

NORTH DAKOTA PUBLIC LIBRARY SURVEY

General Instructions for Data Collection and Reporting

The annual collection on statistics from the state's public libraries serves two purposes

- to compile data on North Dakota's public library services on a statewide basis
- to report data on North Dakota's public library services to the Institute of Museum and Library Services (IMLS) in Washington, DC

When reporting your data, please follow these guidelines:

1. The data to be reported is for the calendar year that has just ended.
2. Adherence to definitions is important to ensure comparability of data; for the definitions, click on the number to the left of each question.
3. Enter "0" if the appropriate entry for an item is zero or none. (Example: If you did not have any children's programs, the answer is zero.)
4. Enter "N/A" if the figure is not available. (Example: If you had some children's programs, but did not keep track of how many, the answer is N/A.)

Some fields (questions) will be prefilled with data 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 Michele Balliet Unrath, the State Data Coordinator at mballiet@nd.gov.

All fields (questions) must have data entered in them or your report will not be able to be submitted.

All edit checks must be annotated in order for your report to be submitted. If you have annotated all edit checks and are still encountering errors when attempting to submit your report electronically, contact Michele Balliet Unrath, the State Data Coordinator at 1-800-472-2104.

An annual report must be completed and submitted electronically to the ND State Library for a library to remain eligible to qualify for State Aid.

IDENTIFICATION

1.1Library name	WILLISTON COMMUNITY LIBRARY
1.2Library's email address	library@ci.williston.nd.us
1.3Library's physical street address	1302 DAVIDSON DRIVE
1.4Library's mailing address (PO box)	1302 DAVIDSON DRIVE
1.5City	WILLISTON
1.6County	WILLIAMS
1.7Zip code	58801
1.8Library's phone number	7017748805
1.9Population of legal service area	33,762

LIBRARY BOARD

1.10Current Library Board President's name	Lea Heiney
1.11Library Board President's phone number	(701) 770-3743
1.12Library Board President's email address	l.heiney@yahoo.com

REPORT PERIOD

1.13Report period start date	01/01/2020
1.14Report period end date	12/31/2020

STANDARDS CHECKLIST

[The Standards Checklist section follows the enumeration of the NDLC's Standards for Public Libraries \(PDF\)](#)

D1Does the library building meet Americans with Disabilities Act (ADA) accessibility guidelines?	Yes
D2Does the library have an identifying sign outside of the building?	Yes
D3Does the library have the hours it is open posted at the entrance?	Yes
D4Does the library have a secure after-hours book return?	Yes
D5Does the library have a telephone?	Yes
D6Does the library have an active email address that is checked on a regular basis?	Yes
D7Does the library provide both Internet and Wi-Fi access to the public?	Yes
D8Does the library have a website?	Yes
D8aWebsite address (if none, enter N/A)	

WILLISTON COMMUNITY LIBRARY 2020

D8bDoes the library's website indicate its location, hours, contact information, and services?	Yes
D9Does the library's website provide access to the ND State Library's website and statewide databases?	Yes
E16Are the library's policies available on the library's website?	Yes
D10Was the library legally established in accordance with NDCC 40-38-01?	Yes
D12Did the library file an annual report with NDSL by the deadline?	Yes
D13Did the library develop and distribute an annual report of services to local government in accordance with NDCC 40-38-09?	Yes
E4Does the library promote services / programs on at least one social media platform?	Yes
F3Does the library promote services / programs on at least two social media platforms?	Yes
E4aSelect yes if the library has a Facebook page	Yes
E4bSelect yes if the library has a Flickr account	No
E4cSelect yes if the library has an Instagram account	Yes
E4dSelect yes if the library has an Pinterest page	No
E4eSelect yes if the library has a Snapchat account	No
E4fSelect yes if the library has a TikTok account	No
E4gSelect yes if the library has a Twitter account	No
E5Did local tax revenue provide at least 50% of the regular operating budget for the library?	Yes
F4Is the library's local funding for the regular operating budget equal to or in excess of the amount of local funding reported for the previous year? ¹	No
E17Is the library supported by a Library Foundation or a Friends of the Library group?	Yes
F16Is 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 NDCF)?	Yes
F1Does the library have a public meeting room?	Yes
F9Did the Library Director or Board President attend at least one regular business meeting of their city/county commission every quarter?	Yes
F10Is the Library Director or Board President a member of a community organization?	Yes
F17Does the library's annual budget allocate funds for public relations activities?	Yes
F18Does the library incorporate a unique and recognizable logo on all publications, promotional materials, and its website?	Yes

