

Biennial Report

July 2017—June 2019



*North Dakota
State Library*

Mary J. Soucie, State Librarian

North Dakota State Library, a division of the
ND Department of Public Instruction

Kirsten Baesler, State Superintendent

www.library.nd.gov

North Dakota State Library Staff on June 30, 2019

28.75 FTE

State Librarian

Mary J. Soucie

Assistant State Librarian

Cynthia Clairmont-Schmidt

Administration

Michele Balliet-Unrath

Cheryl Pollert

Interlibrary Loan

Shari Mosser, Manager

Krista Kurtz

Candace Richter

Information Technology

Ryan Kroh, Manager

Cindy Olson

Library Development

Eric Stroshane, Manager

Abby Ebach

Angela Houser

Trevor Martinson

BreAnne Meier

Carmen Redding

Public Services

Al Peterson, Manager

Dave Anderson

Sue Clark

Crystal Forster

Statewide Catalog Development

Stacey Goldade, Manager

Marlee Seibold

Technical Services & State Documents

Kristen Northrup, Manager

Jessica Robinson

Aaron Severson

Pam Young

Talking Books

Susan Hammer-Schneider, Manager

Chris Hagburg

Elizabeth Janes

James Murphy

Amanda Person



Mary J. Soucie, State Librarian

Mission

Making connections, strengthening communities, and enriching lives

Vision

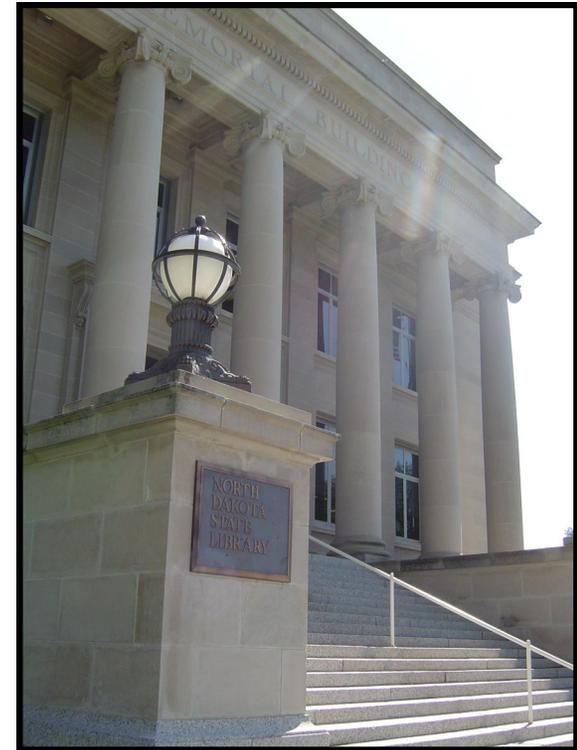
Providing pathways to information and innovation

Goals

- Serve as a leader in the library and information field
- Provide library and information services statewide
- Promote and advocate library awareness
- Develop access to information

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*Liberty Memorial Building,
Capitol Grounds,
Bismarck, North Dakota.*

HISTORY

The North Dakota State Library was established in 1890. In 1907, the Public Library Commission was established, pursuant to 1907 Session Laws Chapter 243. The Commission consisted of three members - the Superintendent of Public Instruction, the president of the North Dakota Library Association, and a member appointed by the Governor. The Commission was authorized to hire a librarian to control and to be in charge of the library work of the Commission. The duties of the Public Library Commission included:

1. Administer and enhance the educational reference library.
2. Administer and enhance the system of traveling libraries and, as funds permit, increase the number and usefulness of the libraries.
3. Develop a system to allow any city, town, village, school district, or community within North Dakota to borrow books under the rules and regulations of the Public Library Commission.
4. Establish a legislative reference bureau for the information and assistance of the members of the Legislative Assembly.
5. Assist legislators in obtaining information and in preparing bills.
6. Provide advice and instruction to any public library or village, town, or community entitled to borrow books from traveling libraries upon any matter pertaining to the organization, maintenance, or administration of the libraries.
7. Promote and assist by counsel and encouragement the formation of libraries where none exist, and assist in organizing new libraries or improving those already established.

Session Laws Chapter 156 (1909) changed the name of the Public Library Commission to the State Library Commission and expanded the membership to also include the Secretary of the State Historical Society and one additional member appointed by the Governor. The bill further provided that adequate office room be provided in the Capitol for the State Library Commission.



The North Dakota State Library was established in 1890.

Session Laws Chapter 237 and Chapter 238 (1915) established a Board of Regents to control all state education institutions, including the State Library. As a result, the original State Library Commission was abolished and the Board of Regents assumed all the duties of the previous State Library Commission. The Board of Regents consisted of five members appointed by the Governor.

Session Laws Chapter 261 (1927) provided that the State Board of Administration will constitute the State Library Commission. Therefore, the State Library was removed from the control of the Board of Regents.

Session Laws Chapter 352 (1965) provided that all state agencies deposit with the State Library Commission ten copies (now eight) of publications issued by them which are not issued solely for use within the issuing office. The State Library Commission shall transmit these copies to depository libraries distributed geographically across the state. This chapter expanded the duties of the State Library Commission to include the current statutory responsibilities.

Session Laws Chapter 440 (1969) replaced the Board of Administration with the Director of Institutions office and, therefore, the Director of Institutions office assumed the duties of the State Library Commission.

Session Laws Chapter 550 (1979) removed reference to the State Library Commission and the secretary and director of the library commission and provided for a State Librarian position to be appointed by the Director of Institutions office, which would direct the State Library.

Session Laws Chapter 239 (1989) transferred administrative responsibility for the State Library from the Director of Institutions office to the Department of Public Instruction. The chapter provides that the Superintendent of Public Instruction shall appoint the State Librarian position and provides that the State Library be an autonomous agency which retains its budget and staff separate from that of the Department of Public Instruction.



All state agencies provide eight copies of their agency publications to the North Dakota State Library for the state depository collection.

STATUTORY RESPONSIBILITIES

North Dakota Century Code Chapter 54-24 provides the authority, duties, and responsibilities of the State Library and the State Librarian. Statutory provisions of this chapter are:

54-24-01. State Library - State librarian appointed by the superintendent of public instruction.

The superintendent of public instruction shall appoint an executive officer to be known as the state librarian, who shall report to the superintendent and must receive a salary within the amount appropriated for salaries by the legislative assembly. The state librarian shall control the work and is the director of the state library. The position of state librarian is included in the classified service, as provided in section 54-44.3-20. The state library is an autonomous agency and retains a budget and staff separate from that of the superintendent of public instruction.

54-24-02. Library offices.

The state library must be furnished with adequate office room, with such suitable quarters as may be necessary for the proper shelving of its library materials.

54-24-03. Powers and duties of state librarian.

