



# Morton Mandan Public Library

## Financial Summary – As of March 31, 2026



### 1. OVERALL FINANCIAL POSITION

- **Total Cash on Hand: \$729,332.60**
- Cash is distributed across:
  - General (Unreserved): \$364,241
  - General (Reserved): \$201,470
  - Bookmobile Replacement: \$149,661
  - Capital Reserve: \$13,960

**Takeaway:**

The library remains in a strong and stable cash position, with healthy reserves supporting future needs (bookmobile + capital).



### 2. REVENUE PERFORMANCE (Year-to-Date)

- **Total Revenue Received: \$632,406 (~ 52% of annual budget)**

**Key Revenue Drivers:**

- Property Taxes: 71% collected (on track for cycle timing)
- Passport Services:
  - \$16,043 YTD (38% of budget)
  - Major monthly driver: \$8,105 in March alone (67% of monthly sales)
- Photo Fees: \$9,427 YTD (38%)
- Fees (printing, fax, etc.): Steady but smaller contributors

**Takeaway:**

Revenue is on pace overall, with strong earned income from passports and service-based revenue continuing to perform well.

**Areas to Watch:**

- State Grants & Program Grants: Minimal activity so far (timing dependent)
- Meeting Room Rentals: Only 5% of budget realized



### 3. EXPENDITURE OVERVIEW

- **Total Expenses: \$303,973 (~ 24% of annual budget)**

**Major Categories:**

- Salaries & Benefits: \$216,179 (22% of budget)
- Professional Services: 46% utilized
- Library Materials: 33% utilized
- Utilities & Supplies: ~29–30%

**Takeaway:**

Expenses are well-controlled overall, with most categories below expected YTD pacing (~25%). A few areas reflect intentional strategic investments, not concern.

**Notable Items:**

- Technology Support: 75% spent (front-loaded annual costs)
- Advertising/PR: 180% of budget (intentional overspend tied to initiatives like ND Library Passport program)
- Building Maintenance: 49% utilized (seasonal impacts)



#### 4. NET POSITION (Operational Snapshot)

- Revenue (52%) vs. Expenses (24%)

##### Takeaway:

The library is currently operating with a strong positive margin, typical for this point in the fiscal cycle due to:

- Early receipt of tax revenue
- Even distribution of expenses throughout the year



#### 5. MONTHLY REVENUE ACTIVITY (March Snapshot)

- Total March Revenue: ~\$12,080 net

##### Breakdown Highlights:

- Passports = 67% of monthly revenue
- Grants = 21%
- Printing, room rentals, donations = smaller but consistent streams

##### Takeaway:

Passport services continue to act as a high-impact revenue generator and community service, reinforcing MMPL's role as both a civic and service hub.



### KEY STRATEGIC INSIGHTS FOR THE BOARD

#### 1. Strong Financial Health

- Cash reserves are solid and diversified
- Revenue is tracking appropriately for Q1

#### 2. Earned Revenue is a Strength

- Passport services, photos, and printing provide meaningful supplemental income
- Aligns with MMPL's "service hub" model

#### 3. Spending is Intentional and Controlled

- Most categories under budget pacing
- Select overages reflect strategic program investments, not operational risk

#### 4. Timing Matters

- Revenue (especially taxes) is front-loaded
- Expenses will continue to rise throughout the year

Company	Account Code	Acct. Name	Description	Cost	
Amazon Invoice: 16HN-TM6Q-6C3P	0	Other	Multiple items: Com. Eng. Dept.	174.06	
Amazon Invoice: 1MML-63KJ-44LK	0	Other	Muliple items: Gen. Lib. Dept. 7 kid books	\$111.40	
Amazon Invoice: 1JGF-LG4L-169Q	0	Other	Multiple items: Pub. Serv. Dept.	\$255.26	
Cengage	218.218.58115	Adult Mat.	10 LP bks: Adult Rdg Area	\$267.30	
	218.218.58115	Adult Mat.	8 LP bks: Adult Rdg Area	\$214.82	\$482.12
CDLN	218.218.52145	CDLN	Yearly Sirsi Dynix software fees, Courier Serv. & Accting fees	\$7,044.34	
MDU	218.218.56119	Utilities	1st Floor electric/gas bill	\$2,084.67	
	218.218.56119	Utilities	2nd Floor electric/gas bill	\$377.12	\$2,461.79
NDAAACI		Adult Prog.	Mongolia Cultural Prg.: Supplies & taste testing items	\$198.34	
NDACo Res. Group (NRG)		Tech Support	Microsoft 365 Business	\$49.36	
Presort	218.218.52137	Courier Fees	Pickup & delivery for books and materials between libraries	\$317.30	
Visa	0	Other	Multiple Accounts	\$6,584.87	
	<i>Barb \$2,723.97</i>		<i>Sara \$1,708.83</i>		
	<i>Brent \$335.63</i>		<i>Shawna \$1,233.13</i>		
	<i>Ethan \$583.31</i>				
<b>TOTAL</b>					<b>\$17,678.84</b>