STAFFING RELATED STANDARDS

D11Was the Library Director hired in the past year? ²	No
D11aDid the Library Director attend a new director orientation conducted by NDSL staff? ³	No
E6Does the Library have a paid Director with either a BA/BS or at least 3 years of library administration experience?	No
F5Does the Library Director have an MLS or equivalent from an ALA-accredited institution?	No
F5aIf 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?	No
E8Are all library staff provided with written job descriptions?	Yes
E12Did the Library Board conduct an annual performance review of the Director?	No
E13Did the Library Director conduct an annual performance review of each staff member (if applicable)?	No

LIBRARY BOARD RELATED STANDARDS

D14Does the library Board of Trustees meet at least 4 times per year?	Yes
E7Does the library Board of Trustees meet at least 8 times per year?	Yes
F6Does the library Board of Trustees meet monthly?	Yes
D15Are library board meetings open to the public, with public notice given, and minutes made available?	Yes
D16Is a formal orientation for new library board members conducted by the Library Director?	Yes
D17Has the Library Board adopted circulation policies?	Yes
D18Has the Library Board adopted collection development policies?	Yes
D19Has the Library Board adopted computer use policies?	Yes
D20Has the Library Board adopted a patron confidentiality policy?	Yes
E14Has the Library Board adopted facility use policies?	Yes
E15Has the Library Board adopted public safety policies?	Yes
D21Are all library policies reviewed, and if necessary, updated at least every 3 years?	Yes
D22Has your current 3-5 year strategic plan been filed with the North Dakota State Library?	Yes
F13Does the library have a current technology plan filed with the North Dakota State Library?	No
F14Does the library have a disaster plan that has been reviewed in the past 3 years?	Yes
F15Did the Library Board and Director conduct a space needs assessment within the past 5 years and make a report of findings to their primary funding entity?	Yes

WILLISTON COMMUNITY LIBRARY 2020

SERVICE RELATED STANDARDS

D23Is regular, ongoing weeding of the collection using the CREW method done?	Yes
D24Does the library provide interlibrary loan service to patrons?	Yes
E1Does the library have an automated circulation system and integrated library system (ILS)?	Yes
E1aChoose from the drop-down the name of the automation system used by the library to aid in the cataloging and circulation of its materials. If the library has no automation system, select N/A.	Atrium / Book Systems
E2Does the library have an online public access catalog (OPAC)?	Yes
E2aLibrary's Online Public Access Catalog (OPAC) address (if none, enter N/A)	www.willistonndlibrary.org
E3Does the library have enough public access computers so patrons have access to a computer with a wait time of 30 minutes or less under normal circumstances?	Yes
E18Is the library open until 7pm at least one evening during the week?	Yes
F2Is the library open a minimum of 4 hours on the weekend?	Yes
E19Are local newspapers accessible to library patrons?	Yes
D25Does the library have a children's Summer Reading Program?	Yes
E20Did the library offer a minimum of 24 children's programs during the year?	Yes
F19Did the library offer a minimum of 48 children's programs during the year?	Yes
E21Did the library offer a minimum of 4 teen programs during the year?	Yes
F20Did the library offer a minimum of 8 teen programs during the year?	Yes
E22Did the library offer a minimum of 8 adult programs during the year?	Yes
F21Did the library offer a minimum of 16 adult programs during the year?	Yes
E23Did the library offer at least one Science, Technology, Engineering, Art, Mathematics (STEAM) program this past year?	Yes
F22Does the library offer coding and STEAM programming throughout the year?	Yes
F23Does the library provide community outreach programs?	Yes