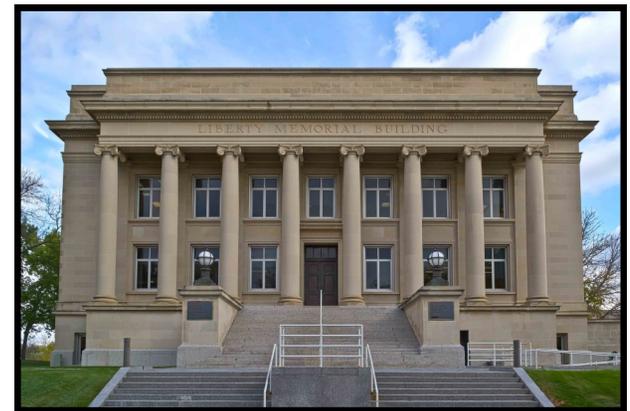
The State Librarian shall:

1. Make rules for the operation of the state library.
2. Provide and care for all books and library materials in all collections of the state library and work to focus the collections.
3. Employ qualified library personnel to care for all library procedures.
4. Make library materials available to libraries throughout the state, to individuals connected with departments of state, and to citizens of North Dakota who do not have adequate library facilities, under the rules of the state library.
5. Work to improve library services to citizens by providing assistance to librarians and library trustees and staff and by encouraging the extension of networking and regional and statewide cooperation among libraries.
6. Coordinate the efforts of librarianship throughout the state, advising and assisting the extension of qualified public libraries into centers of county or multicounty libraries.



The North Dakota State Library provides materials to libraries and citizens across North Dakota.

7. Compile statistics on all North Dakota public libraries and their services and their larger counterparts of county and multicounty libraries, regional library cooperatives, and multitype library authorities. Make a full biennial report to the superintendent of public instruction and the governor of the work done at the state library. The state librarian may not require a private sector library to submit information relating to the provisions of this subsection.
8. Collect, maintain, and make available informational materials that supplement and support the needs of all libraries in the state, either by direct loan or by consultation, and that form a reference source for the officers of the state in performing their duties.
9. Assist libraries in developing local standards and guidelines defining the basic level of service that they will provide.
10. Conduct, or have conducted, research into the conditions of library service in the state and produce written plans for the development and betterment of that service.
11. Promote and assist in the development of regional library cooperatives, including multitype library authorities.
12. Establish levels of certification for libraries of the state that meet the standards recommended by the American library association and the North Dakota library association.
13. Promote and assist libraries in this state in developing and maintaining a computerized, comprehensive, bibliographic statewide database for storing bibliographic records of libraries which allows residents unmediated, seamless, direct access to library catalogs with a common interface and a common set of commands and the ability to search the library collections of the entire state at one time or only the collections of the local library, regional libraries, or select group of libraries.
14. Coordinate interlibrary loan activities throughout this state.
15. Arrange for continuing education and training programs for library personnel.
16. Provide technical assistance and counsel to library personnel.



The North Dakota State Library coordinates the efforts of librarianship throughout the state.



The North Dakota State Library coordinates the efforts of librarianship throughout the state.

17. Distribute grants to libraries within the limits of legislative appropriations for the purpose of developing or improving library services or programs.

18. Provide staff services to the North Dakota library coordinating council.

54-24-03.1. Acceptance of federal aid.

The state library is hereby authorized to accept and to expend in accordance with the terms thereof any grant of federal funds which may become available to the state for library purposes. For the purpose of qualifying to receive such grants, the state library is authorized to make such applications and reports as may be required by the federal government as a condition thereto.

54-24-03.2 State library operating fund.

The state library's operating fund is a special fund in the state treasury. All moneys received for book replacement, cataloging services, and other miscellaneous library services must be deposited in this fund. Moneys in the fund are to be used pursuant to legislative appropriation for provision of services under this chapter.

54-24-04. Who may borrow books from State Library.

Repealed by S.L. 1965, ch. 352,10.

54-24-05. Commission to give advice and aid.

Repealed by S.L. 1965, ch. 352, 10.

54-24-06. Records kept by Commission - Report to the Governor and Secretary of State.

Repealed by S.L. 1965, ch. 352,10.

54-24-07. Printing of State Library - How paid.

Repealed by S.L. 1997, ch. 453, 20.

54-24-08. Library contracts for library services.

The state library is hereby authorized and empowered to cooperate with, and to contract with, cities, governmental subdivisions, and agencies of the state of North Dakota and other states of the United States, in the extension of library services.

54-24-09. Distribution of certain state publications for certain libraries required.

The office of management and budget shall arrange to deposit with the state library eight copies of all publications issued by all executive, legislative, and judicial agencies of state government intended for general public distribution. These publications must be provided to the state library without charge. If expense and limited supply of state publications, particularly audiovisual items, make compliance with the depository requirement impossible, the state library shall accept as many copies as an agency can afford to provide. However, each agency shall provide no less than two copies to the state library. State publications refer to any informational materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency. In circumstances not directly involving the office of management and budget, a state agency shall comply with the depository requirement by arranging with the necessary parties for the printing and deposit of eight copies of any state publication issued. State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals, committee minutes, transcripts of public hearings, other printed matter, audiotapes, videotapes, films, filmstrips, or slides, but not those administrative or training materials used only within the issuing agency. As the document acquisition and distribution agency, the state library shall retain for its document collection two copies of every state document received and transmit the remaining copies to the depository libraries. These are the libraries of the state historical society, the university of North Dakota, North Dakota state university, library of Congress, and two others to be designated by the state library. All nondepository North Dakota libraries may receive state documents under an optional selection program developed by the state library. The state library shall catalog state publications and arrange for their conversion to microfilm or to optical disk storage prescribed by the state records administrator and shall make available for distribution the same to the designated depository libraries.

No changes have been made to the State Library's responsibilities during this biennium.

The North Dakota State Library's long range plan is the Libraries Service and Technology Act (LSTA) Five Year Plan.

It can be accessed at <http://library.nd.gov/publications.html>

LEGISLATION

The 67th North Dakota Legislative Assembly produced no new legislation for the State Library or libraries in the state. Therefore, there were no legislative responsibilities added or deleted during the 2017-2019 biennium.

Senate Bill 2013, which contained the State Library budget, was passed in both houses and signed by the Governor.

TRENDS

There have been several trends in North Dakota libraries during the 2017-19 biennium. Public libraries in North Dakota have begun to eliminate late fines on children's materials. Some libraries are exploring eliminating all fines.

There has been an increase in Wi-Fi usage in libraries across North Dakota. All public libraries in the state except for one offer Wi-Fi to the community. Some libraries have begun to leave the Wi-Fi accessible after hours to meet community need.

Programming attendance is on the rise in North Dakota libraries. Public libraries are offering more programs aimed at teens and adults. There has also been an increase in library outreach; libraries realize that they need to go outside of their four walls to better serve the whole community.

Several libraries have added "libraries of things" to their collections. The most popular items added are board games, and they are circulating quite well in the libraries that have introduced them. Another special collection that was introduced this biennium was a tool collection that allows people to check out large and small tools.



The State Library has STEM kits available to help with programming at libraries in North Dakota.

MAJOR ACCOMPLISHMENTS

The North Dakota State Library joined the Digital Public Library of America as a sub-hub under the Montana Hub. The State Library's digital collection has been fully added to DPLA. The State Historical Society and Bismarck Veterans Memorial Public Library have both been partially ingested.

The State Library once again partnered with libraries across the state to offer ScanDays. During a ScanDay, members of the community brought up to ten items to be digitized; they received the items on a USB, and the State Library retained copies to add to Digital Horizons and DPLA. We held a special ScanDay at the State Capitol during the legislative session.

