



City/County Library Committee Meeting

Wednesday, May 20, 2026, at 1:00 PM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1. APPROVAL OF MINUTES - MARCH 18, 2026

It is recommended the committee approve the minutes of the March 18, 2026, meeting.

3. NEW BUSINESS

3.1. COMPARE CIRCULATION AND PROGRAM STATISTICS

3.2. UPDATED BUDGET

3.3. BUILDING MAINTENANCE

3.4. REVIEW MOU

4. NEXT STEPS

5. NEXT MEETING

6. ADJOURNMENT

City/County Library Meeting Minutes

March 18th 1:00 PM

Present: Christine Cherry, Lisa Olsen, Ron Merritt, Tami Ware, Phyllis Buechler, Rob Fuller.

Also Present: Joshua Pikka, Kerriane Boetcher, Marissa Haman, Jill Schramm , Dave Lakefield.

Absent: Miranda Schuler,

1. Approve Agenda: Ware, Cherry, All approved.
2. Approve Minutes: motion by Fuller, 2nd by Ware. All approved
3. Library Comparison
 - a. Patrons: Pikka talked about patrons from MPLI and Boetcher talked about patrons in ward county and how they count patrons differently. Ware commented that the patrons seem to be different in each library.
 - b. Programs-Pikka and Boetcher talked about the programs that each of the libraries offer.
 - c. Services-Pikka and Boetcher talked about services that are offered to their patrons at each library.
 - d. Door count: Kerriane said that her numbers included Kenmare numbers and bookmobile.
 - e. Staff- Ware asked about the total for MPL salary.
4. Budget
 - a. Discussion of budget process- Pikka stated that he and Boetcher worked together to come up with what a combined budget would look like if they each used 2026 numbers. He stated that this was a projection and not necessarily a full look at what the budget would look like.
 - b. Two Buildings as City Employees- Ware asked about the total savings if all employees became city employees. Fuller talked about the savings being minimal if we keep two buildings.
 - c. Two Building as County Employees- no discussion.
 - d. One Building as City Employees- Fuller asked about saving in automation. Pikka responded that savings would be minimal because we do not have a lot of overlapping subscriptions. Fuller asked about saving in facilities, Kerri said it appears in the Ward County budget, but the tax payers would still be responsible for upkeep of that building unless it were leased out to a third

party. Fuller talked about reimbursement, and how he views this line item as a savings for the taxpayers.

- e. One Building as County Employees- Fuller asked about reimbursement to general fund. Olsen answered that the \$123,000 would be redistributed to other departments, based on her conversation with Finance Director Dave Lakefield. Haman confirmed that the county does not charge for this, but Ware stated that they might if library employees were added. Fuller asked how many employees the county has, and asked if she felt that a reimbursement was needed. Haman said that they may have to hire more people to keep up with finances and HR matters. Cherry stated that the cost to get people in one building would be too much for the current budget to hold.

5. Space Discussion

- a. 2018 Space Analysis-Pikka talked about the 2018 Space Analysis and outlined changes in the building that has happened. Fuller stated that although there is space consideration, the cost savings should outweigh the space concerns. Olson stated that the people need to vote on this, they will be the only ones to judge the facts.

6. Next Steps: Ware asked if we are ready to take the vote to the people. Merritt thanked the directors for their work. Fuller asked the attorneys in the city and staff to be involved with the attorney general. Boetcher asked what to ask. Pikka asked if the vote would be separate or combined. Fuller stated that we should have MPL dissolve and roll into the WCPL. Olson stated that the library boards might have to be involved. Pikka asked if the financial terms would be a part of the measure, so that each entity would be held to funding the entity. Ware asked about how the boards would be combined. Boetcher asked if the merger happened, if Minot could tax at their current mill rate. Lakefield stated that with the 3 percent cap on property taxes instituted by the State, talking of things in Mills would be confusing since we are capped at a dollar amount. He answered that it would be possible to tax the same dollar amount even if it went to the city.

7. Next Meeting: April 22nd at 1:00 PM.

8. Adjournment. Ware moved, Cherry second.

2016-2025 Stats					
	2016	2017	2018	2019	2020
Visits Minot	11,465	13,965	14,830	14,421	8,688
Visits Kenmare	4,414	3,929	3,216	2,613	1,665
Visits Bookmobile	0	0	0	0	0
Total Visits	15,879	17,894	18,046	17,034	10,353
Bookmobile Stops	645	579	590	514	379
circulation children	53,408	47,973	45,170	43,380	43,693
circulation adult	32,242	29,396	30,455	28,606	12,993
total circulation	85,650	77,369	75,625	71,986	56,686
Overdrive	0	1,502	1,282	1,215	1,475
Combined physical and electronic	85,650	78,871	76,907	73,201	58,161
computer sessions	4,510	5,219	4,458	4,643	2,425
wireless usage	49,046	22,173	14,500	35,534	34,430
programs children 0-5	101	98	100	98	20
program attendance childrens 0-5	443	578	549	556	90
programs children 6-11	92	61	106	142	6
program attendance childrens 6-11	1,806	1,780	2,298	2,088	450
programs teen 12-18	12	14	13	8	0
program attendance teen 12-18	144	94	54	38	0
programs adult	3	18	31	29	8
program attendance adult	250	565	269	232	65
programs general interest	0	0	0	0	0
program attendance general interest	0	0	0	0	0
total programs	208	191	250	277	34
total program attendance	2643	3017	3170	2914	605
Bookmobile Days	157	149	155	149	124
Bookmobile Miles	13,553	16,302	13,936	10,700	8,109
Bookmobile Circulation	53,426	46,930	44,688	45,279	30,597

2021	2022	2023	2024	2025	Totals
8,495	9,503	10,910	8,284	6,350	106911
1,522	1,498	1,557	2,034	2,292	24740
0	10,942	17,643	13,816	13,260	55,661
10,017	21943	30,110	24134	21902	187,312
432	476	469	490	473	5047
40,484	40,595	36,784	39,864	38,824	430175
11,586	11,823	20,612	20,703	20,135	218551
52070	52418	57396	60567	58959	648726
2,354	2,390	2,490	3,110	3,774	19592
54424	54808	59886	63677	62733	668318
2,010	2,443	3,034	2,081	1,606	32429
28,631	35,286	30,110	20,187	48,635	318,532
64	64	104	119	117	885
196	252	403	566	624	4257
68	147	128	30	51	831
1,039	1,864	1,729	699	1364	15117
0	0	1	0	23	71
0	0	2	0	22	354
24	23	12	12	20	180
80	85	104	168	134	1952
0	0	0	0	0	0
0	0	0	0	0	0
156	234	245	161	211	1967
1315	2,201	2238	1433	2144	21680
143	112	146	156	150	1441
10,892	9,353	11,429	14,302	12,843	121,419
29,452	52,418	32,820	26,533	27,721	389,864

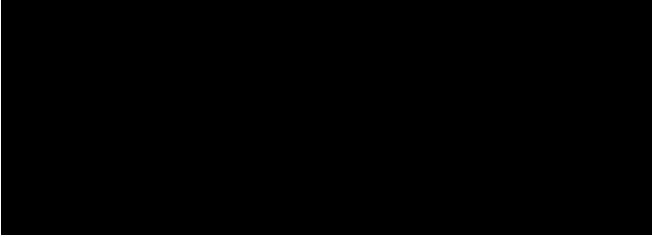
Year	Total Physical				
	Childrens Circ	Circulation	Virtual Circulation	Total Circulation	Visits
2016	81,569		412413	412413	123038
2017	80,769	186200	133520	319720	121576
2018	86,230	112310	54076	166386	121163
2019	89,183	112510	63871	176381	126210
2020	43,181	62531	68302	130833	55791
2021	79,799	171035	73290	244325	78356
2022	101,323	204582	72974	277556	94544
2023	146763	175888	92473	268361	97126
2024	118000	248091	10837	258928	98732
2025	120,465	241,066	113,233	354299	94,701

[illegible]

MPL Data

Number of Programs	Program Attendance	#of programs 0-5	Program Attendance 0-5
543	1459	371	11132
519	9951	357	9951
575	14721	365	10990
592	15943	335	12103
359	10434	184	8091
440	11059	235	8742
631	18479	269	11509
566	9882	257	4943
541	12494	296	7519
486	16,579	286	11860

Enter a value which re	Enter a value to reflect	Number of Synchron	Attendance at Synchronous Ge
98	2,300	13	479

# of programs 6-11	program attendance 6-11	# of programs 12-17	program attendance12-17
		148	2751
		107	2976
		124	2717
		124	2166
		82	1248
		78	1561
274	7963	162	5012
84	3116	94	3441
230	8561	121	5383
111	7590	98	2713

