



Board of Trustees Agenda and Order of Business

DATE: Tuesday, April 15, 2025

TIME: 5:00 p.m.

PLACE: City of Williston Commission Chambers

ORDER OF BUSINESS:

A. Roll Call

Kristi Gutierrez, Vice President | Leah Windnagle, Secretary | Alex Johnson, Trustee | Jeri Engberg, Trustee | Lisa Hettich, Trustee | Diane Luttschwager, Trustee | Tara Blanton, Trustee | Rachel Laqua, Trustee

B. Reading of Minutes

C. Finance

D. Circulation

E. Correspondence to the Board

F. Report of Director

- Public Library Survey & State Aid
- Legislative Update
- Fire Monitoring System Update – COMPLETE
- Bookmobile Update
- Bookmobile Drive Position
- Wed, April 16 – Community Egg Hunt
- Fri, April 18-Sun, April 20 – LIBRARY CLOSED (Good Friday & Easter)
- Sat, May 10 – Band Day Parade
- No Children's Programs in May
- Sat, May 24-Mon, May 26 – LIBRARY CLOSED (Memorial Day)

G. Old Business

H. New Business

- Patron Confidentiality Policy Review

I. Public Comments

J. Next Board Meeting: May 20, 2025 | 5pm City of Williston Commission Chambers

K. Adjournment



Library Board Meeting Minutes | February 18, 2025

The minutes of this meeting follow the agenda.

Meeting called to order at 5:03 pm by Vice President Johnson

- A. **Board members present:** Vice President Alex Johnson; Secretary Leah Windnagle; Trustee Tara Blanton; Trustee Jeri Engberg; Trustee Diane Luttschwager; Library Director Andrea Placher. Absent: President Kristi Gutierrez; Trustee Rachel Laqua; Trustee Lisa Hettich
- B. **Reading of Minutes:** No amendments made to minutes from January 21, 2025.
- C. **Finance.** Updated December finances will be emailed. So far, 8% of the year has passed and 4% of the budget has been used. Ten percent of every year's budget is allocated to the building fund (up to a set amount). There has been quite a bit of snow so the snow removal (shoveling) is being outsourced. Innova camera needed updating. There are already discussions of the 2026 budget. Trustee Blanton motioned to approve; Trustee Luttschwager seconded. Unanimously approved.
- D. **Circulation.** Patron count is higher, circulation is higher. Significant use of copy machine/printer still. Overdrive (Libby) is doing well. Kanopy is starting to get more use, with 29 users in January. In spite of illness and cold, there has been great program attendance. Adult crafting has been popular, and a new program (Yap and Craft) will be starting. Homeschool Hangout is more structured and has a really strong attendance—with only two events, 102 attendees.
- E. **Correspondence to the Board.**
- F. **Report of Director**
 - Wed, Feb 19—Stuffy Sleepover
 - Legislative Update: Andrea testified on behalf of NDLA regarding SB2307
 - Fire Monitoring System Update: will keep on current phone lines; currently doesn't call the fire department. Now if there an alert, Director Placher will get an immediate call.
 - Entryway Remodel Update: completed over the weekend
 - Bookmobile Situation Update: able to secure a vehicle from the City. With extreme cold, vehicle cannot run and bookmobile services have been suspended
 - Basement Air Compressor: the entire compressor will not be replaced, but parts of it will. Quote from Industrial Equipment Sales & Service included in the packet.
 - 2024 year in review has been completed and is included in the packet.
- G. **Old Business.**
 - Patron Conduct Policy (regarding unattended children)

- i. Would amend currently existing Patron Conduct Policy to include information about unattended children
- ii. Motion to approve Patron Conduct Policy with the new amendment made by Trustee Blanton; seconded by Trustee Engberg. Unanimously approved.

H. New Business.

- Internet Access and Computer Use Policy review
 - i. Trustee Engberg motioned to approve with no changes; seconded by Trustee Blanton. Unanimously approved.

I. Public Comments. None.

J. Next board meeting March 18, 2025 | 5 pm at City Hall

With no additional agenda items, meeting adjourned at 6:24 pm.

Respectfully submitted,
Leah Windnagle, Secretary

03/03/25
16:14:59

CITY OF WILLISTON
Expenditure Budget vs. Actual Query
For the Accounting Period: 2 / 25

FEBRUARY 2025

Page: 1 of 1
Report ID: B100A

16.66%
of year
PASSED

Funds 215- 215

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
---------	--------	----------------------------	------------------	---------------------------	--------------------------	----------------------------	------------

215 Williston Community Library

453000 LIBRARY

110 REGULAR SALARY	18,387.64	56,416.94	484,458.00	484,458.00	484,458.00	428,041.06	12%
220 FICA TAXES	1,397.08	4,287.08	37,061.00	37,061.00	37,061.00	32,773.92	12%
230 ND PERS	1,630.87	4,860.43	42,600.00	42,600.00	42,600.00	37,739.57	11%
302 COMMUNICATION	634.20	1,011.69	8,400.00	8,400.00	8,400.00	7,388.31	12%
308 SCHOOL & TRAINING EXP - CITY PER. -	0.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00	0%
312 LEGAL	0.00	0.00	500.00	500.00	500.00	500.00	0%
316 OTHER PROFESSIONAL SERV	0.00	0.00	500.00	500.00	500.00	500.00	0%
317 OTHER CONTRACTUAL SERV	2,774.74	6,036.98	57,200.00	57,200.00	57,200.00	51,163.02	11%
320 INSURANCE	4,759.36	14,278.08	94,116.00	94,116.00	94,116.00	79,837.92	15%
330 RENTALS	1,019.96	1,019.96	6,500.00	6,500.00	6,500.00	5,480.04	16%
350 UTILITIES	2,041.97	2,041.97	35,000.00	35,000.00	35,000.00	32,958.03	6%
358 TRAVEL & TRANSPORTATION - CITY	366.76	366.76	5,000.00	5,000.00	5,000.00	4,633.24	7%
361 ADVERTISING	0.00	0.00	4,000.00	4,000.00	4,000.00	4,000.00	0%
362 PRINTING & BINDING	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0%
370 CONTR REPAIR & MAINT STRUCTURES &	0.00	0.00	9,000.00	9,000.00	9,000.00	9,000.00	0%
371 DUES/MEMBERSHIPS/SUBSCRIPTIONS	198.30	448.30	22,200.00	22,200.00	22,200.00	21,751.70	2%
372 CONTR REPAIR & MAINT EQUIP &	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	0%
382 BOOK MOBILE EXPENSES	214.97	3,589.49	8,500.00	8,500.00	8,500.00	4,910.51	42%
405 OFFICE SUPPLIES	0.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00	0%
420 OPERATING SUPPLIES & TOOLS	1,169.07	1,394.07	24,000.00	24,000.00	24,000.00	22,605.93	6%
421 BOOKS	1,112.92	1,112.92	40,000.00	40,000.00	40,000.00	38,887.08	3%
422 AUDIO VISUAL	247.54	247.54	22,500.00	22,500.00	22,500.00	22,252.46	1%
424 GAS & OIL	43.38	43.38	780.00	780.00	780.00	736.62	6%
441 FOOD SNACKS & BEVERAGES	0.00	0.00	4,800.00	4,800.00	4,800.00	4,800.00	0%
470 SUPPLIES & MAINT PARTS STRUCTURES &	321.86	321.86	3,000.00	3,000.00	3,000.00	2,678.14	11%
472 SUPPLIES & MAINT PARTS FOR EQUIP &	0.00	0.00	500.00	500.00	500.00	500.00	0%
650 MACHINERY & EQUIPMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0%
840 REFUNDS & REIMBURSEMENTS	0.00	0.00	12,000.00	12,000.00	12,000.00	12,000.00	0%
Account Total:	36,320.62	97,477.45	934,615.00	934,615.00	934,615.00	837,137.55	10%
Fund Total:	36,320.62	97,477.45	934,615.00	934,615.00	934,615.00	837,137.55	10%

Grand Total:

36,320.62

97,477.45

934,615.00

934,615.00

837,137.55

10%

SPENT THIS MONTH

SPENT THIS YEAR

2025 BUDGET

LEFT TO BUDGET SPEND

0% of BUDGET USED

SPENT 3M X300W

FEBRUARY 2025

16.66% OF YEAR PASSED

CITY OF WILLISTON
Revenue Budget vs. Actual Query
For the Accounting Period: 2 / 25

