

STATE OF

ON MICROFICHE

STATE LIBRARY

NORTH DAKOTA

BIENNIAL  
REPORT

TO  
THE  
GOVERNOR  
OF  
NORTH DAKOTA



For the Period Covering

July 1, 1985 — June 30, 1987



STATE OF

STATE LIBRARY

NORTH DAKOTA

BIENNIAL  
REPORT

TO  
THE  
GOVERNOR  
OF  
NORTH DAKOTA



For the Period Covering  
July 1, 1985 — June 30, 1987

North Dakota State Library  
Bismarck, ND 58505



*Serving North Dakota Citizens*

# NORTH DAKOTA STATE LIBRARY

Liberty Memorial Building, Capitol Grounds - Bismarck, ND 58505

PATRICIA L. HARRIS, STATE LIBRARIAN

(701) 224-2492

October 15, 1987

Mr. Richard Rayl  
Director of Institutions  
State Capitol Building  
Bismarck, North Dakota 58505

Dear Mr. Rayl:

On behalf of the North Dakota State Library, I hereby submit the 1985-1987 Biennial Report, in accordance with the North Dakota Century Code, Section 54-24-03(7).

For over eighty years, the State Library has provided library services to the citizens of North Dakota. The original charge to the North Dakota Public Library Commission, established in 1907, was to provide services to state government, develop and maintain a library collection, and advise and counsel librarians and citizens in the establishment, expansion, and improvement of public library services. The mission and the role of the North Dakota State Library continues today to carry out its original charge. Much progress has been made, but much work still remains.

The following North Dakota State Library biennial report outlines the progress toward meeting its goals and objectives. It is with pleasure that the staff of the State Library and I submit this report to you.

Very truly yours,

Patricia L. Harris  
State Librarian

PLH:szl  
Enc.

## TABLE OF CONTENTS

Function of the North Dakota State Library .....	page 220
Major Goals and Objectives .....	221
Resources Available from the State Library .....	221
Summary of Accomplishments .....	222
Reference and Interlibrary Loan Activity .....	222
Grants-In-Aid to Libraries .....	223
Continuing Education Programs .....	224
Library Automation in North Dakota (LAND Study) .....	225
State Library Automation .....	225
Legislative Documents and Online Bill Status .....	226
Services to the Blind and Physically Handicapped .....	226
Governor's Advisory Council on Libraries .....	227
Identification of Trends in Direction for the State Library .....	228
Future Trends and Concerns of the State Library .....	228
Appropriation and Expenditure Report .....	229
Library Services and Construction Act (LSCA) Grants .....	236
Statistics .....	239
Organizational Chart .....	241

## THE FUNCTION OF THE NORTH DAKOTA STATE LIBRARY

Since 1907, the North Dakota State Library has provided informational materials, advice, assistance, and support services to libraries and to the citizens of North Dakota. The North Dakota Public Library Commission was created by act of the tenth legislative assembly. Its members, the president of the state library association, the state superintendent of public instruction, and a third appointed by the governor, met at the Capitol on March 14, 1907, to take the oath of office, organize, and elect officers. The Powers and Duties of the Commission, as stated in Session Laws 1907, Chapter 243, stated the Commission shall, "...take over and add to the educational reference library and the system of traveling libraries...shall increase the number and usefulness of the libraries...establish a legislative reference bureau for the information and assistance to the members of the legislative assembly...public libraries may, without charge, ask and receive advice and instruction from said state library commission upon any matter pertaining to the organization, maintenance or administration of the libraries, and...said commission shall promote and assist by counsel and encouragement the formation of libraries where none exist, and the commission may also send its members to aid in organizing new libraries or improving those already established."

In eighty years of on-going service, the North Dakota State Library continues to support the original intent of its formation. At the end of the first year of service, the North Dakota Public Library Commission reported in its 1908 annual report the existence of fifteen public libraries. At the end of fiscal year 1987, there were sixty-nine public libraries in North Dakota. This is a dramatic increase in service, but twenty-eight North Dakota counties still do not tax themselves for public library services and five counties have no public library services.

The North Dakota Century Code, Chapter 54-24-03 identifies the powers and duties of the state librarian, which are in turn, the responsibilities of the State Library. These are:

1. Make rules and regulations according to which the business of the State Library shall be done.
2. Provide and care for all books and library materials in all collections of the State Library - general, reference, and special - and make all rules regarding the loaning and returning of library materials.
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 rules and regulations of the State Library.
5. Promote and assist by counsel and encouragement the formation of libraries and the improvement of those already established, in keeping with state and national standards, and be available to librarians and trustees of libraries in the state for assistance in organization, maintenance, or administration of the libraries.
6. Coordinate the efforts of librarianship throughout the state, advising and assisting the extension of qualified public libraries into centers of county or regional (multicounty) libraries.

7. Compile statistics of the free public libraries in North Dakota and their larger counterparts of county and regional libraries, and of the work done at the State Library, and make a full biennial report to the state director of institutions and the governor.
8. Collect, maintain, and make available a reference and reading collection of books, slides, films, and other graphic materials such as will supplement and support the needs of all libraries in the state, either by direct loan or by consultation, and such as will form a reference source for the officers of the state in the performance of their duties.
9. Collect and maintain a collection of the publications of the departments and agencies of state government, including the enacted laws of this state, current session laws, and journals.
10. Conduct, or arrange to have conducted, research into the conditions of library service in the state, and produce written plans for the development and betterment of such service.
11. Compile, or arrange to have compiled, union lists of resources of libraries throughout the state, and make such lists available for consultation.
12. Establish levels of certification for librarians of the state such as will meet the standards recommended by the American Library Association.