Total library programs	Total attendance at program	Number of Synchronous	Synchronous In-Person Ons
496	16,579	377	9,455

# of programs adult	program attendance Adult	Computer Usag	Number of Wifi sessions
24	666	25040	34585
55	878	23646	35672
86	1014	20641	35729
133	1674	20730	36048
93	1095	7797	21600
127	666	9761	26631
200	1958	11316	38180
215	1498	11381	34966
136	1797	10389	31364
111	2779	10649	26514

Number of Synchronou	Synchronous In-Person Offsite P	Number of Syr	Synchronous Virtual Program
119	7,124	0	0

Total Num	Total View	Total Num	Total Uses of Asynchronous In-Person Programs
0	0	91	5,069

Data Type	2025	2024	2023	2022	2021
Bookmobile Stops	473	490	469	476	429
Bookmobile Visits	13260	13816	17643	10942	11991
Bookmobile Days	150	156	146	112 ?	
Bookmobile Miles	12843	14302	11429	9353	10892
Bookmobile Circulation	27,721	26533	32820	52418	29516

Ward County & MPL BUDGET CALL OUTS			2026 WC BUDGET	2026 MPL BUDGET	27 Merger UNDER WC		27 Merger UNDER MPL	
200 & 201 Property Taxes & Intergovernmental								
	1001	Taxes- Ward County	\$ 435,448.00	\$ -	\$ 435,448.00		\$ 435,448.00	
	1001	Taxes- City of Minot	\$ -	\$ 2,037,661.54	\$ 2,037,661.54		\$ 2,037,661.54	
204 Misc								
	1025	Reimbursements- General	\$ 3,000.00	\$ -	\$ 3,000.00		\$ 3,000.00	
	1164	Donation	\$ -	\$ 10,000.00	\$ 12,000.00		\$ 12,000.00	
	36911	Copy Machine Revenue	\$ -	\$ 11,500.00	\$ 11,500.00		\$ 11,500.00	
	35150	Library Fines	\$ -	\$ 5,500.00	\$ 5,500.00		\$ 5,500.00	
	36913	Miscellaneous	\$ -	\$ -	\$ 13,077.00		\$ 13,077.00	
		Transfer Between Funds	\$ -	\$ 144,123.00	\$ -	may not transfer going forward	\$ -	
		Capital Infrastructure Transfer	\$ -	\$ 83,333.00	\$ -		\$ -	
206 Interest								
	1024	Interest & Penalty Prop Tax	\$ 1,500.00	\$ -	\$ 1,500.00		\$ 1,500.00	
	1038	Interest Earnings	\$ 1,000.00	\$ 27,828.00	\$ 28,828.00		\$ 28,828.00	
208 Grants								
	1046	Library State Aid	\$ 29,000.00	\$ 40,000.00	\$ 69,000.00		\$ 69,000.00	
BOOKMOBILE REPLACEMENT								
200 & 201 Property Taxes & Intergovernmental								
		Taxes- Ward County	\$ 10,345.00	\$ 0.00	\$ 10,345.00		\$ 10,345.00	
TOTAL IN			\$ 480,293.00	\$ 2,359,945.54	\$ 2,627,859.54		\$ 2,627,859.54	
304 PAYROLL								
2000/21067000-41100 FULL TIME STAFF			\$ 236,887.04	\$ 1,073,550.40	\$ 1,249,258.40		\$ 1,293,160.96	
		MPL Director		\$ 100,921.60	\$ 104,145.60		\$ 103,459.20	
		WC Director	\$ 85,862.40	\$ -	\$ 88,088.00		\$ 91,436.80	up extra step to differ ins cost
		Lib II- Adult		\$ 64,708.80	\$ 66,996.80		\$ 66,331.20	
		Lib II- Tech (replacing now)		\$ 63,128.00	\$ 51,064.00		\$ 64,708.80	
		Lib II- Tech Services		\$ 76,918.40	\$ 75,795.20	end of grade	\$ 78,852.80	
		Lib I- Childrens		\$ 64,708.80	\$ 66,934.40		\$ 66,331.20	
		Lib I- Teen		\$ 67,995.20	\$ 70,324.80		\$ 69,680.00	
		WC Lib I (HB)	\$ 42,644.16	\$ -	\$ 43,711.20		\$ 51,480.00	
		B&G Supervisor (replacing 2027)		\$ 71,427.20	\$ 48,568.00	replace in 2027	\$ 57,200.00	replace in 2027
		Lib Assoc II- Childrens		\$ 50,544.00	\$ 51,916.80		\$ 51,812.80	
		Lib Assoc II- Outreach		\$ 51,812.80	\$ 53,227.20		\$ 53,123.20	
		Lib Assoc II- Adult		\$ 53,123.20	\$ 54,558.40		\$ 54,433.60	
		Lib Assoc II- Adult/Accts		\$ 55,806.40	\$ 57,304.00		\$ 57,200.00	
		Lib Assoc II- Adult/ILL		\$ 57,200.00	\$ 58,739.20		\$ 58,635.20	
		Lib Assoc II- Tech Services		\$ 58,635.20	\$ 60,216.00		\$ 61,588.80	
		WC- Lib Assoc I/Bk Driver (MB)	\$ 37,623.04	\$ -	\$ 38,571.52		\$ 39,453.44	
		Admin Assistant		\$ 50,544.00	\$ 52,457.60		\$ 51,812.80	
		B&G Assistant (replacing 2026)		\$ 44,678.40	\$ 40,976.00	person would lose pay	\$ 45,801.60	
		Lib Assoc I- Teen		\$ 43,596.80	\$ 44,137.60		\$ 44,678.40	
		Lib Assoc I- Childrens		\$ 44,678.40	\$ 45,240.00		\$ 45,801.60	
		Lib Assoc I- Childrens (replace 2027)		\$ 53,123.20	\$ -	replace w/WC- Lib Assoc I- Children	\$ -	replace w/WC- Lib Assoc I- Children
		WC- Lib Assoc I- Children (JJ)	\$ 35,979.84	\$ -	\$ 40,976.00	move to full time	\$ 43,596.80	move to full time
		WC Lib Asst II/Bk Driver Backup (PN)	\$ 34,777.60	\$ -	\$ 35,310.08		\$ 35,742.72	
		Lib Asst II- Adult		\$ 38,521.60	\$ 40,060.80		\$ 39,499.20	

