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STATE LIBRARY

NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA



For the Period Covering

July 1, 1989 - June 30, 1991

North Dakota State Library
604 E. Boulevard Avenue
Bismarck, ND 58505-0800



NORTH DAKOTA STATE LIBRARY

604 E. Boulevard, Bismarck, North Dakota 58505-0800 - (701) 224-2717 - FAX: (701) 224-2040

Joseph C. Linnertz, Acting State Librarian

December 31, 1991

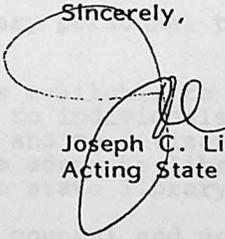
Dr. Wayne G. Sanstead
Superintendent of Public Instruction
State Capitol Building
Bismarck, North Dakota 58505

Dear Dr. Sanstead:

On behalf of the North Dakota State Library, I hereby submit the 1989-91 Biennial Report, in accordance with 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,


Joseph C. Linnertz
Acting State Librarian

JCL:szl
Enc.

THE FUNCTION OF THE NORTH DAKOTA STATE LIBRARY

The North Dakota State Library has provided informational materials, advice, assistance, and support services to libraries and the citizens of North Dakota since 1907. The North Dakota Public Library Commission was created by an act of the tenth legislative assembly. Its members, including the president of the state library association, the state superintendent of public instruction, and a third member appointed by the governor, met at the Capitol March 14, 1907 to take the oath of office, organize, and elect officers.

The North Dakota State Library continues to support the original intent of its formation, outlined more than eighty years ago. At the end of its 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 1991, there were eight-five. Despite this dramatic increase in service, twenty-five North Dakota counties still do not tax themselves for public library services and four counties have no public library services.

The North Dakota State Library became part of the North Dakota Department of Public Instruction January 1, 1991. This was due to action taken by the North Dakota Legislature during its 1989 session. 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. They include:

1. Make rules for the operation of the state library.
2. Provide and care for all books and library materials in all collections of the state library, 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 the rules 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 of 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 superintendent of public instruction and the governor.
8. Collect, maintain, and make available a reference and reading collection of books, slides, films and other graphic materials that supplement and support the needs of all libraries in the state, either by direct loan or consultation, and that form a reference source for the officers of the state in performing 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 have conducted, research into the conditions of library service in the state, and produce written plans for the development and betterment of that service.
11. Compile, or have compiled, union lists of resources of libraries throughout the state, and make those lists available for consultation.
12. Establish levels of certification for librarians of the state that meet the standards recommended by the American Library Association.

The North Dakota State Library is also empowered to accept and 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 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 library services to 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 with 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 advisers are available to local libraries, government officials, and citizens to assist with the establishment, expansion, or improvement of library services throughout the state. The Governor's Advisory Council on Libraries is a nine-member advisory council 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 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.

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. The State Library also compiles a monthly checklist of state government publications, entitled "Publications of North Dakota State Departments," and publishes "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.

AUTOMATION

During the past two years, the State Library's automation function has expanded substantially. The staff worked to implement an electronic card catalog system; wrote several programs for internal use; implemented desktop publishing for library brochures, newsletters and reports; and provided support services to assist North Dakota public libraries with automation.

A major change at the State Library is the implementation of ODIN (the Online Dakota Information Network). ODIN is a cataloging/circulation/interlibrary loan/acquisitions/serials program run on a Unisys 2200/400 computer located at the University of North Dakota in Grand Forks.

In September of 1989, the ODIN project began with the wiring of the State Library. Wires from 53 locations within the building were run to the PAD (Packet Assembler-Disassembler). The PAD was hooked into the statewide HECN (Higher Education Computing Network) system located in the Capitol building. HECN carries the ODIN signals to the Unisys mainframe located in the computer center of the University of North Dakota.

The ODIN system is comprised of the PC's (full-function terminals), PC software, OPAC's (Online Public Access Catalog), wiring, the PAD, the communications backbone and the mainframe computer.

