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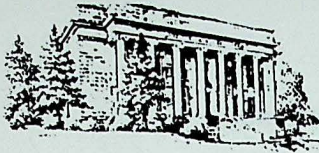
BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA



For the Period Covering

July 1, 1987 - June 30, 1989



Serving North Dakota Citizens



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NORTH DAKOTA STATE LIBRARY

Liberty Memorial Building, Capitol Grounds - Bismarck, ND 58505

PATRICIA L. HARRIS, STATE LIBRARIAN

(701)224-2492

November 1, 1989

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 1987-89 Biennial Report, in accordance with the North Dakota Century Code, Section 54-24-03(7).

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

Sincerely,

Patricia L. Harris
State Librarian

PLH:szl
Enc.

North Dakota State Library
Bismarck, ND 58505

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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.

In over eighty years of service, the North Dakota State Library has continued 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 1989, there were seventy-one public libraries in North Dakota. This is a dramatic increase in service, but twenty-seven North Dakota counties still do not tax themselves for public library services and four 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 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.

The State Library publishes the "Flickertale," a bi-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 "Publications of North Dakota State Departments," 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 contacting the North Dakota State Library.

SUMMARY OF ACCOMPLISHMENTS

Prior to the 1987-1989 biennium, three individuals held the office of State Librarian within a two-year period. Since 1987, this position has been occupied by one individual, which has brought about administrative stability to the agency. Each program area was reviewed for effectiveness and efficiency and modifications were made where necessary. The agency was streamlined into three service divisions - Administrative Services, Information Services, and Library Development Services - with each division under the supervision of a division director. This reduced the number of staff reporting to the State Librarian from eight to three.

Agency-wide changes were made in the physical reallocation of space for several areas - notably cataloging and processing, reference, interlibrary loan, and consulting services. The agency began an agency-wide review of all records under the State's records management program. The State Library planning process was temporarily halted in order to regroup for budget reductions in 1988. This process will begin again in the 1989-1991 biennium. Two positions were transferred from the Information Services Division to the Library Development Services Division, creating the Director of Library Development and the Public Library Consultant positions.

All policies, procedures, and forms were reviewed and revised for the Library Services and Construction Act grant program. A new five-year long-range plan for the federal program was written and submitted to the U.S. Department of Education where it was approved and recommended as a good example to other small rural states. The annual program document for the same program was completely revised. Administratively, all agency, Director of Institutions, and State personnel policies were reviewed and compiled into a document. All staff received a detailed orientation to the document in addition to receiving individual copies. This was the first time this had occurred in the agency. All personnel position descriptions were reviewed and revised if necessary. Also, the employee evaluation form was revised. Over fifty percent (50%) of the staff now have annual performance standards established. The remaining staff will have performance standards established in the first year of the current biennium. All internal functions were computerized using microcomputers. Major functions computerized include: mailing lists, inventory records, statistics, financial and budget information, word processing, desk top publishing, acquisitions, spreadsheets, survey tabulations, continuing education registrations, and database searches.

During the 1989 Legislative Assembly, the administrative placement of the North Dakota State Library was changed to be effective January 1, 1991. After seventy-one (71) years under the Director of Institutions office and its predecessor, the State Library will be transferred to the Department of Public Instruction. This was done as a preliminary move to disband the Director of Institutions Office. It is unknown at this time what changes the move will bring.

Many changes affecting the Information Services Division occurred during the biennium. Most notable of these changes involved staff. Through retirements and resignations to relocate out-of-state, nearly one-half of the division's staff changed. This resulted in lost time due to recruiting and training new staff. Much of the physical reallocation of space occurred in this division. The reassignment of space provided for greater efficiency and effectiveness for the cataloging and processing department and for the reference department. The position of Government Services Librarian was reactivated in February, 1988. This position had been vacant

for nearly two years. Under this position, the state government documents program was completely reviewed and changed for effectiveness. In August, 1988, the State Library discontinued the circulation of all popular video tapes to the public. This was taken in action to the budget reduction mandated by the Governor. In addition, periodical subscriptions were reduced by thirty percent (30%), eliminating the more popular, widely available periodicals. Increased emphasis has been placed on reference materials and indexes for reference and research. Additional reference materials were purchased on CD-ROM and online database searches were increased. There was a twenty-seven percent (27%) increase in the number of walk-ins during the biennium and a twenty-five percent (25%) increase in the number of incoming telephone calls for information.