The State Library received a discretionary grant from the Institute of Museum and Library Services entitled "Coding Clubs in Small and Rural Libraries." Fifty libraries from across the nation were selected to take part in this grant which will teach the libraries how to host coding clubs.

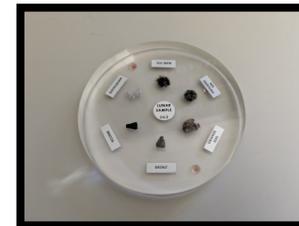
The State Library was selected to be one of five states to participate in NASA@ My Library. The program included training for State Library staff as well as three space-related kits for circulating to libraries. The State Library also partnered directly with NASA to borrow samples of lunar rocks and meteorites which were presented at libraries across the state. Over 1,500 North Dakota residents came to see the lunar rock and meteorite samples.

The State Library partnered with the Bank of North Dakota on an initiative to provide information to parents and caregivers about the 529 College SAVE plan. Information was shared by local public libraries. The Bank of North Dakota gave a \$50 award to all children who finished their local library's summer reading program, and they also awarded \$529 to ten individuals from across the state. The partnership continues.

The State Library, in conjunction with the North Dakota Library Coordinating Council, gave out \$237,500 in Library Vision grants to libraries during the biennium.



There was a special ScanDay held at the State Capitol during the Legislative Session.



State Library staff went on a Lunar Rock and Meteorite Tour to present samples to over 1,500 patrons at 23 public libraries around the state.



Governor Doug Burgum read a story during the 2019 Bismarck/Mandan Summer Reading Celebration event.



North Dakota State Library volunteers were recognized at the annual Volunteer Recognition Event.



Governor Doug Burgum signed the Proclamation for National Library Week (April 7-13, 2019).



The State Library has 51 STEM kits available for North Dakota librarians to check out.

MAJOR ACTIVITIES



ADMINISTRATION

The North Dakota State Library delivers technical assistance, consulting services, and professional services to library directors, library staff, board members, and government officials for the development and improvement of library and information services in North Dakota. State Library administration staff deliver specific assistance in library budgeting, funding, human resource issues, and grant management.

The State Library is committed to enhancing library services statewide through the development, coordination, and funding of grants for libraries in the state. Library Vision 2020 (LV2020) state general funds are granted on a competitive basis to school, public, and academic libraries. Funds are granted for various projects that differ each year, and may include technology improvement, Internet access, and public library computing, computer hardware, special programming, and the addition of library records to WorldCat. All grant recipients are required to provide final reports, provide evaluations of the increased services, and share their resources with citizens and libraries statewide.

In an effort to provide professional library and information services to all North Dakota citizens, the State Library offers grants to North Dakotans who are pursuing a Master of Library and Information Science (MLIS) degree from an American Library Association (ALA) accredited program. Grants are awarded to North Dakota residents who commit to working two years in a North Dakota library after receiving their degree.

State Aid to Public Libraries continues to be a critical program for North Dakota public libraries and an important part of the State Library's budget. State Aid provides funding for staffing and materials for 83 public libraries, and it contributes between 5-30% percent to public library annual budgets statewide. State Aid funds are distributed through an application process based on the formula in statute which is currently \$1 per capita for a city and \$1 per capita/\$5 per square mile for a county.

One of the major functions of the State Library is coordination of the state's interlibrary loan services. The State Library is a part of an efficient, cost-effective resource-lending network that includes public, school, academic, special, and state libraries that lend their materials to one another at no charge. The network maximizes the use of library collections, grant expenditures, and state and local funding by ensuring the collections of the participating libraries receive greater visibility and use. This agreement allows patrons to have convenient access to materials that are not owned by their library. The State Library developed the North Dakota Interlibrary Loan Manual to establish protocols, procedures, and policies for lending and borrowing. The current version is available at www.library.nd.gov/publications.html. The State Library provides leadership in the continued development, funding, and future of interlibrary loan in North Dakota.

The State Library provides leadership, direction, and coordination in connecting public libraries to the state's Internet network. Thirty-two public libraries are members of the North Dakota Statewide Technology Access for Government and Education Network (STAGEnet). Funding for connectivity is paid for by the State Library and federal E-Rate funds. The State Library works with public libraries to assist them with E-Rate and filtering guidelines.

The State Library coordinates data for public library statistics in North Dakota. The data coordinator gathers, compiles, and publishes public library statistics annually and reports them to the Institute of Museum and Library Services (IMLS). These statistics are utilized to create a nationwide picture of public library activity and to support federal funding for libraries.

INFORMATION TECHNOLOGY



The IT Department maintains 84 PCs and provides technical support for staff, volunteers, and patrons.

The Information Technology (IT) Department provides outreach for the public libraries statewide. The IT Department enjoys meeting with the library directors, staff, and boards and assisting them in achieving the technology needs of their library and community through support, hands-on training, and technical assistance. During the 2017-2019 biennium, the IT Department traveled 10,645 miles statewide and visited 94 libraries.

During the 2017-2019 biennium, the IT Department programmed, deployed, and installed wireless access points for the 38 libraries that were awarded the Library Vision 2020 Non-Competitive Grant by the North Dakota Library Coordinating Council. The IT Department also initiated the Library Vision 2020 Non-Competitive Computer Grant which provided funds up to \$1,000 for computer replacement. 46 libraries were awarded this grant.

Maintenance of the State Library's website at www.library.nd.gov and internal intranet fall under the umbrella of our IT Department.

The IT Department coordinates the internal technology needs of the North Dakota State Library. Daily functions include providing technical support for staff, volunteers, and patrons; maintaining 84 PCs; setting up hardware; installing software; maintaining the security system; developing and maintaining software applications for the agency; and providing necessary training.

Our IT Department also works in conjunction with the North Dakota Information Technology Department on various projects including networking, software updates, and internet access.

In addition, the IT Department acts as the State Library's technical coordinator for support of ODIN (Online Dakota Information Network), OCLC, and public library internet filtering.

All the purchasing of technology-based equipment for the State Library is the responsibility of the IT Department. Our technology procurement includes: software, hardware, consulting services, and support or maintenance services.

INTERLIBRARY LOAN

Interlibrary loan allows the State Library to obtain items for our patrons without needing to buy the item for our collection. The State Library belongs to the Online Dakota Information Network (ODIN), which is a consortium of libraries in North Dakota that have created a shared library collection for the benefit of all library users. The ODIN catalog provides libraries and individuals access to over five million items. The State Library also cooperates in resource sharing with other libraries in the state. For regional resource sharing, the State Library contracts with MINITEX to provide additional sources for interlibrary loan from the library collections of the University of Minnesota and libraries in the states of Minnesota, South Dakota, and Wisconsin.

Through a long-term participation in a national bibliographic utility database from the Online Computer Library Center (OCLC), the State Library identifies and accesses over 450 million bibliographic records, with a new record added every two seconds. Through OCLC, 2.8 billion items from participating libraries worldwide are available to the citizens of North Dakota. OCLC's WorldCat Resource Sharing fills an interlibrary loan request every second. This system allows citizens within the state of North Dakota to borrow materials from libraries around the country.