Page: 1 of 1
Report ID: B110A

03/03/25
16:15:56

Funds 215- 215

% of Revenue

Fund	Account	Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	Received %
215	Williston Community Library					
311000	REAL PROPERTY	0.00	0.00	1,500.00	1,500.00	0%
311600	WILLIAMS COUNTY LEVY	42,455.89	67,707.18	303,244.00	235,536.82	22%
311900	UTILITY TAX	0.00	0.00	40,000.00	40,000.00	0%
312300	WILLISTON LEVY	93,126.84	136,203.49	303,244.00	167,040.51	45%
334000	STATE GRANTS	0.00	0.00	2,000.00	2,000.00	0%
334310	WILLISTON - STATE AID	0.00	0.00	10,000.00	10,000.00	0%
334311	WILLIAMS COUNTY - STATE AID	0.00	0.00	10,000.00	10,000.00	0%
335000	STATE SHARED REVENUES	7,862.82	15,637.32	75,000.00	59,362.68	21%
336200	HOMESTEAD CREDIT TAX	0.00	0.00	2,000.00	2,000.00	0%
341211	BOOK SALES	108.00	108.00	1,500.00	1,392.00	7%
341212	NON-RESIDENT FEES	0.00	0.00	500.00	500.00	0%
341300	COPIES	1,323.55	1,323.55	12,000.00	10,676.45	11%
361000	INTEREST ON INVESTMENTS	0.00	0.00	500.00	500.00	0%
369100	OTHER MISC REVENUE	737.44	737.44	10,000.00	9,262.56	7%
	Fund Total:	145,614.54	221,716.98	771,488.00	549,771.02	29%

Grand Total:

221,716.98

29%

RECD THIS MONTH
RECD THIS YEAR
2025 BUDGETED
LEFT TO REC
% OF MONEY RECD

money brought in

FEBRUARY 2025

03/03/25
16:14:03

CITY OF WILLISTON
Cash Report by Fund/Account
For the Accounting Period: 2/25

Funds 215- 215

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
215 Williston Community Library						
111000 CASH	500.00	0.00	0.00	0.00	0.00	500.00
115000 SAVINGS	87,848.21	145,614.54	0.00	26,174.95	13,611.92	193,675.88
117100 CASH - RES FOR CAPITAL	177,551.90	0.00	0.00	0.00	0.00	177,551.90
117120 CASH- RES	40,000.00	0.00	0.00	0.00	0.00	40,000.00
117200 CASH - RES MAINT/EMERG.	150,000.00	0.00	0.00	0.00	0.00	150,000.00
Total Fund	455,900.11	145,614.54	0.00	26,174.95	13,611.92	561,727.78
Totals	455,900.11	145,614.54	0.00	26,174.95	13,611.92	561,727.78

-CASH
-CAPT. SAVINGS
-PSKY
-EMERG. FUND

*** Transfers In and Transfers Out columns should match, with the following exceptions:
1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

03/03/25
16:16:34

CITY OF WILLISTON
Detail Ledger Query -- with Check #s
For the Accounting Periods: 2/25 - 2/25

Page: 1 of 4
Report ID: L091C

Funds 215- 215

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
215 Williston Community Library						
453000 LIBRARY						
302 COMMUNICATION						
CL 131600 27	USPS1					
Check #: 133141	Postage	VISA	2/25	47.55		
CL 131600 30	USPS2					
Check #: 133141	Postage	VISA	2/25	55.22		
CL 131886 16	021425					
Check #: 133172	Library	AT&T MOBILITY	2/25	143.20		
CL 131923 30	021825					
Check #: 133264	Library Long Distance	NEMONT	2/25	15.41		
CL 131928 1	Jan25					
Check #: 133264	Landline Telephone Servi	NEMONT	2/25	237.14		
CL 132044 1	Feb25					
Check #: 133311	AT&T Toll Free Number	AT&T CORP	2/25	135.68		
317 OTHER CONTRACTUAL SERV						
CL 131636 1	5129					
Check #: 133011	Pest Control	BONNIE & CLYDE PEST CONTRO	2/25	150.00		
CL 131641 1	0001985					
Check #: 133123	Monthly Cleaning 1/13-1/	S&L CLEANING SERVICE LLC	2/25	2,100.00		
CL 131924 1	3922					
Check #: 133231	Snow Removal	Hardscapes Plus	2/25	112.50		
CL 131930 1	2550440489	Rags & Rugs	2/25	412.24		
Check #: 133301		VESTIS SERVICES, LLC				
Object Total:				634.20		1,011.69 DB
330 RENTALS						
CL 131589 1	547053082	Printer Rental				
Check #: 132992		MARCO TECHNOLOGIES LLC (ST	2/25	509.98		
CL 132086 1	549244929	Printer Rental				
Check #: 133318		MARCO TECHNOLOGIES LLC (ST	2/25	509.98		
Object Total:				1,019.96		1,019.96 DB
350 UTILITIES						
CL 131667 1	JAN25					
Check #: 133023	Jan25 Water	CITY OF WILLISTON	2/25	67.10		
CL 131921 1	2147421000	MDU Jan 25				
Check #: 133258		MONTANA DAKOTA UTILITIES	2/25	1,974.87		
Object Total:				2,041.97		2,041.97 DB
358 TRAVEL & TRANSPORTATION - CITY PERSONNEL						
CL 131975 3	Andrea25	Andrea Placher Bismarck				
Check #: 133308		WILLISTON COMMUNITY LIBRAR	2/25	366.76		
Object Total:				366.76		366.76 DB
371 DUES/MEMBERSHIPS/SUBSCRIPTIONS						
CL 131600 3	01500	NDLA Membership Dues - W VISA				
Check #: 133141			2/25	45.00		
CL 131600 17	1664	MPLA Membership Dues - A VISA				
Check #: 133141			2/25	65.00		
CL 131662 2	Sportsillu Magazine Subscription	WILLISTON COMMUNITY LIBRAR	2/25	20.00		
Check #: 133147						

> mail meter
was down

-shoveling

JAN 25
FEB 25

SB
-2307 TESTIMONY

wanda dues
Andrea dues

03/03/25
16:16:34

CITY OF WILLISTON
Detail Ledger Query -- with Check #s
For the Accounting Periods: 2/25 - 2/25

Page: 2 of 4
Report ID: L091C

Funds 215- 215

Fund/Account/ Doc/Line #		Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
215 Williston Community Library							
453000 LIBRARY							
371 DUES/MEMBERSHIPS/SUBSCRIPTIONS							
CL 131975	1	McKCFarmer Newspaper Subscription	WILLISTON COMMUNITY LIBRAR	2/25	65.00		
Check #:	133308						
CL 131992	1	Highlights Subscription	EBSCO	2/25	3.30		
Check #:	133214						
Object Total:					198.30		448.30 DB
382 BOOK MOBILE EXPENSES							
CL 131662	1	Torilee	WILLISTON COMMUNITY LIBRAR	2/25	214.97		
Check #:	133147						
420 OPERATING SUPPLIES & TOOLS							
CL 131586	1	WalMart1 Adult Program Supplies	Capital One Commercial	2/25	6.18		
Check #:	132993						
CL 131586	2	WalMart2 Finance Charge	Capital One Commercial	2/25	0.75		
Check #:	132993						
CL 131589	2	Late Fee	MARCO TECHNOLOGIES LLC (ST	2/25	24.50		
Check #:	132992						
CL 131600	1	Paper	VISA	2/25	38.16		
Check #:	133141						
CL 131600	2	Cleaning Supplies	VISA	2/25	91.14		
Check #:	133141						
CL 131600	5	Sidewalk Salt	VISA	2/25	179.94		
Check #:	133141						
CL 131600	28	Office Scissors	VISA	2/25	62.34		
Check #:	133141						
CL 131668	1	Cleaning Supplies	NORTHWEST SUPPLY & R&R TRO	2/25	119.90		
Check #:	133108						
CL 131922	1	Cleaning Supplies	Capital One Commercial	2/25	299.17		
Check #:	133194						
CL 131996	1	Book Processing Supplies	DEMCO INC	2/25	346.99		
Check #:	133213						
Object Total:					1,169.07		1,394.07 DB
421 BOOKS							
CL 131600	4	5650664 Books	VISA	2/25	23.76		
Check #:	133141						
CL 131600	6	9949017 Books	VISA	2/25	21.95		
Check #:	133141						
CL 131600	7	3532262 Books	VISA	2/25	8.66		
Check #:	133141						
CL 131600	8	1501041 Books	VISA	2/25	25.13		
Check #:	133141						
CL 131600	9	0310613 Books	VISA	2/25	49.98		
Check #:	133141						
CL 131600	11	4047426 Books	VISA	2/25	30.64		
Check #:	133141						
CL 131600	12	8157038 Books	VISA	2/25	46.09		
Check #:	133141						
CL 131600	13	1501041 Books	VISA	2/25	44.70		
Check #:	133141						

03/03/25
16:16:34

CITY OF WILLISTON
Detail Ledger Query -- with Check #s
For the Accounting Periods: 2/25 - 2/25