The Library Development Services Division was the last administrative change in the organizational structure of the State Library. This was made in April, 1989, with the advertisement for the Director of Library Development position. This position remained unfilled at the end of the biennium. The Library Development Services Division provides direct public library consulting to the public libraries and trustees, continuing education and training programs, federal grants, and services to the blind and physically handicapped. During the 1989 Legislature, two new positions were added to the State Library's roster and these positions have been assigned to this division. With the addition of a full-time public library consultant, all public libraries in the State received consultative assistance. The number of miles traveled during the biennium increased one-hundred-forty-three percent (143%) from the previous biennium.

AUTOMATION - "ONLINE DAKOTA INFORMATION NETWORK (ODIN)"

ODIN, the chief god of Norse mythology and the wisest god, is the name of the statewide project of the Higher Education Computing Network (HECN) for an integrated online automated library system. In February, 1989, ODIN became operational with the initial eleven libraries represented in the statewide database. The founding HECN libraries include three from the University of North Dakota (Chester Fritz Library, Harley French Library of the Health Sciences, and the Thormodsgard Law Library) together with the libraries of Bismarck State College, Dickinson State University, Mayville State University, Minot State University, North Dakota State College of Science, and Valley City State University. The State Library, along with the Grand Forks Public Library, has also joined the system.

The State Library's holdings are available for dial-access and before the end of the 1989-1990 fiscal year, the agency will be totally online with the system. The system runs on a main frame Unisys computer located at the UND Computer Center, using the PALS Library System software. The UND Computer Center is the host site for the ODIN system. The State Library will install

the online public access catalog (OPAC) first. This will provide the user with an online card catalog some time in early 1990. The present manual card catalog will be physically removed. The circulation function is anticipated to be operational in late 1990.

REFERENCE AND INTERLIBRARY LOAN ACTIVITY

The State Library functions as the back-up reference and interlibrary loan referral center for North Dakota libraries. Through our continuous participation in OCLC, Inc., a national bibliographic database located in Columbus, Ohio, the State Library is able to identify and access over twenty million unique titles worldwide. Through OCLC, the holdings of over eight-thousand (8,000) libraries located in the United States and worldwide are available to the citizens of North Dakota.

For regional resource sharing, the State Library contracts with MINITEX through the Higher Education Coordinating Board of the State of Minnesota. MINITEX provides additional sources for interlibrary loan through direct access to the library collections of the University of Minnesota and other Minnesota libraries. Libraries in Minnesota, South Dakota and North Dakota participate in MINITEX.

There was a five percent (5.1%) overall increase in circulation and interlibrary loan activity in the biennium. Increases were in requests from and circulation to school libraries (8.4%), public libraries (22.6%), and state government (210.1%). A major emphasis during the biennium has been service to state government by taking a proactive approach to service. The Government Services librarian provides individualized service to state employees by tours, agency visits, and research.

In this same time period, requests from and circulation to two groups decreased. Decreases were in service to individuals (-25.2%) and academic/special libraries (-15.1%). These decreases have been anticipated for several years for the following reason: the State Library's materials budget has decreased twenty-one percent (21%) over the last ten years while the average cost of a book has increased ninety-one percent (91%). The reduced buying power has shifted the State Library from a general public library collection to a research and reference collection. In 1984 the State Library discontinued purchasing fiction materials, childrens materials and best-seller types of books. In 1985, the State Library stopped purchasing popular video tapes and other audio-visual materials. The circulation of video tapes was discontinued in 1988.

State Library usage by academic libraries accounts for less than six percent (5.8%) of the total activity. The decrease in academic usage in 1987-1989 reflects the addition of several node academic libraries with direct access to MINITEX, the State

Library's decreasing materials budget, and by the specific and technical nature of the academic libraries' requests.

In 1987-1989, the State Library's interlibrary loan department received 59,031 requests for reference and/or interlibrary loan materials. The fill rate from the State Library's collection decreased slightly from forty-six percent (46%) in 1985-1987 to forty-five percent (45.7%) in 1987-1989. Other libraries located in North Dakota, through MINITEX and from libraries outside of the geographical region, filled nearly thirty-six percent (35.7%) of the requests. This is an eight percent (8.3%) decrease from the last two years. The number of requests not filled from either the State Library's collection, or by other North Dakota libraries, or from outside the region, has increased eight percent (8.6%) from the last biennium. In 1985-1987 only ten percent (10%) of the requests could not be filled; in the 1987-1989 biennium the unfilled request rate climbed to 18.6 percent of the total number of requests.

This is a decrease of over five percent (5.2%) from the previous biennium. This means that our ability to fill a patron's request - either from the State Library's collection or from in-state, or the region - is decreasing. As the State Library's resource and reference materials budget continues to decrease, the information needs of the citizens go unfilled. We have also found that as the cost of materials increase, the local libraries' budgets are decreasing and they also are unable to purchase the materials needed to fill patrons requests. This has created a downward spiral. The book budgets are decreasing, requests for information are increasing, and the ability to fill patrons requests is decreasing.