WILLISTON COMMUNITY LIBRARY 2020**CONTINUING EDUCATION RELATED STANDARDS**

E9Is the Library Director a member of the North Dakota Library Association (NDLA)?	Yes
E10Did the Library Director or another staff member attend the NDLA conference within the past 2 years?	Yes
E11Did the Library Director participate in one or more continuing education opportunities this past year?	Yes
F7Is the Library Director a member of a national or regional library organization?	Yes
F8Did the Library Director attend at least one national or regional professional library conference within the past 3 years?	Yes
F11Did all full-time library staff participate in at least two continuing education opportunities last year?	Yes
F12Did all part-time library staff participate in at least one continuing education opportunity last year?	Yes

OUTLETS / HOURS

3.1Number of central service outlets	1
3.7Number of branch service outlets	0

TOTAL HOURS

3.8Total number of hours per year all outlets were open to the public	1,972
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OUTREACH

OUTREACH

3.9 Number of mobile outreach units (examples include bike, car, cart, van) Do not include bookmobiles	0
3.10 Number of off-site kiosks (examples include vending machine, book drop @ other location (ie grocery store), community bookshelf, etc) Do not include little free libraries ¹²	6
3.11 Number of outreach events / activities the library participated in @ off-site locations	3
3.12 Enter a value to reflect the total number of individuals who attended outreach events	2,475

PAID STAFF (to determine FT equivalency divide the number of hours worked by 40)

NOTE: For part-time staff, divide the total number of hours worked per week by 40 to determine full-time equivalence.

4.1 Enter the total of full-time equivalent (FTE) staff working as librarians	7.00
4.2 Enter the total of full-time equivalent (FTE) other paid staff who work in the library	4.00
4.3 Total of paid full-time equivalent (FTE) staff	11.00
4.4 Enter the total of full-time equivalent (FTE) staff working as librarians who have an ALA-MLS degree	0.00
4.5 Enter the annual salary paid to the Library's Director	\$98,500
4.6 Select the highest education level of the Library's Director from the dropdown	High school diploma or equivalent

OPERATING REVENUE

5.1 Enter a dollar amount that represents the amount of funding the library received from the local government (city and county funds)	\$417,458
5.2 Enter a dollar amount that represents the amount of funding the library received from State entities (State Library, Tax Dept, etc)	\$119,757
5.3 Enter a dollar amount that represents the amount of funding the library received from the federal government	\$0
5.4 Enter a dollar amount that represents the amount of funding the library received from other / private sources (friends group, private grants, etc)	\$20,989
5.5 Total operating revenue	\$558,204
5.6 Per capita local revenue (5.1 / 1.9)	\$12.36
5.7 Enter a dollar amount that represents the amount of capital revenue designated to the library from the city and / or county ¹³	\$25,000
5.8 Enter a dollar amount that represents the amount of capital revenue designated to the library from state entities (State Library, Tax Dept, etc.)	\$0
5.9 Enter a dollar amount that represents the amount of capital revenue designated to the library from the federal government	\$0
5.10 Enter a dollar amount that represents the amount of capital revenue designated to the library from other / private sources	\$0
5.11 Total capital revenue	\$25,000

OPERATING EXPENDITURES

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

6.1 Enter a dollar amount reflecting salaries / wages paid to library staff	\$459,782
6.2 Enter a dollar amount reflecting employee benefits that were paid for library staff (Including employer paid FICA taxes) ¹⁴	\$102,144
6.3 Total staff expenditures	\$561,926
6.4 Enter a dollar amount reflecting print material expenditures incurred by the library	\$32,125
6.5 Enter a dollar amount reflecting Library2Go / OverDrive expenditures incurred by the library	\$10,000
6.6 Enter a dollar amount reflecting Minitex Statewide Online Library Resources contract expenditures incurred by the library	\$865
6.7 Enter a dollar amount reflecting additional library expenditures for electronic material incurred by the library ¹⁵	\$0
6.8 Total electronic material expenditures	\$10,865
6.9 Enter a dollar amount reflecting other material expenditures incurred by the library ¹⁶	\$15,271
6.10 Total collection expenditures	\$58,261
6.11 Enter a dollar amount reflecting other operating expenditures incurred by the library	\$192,233
6.12 Total operating expenditures	\$812,420
6.13 Percent of expenditures for collection materials	7.17%
6.14 Enter a dollar amount reflecting capital expenditures incurred by the library ¹⁷	\$67,715