The State Library is the interlibrary loan referral center for the state of North Dakota. The North Dakota State Library processed 36,630 interlibrary loan requests during the 2017-2019 biennium from public, academic, school, and special libraries and from citizens of the state.

Some of the most popular titles that NDSL obtained from other libraries for our patrons during the 2017-19 biennium were the following:

- *The Maze Runner* by James Dashner
- *The 7 Habits of Highly Effective Teens* by Sean Covey
- *The House of the Scorpion* by Nancy Farmer
- *The Only Astrology Book You'll Ever Need* by Joanna Woolfolk
- *The Tale of Despereaux* by Kate DiCamillo
- *Make it Stick : The Science of Successful Learning* by Brown McDaniel
- *After Ever After* by Jordan Sonnenblick
- *Astrology : the Only Book You'll Ever Need* by Cass Jackson
- *The Eye of Minds* by James Dashner
- *A Moment of Silence* by Sister Souljah

Interlibrary Loan Requests Received July 1, 2017—June 30, 2019

Academic Libraries	771
Government Agencies	9,575
Minitex (MN and SD libraries)	240
Out of State	2,656
Public Libraries	12,112
Public Schools	5,095
School/Public Libraries	551
Special Libraries	51
North Dakota citizens	5,579
Total	36,630

LIBRARY DEVELOPMENT

July 1, 2017—June 30, 2019

Site Visits	72
Miles Traveled	28,782
Library Contacts	2,357
Summer Summit Attendance	95
Summer Reading Workshop Attendance	110
Blog Views	23,557
STEM Kit Loans	237
STEM Kit Program Attendance	5,773

The North Dakota State Library’s Library Development Department works directly with North Dakota library staff to cultivate their skills and knowledge so they can improve and expand local services. Library Development Specialists provide advice and guidance on a full range of public library issues including policies, bylaws, collection development, programming, grants, and strategic planning. They provide librarians with support, templates, hands-on instruction, and custom-tailored resources. Our School and Youth Services Specialist is dedicated to supporting our state’s school library media specialists as well as those who provide children’s programming at public libraries.

Throughout each year, Library Development Specialists visit public libraries across the state. Visits are made when library directors request on-site assistance, to provide orientation sessions for new directors, and when other travel makes them opportune. During these visits, they tour library facilities; learn of the accomplishments, needs, and concerns of library staff and board members; and provide assistance, training, and advice. In so doing, they build long-term working relationships with librarians throughout the state and improve services provided to local communities.

Each August, Library Development holds a Summer Summit geared towards current and future library administrators. They are held in multiple locations throughout the state, providing a rare and valuable opportunity for librarians to network within their geographic region. During this biennium, Summit meetings were held each year in Bismarck, Minot, Grand Forks, and West Fargo. Topics covered during this biennium included equity, diversity, and inclusion in library collections; Census 2020 and Public Libraries; focus groups informing the strategic direction of Library Vision; North Dakota’s public library standards; state aid and annual reports; programming and STEM kits; and our partnership with AARP to help facilitate technology training for older adults through public libraries.

During the past biennium, Library Development has taken on a number of special projects and forged several new partnerships. In late 2017, we received funding through an Air Force STEM grant in collaboration with the Grand Forks Air Force Base School Liaison Office. This funding was utilized to add 43 circulating STEM kits to our collection with support materials developed by Library Development staff. These kits are being used at school and public libraries statewide to provide STEM programming, with a focus on Computer Science education and cultivating computational thinking skills. An additional 8 STEM kits were developed in cooperation with the National Center for Interactive Learning at the Space Science Institute through a project called NASA@ My Library. The activities and experiences facilitated through these kits are focused on various facets of space science and designed to help youth develop a better understanding of our solar system. The State Library was also awarded an IMLS grant in partnership with Prenda and the Association for Rural and Small Libraries to bring weekly coding clubs to 50 small and rural libraries for one year. This \$273,900 project includes researching impact, sustainability, and replicability. One hundred library facilitators will be trained through it, and an estimated 10,000 youth will attend the programs, learning essential computational thinking and computer science skills. Locations receiving training, mentorship, fully supported code club software and curricula, and programmable robots include the Cavalier County Library, Heart of America Library, Park River School and Public Library, and the Valley City Barnes County Public Library. Additionally, we partnered with the Bank of North Dakota to create the College SAVE Summer Reading Champion campaign, providing every child who completes their library's summer reading program with a \$25 College SAVE account and a chance to win one of 10 \$529 contributions to a new or existing College SAVE account.



The State Library borrowed a space suit from the Johnson Space Center for the Summer Reading Celebration.



Summer Reading Workshops are held in six locations around the state.



The North Dakota State Library took part in the Afterschool Day Event by holding a break-in box activity.

CONTINUING EDUCATION

Continuing Education (CE) is part of the Library Development Department. The CE Coordinator develops, schedules, and conducts statewide trainings on the library databases, research strategies, and State Library services. These training sessions are offered at no cost to state employees and agencies, librarians, schools, and citizens.

Training sessions for state employees are generally conducted at the state agency but are also done at the State Library. State employees are given instruction on the State Library services and the online library resources that will be beneficial both at work and in their personal lives.

School trainings for teachers and administrators are conducted at the school. The CE Coordinator will go to schools throughout the state when invited for Professional Development days. These trainings show teachers and administrators how to find reliable, grade-specific information without using a search engine, how to teach basic research skills to students, and how to use the online library resources.

The CE Coordinator and Library Development Department organize the Renewal and Development Conference that is offered in the spring of each year for two days. This conference is offered with an option to receive a professional development credit through Valley City State University for the school library media specialists who attend. Each conference has a different keynote speaker presenting on a topic that appeals to both public and school librarians. The first day is spent in a group session led by State Librarian Mary Soucie, and concluding with the chosen keynote speaker. The second day is broken out into two tracks of sessions on a variety of topics that appeal to both public librarians and school library media specialists.

Training Opportunities Offered by the North Dakota State Library

- Informational booths at conferences and events
- Library services and research training for state employees, teachers, administrators, and citizens
- Renewal and Development Conference
- Research Methods class for professional development credit
- Webinars

Training Statistics:

Training/Outreach Sessions: 183

Attendance: 6,359

Tutorial/Webinar Views: 7,582



Renewal and Development Conference, 2019

In the summer, the State Library offers a professional development course called Research Methods. The course is designed for K-12 educators and school library media specialists who need a professional development credit for library or teaching credentials. Credit is available through the major public universities in the state. The course goes over how to do proper research in library databases as well as the databases available through the State Library. The class also covers trends and issues seen in education and school libraries.

CE does monthly webinars using the Zoom telecommunications application. The webinars are thirty minutes long, and they are presented by members of the State Library staff or others in the library profession. The topics for the webinars deal with a variety of issues in the profession. They are recorded and stored on our YouTube channel for future reference and those who were unable to attend the webinar.

In addition to the webinars on the State Library's YouTube channel, CE creates tutorials of the databases the State Library offers, helpful videos on basic library knowledge called "Library 101s," uploads digitized videos from the state documents collection provided by Digital Initiatives, and provides tutorials from other institutions for easy access.

From July 1, 2017, to June 30, 2019, a total of 6,359 state employees, students, teachers, librarians, and citizens participated in continuing education opportunities, informational booths, and other events presented by the North Dakota State Library.