The reference department was relocated and a reference desk is now located at the site of the former audio-visual desk. The new reference area provides better utilization of space and allows staff the ability to do visual checks of the card catalog and indexes areas. This permits the staff to better respond to the client's needs by identifying and assisting new or obviously confused patrons. The card catalog was physically moved to face East to alleviate the traffic jams in the hallway and provide a better and more even source of lighting for catalog users. The shelves that formerly held magazines are now available for reference materials. Almost 100 linear feet of additional space was added by this simple move.

The reference collection was extensively reviewed, and outdated and inappropriate materials were removed. Materials deemed useful, but not necessary for reference, were transferred to the general collection. The department handled 6,104 reference questions during 1987-1989. No separate statistics were kept previous to this biennium. Several needed reference sources and bibliographies were compiled and printed during the biennium. These included bibliographies on the holdings of the State Library in the following subject areas:

AIDS, Alzheimer's disease, rural library cooperation, State Library books on General George Armstrong Custer, dinosaurs, and science fair projects materials and resources.

TECHNICAL AND PROCESSING SERVICES

The one word to summarize the activities for technical and processing services over the last two years would be "change." Cataloging services has seen a great deal of change in location, staff, and workflow - and anticipates many more changes in the future as the library automates.

The department was physically relocated from the first floor of the Liberty Memorial Building to the ground level in February, 1988. Although some work-space may have been lost, the move improved efficiency. The "journey" of the new book from unpacking through the processing area involves much less time and the materials do not need to travel over two floors to be made ready for public use. Cataloging services is now closer in proximity to the reference and interlibrary loan departments and any problems with cataloging information are more readily reported and are more quickly resolved.

Cataloging services saw several personnel changes during the first year of the biennium. During this period, three professional librarians filled the position of head cataloger. Since June, 1988, there has been one permanent head cataloger. This has resulted in increased efficiency and the virtual elimination of the cataloging backlog that had existed for nearly two years. As part of an agency reorganization, Technical Services was administratively removed from under the direct supervision of the State Librarian and became a department within the Information Services Division, under the supervision of the Director of Information Services. To increase coordination and efficiency, a new workflow was created in 1988 and modified in 1989. The new workflow has increased coordination within the department. One area of increased efficiency is the use of the Cataloging Micro Enhancer, a program which allows the cataloger to download bibliographic records from the OCLC bibliographic data onto a hard disk. Once downloaded, the records can be edited off-line, and uploaded into the OCLC database. The Enhancer has proved advantageous in many ways. Editing off-line is much quicker. The records can be added to OCLC during non-prime-time hours and this translates into less cost and more efficient use of the terminal during working hours.

In the processing area, many procedures have been discontinued, as they were deemed useless and outdated. Such things include embossing the State Library name on "the secret page" - an antiquated library practice and the placing of the "North Dakota State Library" labels on the front cover of a book. Engraving audio visual materials was discontinued favoring using a rubber stamp. Although seemingly minor, the procedure changes have saved staff time.

Although cuts to the State Library budget this biennium hurt the overall State Library program, they were beneficial to the cataloging department. Many projects were starting the department in the face and the budget cut drastically decreased the number of new books needing the department's attention. The department, therefore, was able to focus on other projects which needed to be done. These included: a two-year backlog of uncataloged books; retrospective conversion problems; retrospective conversion of the fiction collection; compilation of a bibliography of large type books owned by the State Library; the organization and implementation of the State Document cataloging project; and the updating of the holdings in the Minnesota Union List of Serials (MULS).

The backlog now consists of ten shelves of books, where previously, it had occupied almost an entire stack level. Retrospective conversion is progressing and it is anticipated that within eighteen months the collection will be included in the database. Because our holdings are now a part of the statewide database--ODIN, and we will have access to the system in January, 1990, retrospective conversion is a top priority.

Another major project of the cataloging department has been the State Documents cataloging project. This began formally in January, 1989 with the procedures still being revised. The process involves the Government Services Librarian, the head cataloger, and the Government Services/processing assistant. 557 paper volumes, representing 143 titles, were cataloged from September, 1988 through June, 1989 and 360 microfiche, representing 69 titles and 224 volumes, were cataloged from January to June, 1989. Since the microfiche are newly produced, there are no records on OCLC and all microfiche require original cataloging. Problems with this project still to be worked out include: notation of microfiche in the call number; notation of permanent or loan copy on the cataloging record; and establishing holdings libraries for different formats which are not shelved with the documents (e.g., posters, maps, videos, etc.).