The State Library has 14 full-function terminals and 13 OPAC's connected to the system. A full-function terminal is capable of adding, changing, or deleting records from the ODIN database, while an OPAC only allows searching of the database. The North Dakota State Library has two dial-in ports so any library, school or patron using a computer and a modem may dial in and access the ODIN database. One port operates on a local number and the other is a statewide toll-free number.

Thirteen Unisys PW2-300 PC's arrived at the State Library in November of 1989. They were assembled, formatted and loaded with software by March, 1990. Ten Unisys UVT-1224 OPAC's arrived at the same time. They were assembled and in place by June, 1990. Another full-function computer and three PC's hooked up as OPAC's have since been added.

From April through September, 1990, records were linked and barcodes applied to 111,127 books. In September, 1990, the State Library began using ODIN for circulation. The next subsystem to be brought up was interlibrary loan in November, 1990. The State Library is in the process of planning the implementation of the serials and acquisitions subsystems.

The card catalog was "frozen" on May 15, 1990, which meant no new cards were added after that date. In November, 1990, the cards were donated to Pride Industries for recycling. The card catalog units were retained and the cassette collection was moved into the drawers.

Searching on the ODIN system allows patrons and staff to access the thirteen libraries that currently have their records on the system. It also allows them to access the nine THOR (Teaching Hospital Online Resource) libraries. A new feature is the host-to-host link between ODIN, Minnesota State University System Public Access Library System, South Dakota Network and the Travers des Sioux (the public libraries in southeastern Minnesota) Libraries. This link gives patrons access to over 3,400,000 titles.

Thirteen programs were written by the Automation Coordinator for in-house use to simplify tasks that are done daily and things that are done once a year. These programs are written on Clipper V5.01 with the add-on program library "Clip-On."

"FormFiller 3.0" is a program that allows State Library staff to fill in pre-printed forms on the computer and print them on dot matrix printers. Twelve forms have been set up, including the printing of envelopes. With this program, we were able to replace a typewriter that was basically used only for envelopes and labels.

EasyLink, a global system offered by AT&T, is the electronic messaging system the State Library has adopted for its interlibrary loan request system. In July, 1989, there were sixty-five libraries on the state's system. By June, 1991, there were ninety-eight libraries on Easylink and more are signing up every week.

The State Library's printed materials are produced on the "Ventura Publisher V3.0" program. A dedicated PC set up specifically for desktop publishing, with a full page monitor, is attached to a HP Laserjet III printer with a postscript font cartridge.

The Automation Coordinator assists all staff members with questions about software packages or hardware problems. The Automation Coordinator also provides automation support to public libraries. This involves answering questions about software packages, giving information on hardware or software purchases to fill a specific need, on-site visits regarding computer operations, and training public library staff to use EasyLink.

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 On-line Computer Library Center (OCLC), a national bibliographic database located in Columbus, Ohio, the State Library is able to identify and access over twenty-two million unique titles worldwide. Through OCLC, the holdings of over fourteen-thousand 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 Minnesota Interlibrary Telecommunications Exchange (MINITEX) through the Higher Education Coordination 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.

For state resource sharing, the State Library is one of twenty-two North Dakota libraries that participate in the Online Dakota Information Network (ODIN). ODIN allows patrons and libraries to search for material by keyword as well as by author, subject and title. For the cost of a long-distance telephone call, the system can be accessed from any computer anywhere in the United States. The catalogs of South Dakota libraries and many Minnesota libraries can be accessed through ODIN at no additional charge. External databases, such as indexes to magazines, are also available on this three-state system.

There was an 8.3% overall increase in interlibrary loan activity during the biennium. Increases were in requests from academic libraries (7.6%), public libraries (7.4%), school libraries (6.8%), and unserved population (7.8%). Increases in interlibrary loan activity were anticipated with the addition of the ODIN system. ODIN provides greater accessibility to more people in a more convenient manner; therefore, making requesting information more inviting to the general public and to students.