Page: 3 of 4
Report ID: L091C

Funds 215- 215

Fund/Account/ Doc/Line #		Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
215 Williston Community Library							
453000 LIBRARY							
421 BOOKS							
CL 131600 15	7253065	Books	VISA	2/25	17.80		
Check #: 133141							
CL 131600 16	5565843	Books	VISA	2/25	49.07		
Check #: 133141							
CL 131600 18	4445837	Books	VISA	2/25	61.04		
Check #: 133141							
CL 131600 19	4177043	Books	VISA	2/25	218.65		
Check #: 133141							
CL 131600 20	4177043	Books	VISA	2/25	13.29		
Check #: 133141							
CL 131600 21	4581847	Books	VISA	2/25	42.25		
Check #: 133141							
CL 131600 22	2991402	Books	VISA	2/25	190.75		
Check #: 133141							
CL 131600 23	1501041	Books	VISA	2/25	9.99		
Check #: 133141							
CL 131600 24	8157038	Books	VISA	2/25	43.55		
Check #: 133141							
CL 131600 25	4177043	Books	VISA	2/25	10.99		
Check #: 133141							
CL 131600 26	7253065	Books	VISA	2/25	78.13		
Check #: 133141							
CL 131600 29	5917820	Books	VISA	2/25	18.99		
Check #: 133141							
CL 131662 3	OQ01312025	Books	WILLISTON COMMUNITY LIBRAR	2/25	77.99		
Check #: 133147							
CL 131975 2	Mastery	Book	WILLISTON COMMUNITY LIBRAR	2/25	29.52		
Check #: 133308							
Object Total:					1,112.92		1,112.92 DB
422 AUDIO VISUAL							
CL 131600 10	1153056	DVDs	VISA	2/25	21.98		
Check #: 133141							
CL 131600 14	3811415	DVDs	VISA	2/25	115.58		
Check #: 133141							
CL 131600 31	5315459	Digital Services	VISA	2/25	5.99		
Check #: 133141							
CL 131638 1	437643	Jan Kanopy	KANOPY INC.	2/25	29.00		
Check #: 133070							
CL 131640 1	488193	Launchpads	PLAYAWAY PRODUCTS LLC	2/25	74.99		
Check #: 133116							
Object Total:					247.54		247.54 DB
424 GAS & OIL							
CL 131587 1	6505753	Director Gas	HORIZON RESOURCES	2/25	43.38		
Check #: 133051							
Object Total:					43.38		43.38 DB

03/03/25
16:16:34

CITY OF WILLISTON
Detail Ledger Query -- with Check #s
For the Accounting Periods: 2/25 - 2/25

Page: 4 of 4
Report ID: L091C

Funds 215- 215

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
215 Williston Community Library						
453000 LIBRARY						
470 SUPPLIES & MAINT PARTS STRUCTURES & IMPROVEMENTS						
CL 131637 1 263004	Filters	INDUSTRIAL EQUIPMENT	2/25	78.80		
Check #: 133056						
CL 131637 2 263122	Compressor Parts	INDUSTRIAL EQUIPMENT	2/25	170.57		
Check #: 133056						
CL 131926 1 263078	Filters	INDUSTRIAL EQUIPMENT	2/25	35.94		
Check #: 133239						
CL 131927 1 692347	Compressor Parts	NAPA AUTO PARTS	2/25	36.55		
Check #: 133260						
	Object Total:			321.86		321.86 DB
	Account Total:	7,489.25 DB		10,145.67		17,634.92 DB
	Fund Total:			10,145.67	0.00	
	Grand Total:			10,145.67	0.00	

Circulating Items

Adult Books
Young Adult Books
Juvenile Books
Audio Visual Materials
Interlibrary Loan
Board Games & Kits
Ancestry Searches
EBSCO Databases
Kanopy
Mango Languages
OverDrive
Universal Class

Main Library Circ Total
Bookmobile Circ
Total Monthly Circulation
Year to Date Circulation

February 2024

February 2025

1,374	1,018
248	239
4,722	3,467
929	440
46	33
131	121
0	0
4	0
N/A	27
23	13
3,220	3,010
N/A	7
10,697	8,375
861	361
11,558	8,736
21,753	19,073

Non-Circulating Items

Books on Tables
Periodicals
Microfilm
Exchanges
Reference Questions
Copy Machine/Printer

675	329
490	207
0	0
452	658
10,192	10,242
11,248	12,512
612	219
5,466	4,877
10,335	10,552

Total Monthly Bookmobile Patron Count
Total Monthly Patron Count
Year to Date Patron Count

New Library Cards

Bookmobile
City
Rural
Out of County
Total

12	0
117	82
13	8
0	1
142	91

Misc. Information

Book Sales
Hours Open
Overdrive Users
Internet
Wireless
Children's Computers

\$170.83	\$127.75
233	218
556	603
787	1,088
507	438
257	428



2025 Library Program Attendance

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A
ADULT PROGRAMS (18+)																								
Adult Crafting	2	30	1	20																				
Conversations Beyond Life	1	5	1	14																				
Outreach Visit	0	0	0	0																				
Proctoring	5	5	6	6																				
Scrabble	1	10	1	10																				
TOTALS	9	50	9	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEEN PROGRAMS (12-18)																								
Teen Thursdays	2	21	2	12																				
Tinker Thursday	3	13	2	11																				
Tinker Tuesday	4	38	4	32																				
TOTALS	9	72	8	55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHILDREN'S PROGRAMS (6-11)																								
Field Trips	1	14	0	0																				
LEGO Time	4	26	4	24																				
S.T.E.A.M.	1	4	2	13																				
Tinker Tuesdays	4	103	4	52																				
TOTALS	10	147	10	89	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EARLY CHILDHOOD PROGRAMS (0-5)																								
Baby Time	8	168	7	128																				
Bookmobile Storytime	21	246	15	201																				
Preschool Storytime	8	68	6	65																				
Toddler Time	8	166	7	94																				
TOTALS	45	648	35	488	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GENERAL INTEREST PROGRAMS																								
Homeschool Hangout	2	102	1	20																				
Sensory Storytime	4	2	3	8																				
Stuffy Sleepover	0	0	1	62																				
TOTALS	6	104	5	90	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

E=Events | A=Attendance

04/03/25
14:38:53

MARCH 2025

CITY OF WILLISTON
Expenditure Budget vs. Actual Query
For the Accounting Period: 3 / 25

25%
OF YEAR
PASSED

Funds 215- 215

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
215 Williston Community Library						
453000 LIBRARY						
110 REGULAR SALARY	36,861.56	111,761.05	484,458.00	484,458.00	372,696.95	23%
220 FICA TAXES	2,800.69	8,492.05		37,061.00	28,568.95	23%
230 ND PERS	3,260.93	9,752.49	42,600.00	42,600.00	32,847.51	23%
302 COMMUNICATION	656.25	1,667.94	8,400.00	8,400.00	6,732.06	20%
308 SCHOOL & TRAINING EXP - CITY PER. -	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
312 LEGAL	0.00	0.00	500.00	500.00	500.00	0%
316 OTHER PROFESSIONAL SERV	0.00	0.00	500.00	500.00	500.00	0%
317 OTHER CONTRACTUAL SERV	7,297.34	13,334.32	57,200.00	57,200.00	43,865.68	23%
320 INSURANCE	9,518.72	28,556.16	94,116.00	94,116.00	65,559.84	30%
330 RENTALS	489.98	1,509.94	6,500.00	6,500.00	4,990.06	23%
350 UTILITIES	2,067.59	4,109.56	35,000.00	35,000.00	30,890.44	12%
358 TRAVEL & TRANSPORTATION - CITY	0.00	366.76	5,000.00	5,000.00	4,633.24	7%
361 ADVERTISING	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
362 PRINTING & BINDING	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
370 CONTR REPAIR & MAINT STRUCTURES &	0.00	0.00	9,000.00	9,000.00	9,000.00	0%
371 DUES/MEMBERSHIPS/SUBSCRIPTIONS	206.81	655.11	22,200.00	22,200.00	21,544.89	3%
372 CONTR REPAIR & MAINT EQUIP &	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
382 BOOK MOBILE EXPENSES	1,233.15	4,822.64	8,500.00	8,500.00	3,677.36	57%
405 OFFICE SUPPLIES	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
420 OPERATING SUPPLIES & TOOLS	1,499.68	2,893.75	24,000.00	24,000.00	21,106.25	12%
421 BOOKS	10,351.11	11,464.03	40,000.00	40,000.00	28,535.97	29%
422 AUDIO VISUAL	665.27	912.81	22,500.00	22,500.00	21,587.19	4%
424 GAS & OIL	0.00	43.38	780.00	780.00	736.62	6%
441 FOOD SNACKS & BEVERAGES	1,531.47	1,531.47	4,800.00	4,800.00	3,268.53	32%
470 SUPPLIES & MAINT PARTS STRUCTURES &	4,173.22	4,495.08	3,000.00	3,000.00	-1,495.08	150%
472 SUPPLIES & MAINT PARTS FOR EQUIP &	0.00	0.00	500.00	500.00	500.00	0%
650 MACHINERY & EQUIPMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
840 REFUNDS & REIMBURSEMENTS	0.00	0.00	12,000.00	12,000.00	12,000.00	0%
Account Total:	82,613.77	206,368.54	934,615.00	934,615.00	728,246.46	22%
Fund Total:	82,613.77	206,368.54	934,615.00	934,615.00	728,246.46	22%