LEGISLATIVE DOCUMENTS AND ONLINE BILL STATUS

During the Centennial Legislative Session of 1989, the North Dakota State Library and the Legislative Council Library cooperated again to provide the daily House and Senate Journals and all bills to over fifty (50) participating libraries throughout the State. This service is paid for by the Legislative Assembly and is the only one of its kind in the country. Additionally, EasyLink libraries had the ability to access the State of North Dakota's Online Bill Status via their microcomputers.

During the 1989 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 public libraries and citizens needing research assistance during the session, and offered a workshop to librarians needing to understand the content and capabilities of the Online Bill Status system.

SERVICES TO STATE GOVERNMENT

After nearly two years without a professional librarian identified to serve state government, the Government Services Librarian position was recreated in February, 1988. The Head of Reference was promoted to this position. Prior to February, 1988, the duties of services to state government were spread among the reference, interlibrary loan, and cataloging staff. The primary duties of this position consist of the federal documents collection, the state documents collection, and library and information services to state employees.

The federal document collection is composed of publications produced by the federal government to support the research activities of state government. Yearly reviews of the selection list ensure that the collection is current and meeting the needs of state government.

In the area of state documents, it is the responsibility of the Government Services Librarian to collect and distribute state publications to the depository libraries: State Historical Society, University of North Dakota, North Dakota State University, Minot State University, Dickinson State University, and the Library of Congress, in accordance with NDCC 54-02-09. During the biennium, 3,370 state documents have been collected and added to the collection. To accommodate the expanding collection, the state documents have been moved to a specifically designated area. The State Library has recognized the importance of state documents from a historical point of view; therefore, a permanent collection, which has limited access by the staff and none to the public, has been established. This permanent collection has been vital for locating early materials published by state agencies. In their quest to obtain more space, state agencies may discard information that will be valuable at a later date. This is where the state document collection becomes vital.

To meet the needs of the public requesting information about state government, there is a circulating collection of the majority of state documents. To make the state documents more available to other libraries, a concentrated effort is being made to list all the state document serials on the Minnesota Union List of Serials (MULS), which lists the title and the holdings of a serial. In conjunction with the MULS project, all state documents with the same title are being shelved together, which makes retrieval quick and easy. Previously, state documents have been given a number that represents the

order of receipt. With this system, items with the same title were not shelved together which made retrieval very time consuming. As of January 1, 1989, the State Library began cataloging the state document collection using the OCLC system and the Library of Congress classification system. We foresee this project taking many years, since we only have one professional cataloger who must divide his time between state documents and other cataloging.

The State Library continues to work with the Micrographics Department of OMB for the microfiching of state documents. The microfiche project was put "on hold" for the first year of the biennium in order to evaluate and restructure the project. After an extensive analysis of the project, it was found that over several years the project had developed major problems which had never been administratively addressed. It was decided that it would be beneficial to the project to suspend it for a year and to resume it with better management and direction. As a result, fewer documents were microfiched during the biennium than expected; however, no major problems have developed since restarting the project. The items that have been microfiched and distributed are the Supreme Court reports, Session Laws, and House and Senate Journals. The state documents continue to be microfiched - agency by agency. Once an agency is completed, new items are cataloged and fiched upon arrival.

The major responsibility of this service is providing library and research services to state employees. One aspect of this job is that reference questions are researched and periodicals or books are obtained from other libraries. The other aspect is personal visits to state agencies. This is important so that the agencies become more aware of the services at the State Library and, in turn, the State Library becomes aware of the functions of the state agencies. One special project from these visits is the compiling of the state agency periodical list. This list comprises the periodicals that state agencies have purchased and the holdings for that periodical. The intent behind this project is to encourage resource sharing between state agencies, deliver faster service by using the resources within state government as opposed to possibly going out-of-state. With resource sharing there is always a greater potential for cost savings.

CONTINUING EDUCATION AND TRAINING PROGRAMS

The state of North Dakota, like many western states, does not have an accredited American Library Association library science 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. The State Library, often times in conjunction with the North Dakota Library Association, sponsors many training programs

for the library community in North Dakota. During the biennium, forty-nine (49) such training programs were offered and attended by 828 individuals from all types of libraries, including trustees of public libraries. Topics included: automation in libraries, services to rural libraries, legislative documents, cataloging, reference and interlibrary loan services, intellectual freedom, acquisition, library management, services to the handicapped, personnel issues, and funding.

Two new training programs which met with much success were instituted in 1988. The State Library sponsored the first Library Managers Institute at Bismarck State College. This intensive four-day institute brought together 27 public library directors and management faculty from the University of North Dakota to train and learn the principles of management. The idea was not to teach the library directors how to be good librarians, but how to train them to be managers. The program was not able to be continued for the second year of the biennium due to budget reductions. It is hoped that it can be offered at least once every biennium.