Ward County & MPL BUDGET CALL OUTS		2026 WC BUDGET	2026 MPL BUDGET	27 Merger UNDER WC		27 Merger UNDER MPL	
	21067000-41200 PART TIME STAFF	\$ 33,650.00	\$ 104,960.34	\$ 172,477.02		\$ 298,335.88	
	WC Lib Asst I/Kenmare (MR)	\$ 25,639.74	\$ -	\$ 26,183.52		\$ 26,535.60	
	Lib Asst I- Adult AM		\$ 20,429.76	\$ 21,777.60		\$ 20,941.44	
	Lib Asst I- Adult PM		\$ 13,088.40	\$ 13,946.40		\$ 13,416.00	
	Lib Asst I- Adult Mid Shift		\$ 26,915.12	\$ 28,679.52		\$ 27,588.80	
	Lib Asst I- Adult PM		\$ 8,725.60	\$ 9,297.60		\$ 8,944.00	
	Lib Asst I- Adult/Sat		\$ 4,362.80	\$ 4,648.80		\$ 4,472.00	
	Lib Asst I- Childrens/Day (replacing now)		\$ 16,140.82	\$ 17,629.68		\$ 16,545.08	
	Lib Asst I- Childrens/Evening (replacing now)		\$ 13,619.84	\$ 14,518.40		\$ 13,960.96	
	Lib Asst I- Adult Sub		\$ 1,678.00	\$ 1,788.00		\$ 1,720.00	
	WC Lib Asst I- Evening (1)	\$ 9,074.00	\$ -	\$ 9,297.60		\$ 9,396.40	
	WC Lib Asst I- Evening/Sat (2)	\$ 13,946.00	\$ -	\$ 14,297.40		\$ 144,445.60	
	WC Lib Asst I/Sub I (BS)	\$ 5,315.00	\$ -	\$ 5,447.50		\$ 5,505.00	
	WC Lib Asst I/Sub II (CM)	\$ 5,315.00	\$ -	\$ 4,965.00		\$ 4,865.00	
	21067000-41300 OVERTIME	\$ -	\$ 5,403.79	\$ 5,403.79		\$ 5,403.79	
	BENEFITS	\$ 160,608.00	\$ 441,736.86	\$ 735,569.63		\$ 506,634.92	
	2101 RETIREMENT	\$ 41,347.00	\$ 61,904.86	\$ 170,523.62		\$ 79,959.61	deferred comp added to salary 6%
2102/42200	SOCIAL SECURITY	\$ 18,621.00	\$ 84,931.00	\$ 87,665.07		\$ 93,061.75	
2103/42210	MEDICARE	\$ 4,355.00	\$ 19,490.00	\$ 21,191.77		\$ 21,764.44	
2104/42100	HEALTH INSURANCE	\$ 96,257.00	\$ 261,066.00	\$ 456,055.17	actual	\$ 295,278.12	actual
2105/42110	LIFE INSURANCE	\$ 28.00	\$ 905.00	\$ 134.00	\$4 x # of employees	\$ 2,484.00	actual- life & AD&D
	42500 UNEMPLOYMENT COMP	\$ -	\$ 53.00	\$ -	through WC	\$ 3,000.00	avg of past 3 years
	42600 WORKERS COMP	\$ -	\$ 3,000.00	\$ -	through WC	\$ 700.00	avg of past 3 years
	42700 SHORT TERM DISABILITY	\$ -	\$ 10,387.00	\$ -	through WC	\$ 10,387.00	actual cost in 2026 elevated a bit
300 General Government							
	2300 Travel	\$ 5,000.00	\$ 11,245.00	\$ 16,245.00		\$ 12,200.00	
	BOARD & STAFF TRAVEL (\$0.585/MILE)	\$ 3,000.00	\$ -	\$ 3,000.00		\$ 3,000.00	
45800	STAFF TRAVEL	\$ 800.00	\$ 11,245.00	\$ 8,000.00	cut \$4,045- avg MPL last 3 yrs	\$ 8,000.00	cut \$4,045- avg MPL last 3 yrs
	CONVENTIONS	\$ 1,200.00	\$ -	\$ 1,200.00		\$ 1,200.00	
	2400 Office Supplies	\$ 15,500.00	\$ 43,428.00	\$ 276,613.00		\$ 276,613.00	
	PAPER	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00		\$ 3,000.00	
	DUES - LIBRARY ASSOCIATION	\$ 500.00	\$ 1,613.00	\$ 2,113.00		\$ 2,113.00	
	SUMMER READING PROGRAM	\$ 2,000.00	\$ -	\$ 8,000.00	SRP currently from Friends- MPL	\$ 8,000.00	SRP currently from Friends- MPL
45400	PROMOTION & ADVERTISING	\$ 4,000.00	\$ 4,176.00	\$ 10,000.00	ad costs, logo, website	\$ 10,000.00	ad costs, logo, website
45970	POSTAGE & MAILING SUPPLIES	\$ 2,500.00	\$ 13,000.00	\$ 16,000.00		\$ 16,000.00	
	CARTRIDGES & TONERS	\$ 2,500.00	\$ 4,000.00	\$ 5,500.00		\$ 5,500.00	
45900	EDUCATION & TRAINING	\$ -	\$ 3,639.00	\$ 5,000.00	add for bkmobile add drivers	\$ 5,000.00	add for bkmobile add drivers
46101	DEPT MATERIALS & SUPPLIES	\$ -	\$ 15,000.00	\$ 225,000.00	change of items	\$ 225,000.00	change of items
	MISCELLANEOUS	\$ 2,000.00	\$ -	\$ 2,000.00		\$ 2,000.00	
	2403 Fuel, Gas, Oil	\$ 21,700.00	\$ 103.00	\$ 25,700.00		\$ 25,700.00	
	46262 CENEX (FUEL)	\$ 11,000.00	\$ 103.00	\$ 15,000.00	went up approx \$4k- prices	\$ 15,000.00	went up approx \$4k- prices
	VERIZON (JET PACK)	\$ 700.00	\$ -	\$ 700.00		\$ 700.00	
	OIL CHANGES, REPAIRS, ETC.	\$ 10,000.00	\$ -	\$ 10,000.00		\$ 10,000.00	
	2404/57700 Books & AV Materials	\$ 33,262.02	\$ 124,133.60	\$ 130,000.00		\$ 130,000.00	
	2418/46400 Library Automation	\$ 19,661.00	\$ 78,202.14	\$ 99,783.86		\$ 102,283.86	
	PROGRAM FEES - LICENSING	\$ 3,775.00	\$ 9,887.56	\$ 13,662.56		\$ 13,662.56	
	COPIER PAYMENTS	\$ 1,200.00	\$ -	\$ -		\$ -	

Ward County & MPL BUDGET CALL OUTS			2026 WC BUDGET	2026 MPL BUDGET	27 Merger UNDER WC		27 Merger UNDER MPL	
		OCLC CATALOGING (0.75/ITEM)	\$ 4,000.00	\$ 19,368.41	\$ 28,933.69	OCLC quote	\$ 28,933.69	OCLC quote
		ODIN - STATE LIBRARY	\$ 3,000.00	\$ -	\$ 1,250.00	ODIN quote	\$ 1,250.00	ODIN quote
	45950	BANKING & CREDIT CARD FEES	\$ -	\$ 2,316.14	\$ -	currently does not have CC	\$ 2,500.00	tyler cashiering
		SUBSCRIPTIONS						
		ADOBE	\$ -	\$ 1,047.00	\$ 1,047.00		\$ 1,047.00	
		BOOK SYSTEMS	\$ 2,479.00	\$ 2,019.00	\$ 4,115.00	quote	\$ 4,115.00	quote
		CENTRAL PROGRAMS- TEEN NF	\$ -	\$ 377.15	\$ 377.15		\$ 377.15	
		COMMON SENSE MEDIA	\$ -	\$ 10.00	\$ 10.00		\$ 10.00	
		GRAMMARLY	\$ -	\$ 24.00	\$ 24.00		\$ 24.00	
		LLC- 12 month license (WhoFi)	\$ -	\$ 1,450.00	\$ 1,450.00		\$ 1,450.00	
		MDN- MICROFILM	\$ -	\$ 513.00	\$ 513.00		\$ 513.00	
		MINECRAFT SERVER	\$ -	\$ 296.84	\$ 296.84		\$ 296.84	
		MINITEX	\$ -	\$ 2,832.00	\$ 2,832.00		\$ 2,832.00	
		OVERDRIVE	\$ 4,000.00	\$ 15,000.00	\$ 27,000.00	9k for service + advantage acct	\$ 27,000.00	9k for service + advantage acct
		PAYSCALE	\$ -	\$ 2,291.67	\$ -	2026 only	\$ -	2026 only
		SWANK MOVIE LICENSE	\$ 764.00	\$ 681.00	\$ 1,092.00	Swank quote	\$ 1,092.00	Swank quote
		XBOX	\$ -	\$ 34.00	\$ 34.00		\$ 34.00	
		XBOX ADAPTIVE	\$ -	\$ 31.25	\$ 31.25		\$ 31.25	
		ZOOBEAN	\$ -	\$ 1,497.75	\$ 2,714.00	Beanstack quote	\$ 2,714.00	Beanstack quote
		ZOOM	\$ -	\$ 149.62	\$ 149.62		\$ 149.62	
		NEWSPAPERS						
		STAR TRIBUNE	\$ -	\$ 1,330.16	\$ 1,330.16		\$ 1,330.16	
		LEWIS & CLARK TRAIL HERALD	\$ -	\$ 65.00	\$ 65.00		\$ 65.00	
		AG WEEK	\$ -	\$ 48.55	\$ 48.55		\$ 48.55	
		BOOK PAGE	\$ -	\$ 490.00	\$ 490.00		\$ 490.00	
		KENMARE NEWS	\$ 90.00	\$ -	\$ 90.00		\$ 90.00	
		MINOT DAILY NEWS	\$ 273.00	\$ 314.50	\$ 314.50		\$ 314.50	
		MONTRAIL COUNTY PROMOTER	\$ 40.00	\$ -	\$ 40.00		\$ 40.00	
		WILLISTON HEARLD	\$ -	\$ 124.88	\$ 124.88		\$ 124.88	
		DICKINSON PRESS	\$ -	\$ 163.58	\$ 163.58		\$ 163.58	
		POLK CITY DIRECTORY	\$ -	\$ 355.00	\$ 355.00		\$ 355.00	
		STATE HISTORICAL FOUNDATION ND	\$ 40.00	\$ -	\$ 40.00		\$ 40.00	
		TURTLE MOUNTAIN STAR	\$ -	\$ 44.00	\$ 44.00		\$ 44.00	
		DIGITAL RESOURCES						
		VALUE LINE	\$ -	\$ 3,885.00	\$ 3,885.00		\$ 3,885.00	
		GALE	\$ -	\$ 150.00	\$ 150.00		\$ 150.00	
		JD POWER	\$ -	\$ 202.00	\$ 202.00		\$ 202.00	
		DATA AXEL	\$ -	\$ 1,920.00	\$ 1,920.00		\$ 1,920.00	
		NOVELIST PLUS	\$ -	\$ 4,294.00	\$ -		\$ -	
		EBSCO	\$ -	\$ 4,989.08	\$ 4,989.08		\$ 4,989.08	
		WT COX MAGAZINE SUBSCRIPTIONS	\$ 294.98	\$ -	\$ 294.98		\$ 294.48	
	2501	NON-OFFICE EQUIPMENT	\$ 11,000.00	\$ 31,000.00	\$ 52,000.00		\$ 52,000.00	
	46103	COPIER/PRINTER SUPPLIES	\$ -	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	
	46102	FURNITURE & EQUIPMENT	\$ 9,000.00	\$ 26,000.00	\$ 35,000.00	add WC comp replacement here	\$ 35,000.00	add WC comp replacement here
		FLOORING	\$ -	\$ -	\$ -		\$ -	
		GRANT SHARES	\$ 2,000.00	\$ -	\$ 2,000.00		\$ 2,000.00	
		BUILDING IMPROVEMENT	\$ -	\$ -	\$ 10,000.00	library signage replacement	\$ 10,000.00	library signage replacement