The North Dakota State Library is also empowered to accept and to expend federal aid to libraries (NDCC 54-24-03.1); contract with cities, governmental subdivisions, and agencies of the state of North Dakota and other states of the United States, for the provision or extension of library services (NDCC 54-24-08); and receive, microfiche, and distribute state government documents through a depository system (NDCC 54-24-09).

#### MAJOR GOALS AND OBJECTIVES

The major goals of the North Dakota State Library are: to provide or coordinate the library services to those patrons with unique needs such as state government officials and employees, those without direct local library service, the blind and physically handicapped, and the clientele of state-supported institutions; to assist public libraries through advice and consulting services in areas such as collection development, technical services, budgeting and finances, building and facility planning, automation, and program development and evaluation; to coordinate the sharing of resources among the state's public, school, academic, and special libraries; to develop and improve public library collections; to improve the quality of library services by providing continuing educational opportunities for librarians and public library trustees; and to equitably distribute and administer state and federal grant funds in accordance to applicable state and federal regulations.

#### RESOURCES AVAILABLE FROM THE STATE LIBRARY

The North Dakota State Library makes available to any citizen of North Dakota, free of charge, an in-depth collection of books, magazines and periodicals, state and federal documents, audio visual materials, reference and interlibrary loan services, and qualified professional librarians to assist patrons' informational needs. Professional library advisors are available to local libraries, governmental officials, and citizens to assist in the establishment, expansion, or improvement of library services throughout the state. The Governor's Advisory Council on Libraries, a

nine-member advisory council, is comprised of representatives of public, school, academic, and special libraries, and services to the handicapped. The Council meets quarterly to advise the State Librarian in areas of library standards and to review and recommend grant proposals for the federal Library Services and Construction Act funds. The State Library publishes the meetings of the Advisory Council and they are available through the office of the State Librarian and the Director of Institutions office.

The State Library publishes "The Flickertale", a monthly newsletter distributed to all librarians and public library trustees, state government officials, and to other state library agencies in the United States. In addition, the State Library publishes a monthly checklist of state government publications entitled, "Monthly Checklist", and publishes the "Statistics of North Dakota Libraries" annually. Occasional publications include specialized bibliographies, reports, and library-related research documents. Each year the State Library publishes the annual federal Library Services and Construction Act Annual Program, and the Annual Report. All publications are available, some for a fee, by calling the North Dakota State Library.

### SUMMARY OF ACCOMPLISHMENTS

The biennium 1985-1987 was a period of transition for the North Dakota State Library. The period began under the administration of an acting State Librarian and ended under an acting State Librarian. Margaret Stefanak was State Librarian from October, 1985 through January, 1987. After a national recruitment, Patricia L. Harris was offered and accepted the position in May, 1987, to begin August 1, 1987. Collection development experienced a growth in the first year of the biennium and a fourteen percent decline in materials added to the collection in the second year. For the first time in six years, all professional positions were filled, including the Public Library Consultant position, which was vacant for five years. State Aid to Public Libraries was increased slightly during the first year, then reduced four percent in 1986-87 because of the declining revenues of the state. The Library Automation in North Dakota (LAND) study was completed in November, 1985, and included as part of the State Library's 1987-1989 budget request. The funding for the LAND project was eliminated from the State Library's budget due to the fiscal crisis of North Dakota.

Continuing educational training programs for the librarians and trustees of public libraries expanded during the biennium with more programs being available to the library community and increased participation. For the first time, the State Library announced the availability of federal Library Services and Construction Act, Title I and Title III competitive grants for library services. These federal grants, administered by the State Library, were possible by an increased appropriation of the LSCA by the U.S. Congress in 1986. The success of the LSCA Title II, public library construction grants, funded by the 1983 "Emergency Jobs Bill" in 1983, provided the necessary documentation for Congress to appropriate federal library construction funds. These grants were awarded twice during the 1985-87 biennium. The services and listening area for the Dakota Radio Information Service expanded into the Minot and Williston areas, with corresponding increases in audience. Additional libraries were added to the EASYLINK system for electronic delivery of reference and interlibrary loan requests.

In times of economic decline, library usage increases. The North Dakota State Library's 1985-87 circulation statistics show an increase by state government employees and the general public.

## REFERENCE AND INTERLIBRARY LOAN ACTIVITY

The North Dakota State Library continues to participate in the OCLC, Inc., a national bibliographic database, located in Columbus, Ohio. OCLC provides on-line cataloging and processing of library materials and interlibrary loan resource sharing. By cataloging materials online, the State Library's holdings are in machine readable format, which forms the basis for development of an integrated automated library system. During the biennium, a concerted effort was made to add all holdings to the OCLC database. Approximately ninety percent (90%) of the State Library's holdings are now in the national database.

One of the major advantages of the OCLC national database is the identification and accessibility of over seventeen million unique titles. The State Library functions as a back-up reference and interlibrary loan referral center for North Dakota libraries. Through OCLC, the holdings of over three-thousand (3,000) libraries in the United States are available to the citizens of North Dakota.