LIBRARY COLLECTION

7.1 Enter the number of print materials in the library's collection	52,328
7.2 Enter the number of downloadable e-books (in the library's collection) accessible via Library2Go / OverDrive consortium	29,098
7.3 Enter the number of downloadable e-books accessible via ND State Library RBdigital	2,529
7.4 Enter the number of additional downloadable e-books (in the library's collection) accessible via library purchases ¹⁸	1,193
7.5 Total downloadable e-books	32,820
7.6 Enter the number of physical audio materials in the library's collection	1,841
7.7 Enter the number of downloadable audio items (in the library's collection) accessible via Library2Go / OverDrive consortium	11,273
7.8 Enter the number of downloadable audio accessible via ND State Library RBdigital	988
7.9 Enter the number of additional downloadable audio items (in the library's collection) accessible via library purchases ¹⁹	1,155
7.10 Total downloadable audio	13,416
7.11 Enter the number of physical video materials in the library's collection	1,001
7.12 Enter the number of downloadable video items (in the library's collection) accessible via Library2Go / OverDrive consortium	1,447
7.13 Enter the number of additional downloadable video items (in the library's collection) accessible via library purchases ²⁰	295
7.14 Total downloadable video	1,742
7.15 Enter the number of other items in the library's collection	137
7.16 Total number of items in library's collection	116,701
7.17 Items in library collection per capita (7.16/ 1.9)	3.06

WILLISTON COMMUNITY LIBRARY 2020**ONLINE LIBRARY RESOURCES (OLR's) / ELECTRONIC COLLECTIONS**

NOTE: Do not count OverDrive or catalog software as Online Library Resources.

8.1 Enter a value which represents the number of OLRs purchased individually by the library	0
8.2 List the names of additional OLRs purchased by the library	-1
8.3 Enter a value which represents the number of OLRs purchased cooperatively available via the Minitex statewide contract	47
8.4 Total OLRs purchased by library or cooperatively (8.1 + 8.3)	47
8.5 Enter a value which represents the number of OLRs purchased by ND State Library / Higher Ed	19
8.6 Total number of OLRs	66
8.7 Enter a numeric value which reflects the total number of successful retrievals of electronic information via the OLRs (@ http://library.nd.gov/publications/ELRstats.pdf)	1,480

COMPUTERS / CONNECTIVITY

9.1 Enter a value which reflects the number of public Internet computers available within the library	22
9.2 Public Internet computers per capita (9.1/1.9)	0.000650
9.3 Enter a value which represents the number of uses / sessions on public Internet computers	6,022
9.4a Does the library provide wireless Internet access (WiFi)?	Yes
9.4b Enter a value which represents the number of wireless (Wi-Fi) sessions provided by the library's wireless service	28,573

PUBLIC SERVICE

10.1 Enter a value which represents the number of visitors that have entered the library	30,667
10.1a Select a reporting method, from the dropdown, to confirm how the figure supplied for library visitors was calculated	Actual Count
10.2 Enter a value which represents the number of reference transactions (information consultations) provided by library staff	34,715
10.2a Select a reporting method, from the dropdown, to confirm how the figure supplied for reference transactions was calculated	Annual estimate based on typical week(s)
10.3 Enter a value which represents the number of registered users (library card holders)	8,126
10.4 Enter a value which represents the circulation of state park passes	18
10.5 Enter a value which represents children's circulation (numbers of children's items checked out)	18,169
10.6 Enter a value which represents physical item circulation (number of physical items checked out)	29,377
10.7 Enter a value which represents circulation of RB digital electronic materials	444
10.8 Enter a value which represents circulation of additional electronic materials (ebooks, downloadable audio, downloadable video) accessible to library patrons	21,665
10.9 Total electronic circulation	22,109
10.10 Total circulation (number of total items checked out)	51,486
10.11 Electronic content use	23,589
10.12 Total collection use	52,966
10.13 Enter a value which represents the number of times (sessions) the library's website was visited	4,406
10.14 Enter a value which represents the number of (ILL) items loaned to other libraries	33
10.15 Enter a value which represents the number of (ILL) items borrowed from other libraries	24