Ward County & MPL BUDGET CALL OUTS		2026 WC BUDGET	2026 MPL BUDGET	27 Merger UNDER WC		27 Merger UNDER MPL	
	BUILDING & GROUNDS	\$ -	\$ 156,575.00	\$ 667,714.00		\$ 617,714.00	
	STRUCTURE RPR & MTCE	\$ -	\$ 83,333.00	\$ 50,000.00	added in for building costs	\$ -	capital infrastructure
44220	THIRD PARTY SNOW REMOVAL	\$ -	\$ 2,528.00	\$ 2,528.00		\$ 2,528.00	
44240	THIRD PARTY LAWN & GROUNDS	\$ -	\$ 975.00	\$ 975.00		\$ 975.00	
44320	STRUCTURE RPR & MTCE	\$ -	\$ 530.00	\$ 530.00		\$ 530.00	
44321	PLUMBING SYSTEM RPR & MTCE	\$ -	\$ 2,892.00	\$ 2,892.00		\$ 2,892.00	
44322	HVAC RPR & MTCE	\$ -	\$ 4,184.00	\$ 546,131.00	2023 quote-fan,a/c,humidifer	\$ 546,131.00	2023 quote-fan,a/c,humidifer
44323	ELECTRICAL RPR & MTCE	\$ -	\$ 2,840.00	\$ 2,840.00		\$ 2,840.00	
44324	ELEVATOR RPR & MTCE	\$ -	\$ 7,853.00	\$ 7,853.00		\$ 7,853.00	
44325	PEST CONTROL RPR & MTCE	\$ -	\$ 515.00	\$ 515.00		\$ 515.00	
44326	IRRIGATION/GROUD RPR & MTCE	\$ -	\$ 100.00	\$ 100.00		\$ 100.00	
44326	SECURITY SYSTEM RPR & MTCE	\$ -	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	
44330	VEHICLE & EQUIPMENT RPR	\$ -	\$ 9,500.00	\$ 9,500.00		\$ 9,500.00	
44350	IT MTCE & REPAIR AGREEMTS	\$ -	\$ 35,125.00	\$ 37,650.00	added \$2525 for 10 emails (guess)	\$ 37,650.00	added \$2525 for 10 emails (IT)
44400	RENTALS	\$ -	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	
46105	CLEANING SUPPLIES	\$ -	\$ 3,700.00	\$ 3,700.00		\$ 3,700.00	
44200	CLEANING AND RESORATION	\$ -	\$ 500.00	\$ 500.00		\$ 500.00	
	2600 UTILITIES	\$ 16,273.00	\$ 67,873.44	\$ 71,146.44		\$ 71,146.44	
	SRT COMMUNICATIONS	\$ 2,058.00	\$ -	\$ 2,058.00		\$ 2,058.00	
45300	AT&T TELEPHONE SERVICES		\$ 7,108.59	\$ 7,108.59		\$ 7,108.59	
	RESERVATION TELEPHONE COOPERATIVE	\$ 1,215.00	\$ -	\$ 1,215.00	Kenmare phone	\$ 1,215.00	Kenmare phone
	WARD COUNTY AUDITOR, QUARTERLY	\$ 13,000.00	\$ -	\$ -	share of utilities at WC bldg	\$ -	share of utilities at WC bldg
44110	WATER, SEWER, GARBAGE	\$ -	\$ 4,223.00	\$ 4,223.00		\$ 4,223.00	
46210	NATURAL GAS	\$ -	\$ 9,161.85	\$ 9,161.85		\$ 9,161.85	
46220	ELECTRICITY	\$ -	\$ 47,380.00	\$ 47,380.00		\$ 47,380.00	
	PROPERTY INSURANCE		\$ 26,669.40	\$ 26,669.40		\$ 26,669.40	
45201	GENERAL LIABILITY INSURANCE	\$ -	\$ 6,776.00	\$ 6,776.00		\$ 6,776.00	
45202	BUILDING & CONTENTS INSURANCE	\$ -	\$ 12,958.40	\$ 12,958.40		\$ 12,958.40	
45204	INLAND MARINE INSURANCE	\$ -	\$ 13.00	\$ 13.00		\$ 13.00	
45205	COVERAGE FOR FLOOD INSURANCE	\$ -	\$ 4,580.00	\$ 4,580.00		\$ 4,580.00	
45207	CYBER SECURITY INSURANCE	\$ -	\$ 2,342.00	\$ 2,342.00		\$ 2,342.00	
	2900 Cont. Misc.		\$ 135,499.00	\$ 12,700.00		\$ 135,499.00	
43300	OTHER PROFESSIONAL SERVICES	\$ -	\$ 700.00	\$ 700.00		\$ 700.00	
48206	LIBRARY MEMORIAL	\$ -	\$ 12,000.00	\$ 12,000.00		\$ 12,000.00	
43040	CONSULTANTS	\$ -	\$ -	\$ -		\$ -	
48300	GF REIMBURSEMENT	\$ -	\$ 122,799.00	\$ -		\$ 122,799.00	
	TOTAL OUT	\$ 553,541.06	\$ 2,300,379.97	\$ 3,541,280.54		\$ 3,553,361.25	