DIGITAL INITIATIVES

Digital Initiatives (DI) is part of the Library Development Department at the North Dakota State Library (NDSL) and was formed in 2012 to share expertise in collecting, creating, and preserving digital copies of items relating to North Dakota's cultural heritage and government.

DI pursued new opportunities during the 2017-2019 biennium. In February 2019, DI launched a new collection: *North Dakota Atlases & Plat Books*. This collection includes historical atlases and plat books from North Dakota counties dating as far back as the 1890s.

Furthermore, NDSL officially joined the Digital Public Library of America (DPLA) in September 2018. In the past, all of NDSL's digital collections were exclusively available online via the Digital Horizons website and consortium. Now, through a partnership with the Big Sky Country Digital Network consortium in Montana, NDSL's collections are also accessible on DPLA, which is an online repository that connects people to the millions of hidden riches held within libraries, archives, museums, and other cultural heritage institutions.

NDSL has paved the way for other North Dakota institutions to also join DPLA. DI is actively recruiting institutions, because this partnership provides an opportunity to contribute to a national collection as well as an opportunity to gather all of the separate digital collections in the state and make them accessible in one convenient location.

Total Number of State Library Items on Digital Horizons as of June 30, 2019

Collection	Items	Images
ND Atlases & Plat Books	33	2,472
ND County & Town Histories	439	55,030
ND Memories	1,834	6,913
ND School for the Deaf Banner	132	17,670
ND State Documents	385	22,667
Total	2,823	104,752

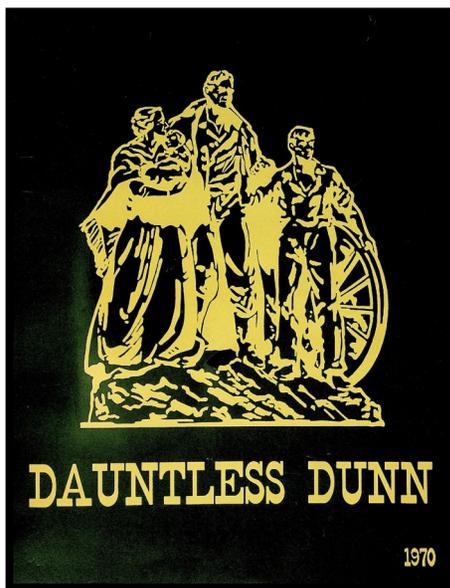
July 1, 2017—June 30, 2019

Items/titles digitized	1,876
Images/pages digitized	34,009
Web hits on Digital Horizons	855,506
Number of ScanDays	10
Miles traveled for ScanDays	2,921

During the biennium, DI also expanded its existing collections by digitizing, processing, and uploading county and town history books; state documents; and photographs, documents, and objects from the collections of citizens and institutions across the state. Additionally, the backlog of the *North Dakota School for the Deaf Banner* collection was processed, and all of the school's newsletters from 1891-2019 are now accessible online.

DI continued its ScanDay program, which is an event hosted in libraries, schools, and institutions across the state. DI staff provided scanning and photography equipment and encouraged communities to have their historical items digitized. Many institutions lack the proper equipment and training to do something like this themselves, so this project was started to get communities to actively build and preserve their history by submitting items of historical value to be digitized and displayed on Digital Horizons. One such ScanDay was held during the 2019 Session at the Capitol for state employees and legislators.

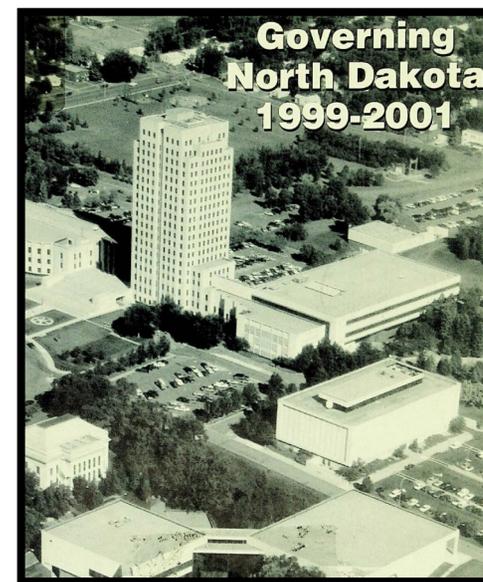
Since 2012, DI, through its various projects, has digitized over 4,200 items/titles with over 109,000 images/pages.



*Dauntless Dunn: Stories of Some of Its
Early Settlers, 1970*
[ND County & Town Histories]



*Portrait of the 1909 Larimore, N.D.,
girls basketball team*
[ND Memories]



1999-2001 Governing North Dakota
[ND State Documents]

PUBLIC AWARENESS/MARKETING

Public Awareness/Marketing is part of the Library Development Department. The general focus of the Marketing Specialist is to promote the services of the North Dakota State Library and all other libraries throughout North Dakota.

The State Library offers librarians and citizens access to a variety of information through the North Dakota State Library website at www.library.nd.gov. The site contains valuable information about the services provided by the State Library. The Marketing Specialist also manages the social media communication for the State Library including Facebook, Twitter, and Instagram.

The Marketing Specialist works with local media and librarians throughout the state. Press releases and articles are sent to local newspapers to promote opportunities and events in library and information services. The Marketing Specialist's services are available to all North Dakota librarians who request assistance in promoting library services and in developing websites for their libraries.

Numerous publications pertaining to the State Library and its services are available. These publications include brochures, reports, handbooks, and newsletters. The State Library produces two e-newsletters each month. The *Flickertale* newsletter is written for people who are interested in what is going on in the world of libraries. The *Connections* newsletter is written for state employees and the public who are interested in the services the State Library offers.

In an effort to increase awareness about libraries and library services throughout North Dakota, the North Dakota State Library staffed numerous booths, including the North Dakota Library Association Conference, the North Dakota Health and Wellness Fair, and the North Dakota State Fair.



“A Universe of Stories” was the 2019 Summer Reading Kickoff theme. Over 3,000 people attended the annual Bismarck/Mandan Summer Reading Celebration Day on the Capitol Grounds on May 31st.



State Library staff promote library services and provide information at numerous conferences/events each year.

PUBLIC SERVICES

July 1, 2017—June 30, 2019

Subject Requests	6,522
Visits to the Library	15,313
Items Mailed Out	23,483
Items Checked Out	43,285
Library Cards	7,520



The State Library had 15,313 patrons visit the library during the 2017-2019 biennium.

The North Dakota State Library provides patrons and libraries with library services throughout the state and maintains a circulating materials collection that is open to all citizens of the state. The State Library serves as the library for North Dakota residents who do not have access to local public library services or have access to limited library services. The North Dakota State Library provides extensive reference and interlibrary loan services for North Dakota school and public libraries that do not have sufficient resources to assist their patrons. The State Library places service to state government as a high priority and provides state employees with extensive reference service, training, readers advisory, and interlibrary loan service.

Libraries and individuals may request materials from the North Dakota State Library by e-mail, the U.S. mail, telephone, or fax. Patrons can also request materials through the Online Dakota Information Network (ODIN) catalog. In addition to providing service to patrons through telephone or electronic requests, 15,313 patrons visited the State Library in person.