In addition, the State Library contracts with MINITEX, located in Minneapolis, for the provision of interlibrary loan resource sharing. Libraries in Minnesota, South Dakota and North Dakota participate in MINITEX. No one library is able to provide all materials needed by its patrons. Through state, regional, and national resource sharing, ninety percent of all North Dakota patron requests were filled. The State Library, in 1985-87, received 55,137 requests for reference and/or interlibrary loan materials and filled forty-six percent (46%) of these requests from its collection. Other libraries located in North Dakota, through MINITEX, and from libraries outside of the region, filled forty-four percent (44%) of the requests. Only ten percent (10%) of the requests could not be filled from any source.

## GRANTS-IN-AID TO LIBRARIES

### State Aid to Public Libraries

The 1985-87 biennium was the fourth biennium for funding for the State Aid to Public Libraries by the state legislative assembly since its passage in the 1979 session. State Aid checks, issued twice per year, were distributed by an application process based on \$1.00 per capita for a city and \$1.00 per capita plus \$5.00 per square mile for counties. Public libraries use the State Aid funds to increase hours of service to the public, employ staff, and purchase books, audio-visual and other materials for patron use.

### Federal Grants to Libraries

Through the federal Library Services and Construction Act (LSCA), the State Library awards funds through a competitive grant process. The federal dollars are for public library services, including demonstration projects to communities without a public library, services to the state-supported institutional libraries, services to the blind and physically handicapped, public library construction, and resource sharing among different types of libraries. A complete list of libraries receiving the LSCA grants is included in the statistical section of this report.

In 1986, the State Library, with recommendations from the Governor's Advisory Council on Libraries, approved \$25,985 in LSCA Title I funds to support, improve, and expand library services to residents of state-supported institutions.

These funds were used to update the reference collection, purchase books and other materials for residents use, and library equipment, including the introduction of new technology such as microcomputers.

The Advisory Council on Libraries recommended to the State Librarian eleven library grant proposals to public libraries or providers of public library services, a total of \$82,121 in LSCA Title I, to expand public library services to areas unserved, for collection development, and planning. These grants will end during the second quarter of the new biennium.

LSCA Title III grants were awarded to eleven libraries for the development of resource sharing activities in North Dakota. A total of \$72,387 in Title III funds will support the development of a periodical index of North Dakota magazines and serials, provide access to an electronic mail and interlibrary loan system, EASY-LINK, and provide support staff for resource sharing activities.

Public library construction grants were awarded to twelve libraries in 1986, totaling \$145,278. These funds were for the purchase and renovation of buildings for library use, purchasing equipment, providing access to library facilities for the physically handicapped, and to improve the energy efficiency of existing buildings. The construction funds were available again in 1987, and six public libraries received a total of \$154,365 to remodel existing library buildings, purchase furniture and equipment for new buildings, improve access to libraries, and energy efficiency.

#### CONTINUING EDUCATION PROGRAMS

The state of North Dakota, like many western states, does not have an accredited American Library Association degree program. The greater percentage of library personnel in North Dakota libraries are not professionally trained librarians and have no access to training programs other than those offered by the North Dakota State Library and the North Dakota Library Association. The State Library and the North Dakota Library Association cooperatively sponsor many training programs for the library community in North Dakota. During the biennium, fifty-five (55) such training programs were offered and attended by 1,072 individuals from all types of libraries, including trustees of public libraries. Training programs were conducted by State Library staff, staff from other North Dakota libraries, and by professionals from outside the state. Topics included automation in libraries, services to rural libraries, legislative documents, cataloging, reference services, stress management, services to the handicapped, personnel issues, and funding.

In August, 1986, the State Library surveyed librarians statewide on continuing education needs. The survey resulted in the development of a master training schedule which will be completed at the end of the current biennium. There is flexibility in the schedule to respond to current topics of interest to North Dakota librarians. The publication of CENET, the State Library's continuing education and conference calendar for librarians, was printed five times. This calendar provides the librarians and trustees the opportunity to schedule training programs for themselves and staff.

To facilitate training on microcomputer hardware and software, the State Library began acquisition of both demonstration copies of microcomputer software and computer assisted instruction software designed to train librarians in the use of specific programs. Acquisition of print materials in support of specific hardware and software continued, with both print and software materials available for loan from the State Library.

## LIBRARY AUTOMATION IN NORTH DAKOTA (LAND)

In September, 1985, approval was received to conduct a statewide survey on the library automation needs of North Dakota's libraries. The study, entitled LIBRARY AUTOMATION IN NORTH DAKOTA (LAND), proposed a plan to improve access to information resources in North Dakota. Sixty-two libraries participated in the study with representation of school, public, academic, governmental, special, and health libraries. Public meetings were held in October, 1985 in Grand Forks, Bismarck, and Fargo, and the final report was issued in November. The LIBRARY AUTOMATION IN NORTH DAKOTA (LAND) STUDY proposed:

1. To coordinate library networking statewide, avoiding the development of a series of isolated, incompatible local library automated systems.
2. To merge the existing North Dakota database of 1.75 million library records to create a fast, efficient, and dynamic online Union Catalog of North Dakota holdings, by including collections from all types of libraries - public, school, academic, and special.
3. To provide instant access to any library's holdings and know its availability.
4. To adhere to national standards for machine-readable library catalog records.
5. To minimize capital outlay costs by utilizing existing computer hardware and telecommunications networks.
6. To maximize library participation by providing retrospective conversion of library holdings.
7. To network with existing systems.