Grand Total:

82,613.77

206,368.54

934,615.00

934,615.00

728,246.46

22%

SPENT
THIS
MONTH

SPENT
THIS
YEAR

2025
BUDGET

LEFT
TO
SPEND

25%
OF YEAR
PASSED

3 APR 28 3M KNOWN

Funds 215- 215

% of Revenue

Fund Account

215 Williston Community Library

311000	REAL PROPERTY	0.00	0.00	1,500.00	1,500.00	0%
311600	WILLIAMS COUNTY LEVY	173,487.14	241,194.32	303,244.00	62,049.68	80%
311900	UTILITY TAX	0.00	0.00	40,000.00	0.00	0%
312300	WILLISTON LEVY	102,505.25	238,708.74	303,244.00	64,535.26	79%
334000	STATE GRANTS	0.00	0.00	2,000.00	2,000.00	0%
334310	WILLISTON - STATE AID	0.00	0.00	10,000.00	10,000.00	0%
334311	WILLIAMS COUNTY - STATE AID	0.00	0.00	10,000.00	10,000.00	0%
335000	STATE SHARED REVENUES	5,877.64	21,514.96	75,000.00	53,485.04	29%
336200	HOMESTEAD CREDIT TAX	0.00	0.00	2,000.00	2,000.00	0%
341211	BOOK SALES	135.75	243.75	1,500.00	1,256.25	16%
341212	NON-RESIDENT FEES	0.00	0.00	500.00	500.00	0%
341300	COPIES	1,251.20	2,574.75	12,000.00	9,425.25	21%
361000	INTEREST ON INVESTMENTS	-740.00	-740.00	500.00	1,240.00	***%
369100	OTHER MISC REVENUE	1,115.26	1,852.70	10,000.00	8,147.30	19%
	Fund Total:	283,632.24	505,349.22	771,488.00	266,138.78	66%

Grand Total:

66%

of monies received

2025 budget

road
this
year

PCND
THIS
month

left to read

MARCH 2025

04/02/25
11:44:40

CITY OF WILLISTON
Cash Report by Fund/Account
For the Accounting Period: 3/25

Page: 1 of 1
Report ID: L160

Funds 215- 215

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
215 Williston Community Library						
111000 CASH	500.00	0.00	0.00	0.00	0.00	500.00
115000 SAVINGS	167,398.56	284,364.24	0.00	52,441.90	24,028.25	375,292.65
117100 CASH - RES FOR CAPITAL	177,551.90	0.00	0.00	0.00	0.00	177,551.90
117120 CASH- RES	40,000.00	0.00	0.00	0.00	0.00	40,000.00
117200 CASH - RES MAINT/EMERG.	150,000.00	0.00	0.00	0.00	0.00	150,000.00
Total Fund	535,450.46	284,364.24	0.00	52,441.90	24,028.25	743,344.55
Totals	535,450.46	284,364.24	0.00	52,441.90	24,028.25	743,344.55

CASH
- BLDG.
- PKM.
- EMERG.

*** Transfers In and Transfers Out columns should match, with the following exceptions:
1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

04/03/25
14:39:31

CITY OF WILLISTON
Detail Ledger Query -- with Check #s
For the Accounting Periods: 3/25 - 3/25

Page: 1 of 4
Report ID: L091C

Funds 215- 215

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
215 Williston Community Library						
453000 LIBRARY						
302 COMMUNICATION						
CL 132284 16 USPS1	Postage	VISA	3/25	41.73		
Check #: 133491						
CL 132411 16 031025	Library	AT&T MOBILITY	3/25	143.20		
Check #: 133527						
CL 132565 30 031825	Library Long Distance	NEMONT	3/25	15.54		
Check #: 133653						
CL 132585 1 0302673300	AT&T Toll Free Number	AT&T CORP	3/25	124.12		
Check #: 133548						
CL 132589 1 1666600	Landline Telephone Servi	NEMONT	3/25	236.41		
Check #: 133653						
CL 132590 1 INV6180066	Postage Meter	Quadient Finance USA, Inc.	3/25	95.25		
Check #: 133666						
Object Total:				656.25		1,667.94 DB
317 OTHER CONTRACTUAL SERV						
CL 132249 1 5153	March Pest Control	BONNIE & CLYDE PEST CONTRO	3/25	150.00		
Check #: 133357						
CL 132261 1 3017885	Fire Extinguisher Serv	SUMMIT FIRE PROTECTION	3/25	392.10		
Check #: 133476						
CL 132588 1 3982	Hand Shoveling	Hardscapes Plus	3/25	468.00		
Check #: 133609						
CL 132592 1 2550452926	Rags & Rugs	VESTIS SERVICES, LLC	3/25	412.24		
Check #: 133702						
CL 132617 1 0002059	Monthly Cleaning 2/3-2/2	S&L CLEANING SERVICE LLC	3/25	3,000.00		
Check #: 133678						
CL 132620 1 3098370	Annual Monitoring - Alar	SUMMIT FIRE PROTECTION	3/25	475.00		
Check #: 133688						
CL 132875 1 5159	April Pest Control	BONNIE & CLYDE PEST CONTRO	3/25	150.00		
Check #: 133764						
CL 132887 1 0002093	Monthly Cleaning 3/3-3/2	S&L CLEANING SERVICE LLC	3/25	2,250.00		
Check #: 133891						
Object Total:				7,297.34		13,334.32 DB
330 RENTALS						
CL 132737 1 551464472	Printer Rental	MARCO TECHNOLOGIES LLC (ST	3/25	489.98		
Check #: 133720						
Object Total:				489.98		1,509.94 DB
350 UTILITIES						
CL 132250 1 Feb25	Feb25 Water	CITY OF WILLISTON	3/25	97.70		
Check #: 133367						
CL 132417 1 2147421000	MDU Feb 25	MONTANA DAKOTA UTILITIES	3/25	1,969.89		
Check #: 133505						
Object Total:				2,067.59		4,109.56 DB
371 DUES/MEMBERSHIPS/SUBSCRIPTIONS						
CL 132270 5 129359	Rise Vision-Library	VISA	3/25	144.00		
Check #: 133491						
CL 132587 1 2504058	Newspaper Subscription D	EBSCO	3/25	62.81		
Check #: 133588						
Object Total:				206.81		655.11

- DIRECTOR BKM PHONES

04/03/25
14:39:31

CITY OF WILLISTON
Detail Ledger Query -- with Check #s
For the Accounting Periods: 3/25 - 3/25

Page: 2 of 4
Report ID: L091C

Funds 215- 215

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
215 Williston Community Library						
453000 LIBRARY						
382 BOOK MOBILE EXPENSES						
CL 132880 1 1273	Bookmobile Wrap Design	THE CREATIVE DOVE LLC	3/25	1,200.00		
Check #: 133903						
CL 132881 1 6547961	Bookmobile Gas	HORIZON RESOURCES	3/25	33.15		
Check #: 133822						
Object Total:						
			3,589.49 DB	1,233.15		4,822.64 DB
420 OPERATING SUPPLIES & TOOLS						
CL 132248 1 WalMart1	Children's Program Suppl	Capital One Commercial	3/25	16.89		
Check #: 133362						
CL 132259 1 0606027-IN Kit Supplies	PENWORTHY		3/25	240.00		
Check #: 133458						
CL 132284 4 9887457	Board Games	VISA	3/25	16.34		
Check #: 133491						
CL 132284 5 3242622	Adult Programming	VISA	3/25	51.14		
Check #: 133491						
CL 132284 6 4601045	Tablecloths	VISA	3/25	199.80		
Check #: 133491						
CL 132284 9 6219438	Binders	VISA	3/25	22.99		
Check #: 133491						
CL 132284 12 4596234	Board Game Supplies	VISA	3/25	136.90		
Check #: 133491						
CL 132284 15 1116217	Game Batteries	VISA	3/25	14.88		
Check #: 133491						
CL 132284 19 S01714219	Egg Hunt Shirts	VISA	3/25	129.35		
Check #: 133491						
CL 132284 20 0993827	Carpet Cleaner	VISA	3/25	229.00		
Check #: 133491						
CL 132284 21 6389847	Office Supplies - Paper& VISA		3/25	51.41		
Check #: 133491						
CL 132284 26 3496236	Steam Kit Supplies	VISA	3/25	13.99		
Check #: 133491						
CL 132586 1 7613645	Book Processing Supplies	DEMCO INC	3/25	106.27		
Check #: 133585						
CL 132737 2 551464472	Printer Ink	MARCO TECHNOLOGIES LLC (ST	3/25	20.00		
Check #: 133720						
CL 132879 1 WalMart1	Adult Program Snacks	Capital One Commercial	3/25	58.57		
Check #:						
CL 132879 2 WalMart2	Finance Charge	Capital One Commercial	3/25	0.25		
Check #:						
CL 132885 1 32760	Cleaning Supplies	NORTHWEST SUPPLY & R&R TRO	3/25	191.90		
Check #: 133870						
Object Total:						
			1,394.07 DB	1,499.68		2,893.75 DB
421 BOOKS						
CL 132255 1 256586	Books	LEARNING OPPORTUNITIES	3/25	9,361.42		
Check #: 133424						
CL 132257 1 44792840	Books	LEXIS NEXIS	3/25	32.43		
Check #: 133425						
CL 132284 3 8801065	Books	VISA	3/25	49.98		
Check #: 133491						