During the 2017-2019 Biennium, the State Library Public Services department answered 6,522 reference and materials questions including in-depth research, over-the-phone technical assistance with databases and RBdigital, and basic questions about patron's services and accounts. The Circulation Department mailed out 24,483 items. Patrons checked out 43,285 items from the State Library's collection. Currently, 7,520 citizens and librarians of North Dakota hold North Dakota State Library cards.

In addition, patrons can access all of our online library resources individually. These databases cover a variety of topics such as health and medical, academic research, educational resources, career preparation, personal enrichment, and genealogy. In addition, the North Dakota State Library also began offering RBdigital, a platform providing citizens with e-books, e-audiobooks, e-comics, and online magazines.

Because of this immediate access to information and reading materials, patrons can conduct research or read for enjoyment from their offices and homes 24 hours a day, 7 days a week.

STATEWIDE CATALOG DEVELOPMENT DEPARTMENT

The Statewide Catalog Development Department began in 1997 and continues to provide high quality cataloging services to libraries across North Dakota. Grant money from Library Vision 2020 (state funds) and the Library Services and Technology Act (federal funds) is used to fund the costs for libraries that want to join the Online Computer Library Center (OCLC), an international library database. The goal is to add more libraries to OCLC's WorldCat Resource Sharing so that Interlibrary Loan can be facilitated (You can learn more about the Interlibrary Loan department on page 16). The libraries are allowed to choose their own circulation system for their in-house use.

During the 2017-19 biennium, the following libraries were added to WorldCat: New England School and Valley City Barnes County Library. These projects are complete, and the librarians are now using the circulation system and are loaning their materials via the Interlibrary Loan program.

In addition to working on the new projects, the Statewide Catalog Development department continues to serve the libraries that received grants in the past by cataloging all their new titles, deleting their withdrawn titles, assisting them with selecting call numbers, helping them with inventories, maintaining the records in the ODIN database, and assisting the librarian in a variety of other ways, including site visits to meet with them face-to-face. In the past biennium, ten visits were made. During the past two years, many of the libraries completed large weeding projects, getting rid of aging and worn out materials and preparing to migrate to a new library software. This department deleted a total of 49,693 titles in the last biennium.

Number of titles cataloged

July 1, 2017 – June 30, 2018	29,025
July 1, 2018 – June 30, 2019	21,835
Total cataloged during biennium	50,860

Number of titles withdrawn

July 1, 2015 – June 30, 2016	23,328
July 1, 2016 – June 30, 2017	26,365
Total withdrawn during biennium	49,693

The new Carrington Elementary School Library



The 42 libraries that this department currently serves are: Ashley School, Carrington Elementary School, Carrington High School, Cavalier Elementary School, Cavalier High School, Divide County / Elementary (Crosby), Divide County High School (Crosby), Elgin Public Library, Fessenden-Bowdon School, Finley Sharon Public School, Glen Ullin Public School, Grafton Elementary School, Grafton High School, Griggs County Public Library, Hatton Public School, Hillsboro Elementary School, Hillsboro High School and Public Library, Hope High School, Larimore Elementary School, Larimore High School, Leach Public Library (Wahpeton), Mandaree Elementary, Mandaree High School, Maple Valley School (Tower City), Midway Elementary School (Inkster), Midway High School (Inkster), Napoleon Elementary School, Napoleon High School, New England School, North Dakota Youth Correctional Center (Mandan), Northwood City Library, Northwood School Library, Oriska Elementary School, Page Elementary School, Pembina City School Library, Stanley Public Library, Trinity High School (Dickinson), Valley City Barnes County Library, Velva School & Public Library, Walhalla Public School, Ward County Public Library (Minot and Kenmare), and the Wishek School/City Library. The Statewide Catalog Development Department cataloged titles for the above libraries into WorldCat, and they are available to be searched 24 hours a day, 7 days a week, by accessing WorldCat. Many of the above libraries are also part of the ODIN consortium.

Special projects that took place from 2017-2019 included the consolidation of three libraries into one. The Maple Valley Elementary School in Buffalo, the Oriska School and Maple Valley High School in Tower City consolidated into one building, and the library records also had to be consolidated and labeled properly. The Statewide Catalog Development department worked closely with the librarians and the ODIN staff to begin the migration process. This work will continue into the next biennium, with the go-live date being in December 2019.

Each library listed above has unique titles that they own. In addition to books, they collect items such as high school yearbooks, sound recordings, kits, audio books, DVDs, North Dakota materials, church history books, items written by local authors, and much more. These items can be accessed by any North Dakota citizen through the Interlibrary Loan program.

TALKING BOOKS

The State Library receives talking books from the National Library Service for the Blind and Physically Handicapped (NLS), a service division of the Library of Congress. In addition to talking books received from NLS, volunteers at the State Library record books and magazines that are not available through the national collection. State Library volunteers recorded 59 talking books by North Dakota authors or books requested by patrons. There are 611 books in the North Dakota collection. 121 magazines were recorded at the State Library, which include North Dakota Horizons, North Dakota History, North Dakota Living Magazine, Plains Talk, North Dakota Outdoors, and Dakota Catholic Action.

Patrons also have access to downloadable talking books. Braille and Audio Reading Download (BARD) is a free NLS service that allows patrons to download books from the comfort of their own home. Patrons may download onto a USB flash drive and play them on a digital talking book player, a third-party player, or they have the option to download and play them on any iOS or android device.

There are currently 108 individuals and 12 institutions using BARD in the state. North Dakota patrons have downloaded 11,805 books and magazines from BARD. As the biennium concluded, the North Dakota State Library's Talking Book service had 1,530 North Dakota citizens actively using the program.

Talking Books Statistics July 1, 2017 - June 30, 2019

Talking Book Titles	111,214
Talking Book Users	1,530
Items Loaned	120,461



Talking book players and books are provided at no cost to North Dakota Talking Book patrons.

TECHNICAL SERVICES

Items in the Collection as of June 2019

General Collection	90,547
Reference Collection	1,174
Large Print Books	8,561
VHS & DVDs	1,691
Audiobooks	1,005
North Dakota Resource File	6,212



The North Dakota State Library maintains a large collection of books and audiovisual materials.

The Technical Services Department acquires materials for the State Library and prepares it for use by the citizens of North Dakota and other libraries.

The State Library acquired 12,120 items during the 2017-2019 biennium. One library resource in high demand but too expensive to be easily offered by many North Dakota public libraries is large print books, so these are a focus of the State Library's collection. 1,119 volumes of large print were acquired during the biennium.

Ongoing efforts are made to acquire materials produced by North Dakotans or about North Dakota, both to provide North Dakota citizens access to those materials and to help preserve North Dakota history and literature. Approximately 1,446 North Dakota-related items were added to the collection during the biennium. Additionally, the State Library maintains a collection of newspaper clippings related to North Dakota, the North Dakota Resource File.

During the 2017-2019 biennium, 1,127 issues of magazines, journals, and newspapers subscribed to by the State Library were added to the collection. In addition to collecting its own magazines, journals, and newspapers, the State Library provides assistance to several state agencies by housing past journal issues for use by the agency and anyone else seeking access to those journals.

The State Library is a member of the Federal Depository Library Program (FDLP) and provides access to publications of the federal government and its many agencies to the citizens of North Dakota. 664 documents and serial issues from the FDLP were added to the State Library's collection between July 2017 and June 2019.