At the conclusion of the study, statewide meetings were held with librarians around North Dakota to gather input, as well as clarification meetings with the Central Data Processing department. In addition to the statewide meetings, formal presentations were made to the North Dakota Office of Management and Budget, the academic vice-presidents of North Dakota colleges and universities, and to selected members of the Board of Higher Education and the Interim Study Committee on Computer Use. In May, 1986, a cost study was done for the Office of Management and Budget.

The economic condition of the State precluded the inclusion of the LAND pilot project in the 1987-1989 State Library biennium budget. However, work continued on the project, particularly in the Grand Forks and Bismarck areas. The Bismarck Area Cooperating Libraries, which include the State Library, Veterans Memorial Library, University of Mary, and Bismarck State College, continue to discuss ways of cooperating and developing a shared library automated system. Beginning in January, 1987, the State Library sponsored a series of day-long demonstrations of the major integrated online library systems, inviting librarians from around the state to participate.

## STATE LIBRARY AUTOMATION

Several internal functions of the State Library were automated during this biennium using microcomputers. Major use of these computers was for developing and managing specialized mailing lists, wordprocessing, acquisitions, spread-sheeting, graphics, patron lists, inventory lists, scheduling, survey tabulations, statistics, continuing education registrations, and database searching.

The EASYLINK Electronic mail network continued to grow during this period. The network mailbox includes forty-two (42) libraries. EASYLINK provides a fast and

efficient transmittal of reference and interlibrary loan requests and communication. During 1985-1987, EASYLINK introduced a new service benefitting library patrons across the state. Originally called INFACD, and retitled INFOMASTER, this service provides over seven-hundred (700) databases online to EASYLINK libraries. INFOMASTER features online expert search help, beginner and experienced search modes, no charge for unsuccessful searches, and automation log-on to all the separate database services.

In addition to the developments on EASYLINK, the State Library arranged for libraries in North Dakota to take advantage of cooperative purchasing discounts from selected online vendors through the Metropolitan Public Library System in Minneapolis.

## LEGISLATIVE DOCUMENTS AND ONLINE BILL STATUS

EASYLINK libraries have the ability to access the State of North Dakota's Online Bill Status via their microcomputers. During the 1985-1987 period, only the major reference nodes at the North Dakota State Library, UND Law Library, and NDSU Library provided this service online. During the 1987 legislative session, improved searching of bill and journal text additions, changes, and deletions greatly increased the value of the online service. The State Library provided backup service via an "800 WATS" telephone line for libraries needing research assistance during the session, and offered a workshop to librarians needing to understand the content and capabilities of Online Bill Status. Over forty-five libraries statewide participated in the State Library's joint program with the Legislative Council Library to distribute the legislative documents to local libraries.

## SERVICES TO BLIND AND PHYSICALLY HANDICAPPED

### Talking Book Program

The Talking Book Program continued its growth in patronage and circulation in the 1985-1987 biennium. Patronage grew from 1,537 to 1,996 in this period, an increase of thirty percent (30%). Although figures are not available for 1986, the National Library Service patronage statistics for the years 1982 through 1985 show an average annual increase of 1.9 percent. Circulation of Talking Books in North Dakota increased from 2,081 in 1985 to 3,610 in 1987, an increase of seventy-three percent (73%). Nationwide, the increase in circulation averaged 9.7 percent at National Library Services Regional Libraries. The large increase in circulation and patronage in North Dakota was the result of a vigorous public information and outreach program aimed at social service agencies, special education personnel, health agencies, the ministry, librarians, and the general public.

During the biennium a program of taping books by North Dakota authors or about North Dakota citizens, cities or history, was continued. Over twenty books of this nature were added to the books on tape collection of the Dakotas Regional Library in Pierre, South Dakota. A public information campaign via the Regional Library's newsletter and the Dakota Radio Information Service led to a high level of borrowing of these books by North Dakota patrons. Other material added to the collection during the biennium were the quarterly magazines NORTH DAKOTA HISTORY and PLAINSWOMAN and the monthly NORTH DAKOTA OUTDOORS.

The automation of the book selection process for patrons during the summer of 1986 has improved the speed and quality of service to North Dakota patrons of the Dakotas Regional Library for the Handicapped. Unfortunately, the system developed some problems in the winter and spring of 1986, which adversely affected service to North Dakota patrons. The problem has been isolated and is being

handled manually until the system is corrected, which is expected to take place in October, 1987.

#### Dakota Radio Information Service, Inc.

On July 1, 1985, the position of Service to Blind and Physically Handicapped Consultant was increased to full-time. The position now provides increased administrative support to the Dakota Radio Information Service (DRIS). The Dakota Radio Information Service, Inc. signal is carried on the microwave relay system of Prairie Public Broadcasting. It is heard over closed circuit FM-SCA receivers which are purchased by community groups in each reception area. These groups were organized to support the service in their area and to meet some of the ongoing administrative costs of DRIS.

In December, 1985, DRIS received a grant from the National Telecommunication and Information Administration and, through local community support, the DRIS signal was able to reach the Minot area. In early 1986, equipment was purchased to allow the station to automate the recording and playback of tape. This meant that newspapers could be read live in the afternoons, recorded during the live reading, then played back automatically hours later. Automation allows DRIS to leave the network, play the local tape and rejoin the national network, all with no staff involved. Patrons who were unable to listen to the local newspapers in the afternoon could hear them in the evening. The improvement in local service was funded with grants and donations.