Ward County Public Library - Staff to County

		Grade	2027 Step	2027 Hourly	Est Hours Worked	2026 Annual	2027 Annual	Percent of Change		WC Health Percent paid by County	2026 total cost monthly	2026 total cost yearly	Percent paid by employee	cost to employee per year	cost to county per year	SS	SS \$	MediCare	Medi \$	Retirement	
	MPL Director	13	10	\$ 50.07	2080	\$ 100,921.60	\$ 104,145.60	3.19%	fam	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 6,457.03	0.0145	\$ 1,510.11	0.1226	\$ 12,768.25
	WC Director	12	6	\$ 42.35	2080	\$ 85,862.40	\$ 88,088.00	2.59%	fam	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 5,461.46	0.0145	\$ 1,277.28	0.1426	\$ 12,561.35
	Lib II- Adult	6	12	\$ 32.21	2080	\$ 64,708.80	\$ 66,996.80	3.54%	single	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 4,153.80	0.0145	\$ 971.45	0.1226	\$ 8,213.81
	Lib II- Tech (replacing)	6	1	\$ 24.55	2080	\$ 63,128.00	\$ 51,064.00	-19.11%	fam	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 3,165.97	0.0145	\$ 740.43	0.1226	\$ 6,260.45
	Lib II- Tech Services	6	17	\$ 36.44	2080	\$ 76,918.40	\$ 75,795.20	-1.46%	single	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 4,699.32	0.0145	\$ 1,099.03	0.1226	\$ 9,292.49
	Lib I- Childrens	5	15	\$ 32.18	2080	\$ 64,708.80	\$ 66,934.40	3.44%	fam	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 4,149.93	0.0145	\$ 970.55	0.1226	\$ 8,206.16
	Lib I- Teen	5	17	\$ 33.81	2080	\$ 67,995.20	\$ 70,324.80	3.43%	single	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 4,360.14	0.0145	\$ 1,019.71	0.1226	\$ 8,621.82
	WC Lib I	5	2	\$ 23.35	1872	\$ 42,644.16	\$ 43,711.20	2.50%	single	0.87	\$ 2,080.78	\$ 21,723.34	0.13	\$ 2,824.03	\$ 18,899.31	0.062	\$ 2,710.09	0.0145	\$ 633.81	0.1226	\$ 5,358.99
	B&G Supervisor (replacing 2027)	5	2	\$ 23.35	2080	\$ 57,200.00	\$ 48,568.00	-15.09%	fam	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 3,011.22	0.0145	\$ 704.24	0.1226	\$ 5,954.44
	Lib Assoc II- Childrens	4	8	\$ 24.96	2080	\$ 50,544.00	\$ 51,916.80	2.72%	single	0.97	\$ 860.74	\$ 10,019.01	0.03	\$ 300.57	\$ 9,718.44	0.062	\$ 3,218.84	0.0145	\$ 752.79	0.1226	\$ 6,365.00
	Lib Assoc II- Outreach	4	9	\$ 25.59	2080	\$ 51,812.80	\$ 53,227.20	2.73%	single	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 330.09	0.0145	\$ 771.79	0.1226	\$ 6,525.65
	Lib Assoc II- Adult	4	10	\$ 26.23	2080	\$ 53,123.20	\$ 54,558.40	2.70%	single	0.97	\$ 860.74	\$ 10,019.01	0.03	\$ 300.57	\$ 9,718.44	0.062	\$ 3,382.62	0.0145	\$ 791.10	0.1226	\$ 6,688.86
	Lib Assoc II- Adult/Accts	4	12	\$ 27.55	2080	\$ 55,806.40	\$ 57,304.00	2.68%	single	0.97	\$ 860.74	\$ 10,019.01	0.03	\$ 300.57	\$ 9,718.44	0.062	\$ 3,552.85	0.0145	\$ 830.91	0.1226	\$ 7,025.47
	Lib Assoc II- Adult/ILL	4	13	\$ 28.24	2080	\$ 57,200.00	\$ 58,739.20	2.69%	single	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 3,641.83	0.0145	\$ 846.50	0.1226	\$ 7,201.43
	Lib Assoc II- Tech Services	4	14	\$ 28.95	2080	\$ 58,635.20	\$ 60,216.00	2.70%	single	0.97	\$ 860.74	\$ 10,019.01	0.03	\$ 300.57	\$ 9,718.44	0.062	\$ 3,733.39	0.0145	\$ 873.13	0.1226	\$ 7,382.48
	WC Lib Asst I/Kenmare	4	6	\$ 23.76	1102	\$ 25,639.74	\$ 26,183.52	2.12%	fam	0.5	\$ 2,080.78	\$ 12,484.68	0.5	\$ 6,242.34	\$ 6,242.34	0.062	\$ 1,623.38	0.0145	\$ 379.66	0.1426	\$ 3,733.77
	WC- Lib Assoc I/Bk Driver	4	5	\$ 23.18	1664	\$ 37,623.04	\$ 38,571.52	2.52%	fam	0.77	\$ 2,080.78	\$ 19,226.41	0.23	\$ 4,422.07	\$ 14,804.33	0.062	\$ 2,391.43	0.0145	\$ 559.29	0.1426	\$ 5,500.30
	Admin Assistant	3	12	\$ 25.22	2080	\$ 50,544.00	\$ 52,457.60	3.79%	single	0.97	\$ 2,080.74	\$ 24,219.81	0.03	\$ 726.59	\$ 23,493.22	0.062	\$ 3,252.37	0.0145	\$ 760.64	0.1226	\$ 6,431.30
	B&G Assistant (replacing 2026)	3	2	\$ 19.70	2080	\$ 44,678.40	\$ 40,976.00	-8.29%	single	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 2,540.51	0.0145	\$ 594.15	0.1226	\$ 5,023.66
	Lib Assoc I- Teen	3	5	\$ 21.22	2080	\$ 43,596.80	\$ 44,137.60	1.24%	single	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 2,736.53	0.0145	\$ 640.00	0.1226	\$ 5,411.27
	Lib Assoc I- Childrens	3	6	\$ 21.75	2080	\$ 44,678.40	\$ 45,240.00	1.26%	single	0.97	\$ 860.74	\$ 10,019.01	0.03	\$ 300.57	\$ 9,718.44	0.062	\$ 2,804.88	0.0145	\$ 655.98	0.1226	\$ 5,546.42
	Lib Assoc I- Childrens (replace 2027)	3	1	\$ 19.88	2080	\$ -	\$ -		single												
	WC- Lib Assoc I- Children	3	2	\$ 19.70	1872	\$ 35,979.84	\$ 36,878.40	2.50%	fam	0.87	moving to full time					0.062		0.0145		0.1226	
	2027 MOVE TO FULL TIME	3	2	\$ 19.70	2080	\$ 35,979.84	\$ 40,976.00	13.89%	fam	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 2,540.51	0.0145	\$ 594.15	0.1226	\$ 5,023.66
	WC Lib Asst II/Bk Driver Backup	3	5	\$ 21.22	1664	\$ 34,777.60	\$ 35,310.08	1.53%	none	0.77	\$ -	\$ -	0.23	\$ -	\$ -	0.062	\$ 2,189.27	0.0145	\$ 512.01	0.1226	\$ 4,329.10
	Lib Asst II- Adult	2	5	\$ 19.26	2080	\$ 38,521.60	\$ 40,060.80	4.00%	none	0.97	\$ 2,080.78	\$ 24,220.28	0.03	\$ 726.61	\$ 23,493.67	0.062	\$ 2,483.77	0.0145	\$ 580.88	0.1226	\$ 4,911.45
	Lib Asst I- Adult AM	2	1	\$ 17.45	1248	\$ 20,429.76	\$ 21,777.60	6.60%	family	0.6	\$ 2,080.78	\$ 14,981.62	0.4	\$ 5,992.65	\$ 8,988.97	0.062	\$ 1,350.21	0.0145	\$ 315.78	0.1226	\$ 2,669.93
	Lib Asst I- Adult PM	2	2	\$ 17.88	780	\$ 13,088.40	\$ 13,946.40	6.56%								0.062	\$ 864.68	0.0145	\$ 202.22		
	Lib Asst I- Adult Mid Shift	2	2	\$ 17.88	1604	\$ 26,915.12	\$ 28,679.52	6.56%	single	0.77	\$ 860.74	\$ 7,953.24	0.23	\$ 1,829.24	\$ 6,123.99	0.062	\$ 1,778.13	0.0145	\$ 415.85	0.1226	\$ 3,516.11
	Lib Asst I- Adult PM	2	2	\$ 17.88	520	\$ 8,725.60	\$ 9,297.60	6.56%								0.062	\$ 576.45	0.0145	\$ 134.85		
	Lib Asst I- Adult/Sat	2	2	\$ 17.88	260	\$ 4,362.80	\$ 4,648.80	6.56%								0.062	\$ 288.23	0.0145	\$ 67.41		
	Lib Asst I- Childrens/Day	2	1	\$ 17.45	986	\$ 16,140.82	\$ 17,629.68	9.22%								0.062	\$ 1,066.75	0.0145	\$ 249.48		
	Lib Asst I- Childrens/Evening	2	1	\$ 17.45	832	\$ 13,619.84	\$ 14,518.40	6.60%								0.062	\$ 900.14	0.0145	\$ 210.52		
	Lib Asst I- Adult Sub	2	2	\$ 17.88	100	\$ 1,678.00	\$ 1,788.00	6.56%								0.062	\$ 110.86	0.0145	\$ 25.93		
	WC Lib Asst I- Evening	2	2	\$ 17.88	520	\$ 9,074.00	\$ 9,297.60	2.46%								0.062	\$ 576.45	0.0145	\$ 134.85		
	WC Lib Asst I- Evening/Sat	2	3	\$ 18.33	780	\$ 13,946.00	\$ 14,297.40	2.52%								0.062	\$ 886.44	0.0145	\$ 207.31		
	WC Lib Asst I/Sub I	2	10	\$ 21.79	250	\$ 5,315.00	\$ 5,447.50	2.49%								0.062	\$ 337.75	0.0145	\$ 78.99		
	WC Lib Asst I/Sub II	2	5	\$ 19.86	250	\$ 5,315.00	\$ 4,965.00	-6.59%								0.062	\$ 337.75	0.0145	\$ 78.99		
						TOTAL	\$ 1,498,674.62				Health Insurance Cost to County				\$ 456,055.77	SS Total	\$ 87,665.07	Med Total	\$ 21,191.77	Re Total	\$ 170,523.60