STATE AGENCY SERVICES

The State Agency Services is part of the Technical Services Department and provides catalog access for seven state agencies (Game and Fish, Geological Survey, Legislative Council, Pembina County Historical Museum, Protection and Advocacy, Securities, and Water Commission). During this biennium, the Geological Survey’s Paleontology Department’s monographic collection was completed and work started on the serials part of the collection. 2019 marked the beginning of the State Library’s shift to a new Integrated Library System, which also involved major clean-up projects for the state agencies.

Agency	Total Number of items as of June 30, 2019	Items added between July 1, 2017 and June 30, 2019
Game and Fish Department	8,593	107
Geological Survey	6,256	3,669
Legislative Council	9,013	475
Pembina County Historical Museum	2,918	624
Protection and Advocacy	449	6
Securities Department	833	12
Water Commission	12,289	18
Total	40,351	4,911

STATE DOCUMENT SERVICES

State Document Holdings as of June 30, 2019

Print Documents	46,304
Electronic Documents	14,084
Maps	3,793
Periodical Titles	3,787
Periodical Issues	131,900
Audiovisual Materials	1,992
Oral History Tapes	1,111



Thousands of state documents are available from the North Dakota State Library and the ODIN Online Catalog.

The State Document Services is part of the Technical Services Department and administers the State Document Depository Program. Its mission is to collect, archive, and disseminate state publications intended for general public distribution.

Each North Dakota state agency is required to deposit eight copies of all publications issued and intended for general public distribution with the State Library. The State Library retains two copies for its collection and makes them available to patrons. The other six copies are distributed to the following depository libraries: State Historical Society of North Dakota, University of North Dakota, North Dakota State University, Minot State University, Valley City State University, and the Library of Congress in Washington, D.C. The North Dakota State Library is the only depository library that lets patrons check out the state documents.

A total of 1,801 physical items were distributed to each depository library during the 2017-2019 biennium. These publications are cataloged in the statewide ODIN catalog and in OCLC's WorldCat international library database. An additional 1,361 electronic-only state documents were also added to the two catalogs.

State Document Services also oversees the Electronic Documents Project, which is designed to capture and store state documents that have been published only online. These digital documents are stored as Adobe .pdf files, so no special software is required to open, read, or print them. The documents are cataloged in WorldCat and in ODIN, just like those on paper, so all available state government information on a topic is found in a single search, regardless of format.

When a state agency releases a document in both print and electronic formats, State Document Services makes both formats available on a single record in ODIN and WorldCat. This allows patrons to instantly open and review a document to determine whether it meets their needs before placing a request to check out the print version. Many state agencies are now retroactively scanning older documents, particularly extensive research reports, and State Document Services is updating those older catalog records with links as well.

Online Library Resources Available to North Dakota Citizens and Libraries

Thanks to funding from the North Dakota Legislature, the North Dakota Library Coordinating Council, the Institute of Museums and Library Services, and libraries in the state, North Dakota citizens have free access to a broad range of full-text and multimedia databases. The research databases can be searched 24 hours a day, 7 days a week; all you need is a library card.

Resources include full text articles, reference books, images, maps, audio, and video clips. Articles can be printed, e-mailed, and/or saved. Students can expect cited, reliable information, and easy searching. In addition, citizens have free online access to professional tutors and can download e-books, e-magazines, e-audiobooks, and take online courses.

Books, Magazines, and Newspapers

MasterFILE Premier: Full-text magazine articles covering general interest topics.

Newsstream (ProQuest News): Search newspaper articles from around the world.

NoveList: Reading recommendation resource for all ages.

RBdigital: E-books, e-audiobooks, and e-magazines available to all ND public library patrons.

Business

Business Source Premier: Information and analysis from top management and marketing journals.

Continuing Education and Careers

Mango Languages: Learn and practice any of over 70 languages.

Niche Academy: Courses on how to use library resources, library skills, and computer skills.

Universal Class: Online educational service that offers over 500 courses.

Genealogy

Ancestry Library Edition: Family history research tool with records from around the world.

Digital Horizons: Collaborative digital archive from institutions across North Dakota and Minnesota that is dedicated to collecting and preserving the unique history and historical resources from the region.

Digital Public Library of America: Interactive archive that has records from institutions across the United States.

General Research

Britannica Public Library Edition: Reliable reference content for kids and adults.

Explora Public Library: This new interface searches popular, academic, business, science, and health content.

WorldCat (FirstSearch): Catalog detailing items from over 10,000 libraries.

Health

Alt HealthWatch: Articles and reports on alternative, holistic, and integrated approaches to health care.

Consumer Health Complete: Basic medical information and diagrams for students and the general public.

Health Source: Full-text articles and abstracts for the academic medical community.

Students

Academic OneFile Select: Scholarly collection of journals selected for college students.

Academic Search Premier: Scholarly collection of journals selected for high school and college students.

Britannica Academic: Reliable reference content for high school and college students.

Britannica School: Reliable reference content for K-12 students.

Explora Primary: Designed for young researchers (K-5), content includes full-text magazine and reference articles.

Explora Secondary: Designed for students in grades 6-12, reliable content covers the major academic areas.

Gale In Context: High School: Reference, periodical, and multi-media content for high school and college.

Gale In Context: Middle School : Authoritative content covering the core subjects for middle school students.

Gale Virtual Reference Library: Browse and search a collection of 25 reference titles from various publishers.

General Science Collection: Learn about the latest developments in science and mathematics.

Kids InfoBits: Engaging resource for K-5 students, including premier content and magazines.

Points of View Reference Center: Presents the pros and cons of current issues.

Science Reference Center: Explore scientific fields through subject encyclopedias, books, and periodicals.

Teachers

Digital Public Library of America—Primary Resources: This national archive provides teaching guides to primary resources from institutions across the country, including The Smithsonian and the National Archives.

ERIC: Education Resources Information Center.

Explora Educator: Designed for teachers, this interface searches: ERIC, Teacher Reference Center, and the Professional Development Collection.

Gale OneFile: Educator's Reference Complete: Academic journals, reports, and reference sources for most disciplines.

Library, Information Science & Technology Abstracts: Reference information about topics in librarianship.

Professional Development Collection: Specialized collection of education journals and reports.

Grants Awarded During the 2017-2019 Biennium

Library Vision 2020 (LV 2020)

Fiscal Year 2017

28 libraries received grants to purchase video conferencing equipment for a total of \$3,508.

30 libraries received Library Vision Grants for collection development, technology to provide access to information, and providing programming for library patrons for a total of \$225,311.

Fiscal Year 2018

38 libraries received a Wi-Fi access point grant to help them deploy and install wireless access points for a total of \$12,685.

24 libraries received a Library Vision Grant for collection development, technology to provide access to information, and providing programming for library patrons for a total of \$76,006.

46 libraries received a computer grant to replace library computers for a total of \$37,598.