In 1989-1991, the State Library's Interlibrary Loan Department received 71,522 requests for reference and/or interlibrary loan materials. This compares to 59,031 in the 1987-1989 biennium. The fill rate from the State Library's collection was 43.6% in 1989-1991. Other libraries located in North Dakota, MINITEX and libraries outside of the geographical region, filled 42.4% of the requests. This is an 18.7% increase over the last two years. The number of requests not filled from either the State Library's collection, other North Dakota libraries, or from outside the

state, was fourteen percent (14%). In the 1987-1989 biennium, the unfilled request rate was 18.6%. This 4.6% improvement can be credited to keyword searching capabilities of ODIN and CD-ROMS.

The card catalog of the State Library, as well as twenty-two other libraries in the state, was replaced with an online catalog called Online Dakota Information Network (ODIN). ODIN allows staff to access the catalog of the State Library as well twenty-two libraries within North Dakota, South Dakota and Minnesota. It is no longer necessary to know the exact wording of a subject heading or the title of a book in order to locate material. ODIN has keyword access as well as expanded searching capability. These features allow patrons to search for any word or combination of words. Question marks can be inserted if the patron is unsure of spelling. Material can be accessed by author, title, subject, term, author-term, title-term, and subject-term. Other technology advances that have improved the efficiency of the Reference Department are CD-ROMS and improved searching capabilities of OCLC. OCLC has added a subject searching feature called EPIC and has improved author-title searching on a new system called PRISM. The EPIC online service allows keyword access to the national database. The PRISM system has more access points; therefore, a higher percentage of books can be verified. The State Library currently owns the following CD-ROMS: ERIC, Agricola, Books In Print, Ulrich's, Grolier's Encyclopedia, Readers Guide Abstract, Cumulative Book Index, Health Index, Music Index and 1990 Census. CD-ROMS improve efficiency because they allow access to material by keyword and search for information at a faster rate than can be done manually.

Advanced technology also enables librarians and patrons to search the ODIN database from their home or library computers.

The State Library is a selective federal government depository. The federal document collection was made more accessible by moving the collection to stacks which are open to the public.

ACQUISITION OF MATERIALS

The Collection Development Policy for the State Library was revised and published. Items that will receive highest priority for purchase are: materials about North Dakota or by a North Dakota author; materials on Library Science; and reference tools. Reference tools are circulated to libraries within the state for various lengths of time. This reduces cost to the state by eliminating duplication of resources.

The State Library has adopted a "last copy in the state" policy. The State Library will retain the last copy of a book remaining within the state of North Dakota. Libraries preparing to discard books that are the last copy in the state have been asked to offer that book to the State Library for retention. This policy was adopted in an attempt to lower out-of-state interlibrary loan borrowing charges.

TECHNICAL AND PROCESSING SERVICES

There was great change in the 1989-1991 biennium with the cataloging and processing procedures. The arrival of ODIN, the Online Dakota Information Network, marks the attainment of the ultimate goal of a library -- an efficient means of accessing the collection. Patrons no longer need to understand Library of Congress Subject Headings, and misfiled cards are no longer a threat to access. Material can be accessed in several ways, including searches by title or subject terms and limiting the search by the date of publication.

March, 1990, marked the beginning of the automation process for the Cataloging Department. The plan, in which the entire library staff had been involved during the previous year, was put into operation. On April 1, 1990, the barcoding of all books in the main collection began. By Fall, 1990, 111,127 items had been linked to the OCLC record and barcoded.

One of the major goals for the upcoming biennium will be to include the audio cassettes, video cassettes, and other audio-visual media in the ODIN database. Only 2,488 of approximately 14,168 cassette titles (17.5%) have been converted to machine-readable format. Similarly, only 15 of approximately 422 videocassette titles (3.5%) have been converted. Their inclusion into the OCLC and ODIN database should greatly increase their accessibility to the state and nation.