Expansion of the service occurred again in April of 1987 with the assistance of yet another grant from the National Telecommunication and Information Administration. This grant provided for the expansion of DRIS to the Williston area. A third grant application was submitted to the National Telecommunication and Information Administration to expand the service to the Dickinson area. Announcement of grant award for this application will occur in October, 1987.

The long-range plans of the service are to expand statewide when a microwave relay system going east is available or if funds are available to use more expensive alternative methods of microwave relay. When a method of microwave relay is found, organizing efforts in Grand Forks and Fargo will be intensified.

#### GOVERNOR'S ADVISORY COUNCIL ON LIBRARIES

The Governor's Advisory Council on Libraries held quarterly meetings during the 1985-1987 biennium. The Council adopted by-laws and outlined its responsibility. Much activity occurred in establishing criteria and guidelines for federal Library Services and Construction Act competitive grants. The Council recommended LSCA Title II, public library construction grants for funding. In 1986, the U.S. Congress appropriated an increase in funds for the Library Services and Construction Act. This increase in federal LSCA funds provided the State Library the opportunity - for the first time - to make available federal funds for competitive demonstration grants to North Dakota's libraries. The Advisory Council reviewed many applications for projects and recommended a total of twenty-seven to be funded. These projects were for public library services, public library construction, and resource sharing among different types of libraries in North Dakota.

## IDENTIFICATION OF TRENDS IN DIRECTION FOR THE NORTH DAKOTA STATE LIBRARY

Library automation has been identified by the library community in North Dakota as a priority. The State Library responded to this by coordinating the LIBRARY AUTOMATION IN NORTH DAKOTA (LAND) study. This study proposed the development, in phases, of a North Dakota library network to provide online access to the resources available in the state's libraries. The state's economic condition precluded inclusion of the proposal in the State Library's 1987-1989 biennium budget. Methods of funding and implementation will continue to be explored with the North Dakota library community.

In February, 1987, members of the North Dakota library community identified the need for a master plan for statewide library services. In the Spring, a list of potential librarians and users was developed and recommended to the Governor for the formation of a Governor's Library Planning Task Force. The Task Force, comprised of twelve members, was appointed by Governor Sinner in July, 1987, and was charged to develop a strategic plan for statewide library services in North Dakota. The Task Force is to review library services to the unserved, funding, provision of services, and to recommend any legislative changes. Work began in September, 1987, and a final report will be issued by July 1, 1988.

## FUTURE TRENDS AND CONCERNS OF THE NORTH DAKOTA STATE LIBRARY

With the economic climate of declining state revenues and static or decreasing budgets, the North Dakota State Library has begun the process of examining its mission and role. The staff has identified the beginning steps in the development of an agency strategic plan for the next six years. Areas of major concern are: automation of State Library circulation, acquisitions and card catalog; services to state government; state government documents; services to the unserved areas of the state; and staffing. All programs and services now provided by the State Library are being reviewed. Services that are legislatively mandated have not been allocated the necessary resources - staff and funds - to support the mandate. The State Library has not increased the number of its staff since the 1977-1979 biennium. With increased demand for services, each function of the State Library must be evaluated to determine effectiveness and efficiency.

State Aid to Public Libraries was reduced eight percent (8%) for the 1987-1989 biennium. Twenty-eight (28) North Dakota counties do not tax themselves for public library services and five counties have no public library services whatsoever. Local and state governmental officials have an obligation to provide this service to North Dakota citizens. The public library is the only informational resource available to the out-of-school adult and the last resort source of many school-age children. The Department of Public Instruction estimates that eight percent (8%) of the adult population over the age of twenty-five are functionally illiterate. The public library in many communities is the only source for these individuals to acquire the skills needed to function in society.

The collection, cataloging, microfiching, indexing, and distribution of state government documents remains a high priority of the State Library. The State Library is legislatively mandated to collect and distribute these documents to other libraries in the state. With the assistance of the state Micrographics Office, over 3,000 state documents have been microfiched during the biennium. The State Library is now reviewing the document program to develop standards for obtain-

ing, microfiching, cataloging, indexing, and distributing them. A task force, comprised of State Library staff, representatives of the State Archives, and government document librarians in North Dakota, will be formed in November, 1987, to review the existing program and to provide a plan for improving the efficiency and quality of the program.

NORTH DAKOTA STATE LIBRARY

Department Status Report

Biennium 1985 - 1987

Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures	Balance
Salaries & Wages	\$1,081,990	\$1,044,459	\$ 978,140	\$ 66,318
Operating Expenses	599,997	599,997	598,957	1,039
Central Data Processing	10,000	10,000	10,000	-0-
Equipment	2,580	2,580	2,579	-0-
Grants	<u>1,304,809</u>	<u>1,406,087</u>	<u>1,285,958</u>	<u>120,129</u>
TOTAL	\$2,999,376	\$3,063,123	\$2,875,634	\$187,486

Revenues

General Fund	\$2,038,263	\$1,956,732	\$1,942,644	\$ 14,085
Federal Funds	<u>961,113</u>	<u>1,106,391</u>	<u>932,990</u>	<u>173,401</u>
TOTAL	\$2,999,376	\$3,063,123	\$2,875,634	\$187,486