Company	Account Code	Acct. Name	Description	Cost	
Book Page	218.218.58119	Periodicals	<u>Yrly subscription for book publishing magazine</u>	\$438.00	
City of Mandan	218.218.52134	Acct. Fees	Accounting fees	\$1,344.00	
City of Mandan	0	Other	March Payroll	\$73,238.27	
City of Mandan	218.218.52155	Advert./Pub. Rel.	Public Notice for Architect Firm Qualification Requests	\$79.20	\$74,661.47
Dirk's Plumbing & Heating	218.218.60321	Bldg Repairs & Maint.	Prev. Maint. On boilers & furnaces	\$580.00	
Johnson Controls	218.218.60329	Maint. Contracts	Annual fee for fire alarm monitoring	\$545.15	
Marco Technologies	218.218.52152	Copier/Fax/Comp.	Copier/printer lease agreement + Overage fees	\$1,950.88	
NDAAACI	218.219.59915	Adult Prog.	Malaysia Culture Event supplies & food	\$172.96	
ND State Library	218.218.58115	Adult Mat.	Replacement Cost for interlibrary loan book	\$15.99	
Rossow Cakes	218.219.59915	Adult Prog.	Decorated Cookies for Celebration Event	\$168.00	
<b>TOTAL</b>				<b>\$78,532.45</b>	

Company	Account Code	Acct. Name	Description	Cost	
Amazon	218.218.60321	Bldg Repairs & Maint.	Building & Grounds: 3 items	\$19.49	
	218.218.60310	Equip. Rep. & Maint.	Building & Grounds: 1 item	\$332.35	\$351.84
	0	Other	Community Engagement: Multiple Items	\$126.05	
	0	Other	Community Engagement: Multiple Items	\$97.28	\$223.33
	0	Other	General Library: multiple items	\$114.60	
	0	Other	Public Services: multiple items	\$36.12	
	218.218.58118	Juv. Mat.	Public Services: 1 kids book	\$6.22	\$42.34
Apple Books	218.218.58118	Juv. Mat.	20 nonfiction books for kids area	\$464.30	
Cengage	218.218.58115	Adult Mat.	Invoice: 999102614689 2 lrg prnt bks (lib. choice)	\$42.90	
	218.218.58115	Adult Mat.	Invoice: 999102614691 3 lrg prnt (Dynamic Drama)	\$75.60	
	218.218.58115	Adult Mat.	Invoice: 999102582603 23 lrg prnt (lib. choice)	\$505.05	\$623.55
CDLN	218.218.52145	CDLN	Feb. System Fees: CDLN courier services; admin	\$703.00	
	218.218.52145	CDLN	March System Fees: CDLN courier services; admin	\$1,109.43	\$1,812.43
The Good Kids	218.218.52155	Advert./Pub. Rel.	Makerspace branding & marketing	\$5,025.00	
MDU	218.218.56119	Utilities	1st floor electric/gas	\$1,715.82	
MDU	218.218.56119	Utilities	2nd floor electric/gas	\$127.25	\$1,843.07
Presort	218.218.52137	Courier Fees	Pickup & delivery for books and materials between libraries	\$317.30	
Towers, Janna Marie	218.219.59913	Kids Prog.	3 Rhythmic Reader classes	\$300.00	
Towers, Janna Marie	218.219.59913	Kids Prog.	1 Rhythmic Reader class-- PlayLab	\$90.00	\$390.00
Visa				\$7,655.49	
<i>Barb</i>	\$2,096.66	<i>Sara</i>	\$2,356.32		
<i>Brent</i>	\$330.99	<i>Shawna</i>	\$1,387.34		
<i>Ethan</i>	\$1,484.18				
<b>TOTAL</b>				<b>\$18,863.25</b>	

## **Project Overview**

The Morton Mandan Public Library (MMPL) is advancing plans for a Tourism Makerspace. This will be a dynamic, hands-on destination where visitors and residents can create, learn, and experience North Dakota's culture in an interactive way.

## **Architectural Firms Interviewed**

MMPL invited and interviewed four qualified architectural firms:

- **Bartlett & West**  
Regional firm with experience in engineering and facility design, including prior work with MMPL.
- **Helsem Architects**  
Design-focused firm known for flexible, community-centered environments.
- **ICON Architectural Group**  
Firm specializing in experience-driven design, integrating storytelling and destination identity.
- **JLG Architects**  
Established firm with extensive experience in library and civic building design.

## **Selection Process**

MMPL issued a Request for Qualifications (RFQ) and received submissions from interested architectural firms.

A selection committee representing:

- Library staff
- Board trustees
- Community members

conducted a structured evaluation process that included:

- Review of submitted qualifications (RFQ process)
- In-person interviews
- Scoring based on:
  - Design approach
  - Relevant experience
  - Alignment with the Tourism Makerspace vision

All firms demonstrated strong capabilities and thoughtful approaches to the project.

## **Next Steps**

The MMPL Board of Trustees will:

- Review the selection committee's recommendation
- Consider approval of an architectural firm

Upon approval, the project will move into:

- Contract negotiations
- Design development phase, which incorporates community involvement

## **Building Toward the Future**

The Tourism Makerspace will:

- Introduce a new, hands-on visitor experience to North Dakota
- Support local artists, makers, and businesses
- Encourage longer stays and deeper engagement
- Strengthen MMPL's role as a community and cultural destination