The other program was the availability of "Professional Development Grants" for public librarians and public library trustees. These grants were made possible through Library Services and Construction Act, Title I funds. North Dakota librarians have limited access to training programs offered outside of the state. The State Library provided the opportunity for six (6) librarians and a trustee to attend national library programs. Programs attended were: The American Library Association Conference in Dallas, Texas; Storytelling Conference at Mankato State University, Mankato, MN; the 5th Rural Bookmobile Conference in Columbus, OH; and the Library Middle Managers Institute sponsored by Miami University in Oxford, OH.

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.

Due to two budget reductions during the two years - one from the cable tax referral and the other from the Governor's two percent (2%) allotment in August, 1988 - there was a nearly eleven percent (10.9%) reduction in the number of continuing education and training programs offered, with a corresponding decrease in people trained. The FY 1989-1991 budget will reduce the number of training programs offered by another twenty percent (20%) due to lack of sufficient funding in the State Library's operating budget. This means that the skills of the state's librarians will not be able to keep pace with the changes in technology and other advances in the profession.

SERVICES TO BLIND AND PHYSICALLY HANDICAPPED

Talking Book Services

The Talking Book program continued to grow in patronage the last biennium, just as it has done in the past three bienniums. Statistics from the Dakotas Regional Library located at the South Dakota State Library in Pierre, show that patronage grew from 1,996 to 2,114, a seventeen percent (17%) increase. Although fiscal year 1989 statistics for the nation are not available, the Library of Congress' National Library Services shows a nationwide increase of only three percent (3%) for the 1988 fiscal year. Circulation of books and magazines on cassette and disc totaled 67,377 for the biennium.

The continued growth of patronage in North Dakota at a time when Talking Book patronage nationwide has slowed down is due to the public information and outreach efforts aimed at social service agencies, special education personnel, health agencies, the ministry, librarians and the general public. A barrier to growth of circulation and patronage was profound difficulties with the automated circulation system which the Dakotas Regional Library installed in 1987. There were failures in the recording and selecting of books requested by patrons which resulted in their having to special order almost every book they wanted. The difficulties ended early in 1989 with the replacement of hard discs in some of the microcomputers handling the system.

Dakota Radio Information Service, Inc. (DRIS)

The Dakota Radio Information Service, Inc., (DRIS) celebrated its fifth anniversary with a very special event. On March 6, 1989, Governor George Sinner, and other elected state officials, read on the air chapters from Dakota Maverick, a biography of Sen. William Langer, by Agnes Geelan. Later in the day legislators from Williston, Minot, Dickinson, Mandan and Bismarck read the news from their local newspapers. According to the feedback received, the day was enjoyed by DRIS listeners. DRIS, a radio reading service for the visually impaired, features reading of local newspapers by volunteers. It also carries InTouch, a radio reading service from New York City, which is received via satellite. InTouch, featuring national newspapers and popular current magazines, is heard every day over DRIS.

In 1988, DRIS expanded to the Dickinson area, increasing the area of western North Dakota which could hear the service. At the end of the biennium there were 367 DRIS receivers placed in western North Dakota compared to 245 at the beginning of the biennium, a 49% increase.

During the biennium several special projects and events occurred. One was the initiation of a program of taping religious material which is distributed nationally by the Lutheran Library for the Blind. The taping is done by five local volunteers using DRIS tape recorders in the small sound

booth constructed and donated by the Nodak Lions Club. The volunteers were trained for this work by the DRIS staff.

In commemoration of the 200th anniversary of the United States Constitution on February 22, 1988, a Braille version of the Constitution was read live over the air by Ms. Lynn Iverson, a blind lawyer and former member of the DRIS board of directors.

As a result of action by the 1989 Legislature, the telecommunications network in the state will be expanded, providing DRIS with the capability to expand to the Jamestown area in the next biennium. Because of the large number of blind and physically handicapped persons who live in this area, many new listeners will be added. It is also likely that a new radio reading service will be on air in the Grand Forks area sometime during the next biennium. Radio station KFJM at the University of North Dakota will serve Grand Forks, Grand Forks County, Lakota and Devils Lake. It will carry the Minnesota Talking Book network and will buy its receivers from Minnesota's State Services for the Blind.

GOVERNOR'S ADVISORY COUNCIL ON LIBRARIES

The Governor's Advisory Council on Libraries held quarterly meetings during the 1987-1989 biennium. One member resigned, three were reappointed for second terms, and two new members joined the Council.