04/03/25
14:39:31

CITY OF WILLISTON
Detail Ledger Query -- with Check #s
For the Accounting Periods: 3/25 - 3/25

Page: 3 of 4
Report ID: L091C

Funds 215- 215

Fund/Account/ Doc/Line #		Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
215 Williston Community Library							
453000 LIBRARY							
421 BOOKS							
CL 132284	7	0220225 Books	VISA	3/25	8.99		
Check #:	133491						
CL 132284	10	5612207 Books	VISA	3/25	346.90		
Check #:	133491						
CL 132284	11	6203414 Books	VISA	3/25	19.78		
Check #:	133491						
CL 132284	13	0368221 Books	VISA	3/25	171.97		
Check #:	133491						
CL 132284	14	7520212 Books	VISA	3/25	37.92		
Check #:	133491						
CL 132284	17	9245027 Books	VISA	3/25	18.59		
Check #:	133491						
CL 132284	22	3308216 Books	VISA	3/25	14.07		
Check #:	133491						
CL 132284	24	2871449 Books	VISA	3/25	16.73		
Check #:	133491						
CL 132284	25	0257021 Books	VISA	3/25	248.58		
Check #:	133491						
CL 132284	27	0220225 Books	VISA	3/25	23.75		
Check #:	133491						
Object Total:					10,351.11		11,464.03 DB
422 AUDIO VISUAL							
CL 132254	1	442141 Kanopy Monthly Usage	KANOPY INC.	3/25	27.00		
Check #:	133422						
CL 132260	1	491097 Playaway	PLAYAWAY PRODUCTS LLC	3/25	74.94		
Check #:	133460						
CL 132260	2	491289 Playaway	PLAYAWAY PRODUCTS LLC	3/25	74.99		
Check #:	133460						
CL 132284	8	8135413 DVDs	VISA	3/25	10.90		
Check #:	133491						
CL 132284	18	0937037 DVDs	VISA	3/25	19.95		
Check #:	133491						
CL 132886	1	494618 Playaway	PLAYAWAY PRODUCTS LLC	3/25	74.99		
Check #:	133882						
CL 132888	1	12736 Williston Herald Microfi	STATE HISTORICAL SOCIETY	3/25	382.50		
Check #:	133897						
Object Total:					247.54 DB		912.81 DB
441 FOOD SNACKS & BEVERAGES							
CL 132284	1	Pit105 Annual Holiday Dinner	VISA	3/25	1,393.49		
Check #:	133491						
CL 132284	2	Albertsons Annual Holiday Dinner Dr	VISA	3/25	137.98		
Check #:	133491						
470 SUPPLIES & MAINT PARTS STRUCTURES & IMPROVEMENTS							
CL 132252	1	263360 Air Compressor Pump & Pa	INDUSTRIAL EQUIPMENT	3/25	2,282.00		
Check #:	133415						
CL 132258	1	694346 Compressor Parts	NAPA AUTO PARTS	3/25	84.38		
Check #:	133446						
Object Total:					1,531.47		1,531.47 DB

2023 + 2024 microfilm

04/03/25
14:39:31

CITY OF WILLISTON
Detail Ledger Query -- with Check #s
For the Accounting Periods: 3/25 - 3/25

Page: 4 of 4
Report ID: L091C

Funds 215- 215

Fund/Account/ Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
215 Williston Community Library						
453000 LIBRARY						
470 SUPPLIES & MAINT PARTS STRUCTURES & IMPROVEMENTS						
CL 132284 23 LIBRARY 25 Lighting Receptacles	VISA		3/25	4.58		
Check #: 133491						
CL 132882 1 263680	Air Compressor Parts	INDUSTRIAL EQUIPMENT	3/25	325.48		
Check #: 133827						
CL 132882 2 263919	Air Compressor Pump	INDUSTRIAL EQUIPMENT	3/25	1,462.34		
Check #: 133827						
CL 132883 1 436956	Compressor Parts	NAPA AUTO PARTS	3/25	16.00		
Check #: 133860						
CL 132883 2 436983	Compressor Parts	NAPA AUTO PARTS	3/25		1.56	
Check #: 133860						
Object Total:				4,174.78	1.56	4,495.08 DB
Account Total:				30,173.43	1.56	47,396.65 DB
Fund Total:				30,173.43	1.56	
Grand Total:				30,173.43	1.56	

Circulating Items

Adult Books
Young Adult Books
Juvenile Books
Audio Visual Materials
Interlibrary Loan
Board Games & Kits
Ancestry Searches
EBSCO Databases
Kanopy
Mango Languages
OverDrive
Universal Class

Main Library Circ Total
Bookmobile Circ
Total Monthly Circulation
Year to Date Circulation

March 2024	March 2025
1,267	1,250
343	271
4,320	4,509
542	481
42	42
148	187
3	0
26	4
N/A	32
42	4
3,205	3,482
N/A	310
9,938	10,572
640	355
10,578	10,927
32,331	30,000

Non-Circulating Items

Books on Tables
Periodicals
Microfilm
Exchanges
Reference Questions
Copy Machine/Printer

479	732
296	258
0	0
545	484
12,502	12,681
9,311	15,705
749	313
5,954	6,039
17,038	16,904

Total Monthly Bookmobile Patron Count
Total Monthly Patron Count
Year to Date Patron Count

New Library Cards

Bookmobile
City
Rural
Out of County
Total

28	3
203	143
10	37
0	2
241	185

Misc. Information

Book Sales
Hours Open
Overdrive Users
Internet
Wireless
Children's Computers

\$152.50	\$152.50
240	248
556	637
776	1,537
445	529
293	420



2025 Library Program Attendance

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A	E	A
ADULT PROGRAMS (18+)																								
Adult Crafting	2	30	1	20	1	26																		
Conversations Beyond Life	1	5	1	14	0	0																		
Job Fair	0	0	0	0	1	63																		
Outreach Visit	0	0	0	0	1	23																		
Proctoring	5	5	6	6	6	6																		
Scrabble	1	10	1	10	1	9																		
Yap and Craft	0	0	0	0	1	16																		
TOTALS	9	50	9	50	11	143	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEEN PROGRAMS (12-18)																								
Teen Thursdays	2	21	2	12	2	12																		
Tinker Thursday	3	13	2	11	2	8																		
Tinker Tuesday	4	38	4	32	4	56																		
TOTALS	9	72	8	55	2	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHILDREN'S PROGRAMS (6-11)																								
Field Trips	1	14	0	0	0	0																		
LEGO Time	4	26	4	24	4	29																		
S.T.E.A.M.	1	4	2	13	2	18																		
Tinker Tuesdays	4	103	4	52	4	102																		
TOTALS	10	147	10	89	10	149	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EARLY CHILDHOOD PROGRAMS (0-5)																								
Baby Time	8	168	7	128	8	208																		
Bookmobile Storytime	21	246	15	201	25	287																		
Preschool Storytime	8	68	6	65	8	116																		
Toddler Time	8	166	7	94	8	97																		
TOTALS	45	648	35	488	49	708	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GENERAL INTEREST PROGRAMS																								
Health Fair	0	0	0	0	1	265																		
Homeschool Hangout	2	102	1	20	2	48																		
Sensory Storytime	4	2	3	8	4	2																		
Stuffy Sleepover	0	0	1	62	0	0																		
TOTALS	6	104	5	90	7	315	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

E=Events | A=Attendance

NORTH DAKOTA PUBLIC LIBRARY SURVEY

General Instructions for Data Collection and Reporting

Annually, public libraries throughout the country are required to submit a statistical report to their respective state libraries. The Public Libraries Survey (PLS) examines when, where, and how library services are changing to meet the needs of the public.