NORTH DAKOTA STATE LIBRARY

Expenditures: 7-1-85 to 6-30-87

	Fiscal Year 1986	Fiscal Year 1987	Biennial Total
	<u>          </u>	<u>          </u>	<u>          </u>
SALARIES & WAGES (total)	\$474,961	\$503,179	\$978,140
 OPERATING EXPENSES			
Travel	17,542	5,356	22,898
Non-State Employee Travel	9,034	6,434	15,468
Communications	24,384	12,566	36,950
Blind & Physically Handicapped	82,500	82,500	165,000
Service Contracts	50,043	16,176	66,219
Printing	16,313	8,361	24,674
Books & Materials	90,850	17,572	108,422
Postage	23,150	18,492	41,642
Periodicals & Subscriptions	21,130	17,520	38,650
Supplies	12,050	8,170	20,220
Other Fees & Services	29,006	15,967	44,973
Equipment Rental	<u>8,142</u>	<u>5,699</u>	<u>13,841</u>
SUB TOTAL	\$384,144	\$214,813	\$598,957
 Central Data Processing	\$ 4,855	\$ 5,145	\$ 10,000
Equipment	390	2,189	2,579
Institutional Grants	25,000	25,000	50,000
Public Library Grants	145,487	34,471	179,958
State Aid	<u>550,000</u>	<u>506,000</u>	<u>1,056,000</u>
GRAND TOTAL	\$1,584,837	\$1,290,797	\$2,875,634

NORTH DAKOTA STATE LIBRARY

6200 - Business Office

	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>Biennial Total</u>
SALARIES & WAGES	\$72,630	\$77,453	\$150,083
Travel	871	496	1,367
Audit	2,172	-0-	2,172
Equipment Rental	2,351	2,411	4,762
Supplies	829	251	1,080
Printing	783	325	1,108
Other Fees & Services	<u>1,414</u>	<u>257</u>	<u>1,671</u>
TOTAL	\$81,050	\$81,193	\$162,243

Program 6200 is the State Library's business office. It's primary functions include: The Library Services & Construction Act (LSCA) coordinator; writing the State Plan, the Annual Report, and handling federal grant monies; writing the State Biennial Budget; monitoring the budget and assisting public librarians with their local budgets; writing the agency's personnel plans and maintaining payroll and personnel files; compiling and publishing statewide library statistics; administering the general fund state aid grants; and other related business matters.

NORTH DAKOTA STATE LIBRARY

7100 - Library Services

	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>Biennial Total</u>
SALARIES & WAGES	\$301,915	\$321,353	\$623,268
OPERATING EXPENSES			
Non-State Employee Travel	2,403	1,675	4,078
Travel	15,487	3,326	18,813
Rental of Equipment	5,791	3,288	9,079
Communications	24,384	12,566	36,950
Service Contracts	46,843	12,976	59,819
Postage	23,150	18,492	41,642
Supplies	11,221	7,919	19,140
Printing	14,686	7,334	22,020
Books & Materials	82,509	9,508	92,017
Periodicals & Subscriptions	21,130	17,520	38,650
Other Operating Fees	<u>22,970</u>	<u>11,629</u>	<u>34,599</u>
SUB TOTAL (Operating)	\$270,574	\$106,233	\$376,807
Central Data Processing	2,583	4,807	7,390
Equipment	<u>356</u>	<u>2,223</u>	<u>2,579</u>
GRAND TOTAL	\$575,428	\$434,616	\$1,010,044

Program 7100 includes our interlibrary loan service, loaning of materials to the public; reference services; acquisition and book processing; and library coordination by the State Librarian of all statewide library services. This program serves public schools, especially through loan of filmstrips and materials to smaller schools who are unable to support their own collections.

NORTH DAKOTA STATE LIBRARY

7200 - Government Services

	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>Biennial Total</u>
SALARIES & WAGES	\$64,911	\$68,785	\$133,696
Books, Reference & Resource Materials	5,788	1,519	7,307
Service Contract	3,200	3,200	6,400
Printing	844	702	1,546
Central Data Processing	<u>1,962</u>	<u>624</u>	<u>2,586</u>
TOTAL	\$76,705	\$74,830	\$151,535

Program 7200 provides specialized materials and reference and research services for state officials and employees. It collects, maintains, and distributes all state agency publications and is a census data center.

NORTH DAKOTA STATE LIBRARY

8200 - Advisory Council (ACOL)  
and Education & Research

	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>Biennial Total</u>
ACOL Travel	\$6,631	\$4,759	\$11,390
Continuing Education Opportunities	<u>2,400</u>	<u>3,931</u>	<u>6,331</u>
TOTAL	\$9,031	\$8,690	\$17,721

Program 8200 includes our Governor's (appointed) Advisory Council on Libraries, which advises the State Librarian on grant awards using federal funds. Further education of public librarians and special workshops for librarians are covered by this program.

8300 - Blind & Physically Handicapped  
Library Service

	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>Biennial Total</u>
Salaries & Wages	\$ 28,185	\$ 28,597	\$ 56,782
Contract for Talking Book Service	82,550	82,650	165,200
Travel	<u>1,184</u>	<u>1,534</u>	<u>2,718</u>
TOTAL	\$111,919	\$112,781	\$224,700

Program 8300 provides library service to persons who are blind and/or physically handicapped. This is done through placing a machine with the patron and loaning tapes and recorded books and materials through the mail as well as filling special requests by volunteers; sending out quarterly newsletters; and making popular magazines available. The Dakota Radio Information Service (DRIS), which began in 1984, provides a radio reading service for those patrons who cannot read a book or who are blind. It currently serves the Bismarck, Minot, and Williston areas.

