77%
Materials Processing	61-44	\$ 3,597	\$ 6,608	\$ 4,423	\$ 51,907		\$ 64,569	80%
Postage	61-50	\$ 24	\$ 21	\$ 5,017	\$ 5,174		\$ 10,000	52%
Books & periodicals	61-70	\$ 31,907	\$ 40,134	\$ 43,289	\$ 461,901	\$ -	\$ 526,939	88%
Gasoline	62-10	\$ 30	\$ 32	\$ 47	\$ 321		\$ 439	73%
Natural gas	62-50	\$ 1,697	\$ 2,047		\$ 15,993		\$ 24,000	67%
Electricity	62-51	\$ 8,603	\$ 8,370		\$ 59,772		\$ 90,000	66%
Miscellaneous	68-10	\$ 4	\$ (3)	\$ 218	\$ 1,662		\$ 2,000	83%
Safety compliance	68-50				\$ -		\$ 100	0%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 269,810	\$ 285,000	\$ 287,859	\$ 3,211,947	\$ 5,540	\$ 3,691,007	87.17%

**Fargo Public Library 2021 Total Expenses**  
**92% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**  
**2021**  
**CARLSON**

Account	Budget Line	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 27,226	\$ 27,109	\$ 27,092	\$ 299,311		\$ 312,605	96%
Full time overtime	11-01				\$ -			
Full Time Banked Sick	11-02				\$ -		\$ 3,000	0%
Part time w/benefits	13-00	\$ 7,219	\$ 6,082	\$ 6,193	\$ 77,859		\$ 118,755	66%
Part time w/benefits overtime					\$ -			
Part Time Banked Sick	13-02				\$ -			
Part time seasonal no benefits	14-00	\$ 831	\$ 879	\$ 840	\$ 8,749		\$ 9,200	95%
Health insurance	20-01	\$ 5,574	\$ 5,579	\$ 5,508	\$ 58,261		\$ 70,375	83%
Dental insurance	20-03	\$ 310	\$ 310	\$ 306	\$ 3,190		\$ 4,109	78%
Long Term Disability	20-04	\$ 71	\$ 68	\$ 69	\$ 763		\$ 919	83%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 2,024	\$ 1,948	\$ 1,956	\$ 22,182		\$ 25,455	87%
Medicare 1.45%	21-02	\$ 473	\$ 456	\$ 457	\$ 5,188		\$ 5,953	87%
City Pension	22-01	\$ 1,229	\$ 1,231	\$ 1,231	\$ 13,941		\$ 15,985	87%
NDPERS Pension	22-04	\$ 1,564	\$ 1,470	\$ 1,478	\$ 16,774		\$ 19,126	88%
NDPERS & City Pension	22-05				\$ -			
Actuarial Contributions	22-06				\$ 42,616		\$ 42,616	100%
Workers Comp	25-00				\$ -			
Life insurance	26-00				\$ -			
Interpreters/ADA Compliance	33-29				\$ -		\$ 500	0%
Security Services	38-61	\$ 4,348	\$ 3,070	\$ 2,682	\$ 21,509		\$ 35,800	60%
Other Services	38-99	\$ 24	\$ 349	\$ 24	\$ 967		\$ 1,000	97%
Water Sewer	41-05			\$ 2,817	\$ 2,817		\$ 3,000	94%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ 568		\$ 6,000	9%
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 377	\$ 411	\$ 256	\$ 3,341	\$ 2,614	\$ 3,000	199%
Land and building rent	44-10				\$ -			
Property insurance	52-10	\$ 1,050			\$ 2,341		\$ 2,705	87%
Automobile liability	52-20				\$ -			
General liability	52-30				\$ -			
Cellular phone service	53-20				\$ -			
Other communications	53-60				\$ -			
ILS Development	53-61				\$ -			
Minitex/OCLC	53-62				\$ -			
Marketing	54-11				\$ -			
In state travel	56-60				\$ -			
Out of state travel	57-60				\$ -			
Due & membership in state	59-10				\$ -			
Dues/membership out state	59-11				\$ -			
Seminar & conf in state	59-20				\$ -			
Seminar & conf out state	59-21				\$ -			
Office supplies	61-10	\$ 178	\$ 441	\$ 600	\$ 5,033		\$ 7,000	72%
Medical supplies	61-20				\$ -			
General supplies	61-40	\$ 420	\$ 108	\$ 2,886	\$ 6,841		\$ 2,500	274%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 9,957	\$ 10,030	\$ 12,609	\$ 106,963		\$ 132,890	80%
Gasoline					\$ -			
Natural gas	62-50	\$ 1,897	\$ 1,489		\$ 11,502		\$ 15,000	77%
Electricity	62-51	\$ 5,056	\$ 3,524		\$ 32,215		\$ 30,450	106%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		<b>\$ 69,827</b>	<b>\$ 64,554</b>	<b>\$ 67,005</b>	<b>\$ 742,931</b>	<b>\$ 2,614</b>	<b>\$ 870,243</b>	<b>85.7%</b>