Once the data is collected at the state level, it is reported to the Institute of Museum and Library Services (IMLS). These data, supplied annually by over 9,000 public libraries across the country since 1988, provide information that policymakers use to make informed decisions about the support and strategic management of libraries.

When reporting your data, please follow these guidelines:

1. The data to be reported is for the calendar year that has just ended.
2. For definitions, click on the number in front of each question.
3. Enter "0" when the correct answer is either zero or none. (Example: If you did not have any children's programs, the answer is zero.) Enter "N/A" if the answer is not available. (Example: If you did have some children's programs, but did not keep track of how many, the answer is N/A.)

Most numeric questions will have a number in grey font to the right of the data entry box. These are last year's answers, for your reference.

Some questions will have prefilled answers that cannot be modified by the individual completing the report. If you are aware that any of this information needs to be updated, please email changes to James Murphy, State Data Coordinator, at ndsl-ld@nd.gov or jwmurphy@nd.gov.

All questions must be responded to or your report will not be able to be submitted.

If an answer sets up a red flag (called an edit check), first please double check what you entered. If the answer is correct, you must add an explanatory note in order for the report to submit. Each question has its own 'Add Notes' icon. If you have added notes to all edit checks and are still encountering errors when attempting to submit your report electronically, contact Monica Struck at ndsl-ld@nd.gov, mcstruck@nd.gov or 701-328-4680.

Feel free to add any additional notes with feedback or suggestions. We will read them all.

This survey must be completed and submitted electronically by March 31, 2024, in order for a library to remain eligible to apply for State Aid.

IDENTIFICATION

1.1Library name	WILLISTON COMMUNITY LIBRARY
1.2Email address	library@ci.williston.nd.us
1.3Physical street address	1302 DAVIDSON DRIVE
1.4Mailing address (PO Box)	1302 DAVIDSON DRIVE
1.5City	WILLISTON
1.6County	WILLIAMS
1.7Zip code	58801
1.8Phone number	7017748805
1.9Population of Legal Service Area	38,748
1.10Did your Legal Service Area's boundary Change?	No

LIBRARY GOVERNANCE

2.1How many times per year does the Library Board meet?	12
2.2Are Library Board meetings open to the public, with public notice given, and minutes made available per North Dakota's open meetings and open records laws? (NDLCC SPL D15)	Yes
2.3Is a formal orientation for new Library Board members conducted by the Library Director? (NDLCC SPL D16)	Yes
2.4Did the Library Board conduct an annual performance review of the Director? (NDLCC SPL E12)	Yes
2.5Has the Library Board adopted circulation policies? (NDLCC SPL D17)	Yes
2.6Has the Library Board adopted collection development policies? (NDLCC SPL D18)	Yes
2.7Has the Library Board adopted computer use policies? (NDLCC SPL D19)	Yes
2.8Has the Library Board adopted a patron confidentiality policy? (NDLCC SPL D20)	Yes
2.9Has the Library Board adopted facility use policies? (NDLCC SPL E14)	Yes
2.10Has the Library Board adopted public safety policies? (NDLCC SPL E15)	Yes
2.11Are all library policies reviewed and, if necessary, updated at least every 3 years? (NDLCC SPL D21)	Yes
2.12Does your library have a current 3-5 year strategic plan filed with the North Dakota State Library? (NDLCC SPL D22)	No
2.13Does the library have a current technology plan filed with the North Dakota State Library? (NDLCC SPL F13)	No
2.14Does the library have a disaster plan that has been reviewed in the past 3 years? (NDLCC SPL F14)	Yes
2.15Have the Library Board and Director conducted a space needs assessment within the past 5 years and reported their findings to their primary funding entity? (NDLCC SPL F15)	Yes
2.16Has the library developed and distributed its annual report of services to local government in accordance with NDCC 40-38-09? (NDLCC SPL D13)	Yes

BRANCHES / HOURS

3.1	Number of main library branches	1
3.2.1	Enter the number of hours the library is open on a regular Sunday	4.00
3.2.2	Enter the number of hours the library is open on a regular Monday	11.00
3.2.3	Enter the number of hours the library is open on a regular Tuesday	11.00
3.2.4	Enter the number of hours the library is open on a regular Wednesday	11.00
3.2.5	Enter the number of hours the library is open on a regular Thursday	11.00
3.2.6	Enter the number of hours the library is open on a regular Friday	8.00
3.2.7	Enter the number of hours the library is open on a regular Saturday	4.00
3.2.8	Regular weekly hours of main library	60.00
3.3	Total weeks in 2024 that main library was open to the public	52
3.4	Total hours in 2024 that main library was open to the public	2,939
3.4.1	Is the library open until 7pm at least one evening during the week? (NDLCC SPL E18)	Yes
3.5	Square footage of main library	10,350
3.5.1	Does the library building meet Americans with Disabilities Act (ADA) accessibility guidelines? (NDLCC SPL D1)	Yes
3.5.2	Does the library have an identifying sign outside of the building? (NDLCC SPL D2)	Yes
3.5.3	Does the library have the hours it is open posted at the entrance? (NDLCC SPL D3)	Yes
3.5.4	Does the library have a secure after-hours book return? (NDLCC SPL D4)	Yes
3.5.5	Does the library have a public meeting room? (NDLCC SPL F1)	Yes

Bookmobiles

3.6a	Does your library operate a bookmobile?	Yes
3.6b	Number of bookmobiles	1
3.6.1	Hours in a regular week that bookmobile is open to the public	15.00
3.6.2	Total weeks in 2024 that bookmobile was open to the public	36
3.6.3	Total hours in 2024 that bookmobile was open to the public	391
3.6.4	How many stops did the bookmobile make in 2024?	303
3.6.5	How many miles did the bookmobile travel in 2024?	4,072
3.6.6	Bookmobile circulation	6,638
3.6.7	Bookmobile attendance	8,940

Branches

3.7	Number of branch libraries	0
-----	----------------------------	---

TOTAL HOURS

3.8	Total hours in 2024 that all locations (main and any branches) were open to the public	3,330
-----	--	-------

PAID STAFF

NOTE: For part-time staff, divide the total number of hours worked per week by 40 to determine full-time equivalence. For example, someone who works 20 hours per week is 0.5 FTE.

4.1	Enter the total full-time equivalent (FTE) of staff working as librarians, regardless of MLS status	9.00
4.2	Enter the total FTE of other paid staff who work in the library	0.75
4.3	Total FTE staff	9.75
4.4	Enter the total FTE of staff who have an ALA-MLS degree -AND- are working as librarians	0.00
4.5	Annual salary paid to the library's director	\$115,000
4.6	Select the highest education level of the library's director from the dropdown	High school diploma or equivalent

4.7a	Was the library director hired in the past year?	No
4.8	Does the library have a paid director with either a BA/BS -OR- at least 3 years of library administration experience? (NDLCC SPL E6)	Yes
4.9	Does the library director have an MLS or equivalent from an ALA-accredited institution? (NDLCC SPL F5)	No
4.10	If the library's legal service area is 5,000 or less, does the library director have a BA/BS -AND- at least 3 years of library administration experience? (NDLCC SPL F5)	N/A
4.11	Are all library staff provided with written job descriptions? (NDLCC SPL E8)	Yes
4.12	Did the library director conduct an annual performance review of each paid staff member who had been there at least 12 months? (NDLCC SPL E13)	Yes
4.13	Is the library director a member of the North Dakota Library Association (NDLA)? (NDLCC SPL E9)	Yes
4.14	Did the library director or another staff member attend the NDLA conference within the past 2 years? In-person or virtually. (NDLCC SPL E10)	Yes
4.15	Is the library director a member of a national or regional library organization? (NDLCC SPL F7)	Yes
4.16	Did the library director attend at least one national or regional professional library conference within the past 3 years? In-person or virtually. (NDLCC SPL F8)	Yes
4.17	Did the library director participate in one or more continuing education opportunities this past year? (NDLCC SPL E11)	Yes
4.18	Did all full-time library staff participate in at least two continuing education opportunities last year? (NDLCC SPL F11)	Yes
4.19	Did all part-time library staff participate in at least one continuing education opportunity last year? (NDLCC SPL F12)	Yes

OPERATING REVENUE

5.1Amount of funding the library received from local or municipal government (city and county funds)	\$852,830
5.2Amount of funding the library received from state government (NDSL, Tax Dept, etc.)	\$179,101
5.3Amount of funding the library received from the federal government	\$0
5.4Amount of funding the library received from other sources (Friends group, Chamber of Commerce, Humanities North Dakota, private grants, donations, etc.)	\$59,671
5.5Total operating revenue	\$1,091,602

OPERATING EXPENDITURES

Staff Expenditures

6.1Total annual salaries/wages paid to library staff	\$458,385
6.2Total annual employee benefits paid for library staff. Include employer-paid FICA taxes, unemployment insurance, etc.	\$198,798
6.3Total staff expenditures	\$657,183

Collection Expenditures

NOTE: Collection expenditures are defined as funds spent on the acquisition of materials available to patrons.