NORTH DAKOTA STATE LIBRARY

Expenditures and Revenues

2017-2019

Expenditures

Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures
Salaries and Wages	4,152,758	4,152,758	3,939,014
Operating Expenses	1,604,075	1,604,075	1,540,420
Grants	2,109,268	2,233,528	2,196,910
TOTAL	7,865,861	7,990,361	7,676,344

Revenues

General Fund	5,618,301	5,618,301	5,607,869
Federal Fund	2,155,708	2,280,208	1,976,693
Special Funds	91,852	91,852	91,782
TOTAL	7,865,861	7,990,361	7,676,344

PUBLICATIONS OF THE NORTH DAKOTA STATE LIBRARY

July 2017-June 2019

Biennial Report to the Governor July 2015 - June 30, 2017 - November 2017

Discovery Newsletter

Vol. 22, Issue 2 (Winter 2017)

Vol. 23, Issue 1 (Fall/Winter 2018)

Vol. 24, Issue 1 (Summer 2019)

Flickertale Newsletter

Vol. 47, No. 7 (July 2017)

Vol. 47, No. 8 (August 2017)

Vol. 47, No. 9 (September 2017)

Vol. 47, No. 10 (October 2017)

Vol. 47, No. 11 (November 2017)

Vol. 47, No. 12 (December 2017)

Vol. 48, No. 1 (January 2018)

Vol. 48, No. 2 (February 2018)

Vol. 48, No. 3 (March 2018)

Vol. 48, No. 4 (April 2018)

Vol. 48, No. 5 (May 2018)

Vol. 48, No. 6 (June 2018)

Vol. 48, No. 7 (July 2018)

Vol. 48, No. 8 (August 2018)

Vol. 48, No. 9 (September 2018)

Vol. 48, No. 10 (October 2018)

Vol. 48, No. 11 (November 2018)

Vol. 48, No. 12 (December 2018)

Vol. 49, No. 1 (January 2019)

Vol. 49, No. 2 (February 2019)

Vol. 49, No. 3 (March 2019)

Vol. 49, No. 4 (April 2019)

Vol. 49, No. 5 (May 2019)

Vol. 49, No. 6 (June 2019)

Connections Newsletter

Vol. 1, No. 1 (July 2018)

Vol. 1, No. 2 (August 2018)

Vol. 1, No. 3 (September 2018)

Vol. 1, No. 4 (October 2018)

Vol. 1, No. 5 (November 2018)

Vol. 1, No. 6 (December 2018)

Vol. 2, No. 1 (January 2019)

Vol. 2, No. 2 (February 2019)

Vol. 2, No. 3 (March 2019)

Vol. 2, No. 4 (April 2019)

Vol. 2, No. 5 (May 2019)

Vol. 2, No. 6 (June 2019)

History of the Liberty Memorial Building and the North Dakota State Library - June 2019

Loan Policies - July 2018

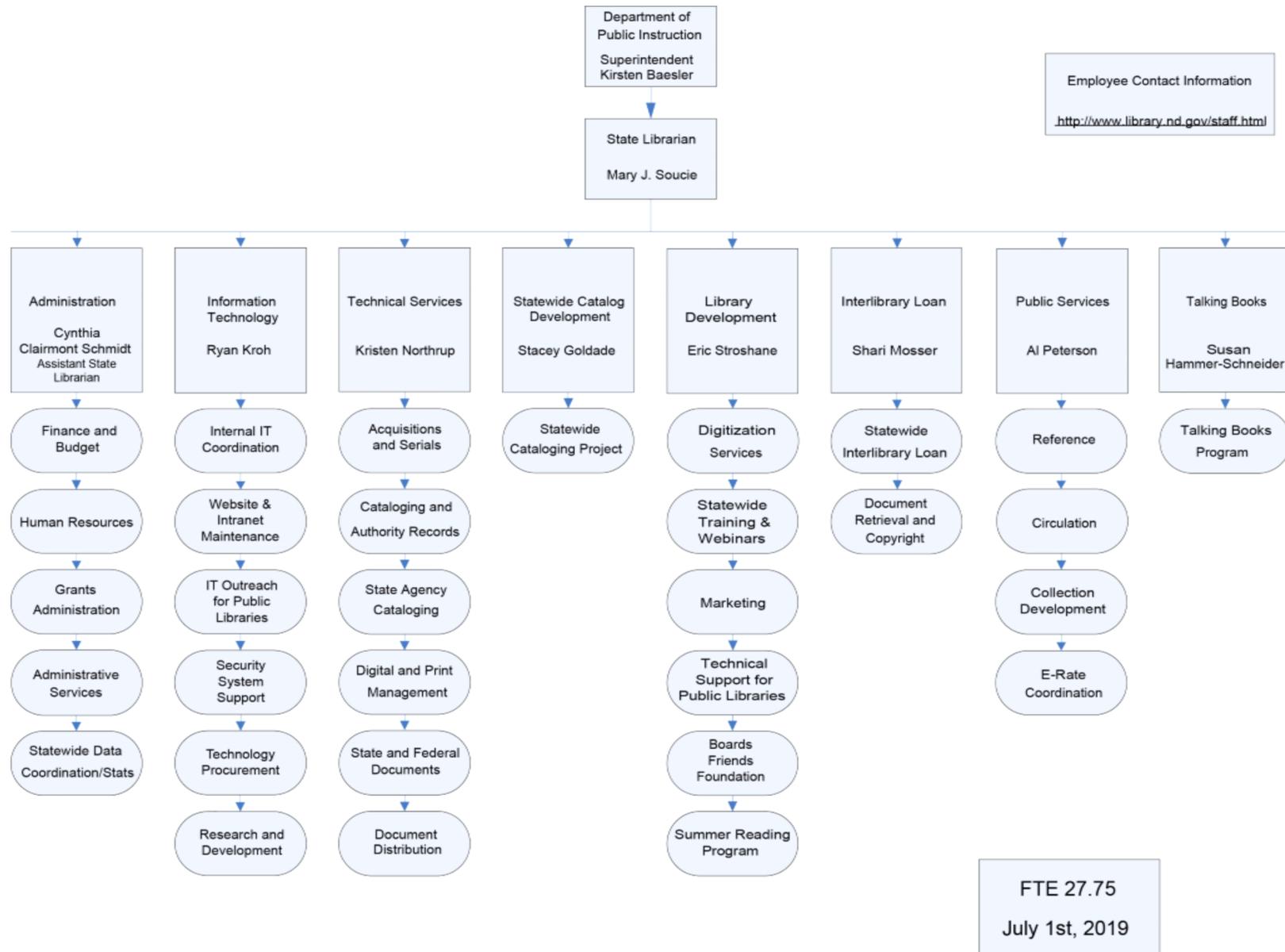
North Dakota Library Law - 2017

North Dakota Library Law - 2019

North Dakota State Library Talking Books - April 2018

NORTH DAKOTA STATE LIBRARY ORGANIZATIONAL CHART

2019 FY



North Dakota State Library

Administration..... 701-328-2492
Information Requests..... 701-328-4622
Toll Free 800-472-2104
Talking Books 701-328-1408

www.library.nd.gov

**Open Monday-Friday
8:00 a.m.—5:00 p.m.**

**Mary J. Soucie
State Librarian**

North Dakota State Library, a division of the
ND Department of Public Instruction
Kirsten Baesler, State Superintendent

The North Dakota State Library does not discriminate on the basis of race, color, national origin, sex, age, or disability in employment or the provision of services.

North Dakota
STATE LIBRARY

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