The Council requested clarification from the Governor regarding the role and responsibilities of the Council. The Council is appointed by the Governor in compliance with federal regulations for the Library Services and Construction Act programs and is responsible for recommending to the State Librarian federal grant applications for funding. Much activity occurred in establishing criteria and guidelines for federal Library Services and Construction Act competitive grants. The Advisory Council reviewed many applications for projects and recommended a total thirty-eight (38), totaling \$630,286, to be funded. These projects were for public library services, public library construction, and resource sharing among different types of libraries located in twenty-two (22) North Dakota communities.

GRANTS-IN-AID TO LIBRARIES

State Aid to Public Libraries

The 1987-89 biennium was the fifth biennium for funding for 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 by employing staff (48%), purchasing books, audio-visual and other materials for patron use (49%), and replacing equipment (3%).

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 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 1988 and 1989, the State Library, with recommendations from the Governor's Advisory Council on Libraries, approved \$25,000 each year 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 sixteen library grant proposals to public libraries or providers of public library services - a total of \$95,883 in LSCA Title I - to expand public library services to areas unserved, for collection development, and planning.

LSCA Title III grants were awarded to seven libraries in 1987-1989 for the development of resource sharing activities in North Dakota. A total of \$50,804 in Title III funds supported the development of a periodical index of North Dakota magazines and serials, provided access to an electronic mail and interlibrary loan system - EasyLink - and provided support staff for resource sharing activities.

Public library construction grants were awarded to eleven libraries in 1987-1989, totaling \$450,607. These funds were for the purchase and renovation of buildings for library use, purchasing equipment, providing access to library facilities for the physically handicapped, to improve the energy efficiency of existing buildings, and to build two new buildings.

FUTURE TRENDS AND CONCERNS OF THE NORTH DAKOTA STATE LIBRARY

Since the mid-1980's, the North Dakota State Library has been in a transitional phase. This transitional phase has been precipitated in part by the declining State budget for the

State Library, and the State Library's increased dependency on federal funds for operational purposes. During this time period, the State Library has deliberately shifted its emphasis on providing a general public library collection to one of a more specialized reference and research collection. Over the past five years, the State Library has discontinued purchasing the following types of materials: 1) fiction materials, except those written by a North Dakota author or about North Dakota; 2) "best seller" types of books; 3) childrens' fiction and most nonfiction; 4) audio-visual materials such as 8mm films, educational kits, slides, and video tapes; 5) popular "grocery store" magazines, such as Good Housekeeping, Better Homes and Gardens, etc.; and 6) multiple copies of some popular titles.

The declining reference and resource budget has been the catalyst for the change in the collection. The State Library's materials budget decreased twenty-one percent (21%) over the past ten years, while the average cost of a book has increased ninety-one percent (91%). State Aid to Public Libraries, now in place for ten years, has provided the public libraries with some increased funding to hedge inflation and build up their own library collections to better serve their clients. This has given the State Library the opportunity to shift its limited materials budget to add expensive reference resources that are not available in the local libraries.

The State Library has also reallocated more fiscal and staff resources to providing consultative assistance to the libraries throughout the State and for continuing education and training. In addition, more emphasis has been placed on serving state government. Services to state government will continue to be a high priority for the State Library in the next decade. With the automation of the State Library to be completed by September, 1990, state agencies will be able to access the holdings of not only the State Library, but every publicly-supported academic library in the State, two public libraries, one private academic library, the academic libraries in South Dakota, and many public and academic libraries in Minnesota. The first state agency to have direct access to the state bibliographic database will be the Economic Development Commission. The plan for the near future is that all state agencies will have access terminals. In addition, the State Library will work for more coordination between existing state agency libraries. There must be increased funding for the State Library to support state government in staff, materials, equipment, and database searching.

The impact of automating the card catalog, circulation, interlibrary loan, and acquisitions of the State Library will require many changes in the way that we do things. The days of the manual card catalog are dwindling. The manual circulation of library materials is also in its final days. Automating these functions will provide more accurate and timely information. Staff functions will change; procedures will have to be changed. The next two years will be challenging and exciting.

The State Library's current budget is forty percent (40%) federal funds. In the last three federal fiscal years, the North Dakota State Library has received less federal funds than in each of the previous federal fiscal years. This has occurred at the same time that the federal Library Services and Construction Act program funds have increased nationally. The federal funds continue to have more and more restrictive uses which mandate certain programs and "protects" them. State Library programs that are "unprotected" do not receive the State dollars needed to adequately support them. These "unprotected" programs include reference and interlibrary loan services to the schools, services to state government, and state government documents. These programs must have increased and stable funding in order to continue.