The implementation of the serial and acquisitions subsystems is in the planning stage. Presently, the State Library receives approximately 382 standing order/periodical titles plus numerous gift titles which need to be manually checked in. Missing issues need to be noted and claimed. The automated system will anticipate which issue should be arriving and generate claims for those that do not. By simply entering a barcode number at arrival time, these items will be automatically linked to the cataloging record. This should decrease the amount of time needed to manually check in and claim serials. In preparation for the serials subsystem, periodical titles are being entered into the ODIN database via OCLC.

Beginning in January, 1991, all new federal documents are entered into the OCLC database to provide access via ODIN to this collection. The federal documents will be incorporated into the daily workflow and treated as new material so that these resources will continue to be accessible.

State documents continue to be a priority for two reasons: (1) the State Library serves as the coordinator of the depository system for state government publications and (2) access to unique state information is important. Not only does cataloging the collection assist patrons in accessing the information, but it also allows other depository libraries to utilize the cataloging information for their library's cataloging records. This cooperation cuts the costs of unnecessary duplication of effort.

Creation of machine-readable cataloging records for state documents began January, 1989. This biennium, 1,295 titles were added (910 paper, 385 fiche). An estimated 20% of the collection is now cataloged. Problems addressed in the last biennial report (designation of microfiche in call number, notation of permanent or loan of microfiche in call number, notation of permanent or loan on cataloging record, and holding libraries for various non-book formats) have been solved. State documents have also been incorporated in a workflow that treats them like any other new material. State documents have been responsible for a marked increase in the amount of original cataloging. In this biennium, 1,098 original cataloging records were entered into OCLC, as compared to 282 the previous biennium.

One project initiated during this biennium, but not affected by ODIN, was a fiction reclassification project. All fiction at the State Library was reclassified under the call number PZ3, a call number reserved for popular fiction published up to 1960. The Library of Congress changed their fiction classification in 1980, abolished PZ3 and PZ4 (used for works after 1960) and assigned PR for English literature, PS for American literature, etc. All fiction books which were difficult to barcode because of call number were corrected. The project does not currently have priority, as the call numbers do not affect accessibility.

Since materials are useful to patrons only when they can be accessed, cataloging procedures have become a high priority for the State Library. A position in the Reference Department has been divided into three-quarter time reference and one-quarter time cataloging; a full-time serials position was established by dividing the serials/acquisitions position and combining serial-related jobs from various departments; and interlibrary loan staff members assist with copy cataloging during the summer months.

A major technological change which has influenced workflow is the new OCLC system known as PRISM. The PRISM service has features which greatly simplify the cataloging workload.

SERVICES TO STATE GOVERNMENT

Before merging the Government Services Department and the Reference Department, one staff member's time was dedicated to introducing and educating state agencies about available services. This biennium fifteen state agencies and approximately seventy-five individuals were given information on the services offered. With the advent of ODIN many state employees have been - and more will need to be - trained on how to access the system from their offices.

The governing board of ODIN has established pricing for state agencies interested in entering their agency collections on ODIN. This would enable state agency employees to access their own material, as well as that of other agencies and the twenty-two ODIN libraries, from their office computers. To date no state agency has entered their holdings on ODIN because of the lack of trained cataloging staff within the departments. The State Library included an additional cataloging FTE in its last budget proposal. Unfortunately, that position was not granted. The position would have been responsible for cataloging materials belonging to state agencies and entering them into the ODIN database via OCLC.

PUBLIC LIBRARY FIELD CONSULTANTS

The public library field consultants work one-on-one with librarians, libraries and boards throughout North Dakota. The consultants provide information on acquisitions, cataloging, weeding, grant-writing, children's programs, automation, planning, budgeting and other important library issues. During the past biennium the consultants logged more than sixty-five-thousand miles and personally worked with each of the state's eighty-five public libraries.

The State Library's consultants developed programs and goals specifically suited to the purpose and personality of the library requesting assistance.