**Fargo Public Library 2021 Total Expenses  
92% OF YEAR LAPSED**

**EXPENSE VS. BUDGET  
2021  
NORTHPORT**

Account	Budget Line	September	October	November	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 7,959	\$ 8,143	\$ 8,159	\$ 91,492		\$ 107,161	85%
Full time overtime	11-01				\$ -			
Full time banked sick	11-02							
Part time w/benefits	13-00	\$ 4,792	\$ 4,984	\$ 4,918	\$ 51,368		\$ 32,886	156%
Part time w/benefits overtime					\$ -			
Part time banked sick					\$ -			
Part time seasonal no benefits	14-00				\$ -			
Health insurance	20-01	\$ 2,059	\$ 2,029	\$ 2,100	\$ 22,104		\$ 23,891	93%
Dental insurance	20-03	\$ 109	\$ 107	\$ 111	\$ 1,167		\$ 1,326	88%
Long Term Disability	20-04	\$ 25	\$ 26	\$ 26	\$ 282		\$ 294	96%
Auto Allowance	20-05				\$ -			
FICA 6.2%	21-01	\$ 732	\$ 758	\$ 752	\$ 8,251		\$ 8,050	103%
Medicare 1.45%	21-02	\$ 171	\$ 177	\$ 176	\$ 1,930		\$ 1,883	102%
City Pension	22-01				\$ -			
NDPERS Pension	22-04	\$ 1,053	\$ 1,084	\$ 1,080	\$ 11,821		\$ 11,568	102%
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		\$ 288	\$ 24	\$ 384		\$ 500	77%
Water Sewer	41-05			\$ 2,414	\$ 2,414		\$ 2,000	121%
General equip repair	43-20				\$ -			
General equip repair (computer)	43-21				\$ -			
General equip repair (vehicle)	43-22				\$ -			
Maintenance service	43-50	\$ 187	\$ 187	\$ 187	\$ 1,867	\$ 374	\$ 2,100	107%
Land and building rent	44-10	\$ 5,634	\$ 5,716	\$ 5,716	\$ 68,768		\$ 74,000	93%
Property insurance	52-10	\$ 139			\$ 309		\$ 350	88%
Automobile liability	52-20				\$ -			
General liability	52-30				\$ -			
Cellular phone service	53-20				\$ -			
Other communications	53-60				\$ -			
ILS Development	53-61				\$ -			
Minitex/OCLC	53-62				\$ -			
Marketing	54-11				\$ -			
In state travel	56-60				\$ -			
Out of state travel	57-60				\$ -			
Due & membership in state	59-10				\$ -			
Dues/membership out state	59-11				\$ -			
Seminar & conf in state	59-20				\$ -			
Seminar & conf out state	59-21				\$ -			
Office supplies	61-10	\$ 215	\$ 431	\$ 35	\$ 1,998		\$ 3,000	67%
Medical supplies	61-20			\$ 250	\$ 250			
General supplies	61-40	\$ 103	\$ 32		\$ 664		\$ 3,500	19%
Program materials	61-43				\$ -			
Materials Processing	61-44				\$ -			
Postage	61-50				\$ -			
Books & periodicals	61-70	\$ 4,073	\$ 5,496	\$ 8,262	\$ 53,670		\$ 64,625	83%
Gasoline					\$ -			
Natural gas	62-50	\$ 31	\$ 31		\$ 1,044		\$ 1,900	55%
Electricity	62-51	\$ 702	\$ 634		\$ 6,600		\$ 7,875	84%
Miscellaneous	68-10				\$ -			
Safety compliance	68-50				\$ -			
Bad Debt					\$ -			
Capital Outlay - Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 27,985	\$ 30,123	\$ 34,210	\$ 326,383	\$ 374	\$ 346,909	94.19%