Minot Public Library - Staff to City															
	Grade	2026 Step	2026 Hourly	2027 Step	2027 Hourly	FTE	Est Hours Worked	2026 Base Annual	2027 Base Annual	Percentage of Change	Def Comp Match	Def Comp Total	2027 with Def Comp		
MPL Director	79	6	\$ 48.52	7	\$ 49.74	1	2080	\$ 100,921.60	\$ 103,459.20	2.51%	0.06	\$ 6,207.55	\$ 109,666.75		
WC Director	73		\$ 41.28	9	\$ 43.96	1	2080	\$ 85,862.40	\$ 91,436.80	6.49%	0.06	\$ 5,486.21	\$ 96,923.01	higher % for ins cost	
Lib II- Adult	65	2	\$ 31.11	3	\$ 31.89	1	2080	\$ 64,708.80	\$ 66,331.20	2.51%	0.06	\$ 3,979.87	\$ 70,311.07		
Lib II- Tech (replacing)	65	1	\$ 30.35	2	\$ 31.11	1	2080	\$ 63,128.00	\$ 64,708.80	2.50%	0.06	\$ 3,882.53	\$ 68,591.33		
Lib II- Tech Services	65	9	\$ 36.98	10	\$ 37.91	1	2080	\$ 76,918.40	\$ 78,852.80	2.51%	0.06	\$ 4,731.17	\$ 83,583.97		
Lib I- Childrens	62	5	\$ 31.11	6	\$ 31.89	1	2080	\$ 64,708.80	\$ 66,331.20	2.51%	0.06	\$ 3,979.87	\$ 70,311.07		
Lib I- Teen	62	7	\$ 32.69	8	\$ 33.50	1	2080	\$ 67,995.20	\$ 69,680.00	2.48%	0.06	\$ 4,180.80	\$ 73,860.80		
WC Lib I	62		\$ 22.78	1	\$ 27.50	0.9	1872	\$ 42,644.16	\$ 51,480.00	20.72%	0.06	\$ 3,088.80	\$ 54,568.80		
B&G Supervisor (replacing 2027)	61			1	\$ 27.50	1	2080	\$ -	\$ 57,200.00		0.06	\$ 3,432.00	\$ 60,632.00		
Lib Assoc II- Childrens	55	2	\$ 24.30	3	\$ 24.91	1	2080	\$ 50,544.00	\$ 51,812.80	2.51%	0.06	\$ 3,108.77	\$ 54,921.57		
Lib Assoc II- Outreach	55	3	\$ 24.91	4	\$ 25.54	1	2080	\$ 51,812.80	\$ 53,123.20	2.53%	0.06	\$ 3,187.39	\$ 56,310.59		
Lib Assoc II- Adult	55	4	\$ 25.54	5	\$ 26.17	1	2080	\$ 53,123.20	\$ 54,433.60	2.47%	0.06	\$ 3,266.02	\$ 57,699.62		
Lib Assoc II- Adult/Accts	55	6	\$ 26.83	7	\$ 27.50	1	2080	\$ 55,806.40	\$ 57,200.00	2.50%	0.06	\$ 3,432.00	\$ 60,632.00		
Lib Assoc II- Adult/ILL	55	7	\$ 27.50	8	\$ 28.19	1	2080	\$ 57,200.00	\$ 58,635.20	2.51%	0.06	\$ 3,518.11	\$ 62,153.31		
Lib Assoc II- Tech Services	55	8	\$ 28.19	10	\$ 29.61	1	2080	\$ 58,635.20	\$ 61,588.80	5.04%	0.06	\$ 3,695.33	\$ 65,284.13		
WC Lib Asst I/Kenmare	55		\$ 23.48	2	\$ 24.30	0.525	1092	\$ 25,640.16	\$ 26,535.60	3.49%					
WC- Lib Assoc I/Bk Driver	55		\$ 22.61	1	\$ 23.71	0.8	1664	\$ 37,623.04	\$ 39,453.44	4.87%	0.06	\$ 2,367.21	\$ 41,820.65		
Admin Assistant	51	6	\$ 24.30	7	\$ 24.91	1	2080	\$ 50,544.00	\$ 51,812.80	2.51%	0.06	\$ 3,108.77	\$ 54,921.57		
B&G Assistant (replacing 2026)	51	1	\$ 21.48	2	\$ 22.02	1	2080	\$ 44,678.40	\$ 45,801.60	2.51%	0.06	\$ 2,748.10	\$ 48,549.70		
Lib Assoc I- Teen	50	1	\$ 20.96	2	\$ 21.48	1	2080	\$ 43,596.80	\$ 44,678.40	2.48%	0.06	\$ 2,680.70	\$ 47,359.10		
Lib Assoc I- Childrens	50	2	\$ 21.48	3	\$ 22.02	1	2080	\$ 44,678.40	\$ 45,801.60	2.51%	0.06	\$ 2,748.10	\$ 48,549.70		
Lib Assoc I- Childrens (replace 2027)	50			1	\$ 20.96	1	2080	\$ -	\$ -		0.06	\$ -	\$ -		
WC- Lib Assoc I- Children	50		\$ 19.22	1	\$ 20.96	0.9	1872	\$ 35,979.84	\$ -	-100.00%	0.06	\$ -	\$ -		
2027 MOVE TO FULL TIME	50		\$ 19.22	1	\$ 20.96	1	2080	\$ 39,977.60	\$ 43,596.80	9.05%	0.06	\$ 2,615.81	\$ 46,212.61		
WC- Lib Asst II/Bk Driver Backup	50		\$ 20.90	2	\$ 21.48	0.8	1664	\$ 34,777.60	\$ 35,742.72	2.78%	0.06	\$ 2,144.56	\$ 37,887.28		
Lib Asst II- Adult	45	1	\$ 18.52	2	\$ 18.99	1	2080	\$ 38,521.60	\$ 39,499.20	2.54%	0.06	\$ 2,369.95	\$ 41,869.15		
Lib Asst I- Adult AM	40	1	\$ 16.37	2	\$ 16.78	0.6	1248	\$ 20,429.76	\$ 20,941.44	2.50%					
Lib Asst I- Adult PM	40	2	\$ 16.78	3	\$ 17.20	0.375	780	\$ 13,088.40	\$ 13,416.00	2.50%					
Lib Asst I- Adult Mid Shift	40	2	\$ 16.78	3	\$ 17.20	0.77	1604	\$ 26,915.12	\$ 27,588.80	2.50%					
Lib Asst I- Adult PM	40	2	\$ 16.78	3	\$ 17.20	0.25	520	\$ 8,725.60	\$ 8,944.00	2.50%					
Lib Asst I- Adult/Sat	40	2	\$ 16.78	3	\$ 17.20	0.4	260	\$ 4,362.80	\$ 4,472.00	2.50%					
Lib Asst I- Childrens/Day	40	1	\$ 16.37	2	\$ 16.78	0.47	986	\$ 16,140.82	\$ 16,545.08	2.50%					
Lib Asst I- Childrens/Evening	40	1	\$ 16.37	2	\$ 16.78	0.4	832	\$ 13,619.84	\$ 13,960.96	2.50%					
Lib Asst I- Adult Sub	40	2	\$ 16.78	3	\$ 17.20	0.04	100	\$ 1,678.00	\$ 1,720.00	2.50%					
WC Lib Asst I- Evening	40		\$ 17.45	5	\$ 18.07	0.25	520	\$ 9,074.00	\$ 9,396.40	3.55%					
WC Lib Asst I- Evening/Sat	40		\$ 17.88	6	\$ 18.52	0.375	780	\$ 13,946.40	\$ 14,445.60	3.58%					
WC Lib Asst I/Sub I	40		\$ 21.26	13	\$ 22.02	0.14	250	\$ 5,315.00	\$ 5,505.00	3.57%					
WC Lib Asst I/Sub II	40		\$ 18.87	8	\$ 19.46	0.14	250	\$ 4,717.50	\$ 4,865.00	3.13%					
								Total Base	\$ 1,500,996.04			\$ 79,959.61	Def Comp w/FT		
								Full Time	\$ 1,332,660.16						
								Part Time	\$ 168,335.88						