6.4Total print material expenditures (books, print serial subscriptions)	\$42,412
6.5Other physical materials expenditures ¹	\$6,315
6.6Annual fee paid to ODIN for access to the Minitex Statewide Online Library Resources	\$595
6.7Additional expenditures for electronic materials, both e-books and databases	\$14,083
6.8Total electronic content expenditures	\$14,678
6.9Total collection expenditures	\$63,405

General Expenditures

6.10	Total of all other operating expenditures incurred by the library	\$121,789
6.11	Total operating expenditures	\$842,377

CAPITAL REVENUE

5.6	Amount of capital revenue designated to the library from the city and/or county	\$108,775
5.7	Amount of capital revenue designated to the library from state government	\$0
5.8	Amount of capital revenue designated to the library from the federal government	\$0
5.9	Amount of capital revenue designated to the library from other sources	\$0
5.10	Total capital revenue	\$108,775

CAPITAL EXPENDITURES

6.12	Total capital expenditures incurred by the library for the year	\$17,441

LIBRARY COLLECTION

Holdings

7.1Enter the number of print materials in the library's collection	46,716
7.2Enter the number of physical audio materials in the library's collection	1,248
7.3Enter the number of physical video materials in the library's collection	1,222
7.4Enter the number of all other, non-media types of physical items in the library's collection	310
7.5Total physical items in collection	49,496
7.6Is there regular, ongoing weeding of the collection using the CREW method? (NDLCC SPL D23)	Yes
7.7aDid the library provide access to e-books purchased solely by the library?	No
7.7bDid the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
7.7cDid the library provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the library?	Yes
7.8aDid the library provide access to e-audio purchased solely by the library?	No
7.8bDid the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
7.8cDid the library provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the library?	Yes
7.9aDid the library provide access to e-videos purchased solely by the library?	Yes
7.9bDid the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
7.9cDid the library provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the library?	Yes
7.10aDid the library provide access to e-serials purchased solely by the library?	No
7.10bDid the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
7.10cDid the library provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the library?	Yes

Circulation

7.11Circulation of Children's Physical Material	52,001
7.12Total circulation of state park passes	45
7.13Total circulation of non-media physical items	1,655
7.14Total physical item circulation	78,917
7.15E-book Circulation	12,350
7.16E-audio Circulation	22,233
7.17E-video Circulation	33
7.18E-serial Circulation	2,272
7.19Total electronic circulation	36,888
7.20Total circulation	115,805
7.21As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
7.22Did your library offer automatic renewal for any physical materials during the reporting period?	No

ONLINE LIBRARY RESOURCES (OLRs)
aka DATABASES aka ELECTRONIC COLLECTIONS

8.1aDid the library provide access to research OLRs purchased solely by the library?	No
8.1bDid the library provide access to research OLRs purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
8.1cDid the library provide access to research OLRs provided by the state library or another entity at no or minimal cost to the library?	Yes
8.2aDid the library provide access to online learning platforms purchased solely by the library?	No
8.2bDid the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
8.2cDid the library provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the library?	Yes

PUBLIC SERVICE

9.1a	Does the library have an automated circulation system and integrated library system (ILS)? (NDLCC SPL E1)	Yes
9.1b	Choose from the drop-down the name of the library's ILS.	Atrium / Book Systems
9.2	Library's online public access catalog (OPAC) web address (NDLCC SPL E2)	www.willistonlibrary.com
9.3	Are local newspapers accessible to library patrons? (NDLCC SPL E19)	Yes
9.4a	Total number of visitors that entered the library for the year	70,570
9.4b	Select a reporting method from the dropdown to indicate how the number of library visitors was calculated	Actual Count
9.5a	Total number of reference transactions for the year	126,747
9.5b	Select a reporting method from the dropdown to indicate how the figure supplied for reference transactions was calculated	Annual estimate based on typical week(s)
9.6	Total number of active library card holders	8,926
9.7	Does the library provide interlibrary loan service to patrons?	Yes
9.8a	Interlibrary Loan (ILL): Number of items loaned TO other libraries	207
9.8b	Interlibrary Loan (ILL): Number of items borrowed FROM other libraries	255

PROGRAMS

	9.9 Number of Synchronous Events	9.10 Synchronous Event Attendance
Children (age 0-5)	533	7,304
Children (age 6-11)	67	21,991
Young Adult (age 12-18)	65	965
Adult (age 19+)	53	430
General Interest	42	5,779
Total	760	16,469

Synchronous (Live) Programs - By Location

	9.11 Number of Events	9.12 Event Attendance
Onsite	748	13,661
Offsite	12	2,808
Live Virtual	0	0

Asynchronous Virtual Programs (Pre-Recorded)

Do not include these in the age-based section

	9.13 Number of Events	9.14 Event Views Within 30 Days
	0	0

Asynchronous In-Person Programs (Passive Programs)

Do not include these in the age-based section

	9.15 Number of Events	9.16 Number of Participants
	63	1,380

Other Program Types

9.17 Does the library have a children's Summer Reading Program? (NDLCC SPL D25)	Yes
9.18 Did the library offer at least one Science, Technology, Engineering, Art, Mathematics (STEAM) program this past year? (NDLCC SPL E23)	Yes
9.19 Does the library offer coding and STEAM programming throughout the year? (NDLCC SPL F22)	Yes
9.20 Does the library provide community outreach programs? (NDLCC SPL F23)	Yes

TECHNOLOGY

10.1	Number of public access Internet computers available within the library	12
10.2	Does the library have enough public access Internet computers so patrons wait 30 minutes or less for one under normal circumstances? (NDLCC SPL E3)	Yes
10.3a	Total number of sessions on public Internet computers	12,777
10.3b	Select a reporting method from the dropdown to indicate how public access computer sessions are calculated	Annual Count
10.4a	Does the library provide wireless Internet access (WiFi)?	Yes
10.4b	Total number of sessions provided by the library's Wi-Fi for the year	5,780
10.4c	Select a reporting method from the dropdown to indicate how Wi-Fi sessions are calculated	Annual Count
10.5	Library website address (URL) (NDLCC SPL D8)	www.willistonndlibrary.com

OUTREACH/MARKETING

11.1	Number of library-owned mobile outreach vehicles. Do not include bookmobiles.	0
11.2	Number of off-site kiosks for circulating library materials. Do not include book drops.	0
11.3a	Do you provide home delivery service of circulating library materials?	No
11.4	Does the library's website indicate the library's location, hours, contact information, and services? (NDLCC SPL D8)	Yes
11.5	Does the library's website provide access to the North Dakota State Library's website and to the statewide online library resources? (NDLCC SPL D9)	Yes
11.6	Are the library's policies included on the library's website? (NDLCC SPL E16)	Yes
11.7	List the social media platforms on which the library promotes its programs and/or services (NDLCC SPL E4)	Facebook
11.8	Is the library supported by a Library Foundation or a Friends of the Library group? (NDLCC SPL E17)	Yes
11.9	Is the library supported by a Library Foundation or Friends of the Library group with a 501(c)(3) status, OR do they have a fund with a local community foundation, such as North Dakota Community Foundation? (NDLCC SPL F16)	Yes
11.10	Does the Library Director or Board President attend at least one regular business meeting of their city/county commission every quarter? (NDLCC SPL F9)	Yes
11.11	Is either the Library Director or Board President a member of a community organization? (NDLCC SPL F10)	Yes
11.12	Does the library's annual budget allocate funds for public relations activities or materials? (NDLCC SPL F17)	Yes
11.13	Does the library incorporate a unique and recognizable logo on all publications, promotional materials, and its website? (NDLCC SPL F18)	Yes

CERTIFICATION

I declare (by electronic signature) in compliance of North Dakota law that the data submitted in this report is true and accurate to the best of my knowledge, information, and belief.