## NORTH DAKOTA, STATE LIBRARY

### 8400 - Institutional Library Service

	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>Biennial Total</u>
Salaries & Wages	\$ 7,320	\$ 6,991	\$14,311
Books	2,553	6,545	9,098
Grants to Institutional Libraries	<u>25,000</u>	<u>25,000</u>	<u>50,000</u>
<b>TOTAL</b>	<b>\$34,873</b>	<b>\$38,536</b>	<b>\$73,409</b>

Program 8400 provides library service to state institutions for salaries, materials, and equipment on a dollar-for-dollar matching basis. The State Penitentiary Library is run as a branch of the State Library. This makes books and materials available for students, inmates and teachers, and employees of various institutions.

### 8600 - State Aid to Public Libraries

	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>Biennial Total</u>
Grants to Public Libraries	\$550,000	\$506,000	\$1,056,000

Through Program 8600 grants are made to eligible public libraries in accordance with North Dakota Century Code 54-24.2 to supplement local tax efforts. This helps contribute to the quality of collections and services of various public libraries. A bill for these grants was initiated and ultimately passed through the grassroots efforts of public librarians.

### 8700 - Public Library Construction

	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>Biennial Total</u>
Grants for Public Library Construction	\$145,487	\$34,471	\$179,958

Library Services & Construction Act (LSCA) grants were awarded on a competitive 1:1 match to public libraries for the construction of a new library facility; for the remodeling of an existing facility; for energy conservation; for preparation for new technologies; and for handicapped accessibility. The following libraries were awarded grants during the biennium, although many projects had not started by June 30, 1987:

1986 LIBRARY SERVICES & CONSTRUCTION ACT TITLE II GRANTS

Bowman Public	\$ 709	Sign, shelving, book drop
Carrington City Library	22,250	Purchase and renovate existing building for library use
Cavalier City Library	400	Remodel auditor's office for library use
Killdeer Public Library	1,850	Handicapped accessible sidewalk, attic insulation, new windows
Mayville Public Library	337	Energy efficient window shades
Mohall Public Library	7,500	Renovate office space in shopping mall for long-term library use
Minot Public Library	2,500	Two soundproof booths; remodeling reference desk for computer
New Rockford Public Library	1,506	Insulation and entryway
Bismarck Public Library	102,499	Remodeling existing library; addition to create a new facility
Walhalla Public Library	227	Room divider and shelving
Wahpeton Public Library	1,000	Convert storage area to kitchen facility
236 Lakota Public Library	<u>4,500</u>	Insulation, shelving, railing
	\$145,278	

Original approval was on July 16, 1986. Changes were approved on November 13, 1986 by the State Librarian and the Advisory Council. All dollar amounts are matched equally by local monies except Bismarck Public Library. The \$102,499 is matched by \$3.3 million dollars of local money.

1986 LIBRARY SERVICES & CONSTRUCTION ACT TITLE I INSTITUTIONAL GRANTS

School for the Deaf	\$ 5,500	Books, A-V materials, periodical subscriptions, equipment
School for the Blind	4,000	Equipment, books, Fees & Supplies
Jamestown State Hospital	5,500	Salaries, newspaper and magazine subscriptions, books, equipment
State Industrial School	3,000	Books, salaries, materials
Grafton State School	3,000	Equipment, educational supplies, A-V materials
San Haven State Hospital	<u>4,000</u>	Recreational supplies, educational supplies, periodicals
	\$25,000	

1987 LIBRARY SERVICES & CONSTRUCTION ACT TITLE I GRANTS

Institutional Grants:

State Industrial School	\$ 4,000	Materials and equipment: competency based vocational education
School for the Deaf	5,000	Printed and non-printed materials
Jamestown State Hospital	8,000	Patient Library materials
School for the Blind	5,985	Patient career development materials
Grafton State Hospital	<u>3,000</u>	A-V materials and equipment
	\$25,985	

Library Development Grants:

Bowbells	16,074	Demonstration of service from Ward County
Mandan Public/Morton County Libraries	4,492	Economic development information
Minot Public Library	3,792	Beginning collection for adult new readers
Dickinson Public Library	13,177	Library service for Billings County adults
Dakota Radio Information Service	10,000	Support for Dakota Radio Information Service
Harvey Public Library	12,500	Materials and services for special clientele
Grand Forks Public Library	5,000	Toy library for children with special needs
West Dakota Public Library, Carson	5,000	Purchase of materials and supplies
Public Library Planning Committee	5,240	Funding for continued meetings
Griggs County Library	3,423	Computer usage project
Cavalier County Library	<u>3,423</u>	Services in a rural area (computer)
	\$82,121	

1987 LIBRARY SERVICES & CONSTRUCTION ACT TITLE II GRANTS

Gackle Public Library	\$ 2,400	Remodeling for energy efficiency
Enderlin Municipal Library	40,632	Construction of a new facility
Cavalier County Library	49,085	Construction of a new facility
Underwood Public Library	9,248	Remodeling of an existing facility
Casselton Public Library	24,000	Remodeling of an existing facility
Minot Public Library	<u>29,000</u>	Addition of mezzanine
	\$154,365	

1987 LIBRARY SERVICES & CONSTRUCTION ACT TITLE III GRANTS

Harley French Medical Library, UND	\$ 9,946	Medinfo
North Dakota Library Association	9,000	North Dakota Periodical Index
North Dakota State Library	1,170	Support for Continuing Education Program
OCLC Library Directors/NDSL	10,000	Additional MINITEX funding
North Dakota State Library	24,330	Support for Library Services & Construction Act consulting
NE Interlibrary Cooperation Council	826	Workshop on Services for People with Special Needs
Heart of America Library, Rugby	3,423	Development of Services (computer)
Ward County Library	3,423	Purchase of a computer system
238 Turtle Lake Public Library	3,423	Purchase of a computer system
Cavalier City Library	3,423	Purchase of a computer system
Underwood Public Library	<u>3,423</u>	Purchase of a computer system
	\$72,387	