Minot Public Library - Staff to City Continued											
	Grade	MPL Health Ins paid by staff month	MPL Health Ins paid by staff year	MPL Health paid by MPL	Notes	MPL SS	MPL SS \$	MPL Medi Care	MPL Medi Care \$	Life Ins Per Year .75+ FTE	AD&D Per Year .75+ FTE
MPL Director	79	\$ 405.68	\$ 4,868.16	\$ 27,262.92		0.062	\$ 6,414.47	0.0145	\$ 1,500.16	\$ 83.50	\$ 20.00
WC Director	73	\$ 405.68	\$ 4,868.16	\$ 27,262.92		0.062	\$ 5,669.08	0.0145	\$ 1,325.83	\$ 83.50	\$ 20.00
Lib II- Adult	65	\$ -	\$ -	\$ 10,485.72		0.062	\$ 4,112.53	0.0145	\$ 961.80	\$ 83.50	\$ 20.00
Lib II- Tech (replacing)	65	\$ 405.68	\$ 4,868.16	\$ 27,262.92		0.062	\$ 4,011.95	0.0145	\$ 938.28	\$ 83.50	\$ 20.00
Lib II- Tech Services	65	\$ -	\$ -	\$ 10,485.72		0.062	\$ 4,888.87	0.0145	\$ 1,143.37	\$ 83.50	\$ 20.00
						0.062					
Lib I- Childrens	62	\$ 122.11	\$ 1,465.32	\$ 18,454.92		0.062	\$ 4,112.53	0.0145	\$ 961.80	\$ 83.50	\$ 20.00
Lib I- Teen	62	\$ -	\$ -	\$ 10,485.72		0.062	\$ 4,320.16	0.0145	\$ 1,010.36	\$ 83.50	\$ 20.00
WC Lib I	62	\$ 405.68	\$ 4,868.16	\$ 10,485.72		0.062	\$ 3,191.76	0.0145	\$ 746.46	\$ 83.50	\$ 20.00
						0.062					
B&G Supervisor (replacing 2027)	61	\$ 405.68	\$ 4,868.16	\$ 27,262.92		0.062	\$ 3,546.40	0.0145	\$ 829.40	\$ 83.50	\$ 20.00
						0.062					
Lib Assoc II- Childrens	55	\$ -	\$ -	\$ 10,485.72		0.062	\$ 3,212.39	0.0145	\$ 751.29	\$ 83.50	\$ 20.00
Lib Assoc II- Outreach	55	\$ -	\$ -	\$ 10,485.72		0.062	\$ 3,293.64	0.0145	\$ 770.29	\$ 83.50	\$ 20.00
Lib Assoc II- Adult	55	\$ -	\$ -	\$ 10,485.72		0.062	\$ 3,374.88	0.0145	\$ 789.29	\$ 83.50	\$ 20.00
Lib Assoc II- Adult/Accts	55	\$ -	\$ -	\$ 10,485.72		0.062	\$ 3,546.40	0.0145	\$ 829.40	\$ 83.50	\$ 20.00
Lib Assoc II- Adult/ILL	55	\$ -	\$ -	\$ 10,485.72		0.062	\$ 3,635.38	0.0145	\$ 850.21	\$ 83.50	\$ 20.00
Lib Assoc II- Tech Services	55	\$ -	\$ -	\$ 10,485.72		0.062	\$ 3,818.51	0.0145	\$ 893.04	\$ 83.50	\$ 20.00
WC Lib Asst I/Kenmare	55	\$ -	\$ -	\$ -	lose ins w/MPL	0.062	\$ 1,645.21	0.0145	\$ 384.77		
WC- Lib Assoc I/Bk Driver	55	\$ 405.68	\$ 4,868.16	\$ 10,485.72		0.062	\$ 2,446.11	0.0145	\$ 572.07	\$ 83.50	\$ 20.00
Admin Assistant	51	\$ -	\$ -	\$ 10,485.72		0.062	\$ 3,212.39	0.0145	\$ 751.29	\$ 83.50	\$ 20.00
B&G Assistant (replacing 2026)	51	\$ -	\$ -	\$ 10,485.72		0.062	\$ 2,839.70	0.0145	\$ 664.12	\$ 83.50	\$ 20.00
Lib Assoc I- Teen	50	\$ -	\$ -	\$ 10,485.72		0.062	\$ 2,770.06	0.0145	\$ 647.84	\$ 83.50	\$ 20.00
Lib Assoc I- Childrens	50	\$ -	\$ -	\$ 10,485.72		0.062	\$ 2,839.70	0.0145	\$ 664.12	\$ 83.50	\$ 20.00
Lib Assoc I- Childrens (replace 2027)	50										
WC- Lib Assoc I- Children	50	\$ -	\$ -								
2027 MOVE TO FULL TIME	50	\$ 405.68	\$ 4,868.16	\$ 10,485.72		0.062	\$ 2,703.00	0.0145	\$ 632.15	\$ 83.50	\$ 20.00
WC- Lib Asst II/Bk Driver Backup	50	\$ -	\$ -	\$ -		0.062	\$ 2,216.05	0.0145	\$ 518.27	\$ 83.50	\$ 20.00
						0.062					
Lib Asst II- Adult	45	\$ -	\$ -	\$ -		0.062	\$ 2,448.95	0.0145	\$ 572.74	\$ 83.50	\$ 20.00
						0.062					
Lib Asst I- Adult AM	40				gain ins w/County	0.062	\$ 1,298.37	0.0145	\$ 303.65		
Lib Asst I- Adult PM	40					0.062	\$ 831.79	0.0145	\$ 194.53		
Lib Asst I- Adult Mid Shift	40				gain ins w/County	0.062	\$ 1,710.51	0.			

MPL Infrastructure		equipment	replaced	information	Estimated	Date of
Last Building Assessment		2015			Prices	Est
Assessed during Space Needs (not sure how far in depth 2025)						
Elevators	Foyer- R&O	1966		parts no longer available	\$ 334,375.00	2015
	Mezz- Lagerquist Dover	1988			\$ 284,375.00	2015
	Children- Otis	2000				
Boilers	Handler 1					
	lifespan 25-30yrs	Handler 2		2015		
		Handler 3		2015		
Hydronic Piping	main- East	1966		done		
	addition- West					
***Air Conditioner	main- East	1966	2011	handler 1 needs to be replaced/ 1966 portion of building (EAST) TRANE (repaired in 2018 - up to 20-30 year life expectancy??)	\$ 343,750.00	2024
	addition- West	2001	2018	2001 portion of building (WEST) Daikin 40-ton Chiller with microchannel coil & built-in circuit breaker (up to 20 year life expectancy) 30 yrs old- Core Solutions quote (includes humidifer replacement)		
***Main Fan System	main- East	1966	1994		\$ 198,197.00	2023
	lifespan 20 yrs	addition- West	2000			
Return Fan System/Air Handler	main- East	1966		new motors 1994		
	addition- West					
***Humidifier	main- East		2015			
	lifespan 10 yrs	addition- West		2015		
Generator		2015				
Plumbing						
Lighting				2025 changed to LED		
Fire Suppression System		none		\$711,085 - *ST opinion is that the chance of a fire at the library is minimal		
Fire Alarm Upgrade					\$ 106,250.00	2024
Window Replacement					\$ 288,600.00	2024

*** HIGH NEED				Estimated Cost of Rehabilitation w/o fire suppression	\$ 1,555,547.00	
				Only Fan, AC unit, & Humidifier	\$ 541,947.00	

Pinch Points			
To Ward County	Staffing		
	Lib II- Tech (replacing)	salary starts -19%	
	Lib II- Tech Services	top of grade/step- lose \$	
	B&G Supervisor (replacing 2027)	grade decrease -15%	
	B&G Assistant (replacing 2026)	grade decrease -8%	
	RETIREMENT	\$ 41,347.00	\$ 170,523.62
	SOCIAL SECURITY	\$ 18,621.00	\$ 87,665.07
	MEDICARE	\$ 4,355.00	\$ 21,191.77
	HEALTH INSURANCE	\$ 96,257.00	\$ 449,813.43
	LIFE INSURANCE	\$ 28.00	\$ 134.00
	Items		
	Recataloging & tagging of items		
	Facilities		
	Transfer between funds	capital equipment & infrastructure	
	Departments		
	IT - emails		
	HR - add 27 staff		
	Auditor		
	Facilities	added line item for infrastructure	
To City of Minot	Staffing		
	WC Lib Asst I/Kenmare	loses health insurance	
	WC Lib I	20% increase in salary	
	RETIREMENT	\$ 61,904.86	\$ 79,959.61
	SOCIAL SECURITY	\$ 84,931.00	\$ 93,061.75
	MEDICARE	\$ 19,490.00	\$ 21,764.44
	HEALTH INSURANCE	\$ 261,066.00	\$ 295,278.12
	LIFE INSURANCE	\$ 905.00	\$ 2,434.00
	UNEMPLOYMENT COMP	\$ 53.00	\$ 3,000.00
	WORKERS COMP	\$ 3,000.00	\$ 700.00
	SHORT TERM DISABILITY	\$ 10,387.00	\$ 10,387.00
	Items		
	Recataloging & tagging of items		
	Facilities		
	Transfer between funds	capital equipment & infrastructure	
	Flood protection	currently not included in flood protection- increase to insurance	

Memorandum of Understanding between Ward County Commission and Minot City Council

PARTIES:

- This Memorandum of Understanding (MOU) is made and entered into by and between the Minot City Council; and the Ward County Commission.
- The above parties, recognizing the value *of* information, and recognizing that access to this information is important to the citizens of Ward County, and acknowledging the responsibilities and benefits of the Minot City library system and the Ward County library system, have agreed to the terms of these merger details.