An example of a specialized program of service: in Cavalier, more than three-thousand volumes of Icelandic language material (circa 1840-1946) which comprised the collection of the Mountain, North Dakota Old People's Home, were moved to the Cavalier Public Library. This involved organizing volunteers to evaluate the books, weeding volumes in German, Norwegian, Swedish and Danish, weeding duplicate volumes or those in poor condition, and weeding volumes of English,

German, Swedish and English works that had been translated into Icelandic.

All weeded materials, along with bound copies of Icelandic newspapers and magazines, were donated to the University of Manitoba in Winnipeg. Arrangements have been made to photocopy the title pages of the remaining volumes. These photocopies will be sent to the University of Manitoba, where the cataloger of the Icelandic collection has volunteered to provide catalog cards for the collection. Plans have also been made for cooperative cataloging exchanges and modern book exchanges between UND, Cavalier Public, the University of Manitoba and the Icelandic National University.

Nearly fifty libraries received some type of automation assistance and support during the past biennium. Examples include installation of computers and software, training on various programs, and trouble-shooting when the computers or software aren't performing as expected.

During the past biennium, renewed emphasis was placed on continuing education for public library staff and trustees. Sixteen regional and one statewide Governor's Conference on Library and Information Services were conducted. These meetings were the genesis of the development of a North Dakota Action Agenda on Library and Information Services for the 1990's. A final report of these meetings and the White House Conference is available at the North Dakota State Library.

In addition, consultants worked with the North Dakota Library Association to survey the educational needs of librarians throughout North Dakota. Programs to meet those needs were then identified, and arrangements to provide the programs were made when possible.

Plans have been made to offer a master's level course in Information Technologies to librarians via video through an arrangement with Emporia State University in Kansas. Although the course is not being offered for credit, it is a means of making master's level courses accessible at a reasonable cost.

Other activities included working with various libraries to establish 501(C)(3) foundations, advising libraries on grant planning, obtaining funding for the new Bottineau County bookmobile, planning to incorporate the "SEND-IT" electronic "FREE-NET" program into the North Dakota Interlibrary Loan System, and developing a combined catalog for small libraries not in ODIN.

SERVICES TO THE HANDICAPPED

The State Library's efforts during the past biennium have focused on improving services to handicapped North Dakota citizens, and increasing awareness of the services available.

The number of receivers placed with listeners for the Dakota Radio Information Service during the past biennium increased from 367 to 416.

The District Nurses Association in Jamestown volunteered to be the sponsoring organization for Dakota Radio Information Service (DRIS) in that area. The State Library is working to determine how that group's local match will be funded.

The types of books and information offered by DRIS were expanded as well. The DRIS satellite receiver was retuned from one transponder to another, allowing the use of both the Minnesota Talking Book Service and New York City's "In Touch" network. Minnesota's service reads books which New York's does not. In addition, the first locally-originated book narration to be broadcast over the reading service was done in 1991. The State Library was awarded a Bremer Foundation Summer Internship grant which allowed the hiring of a college student for ten weeks during the summer. One of the intern's duties was to narrate a book written by North Dakota author Kathleen Eagle, which was set in Ft. Yates on the Standing Rock Reservation.

The department worked with the staff at the State Penitentiary to conduct an audition for an inmate who wanted to do taping of books for the blind. He subsequently became a volunteer for the South Dakota book taping program.

The State Library worked with twenty-six libraries in the state to encourage them to place deposit collections of "Talking Books" in their libraries for use by blind and physically handicapped patrons in their service areas. "Talking Book" application forms were revised.

At the request of its members, the State Library helped the North Dakota Association of the Blind adopt a resolution urging the Legislature to fund the "Talking Book" program should federal funding be lost. Representative Bill Oban of Bismarck drafted the resolution in bill form, and it was ultimately adopted by both the House and Senate.

The 1991 Legislature also incorporated Dakota Radio Information Service into the State Library's budget, and added a broadcaster/volunteer coordinator position for that division's service.

During the past biennium, the Regional Library Procedures Manual for North Dakota students and teachers was rewritten, incorporating input from the Department of Public Instruction, the School for the Blind and the North Dakota Machine Agency. The manual was distributed to North Dakota schools.