Library director	Andrea Placher
Library director's work email	andrear@ci.williston.nd.us
Library director's work phone number	(701) 774-8805
Date	03/04/2025

¹, 6.5 Received NDDPI Grant for STEAM Kits in 2023(0-2025-03-04)

², Added more programs, which resulted in more program attendance(0-2025-03-04)



PUBLIC LIBRARY STATE AID APPLICATION
NORTH DAKOTA STATE LIBRARY
SFN 51298 (03-2024)

Section I

Library Name	WILLISTON COMMUNITY LIBRARY - CITY
City or County Taxing Jurisdiction Name	CITY

Section II

NOTE: Amounts provided should be for the immediate preceding year.	
Library's Total Operating Expenditures (actual expenditures, not estimated)	\$842,377.38
Other Public Funds received and deposited in the library fund for operation	\$0.00

I, the undersigned certify that

- A. I am the current / acting Director of the Library specified above.
- B. The values in Section II of this document, are true and correct.
- C. The public library referenced above has applied for State Aid. If the library ceases operation within the year State Aid was awarded funds received shall be withdrawn from library fund and returned to the ND State Library, as the entity no longer meets the definition of a public library in the state of North Dakota.

Library Director's Electronic Signature	Date of Signature
Andrea Placher	04/07/2025
Phone Number	Email Address
(701) 774-8805	andreap@ci.williston.nd.us



ELIGIBILITY DETERMINATION
NORTH DAKOTA STATE LIBRARY
SFN 51299 (05-2023)

Guidelines for NDCC 40-38 sections 1-11:

Yes	Is the library established in accordance with NDCC section 40-38-01?
Yes	Has the governing body established a library operating fund (40-38-02)?
Yes	Is the library operating fund used exclusively for establishment and maintenance of public library service (40-38-02)?
Yes	Is the city or county governing body (or their designee) represented on the library board (40-38-03)?
Yes	Are board members in compliance with term limits per section 40-38-03?
Yes	Has the library board elected a president (40-38-03)?
Yes	Has the board adopted bylaws, rules, and regulations relating to the duties of officers of the board (40-38-04)?
Yes	Has the board adopted bylaws, rules, and regulations for management of the library consistent with NDCC 40-38?
Yes	Does the board control, exclusively, the expenditures of all money collected for or contributed to the library fund (40-38-04)?
Yes	Does the board have supervision, care, and custody of all library property and of the rooms or buildings constructed, leased, or set apart for use of library purposes (40-38-04)?
Yes	Does the board have the right to employ qualified personnel to administer the public library and dispense library services (40-38-04)?
Yes	Does the library provide free library service to all residents of the city and/or county providing financial support for the library (40-38-07)?
Yes	Are all donations of money, books, personal property, or real estate controlled by the library board for the benefit of the library (40-38-08)?
Yes	Did the board of directors submit the annual report as required by 40-38-09?

Guidelines for NDCC 54-24 sections 2-3:

Yes	Are all State Aid to Public Library funds received expended in accordance with NDCC 54-24.2-06?
Yes	If requested, is the library willing and able to loan materials to the North Dakota interlibrary loan and information network at no charge (54-24.2-01)?
Yes	Did the public library submit an annual report ie. the public library survey (PLS) within 90 days after the close of the calendar year (54-24.2-06)?



PUBLIC LIBRARY STATE AID APPLICATION
NORTH DAKOTA STATE LIBRARY
SFN 51298 (03-2024)

Section I

Library Name
WILLISTON COMMUNITY LIBRARY - WILLIAMS COUNTY
City or County Taxing Jurisdiction Name
COUNTY

Section II

NOTE: Amounts provided should be for the immediate preceding year.
Library's Total Operating Expenditures (actual expenditures, not estimated)
\$842,377.38
Other Public Funds received and deposited in the library fund for operation
\$45,935.28

I, the undersigned certify that

- A. I am the current / acting Director of the Library specified above.
- B. The values in Section II of this document, are true and correct.
- C. The public library referenced above has applied for State Aid. If the library ceases operation within the year State Aid was awarded funds received shall be withdrawn from library fund and returned to the ND State Library, as the entity no longer meets the definition of a public library in the state of North Dakota.

Library Director's Electronic Signature	Date of Signature
Andrea Placher	04/07/2025
Phone Number	Email Address
(701) 774-8805	andreap@ci.williston.nd.us



PATRON CONFIDENTIALITY POLICY

The Library Board of Directors recognizes its responsibility to protect the privacy of each patron's personal records relating to their use of library materials.

Records are required for controlling the use of library materials both on and off the library premises. These records are not in any way intended for the purpose of monitoring a user's reading or pursuit of information. Circulation records are kept protecting public property. Summary statistics of library use are kept measuring organizational activity.

Any record maintained or received by the Williston Community Library which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is exempted from the public records disclosure requirements of NDCC 44-04-18 pursuant to NDCC 40-38-12 and shall not be made available upon request of any person other than the patron. *Exceptions: Patrons who have signed as a sponsor to another patron may request a list of items out.*

However, library records shall be released when required pursuant to a court order, search warrant, or subpoena. Only the Library Director or their representative is authorized to release requested records pursuant to a court order, search warrant, or subpoena. A complete record of the information released, a signed receipt form and a copy of the court order, search warrant, or subpoena will be retained in a file designated by the Director. Should any question arise, the Library Director will consult the Library Board of Directors and the City Attorney.

The Library Board shall take steps to request that the issuing court grant an appropriate court order to assure that any information released pursuant to a court order, search warrant, or subpoena shall be limited to the specific need for which it was requested and further released only to a person with the need to know the information.

Adopted: 6.19.18
Amended: 1.18.22



PUBLIC ACCESS TO WILLISTON COMMUNITY LIBRARY CIRCULATION AND REGISTRATION RECORDS

Records which may be required for control of the use of library materials on or off the premises are for the sole purpose of protecting public property.

The Library Board of Trustees acknowledges the importance of the privacy of an individual concerning personal records relating to the use of the library. It is also the policy of the Library Board to comply with the North Dakota open records law (NDCC 44-04-18).

Pursuant to NDCC 40-38-04 and 40-38-07, which authorized the Board to promulgate rules and regulations for the operation of the library, the following procedure will be used in response to all requests for access to library circulation and registration records:

Each request for information shall include only the information relating to the specific circulation transaction on one item: i.e., one book, one periodical, one pamphlet, one CD, one DVD, or one specific item in the registration files. In the case of questions, the Library Director will determine what constitutes one item. Only one request by a requester will be processed at one time.

1. A request may relate to a single library user to the extent that the information is readily available to the library staff.
2. Each request must be made in writing and addressed to the Library Director on the form provided by the library.
3. Each request must include:
 - a. Name, address, and telephone number of the requester
 - b. Name of any group or organization desiring the information for which the request is being made (if applicable)
 - c. Specifications of the information requested
 - d. Reason(s) for the request
 - e. Signature of the individual making the request
4. Upon receipt of the completed request, the Library Director will provide actual notice as soon as possible to the patron whose records are being sought.
5. After notice has been given to the patron, the Director will secure a copy of the requested information for the requester. A copy of everything prepared for the requester shall be retained in a file designated by the Director.
6. The Director will require a signed receipt from the requester for all records furnished pursuant to this procedure.
7. The Director may require up to three days processing each request after notice is given to the patron.
8. Each specific request will be accompanied by payment, in advance, of \$15.00 to assist in covering staff expense related to processing of the request.
9. The Library Director, for good cause shown, may waive any element or elements of this procedure. Any decision of the Director may be appealed, by written request, to the Library Board of Trustees.

Adopted: 6.19.18
Amended: 1.18.22



REQUEST FOR ACCESS TO WILLISTON COMMUNITY LIBRARY CIRCULATION AND REGISTRATION RECORDS

I, _____
(Name)

(Address) (Telephone)

Representing myself _____ or _____
(Group or Organization)

_____, request that the Library
(Address)

Director, acting on behalf of the Board of Trustees, release the following specific information from
the Library's Circulation and/or Registration files:

Reason(s) for request:

Signature

Date

Adopted: 6.19.18
Amended: 1.18.22



NOTIFICATION

REQUEST FOR ACCESS TO WILLISTON COMMUNITY LIBRARY CIRCULATION AND REGISTRATION RECORDS

To Whom it May Concern,

Records which may be required for control of the use of library materials on or off the premises are for the sole purpose of protecting public property.

The Library Board of Trustees acknowledges the importance of the privacy of an individual concerning personal records relating to use of the library. It is also the policy of the Library Board to comply with the North Dakota open records law (NDCC 44-04-18).

For your information, the attached request has been received for records relating to your library use.

For the Board of Trustees

Andrea Placher
Library Director

Date

Adopted: June 19, 2018
Amended: January 18, 2022

RECEIPT TO ACCOMPANY RELEASE OF WILLISTON COMMUNITY LIBRARY RECORDS PURSUANT TO SUBPOENA OR COURT ORDER

I, _____, representing _____
(Individual/Organization)

At _____, request that the Library Director,
(Address)

Acting on behalf of the Library Board of Trustees, release the following specific information from library records as specified in the accompanying court order or subpoena.

Signature

Date

Adopted: 6.19.18
Amended: 1.18.22