Revenue  
November 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		
11/1/2021	ma227a	1.00	40.98			20.00	13.42		75.40		ca208a	1.00							1.00		np195a	1.00									1.00
	ma227c	1.00						0.52	0.48		ca208b	17.95							17.95												
11/2/2021	ma228a	3.00							5.00		ca209a	1.00					12.00		13.00		np196a										
	ma228b	4.00					2.00		4.00												np196b		31.98							31.98	
11/3/2021	ma229a										ca210a										np197a										
11/4/2021	ma230a	3.00							3.00		ca211a	1.00							1.00		np198a										
	ma230b		25.72			20.00			45.72																						
11/5/2021	ma232b		13.94						13.94		ca212b		21.95						21.95												
11/6/2021	ma231b		17.00						17.00		ca213b	2.00	59.99						61.99												
11/7/2021	ma233a	4.00					0.10		4.10		ca214a	3.00				14.6		17.60		np199a											
11/8/2021	ma234a		2.00						2.00		ma215a	1.00	56.98			13.00		70.98		np200a								1.00		1.00	
	ma234b						10.20		10.20																						
11/9/2021	ma235a	4.00					3.50		7.50		ca216a	1.00				0.51		1.51		np201a											
	ma235b		34.99			320.00			354.99		ca216b					6.00		6.00													
11/10/2021	ma236a	1.00							1.00		ca217a					5.01		5.01		np202a							0.50		0.50		
11/11/2021	ma235c		25.00						25.00																						
	Closed										Closed										Closed										
11/12/2021	ma237b		39.80						39.80		ca218b		31.97						31.97												
11/13/2021	ma238a	1.00					0.70		1.70		ca219a		6.00			11.50		17.50		np203a	2.00						0.10		2.10		
11/14/2021																					np204a										
11/15/2021	ma239a	1.00	6.99						7.99		ca220a	1.00						1.00		np204a											
	ma239b		26.00						26.00																						
	ma239c		16.99						16.99																						
11/16/2021	ma240a	3.00					5.00	1.08	8.00		ca221a	1.00						1.00		np205a							1.00		1.00		
11/17/2021	ma241a	5.00	16.00						21.00		ca222a	2.00						2.00		np206a	1.00									1.00	
	ma241b						42.00		42.00																						
	ma241c								(246.60)																						
11/18/2021	ma242a		195.78	2.50			1.01		194.29		ca223a		30.00					30.00		np207a											
11/19/2021	ma243b		24.99				27.50		52.49		ca224b		9.99					9.99													
11/20/2021											ca225b		15.99					15.99													
11/21/2021	ma244a	6.00					6.66		12.66		ca226a	1.00						1.00		np208a	3.00						0.25		3.25		
	ma244b						1.17		1.17		ca226b		15.00					15.00													
11/22/2021	ma245a	2.00		0.25			3.05		4.80		ca227a									np209a							22.30		22.30		
	ma245b		30.00						30.00																						
11/23/2021	ma246a	0.40					1.00		1.40		ca228a	1.00	0.40					0.60		np210a											
	ma246b		12.95						12.95																						
	ma246c		67.95						67.95																						
11/24/2021	ma249a										ca229a	1.00	43.98			1.00		45.98		np221a											
11/25/2021	Closed										Closed									Closed											
11/26/2021	ma247b		12.51	24.99					(12.48)																						
11/27/2021																															
11/28/2021	ma248a			0.05			0.25		0.20		ca230a									np212a							0.20		0.20		
11/29/2021	ma250a	1.00	210.92						211.92		ca231a									np213a	1.00										1.00
11/30/2021	ma251a			32.51					(32.51)		ca232a	1.00				4.50		5.50		np214a											
		40.40	820.51	306.90		360.00	117.55	2.96	1,028.61			18.00	309.80	0.40		68.12		395.52			8.00	31.98					25.35		65.33		

Monthly		YTD	
Fees	\$ 66.40	Fees	\$ 1,037.76
Lost	\$ 1,162.29	Lost	\$ 8,663.56
Rtd	\$ 307.30	Rtd	\$ 750.31
NonRes	\$ -	NonRes	\$ 286.75
MtgRm	\$ 360.00	MtgRm	\$ 1,020.00
Copier	\$ 211.03	Copier	\$ 6,941.28
PP Fees	\$ 2.96	PP Fees	\$ 76.46
Misc		Misc	\$ 621.09
<b>Total</b>	<b>\$ 1,492.42</b>	<b>Total</b>	<b>\$ 17,820.13</b>

Copies paid at desks	211.03
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