Work continued during the biennium with the Regional Library in Pierre on the Governor's Summer Reading Program for Blind and Handicapped Children, which has been held during the past three summers. The North Dakota Library Association agreed to be a sponsoring organization for the program in North Dakota.

Other activities conducted during the biennium include: writing background papers on the "Talking Book" program and Dakota Radio Information Service for distribution at the Governor's Conference on Libraries, organizing several exhibits throughout the state, giving several speeches and media interviews to promote the department's services, organizing and presenting various workshops, participating in several conferences and seminars and applying for and receiving twelve grants.

GOVERNOR'S ADVISORY COUNCIL ON LIBRARIES

The Governor's Advisory Council on Libraries held quarterly meetings during the 1989-91 biennium. 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. Criteria and guidelines were established for federal Library Services and Construction Act competitive grants. The Advisory Council reviewed many applications for projects and recommended funding a total of twenty-three for \$330,779. These projects were for institutional library services and public library construction throughout North Dakota.

GRANTS-IN-AID TO LIBRARIES

State Aid to Public Libraries

The 1989-91 biennium was the seventh biennium for funding of State Aid to Public Libraries by the state legislative assembly since its passage in 1979. State Aid checks 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 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%).

FUTURE CONCERNS OF THE NORTH DAKOTA STATE LIBRARY

Technological advances have brought with them an increased level of sophistication for librarians. Gone are the days when the stereotypical librarian stamped books out or located the latest fiction book on the shelves for a patron. The world of librarianship now consists of operating complicated circulation systems, performing search strategies in online databases, and entering information about books or material in machine-readable format. This means librarians need a higher level of training than ever before. Attempting to operate a library without trained personnel means the expenditure of thousands of dollars in an attempt to give on-the-job training. On-the-job training means hiring qualified persons to do the training, tying up valuable staff time that could be used to locate information for patrons and paying online charges by the minute to train online search strategies. Fortunately, at this time we have an excellent staff and effective program, but the issue of securing and keeping qualified staff needs to be addressed if this level of service is to continue.

Masters level degree programs continue to close across the United States and North Dakota librarians are finding it increasingly difficult to pursue a Masters of Library Science (the entry level degree accredited by the American Library Association) without leaving the state for an extended period of time. Distance education based on video and satellite technology is being developed by accredited programs to address the educational needs in remote areas. North Dakota must be able to participate in new strategies for educational delivery if its citizens are to be served by competent professionals.

In-state continuing education opportunities are in high demand in all types of libraries throughout the state. The State Library's Library Development staff planned and assisted in presentation of thirty-one workshops and conferences reaching 691 librarians, trustees, and other interested citizens. Training sessions are planned to expand the skills of public library staffs and administration, as the Development Division's federally funded budget precludes directly serving other types of libraries. Increasing requests from school libraries for training opportunities have created a need to address the problem of securing funds to meet this demand. This demand is particularly evident in requests for assistance to participate in statewide access to the ODIN online database and the interlibrary loan network.

Staff, computers, data storage space, and telephone lines need to be addressed if adequate service is to be given to citizens of North Dakota. As stated in a previous section, the Library Science profession has experienced radical changes in the past few years and will continue to experience them. As patrons can access more databases from their home, office, or library, their demands for books, photocopies and other types of materials increase. Even though automation has made searching and delivery faster, it has also made it more expensive. Staff time is still needed to retrieve, photocopy, mail, and fax materials. In order to search from their homes, offices, or libraries, telephone lines and access ports are needed to operate the system. We often hear the statement "soon we will all be hooked together with computers and fax machines and you will be able to access information anywhere in the world." What is not addressed is adequate funding and staffing to make it possible.