Library services to the blind and physically handicapped are currently funded by federal funds. With decreasing federal funding for three years, and an outlook of this continuing, these specialized services are in a financial "no growth" phase and in fact, are providing less services than in past years while demand continues to increase. What is needed is stabilized State funding to support the "talking book" program, funding to transfer the responsibility of the "talking book" machine lending agency to the State Library, and stable and adequate State funding to administratively and fiscally support Dakota Radio Information Services, Inc. (DRIS).

NORTH DAKOTA STATE LIBRARY

Department Status Report

Biennium 1987 - 1989

Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures	Balance
Salaries & Wages	\$1,118,032	\$1,173,008	\$1,108,337	\$ 64,671
Operating Expenses	787,462	991,498	928,577	62,920
Central Data Processing	8,369	8,369	8,369	-0-
Equipment	2,580	36,330	36,299	31
Grants	<u>1,064,000</u>	<u>1,673,712</u>	<u>1,356,262</u>	<u>317,450</u>
TOTAL	\$2,980,443	\$3,882,917	\$3,437,845	\$445,072
<u>Revenues</u>				
General Fund	\$2,174,139	\$2,156,732	\$2,156,573	\$ 159
Special Funds	6,304	6,304	6,304	-0-
Federal Funds	<u>800,000</u>	<u>1,719,881</u>	<u>1,274,968</u>	<u>444,913</u>
TOTAL	\$2,980,443	\$3,882,917	\$3,437,845	\$445,072

NORTH DAKOTA STATE LIBRARY

Expenditures: 7-1-87 to 6-30-89

	Fiscal Year <u>1988</u>	Fiscal Year <u>1989</u>	Biennial <u>Total</u>
Salaries & Wages (total)	\$ 526,176	\$582,162	\$1,108,338
Operating Expenses			
Travel	22,310	11,078	33,388
Non-State Employee Travel	15,787	8,675	24,462
Motor Pool	3,155	8,534	11,689
Communications	23,644	15,660	39,304
Blind & Physically Handicapped	82,500	82,500	165,000
OCLC	22,510	33,594	56,104
Printing	12,411	6,138	18,549
Reference & Resource Materials	152,981	64,790	217,771
EasyLink	7,088	10,012	17,100
Postage	24,795	16,066	40,861
MINITEX	92,000	122,400	214,400
Audit	1,968	2,337	4,305
Supplies	31,841	13,038	44,879
Continuing Education Programs	6,548	10,532	17,080
Dues/Memberships	1,360	2,040	3,400
Repairs	2,083	1,974	4,057
Equipment Lease	<u>7,261</u>	<u>8,967</u>	<u>16,228</u>
SUB-TOTAL	\$510,242	\$418,335	\$928,577
Central Data Processing	\$ 5,036	\$ 3,333	\$ 8,369
Equipment	26,828	9,471	36,299
Institutional Grants	25,000	25,000	50,000
Library Grants	192,361	107,890	300,251
State Aid to Public Libraries	<u>507,000</u>	<u>499,011</u>	<u>1,006,011</u>
GRAND TOTAL	\$1,792,643	\$1,645,202	\$3,437,845

LIBRARY SERVICES & CONSTRUCTION ACT (LSCA) GRANTS

1988 GRANTS

LSCA TITLE I

Institutional

City

Grafton State School
ND School for the Blind

3,000
4,000

Project Title

Materials to meet clients' needs
Equipment, large print, Braille

Grafton
Grand Forks

ND School for the Deaf	8,000
ND State Industrial School	5,000
ND State Hospital -Patients' Libraries	<u>5,000</u>

Increased access to materials	Devils Lake
Computer equipment for Learning Center	Mandan
Expansion of in-house library programming	Jamestown

Institutional Total \$25,000

Other Title I Applications

Dakota Radio Information Service	\$ 8,020
Dickinson Public Library	15,500
Grand Forks Public Library	5,000
Grand Forks Public Library	1,000
Leach Public Library	6,000
Lisbon Public Library	2,500
McLean-Mercer Regional Library	3,500
North Dakota State Library	5,173
Public Library Planning Committee	<u>2,090</u>

Support staff for DRIS	Bismarck
Demonstration of service to Stark County	Dickinson
Adult literacy center	Grand Forks
Workshops on toys for handicapped children	Grand Forks
Outreach demonstration service	Wahpeton
Library services to elderly	Lisbon
Computer for EasyLink access	Riverdale
Professional development grants	Bismarck
Study of public library issues	Grand Forks

Non-institutional Total \$48,783

Title I Institutional funds available: \$25,000
Title I funds available 48,783

Title II

Ward County Public Library	\$ 39,599
Harvey Public Library	<u>106,500</u>

Addition of renovated space	Minot
New construction	Harvey

Title II Total \$146,099

Title III

UND Harley French Library	6,830
NDLA N.D. Periodicals Index Project	5,000
North Dakota State Library	<u>13,851</u>