PROGRAMS

	10.16 Events	10.17 Event Attendance
Children's (age 0-11)	382	8,672
Young Adult (age 12-18)	17	54
Adult (age 19+)	75	225
Total	474	8,951

COVID-19

11.1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic	YES
11.2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic	YES
11.3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic	YES
11.4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic	NO
11.5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic	YES
11.6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic	YES
11.7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic ²¹	Yes
11.8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic	Yes
11.9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic	Yes
11.10 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic	Yes
11.11 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic	Yes
11.12 Did the library increase access to Wi-Fi Internet to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic	Yes
11.13 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic	No
11.14 This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open ²²	21
11.15 This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the Coronavirus (COVID-19) pandemic	31

FOR STATE USE ONLY

OUTLET

OUTLET NAME / PHONE

OUTLET CODE

ADMINISTRATIVE

12.7LIB ID	ND092
12.8FSCS ID	ND0092
12.9Name	WILLISTON COMMUNITY LIBRARY
12.10Interlibrary Relationship Code	Not a Member of a Federation or Cooperative
12.11Legal Basis Code	City/County
12.12Administrative Structure Code	Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate
12.13FSCS Public Library Definition	Yes
12.14Geographic Code	County/Parish (exactly)
12.15Legal service area boundary change	No

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	andreap@ci.williston.nd.us
Library director's work phone	(701) 774-8805
Date	03/09/2021

¹, F4 The City mistakenly swapped the library and cemetery mill levies, their mistake was corrected. However, on the County side, it was too late to correct once the error was found.(0-2021-03-09)

², D11 2017(0-2021-03-09)

³, D11a The Director did in 2018.(0-2021-03-09)

⁴, 3.2.1 All of Jan and Feb and 2 weeks of March we were open 4 hours on Sunday.(0-2021-03-09)

⁵, 3.2.2 All of Jan, Feb and 2 weeks of March we were open 11 hours on Monday(0-2021-03-09)

⁶, 3.2.3 All of Jan, Feb and 2 weeks of March we were open 11 hours on Tuesday(0-2021-03-09)

⁷, 3.2.4 All of Jan, Feb and 2 weeks of March we were open 11 hours on Wednesday(0-2021-03-09)

⁸, 3.2.5 All of Jan, Feb and 2 weeks of March we were open 11 hours on Thursday(0-2021-03-09)

⁹, 3.2.6 All of Jan, Feb and 2 weeks of March we were open 8 hours on Friday(0-2021-03-09)

¹⁰, 3.2.7 All of Jan and Feb and 2 weeks of March we were open 4 hours on Saturday.(0-2021-03-09)

¹¹, 3.3 2 weeks of March, all of April, and 2 weeks of October the library was CLOSED with no staff in the building. The last week of October, all of November and December the library was closed WITH staff offering phone, internet, and curbside services.(0-2021-03-09)

¹², 3.10 We offer 6 book drops throughout Williams County.(0-2021-03-09)

¹³, 5.7 New carpeting(0-2021-03-09)

¹⁴, 6.2 City now pays 100% of health insurance(0-2021-03-09)

¹⁵, 6.7 The Library Foundation paid for our electronic subscription to TumbleBookLibrary, TeenBookCloud, and TumbleMath for three years. I did not come out of the Library budget.(0-2021-03-09)

¹⁶, 6.9 physical audio/visual collection(0-2021-03-09)

¹⁷, 6.14 New carpeting for building(0-2021-03-09)

¹⁸, 7.4 We now subscribe to TumbleBookLibrary, TumbleMath, TeenBookCloud(0-2021-03-09)

¹⁹, 7.9 We now subscribe to TumbleBookLibrary, TumbleMath, TeenBookCloud(0-2021-03-09)

²⁰, 7.13 We now subscribe to TumbleBookLibrary, TumbleMath, TeenBookCloud(0-2021-03-09)

²¹, 11.7 We allowed bookmobile browsing and checkouts outside.(0-2021-03-09)

²², 11.14 9 out of 52 weeks the library was CLOSED with NO STAFF in the building. The remaining 43 weeks staff was either in the building or offering curbside service.(0-2021-03-09)