PURPOSE:

- The purpose of this MOU is to establish a merger plan between the Minot Public Library and the Ward County Public Library.

STATEMENT OF MUTUAL BENEFITS AND INTERESTS

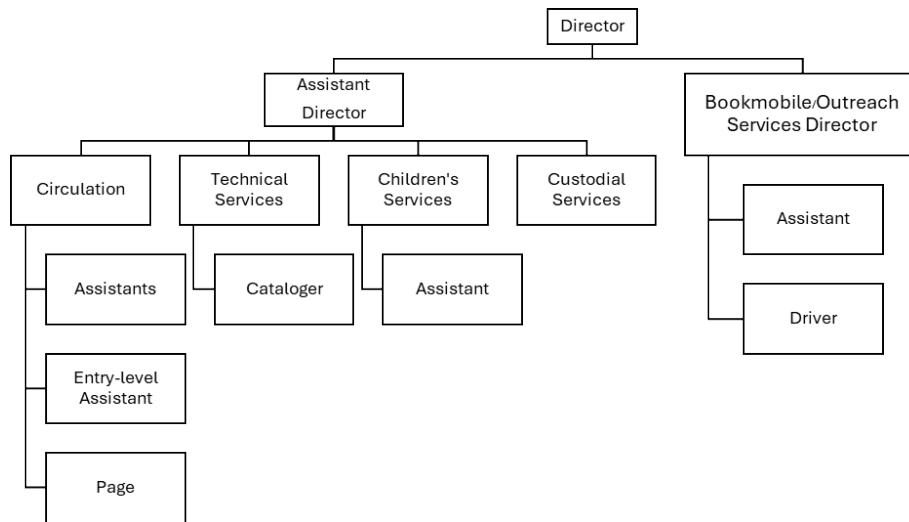
- Increased collection size for Minot and Ward County library patrons. Improved services, including shared public hours, a joint staff, and shared equipment and programming.
- Additional bookmobiles stop both around the county and within the city.

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- The initial merged library board will be a seven-member board consisting of members of the current board members from each library. (NDCC 40-38-11 #3 requires that the merged board consist of equal representation from county and city.)
 - County Commissioner – appointed by the County Commission;
 - County Representative – appointed by the County Commission;
 - County Representative – appointed by the County Commission;
 - City Council Member – appointed by the City Council;
 - City Representative – appointed by the City Council;
 - City Representative – appointed by the City Council;
 - At large, Joint Representative - appointed by both governing bodies.
- The name of the newly formed library will be the **Souris Valley Regional Library**.

- All existing staff positions will be retained.
- Ownership of the current Minot Public Library building would transfer to the unified library board or the county commission.
- The current Minot Public Library building is aging and in need of improvements that will need to be agreed upon and financing found.
- Flood control of the current Minot Public Library building has not been finalized and may necessitate changes in the future.
- The following tentative administrative structure and administrative strategy will be used:

ADMINISTRATIVE STRUCTURE:



- A final administrative structure would be determined after a vote.

STAFFING STRATEGIES:

- The unified board will make future decisions regarding staffing needs.
- Cross training will occur as needed
- Current Minot Public Library staff would move under the umbrella of the County's

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Commented [kB1]: Could stay under city depending on which way it goes. Waiting to hear from legal on process.

Commented [kB2]: This is what we have been told is the thought process. It would still need to be agreed upon.

benefits and salary structure once the libraries merged as it is much more beneficial to the employees.

- It is acknowledged that upon initial review; current Minot Public Library staff could be placed close to the cap of the county salary schedule or could be potentially placed lower than on the city salary schedule. A more thorough review would be needed.
- Because the collection will be increased and the budget for acquiring new materials with it, the need for additional professional cataloging and administrative service is a consideration for the new board.

BUDGET STRATEGIES:

- In order to create an equitable plan and finance a joint library while providing enhanced services, both budgets would be merged into one.
- This will take fiscal year dollars from each library and create one budget.
- The budget would allocate for all existing library services and operations as of June 2026.
- Based on population statistics, a contribution formula of 70% city and 30% county will be used. (The City of Minot is approximately 70% of the population of Ward County.)
- The joint library board will appoint a treasurer to manage the fund in accordance with NDCC 40-38-11 #6. Ward County is willing to administer the joint fund and the County Auditor will act as treasurer for the joint budget. It is recommended that the City of Minot Finance Director issue a check in the amount of the annual allocated budget dollars to Ward County and those dollars would be used to administer the joint budget of the merged library. To maintain equitable cash flow, the annual amount would be divided into 12 payments issued monthly.
- *For example, using FY 2026 data, the county would contribute \$893,155 (FY 2026) to the fund. The city would levy \$2,084,029 (FY 2026) thus creating one budget of \$2,977,184.*

<i>City of Minot</i>	<i>\$2,084,029</i>	<i>70%</i>
<i>Ward County</i>	<i>\$893,155</i>	<i>30%</i>
<i>Total Budget</i>	<i>\$2,977,184</i>	<i>100% funding</i>

- It would be up to the new board to manage the budget based upon the first year of operations as a combined library
- If in the future the population statistics shift, the future board would then determine the most equitable formula.

Commented [kB3]: This is using actual 2026 numbers and NOT any savings.

- The city library currently pays the city \$122,000 for reimbursement fees for the use of city services. This amount would no longer be a part of the library fund and would be accounted for elsewhere in the city budget.
- With the merger into a county department, the budgets of other departments such as Auditors, Facilities, Human Resources, and IT would be affected.
- The bookmobile will add stops in Minot areas, Minot nursing homes and senior centers as able to fit in the schedule. The staff will develop a schedule for existing and additional routes within the city and the county.
- The library director will work to develop a plan for the east exit door to allow easier loading of the bookmobile.
- The bookmobile would continue to be stored at the current location until acceptable alternative storage could be found at the same location as the library.
- The children's programming coordinator and bookmobile/outreach services director will work together to establish programming on the bookmobile. The following outline would need at least one year, possibly more, to implement.
 - Develop a schedule for story times. Once established, a consistent schedule would be kept.
 - Story times would happen off the bookmobile. Suggested places for these to happen are parks, schools, community center, polling places, churches, halls, etc.; possible purchase of an awning or some type of simple shelter to sit next to the bookmobile.
 - During the school year, the bookmobile story time coordinator could partner with the public schools, daycares, headstart programs, etc. for programming.
 - Children's programming would be an extended service of the bookmobile.
 - Depending on the number of programs implemented, consideration should be given for an assistant to the children's coordinator so the existing programs at the on-site library aren't diminished.

Commented [kB4]: If we moved to a county department. This is based off Mr. Lakefield's responses at the last meeting.

CIRCULATION MANAGEMENT AND COLLECTION CONVERSION:

- The library director will work to merge the two libraries current Atrium systems.
- Collection codes will be established to allow for proper fine structure and checkout/duel date flexibility between patrons.
- Collection analysis will occur before total migration. Estimates for what would be needed to add additional shelving will be obtained.

- Initial estimates to merge current collections into one collection, which includes re-cataloging of materials, is approximately \$200,000.
- Estimates for storage closets will be obtained for book boxes and given to the unified board for consideration.
- North Dakota public library guidelines will be used to make decisions regarding seating, meeting rooms, and the numbers and types of books on shelves.
- When a new bookmobile is purchased, it will be handicap accessible to meet ADA Guidelines.

Other:

- This issue will be voted upon on November 3, 2026
- Two separate ballots will run; one for Ward County residents, one for City of Minot residents. Both sides must pass by at least 51% for the merger to be approved.
- The Ward County Auditor will manage the election at no special election charge to the City of Minot.
- The actual move will begin approximately one year after the election. This allows time for collection management, conversion of materials records, and organization of shelving and staffing areas. The newly combined board will begin joint meetings in January 2027, in order to coordinate the merger into one new library.

Term of Agreement:

- This MOA becomes effective upon the last party to sign. The term of the MOA shall be until a vote of the people has taken place.

SIGNATURES:

In witness whereof, the parties of this Memorandum of Understanding through their duly authorized representatives have executed this Memorandum of Understanding on the days and dates set below, and certify that they have read, understood, and agreed to the terms and conditions of this Memorandum of Understanding as set forth herein.

The effective date of this Memorandum of Understanding is the last date of the signature last affixed to this Memorandum of Understanding.

Chairman, Ward County Commission

Date

Mayor, Minot City Council

Date

President, Ward County Public Library Board of Trustees

Date

President, Minot Public Library Board of Trustees

Date