STATE LIBRARY COLLECTION

	<u>Added</u>		<u>Withdrawn</u>		<u>Total Collection 6-30-87</u>
	<u>Fiscal 1986</u>	<u>Fiscal 1987</u>	<u>Fiscal 1986</u>	<u>Fiscal 1987</u>	
Adult Information Books	5,205	2,197	672	1,043	94,886
Adult Fiction Books	409	518	-0-	51	11,148
Juvenile Fiction Books	46	-0-	-0-	40	2,404
State Documents Classified	66	-0-	-0-	-0-	66
Microfiche Cards	24	2,334	-0-	-0-	8,936
Microfilm	37	27	-0-	-0-	2,005
Audio Cassettes	80	12	277	153	14,024
Video Cassettes	1	1	7	35	434
8mm Films	-0-	-0-	9	23	1,150
Filmstrips	167	2	34	32	3,259
Slides	12	-0-	-0-	-0-	48
16mm Films	-0-	-0-	-0-	-0-	40
Pamphlets & Clippings	1,641	500	392	1,566	19,546
State Documents	1,791	1,633	-0-	-0-	28,422
Phono Tapes	-0-	-0-	-0-	-0-	8
Governmental Affairs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>1,741</u>
<b>TOTAL</b>	<b>9,479</b>	<b>7,224</b>	<b>1,391</b>	<b>2,943</b>	<b>\$188,117</b>

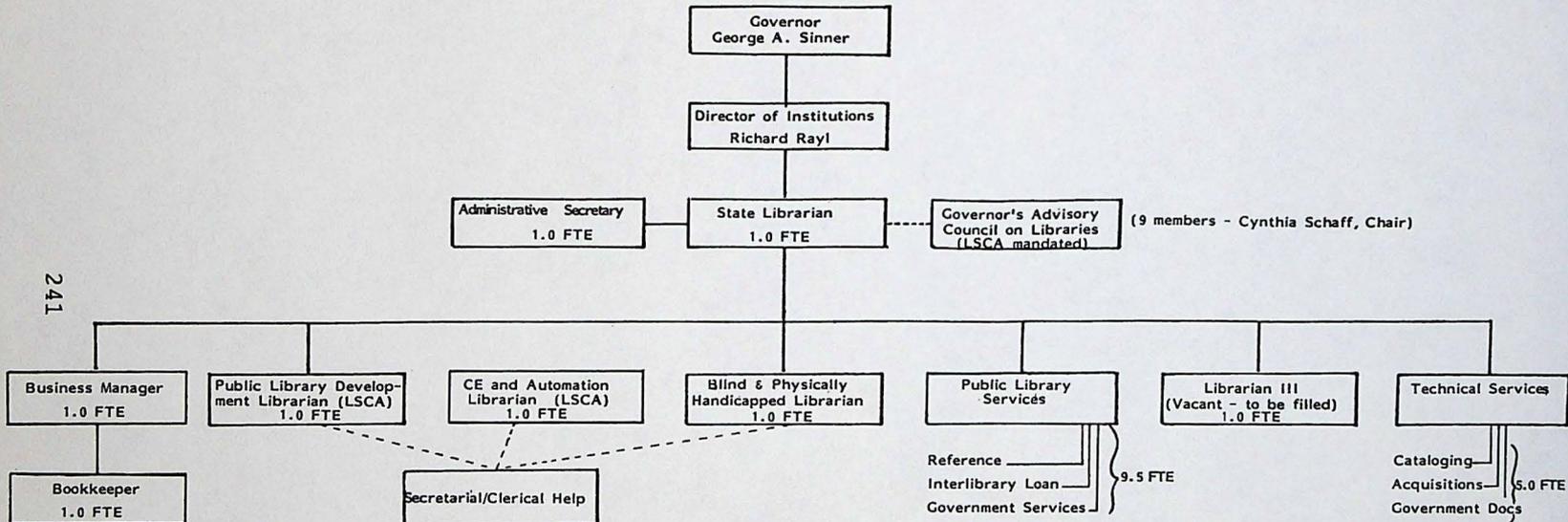
## LOAN OF STATE LIBRARY MATERIALS

Table I

	1987	1986	1985
Books	44,269	56,473	54,655
Audio Cassette Tapes	16,008	16,366	22,142
Films/Filmstrips	20,967	20,286	15,218
Other A/V Materials	4,528	4,273	5,797
Printed Materials/ Articles Photocopied	<u>28,650</u>	<u>15,520</u>	<u>13,487</u>
	114,522	112,918	111,299

Table II

Individuals	61,201	57,524	55,891
School Libraries	28,649	34,419	32,955
Public Libraries	17,439	15,396	15,374
Academic/Special Libraries	2,413	2,461	2,809
State Departments and Institutions	<u>4,820</u>	<u>3,118</u>	<u>4,270</u>
	114,522	112,918	111,299



North Dakota State Library

22.5 FTE

5-87/szl

State  
Doc.  
Z  
733  
.N67  
N68  
1985-  
1987

**PERM  
COPY**