ND Interlibrary document delivery (NDIDD)	Grand Forks
Publishing centennial edition	Bismarck
Core database for North Dakota automation	Bismarck

Title III Total \$25,681

Title III funds available \$25,681

1989 GRANTS

LSCA TITLE I

Institutional

Grafton State School	\$ 3,000
Jamestown State Hospital	5,000
ND School for the Blind	4,100
ND School for the Deaf	7,900
ND State Industrial School	<u>5,000</u>

Library enhancement for clients	Grafton
Collection development	Jamestown
Acquisition of low vision aids	Grand Forks
Collection development	Devils Lake
Instructional video library	Mandan

Institutional Total \$25,000

Other Title I Applications

Beulah Public Library	\$ 3,500
Clara Lincoln Phelan Memorial Library	3,500
Dakota Radio Information Service	9,251

Computer acquisition	Beulah
Computer acquisition	Bowman
Volunteer Coordinator	Bismarck

Fargo Public Library	22,290
Grand Forks Public Library	1,559
Lisbon Public Library	3,500
Mayville Public Library	<u>3,500</u>
Title I Total	\$47,100

Statewide telephone reference
 Microcomputer for toy library
 Computer acquisition
 Computer acquisition

Fargo
 Grand Forks
 Lisbon
 Mayville

Title II

Bottineau County Library	\$112,000
Cavalier Public Library	700
Edna Ralston Library	11,000
Grand Forks Public Library	31,154
Harvey Public Library	18,000
New England Public Library	8,500
Veterans Memorial Public Library	<u>113,154</u>
Title II Total	\$294,508

New construction
 Design to conserve energy
 Acquisition of existing building
 Reinsulation of roof
 Design to conserve energy
 Acquisition of existing building
 Alteration for meeting rooms

Bottineau
 Cavalier
 Larimore
 Grand Forks
 Harvey
 New England
 Bismarck

Title III

Divide Co. Public/Elementary Library	\$ 8,495
Fred J. Graham Library	4,400
UND Harley French Library	8,728
New England Public Library	<u>3,500</u>
Title III Total	\$25,123

Computer acquisition
 EasyLink access
 FAX network
 Computer acquisition

Crosby
 Ellendale
 Grand Forks
 New England

CIRCULATION AND INTERLIBRARY LOAN REPORT

	1987-89	1985-87	(+/-)
Individuals	71,879	94,836	(25.2%)
School Libraries	67,661	62,397	8.4%
Public Libraries	56,866	46,389	22.6%
Academic/Special Libraries	13,963	16,453	(15.1%)
State Government/Institutions	<u>31,777</u>	<u>10,247</u>	<u>210.1%</u>
Total	242,146	230,322	5.1%
Walk-ins	35,987	28,278	27.3%
Photocopies	167,418	52,255	220.4%
Reference Questions	6,104	N/A	
Telephone Calls	21,614	17,190	25.7%

Agency 250.0
NORTH DAKOTA STATE LIBRARY
Total FTE: 24.5

ADMINISTRATIVE SERVICES
Program FTE: 5.0
Program 600

Administration
CC: 6200
FTE: 5.0
Program 620

Advisory Council on Libraries
CC: 6300
FTE: 0
Program 630

INFORMATION SERVICES
Program FTE: 13.5
Program 700

Statewide Information Services
CC: 7100
FTE: 9.5
Program 710

Services to State Government
CC: 7200
FTE: 1.0
Program 720

LSCA Title I
Services to Public Libraries
CC: 7300 Program 730

LSCA Title III
Interlibrary Cooperation Services
FTE: 3.0
CC: 7400 Program 740

ODIN
(Online Dakota Information Network)
FTE: 0
CC: 7500 Program 750

LIBRARY DEVELOPMENT SERVICES
Program FTE: 6.0
Program 800

Consulting Services
CC: 8100 - FTE: 5.0
Program 810

Continuing Education Services
CC: 8200 - FTE: 0
Program 820

Blind & Physically Hdcpd. Services
CC: 8300 - FTE: 1.0
Program 830

Institutional Services
CC: 8400 - FTE: 0
Program 840

State Aid to Public Libraries
CC: 8600 - FTE: 0
Program 860

LSCA Title II Construction Grants
CC: 8700 - FTE: 0
Program 870

LSCA Title I Grants to Public Libraries
CC: 8800 - FTE: 0
Program 880

LSCA Title III Grants for Multi-type Library
Projects
CC: 8900 - FTE: 0
Program 890

195

AGENCY CHART OF PROGRAMS

State
Doc.
Z
733
.N67
N68
1987-
1989

**PERM
COPY**