NORTH DAKOTA STATE LIBRARY

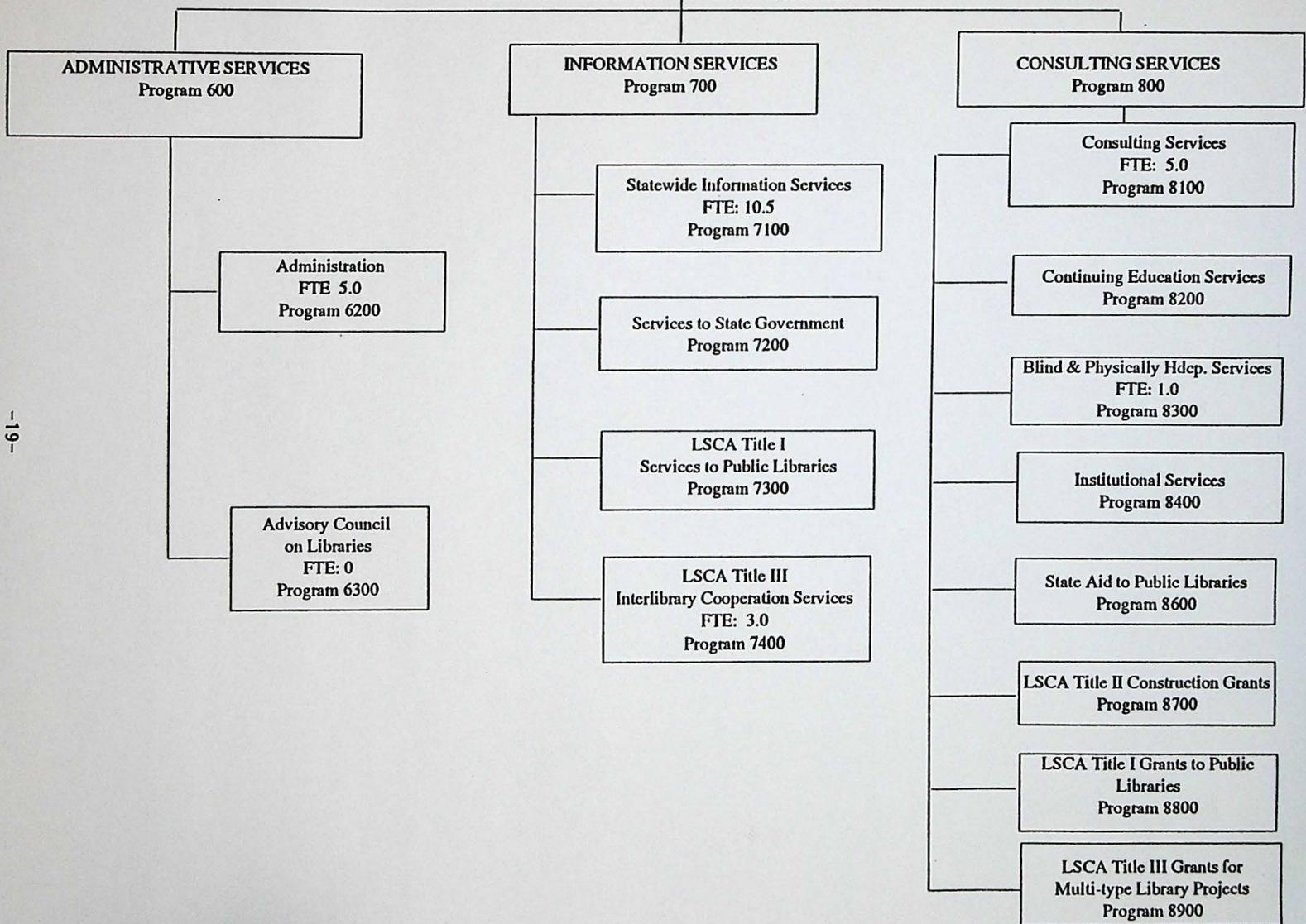
Expenditures: 7-1-89 to 6-30-91

| | Fiscal Year <u>1990</u> | Fiscal Year <u>1991</u> | Biennial <u>Total</u> |
|-----------------------------------|----------------------------|----------------------------|--------------------------|
| Salaries & Wages (total) | \$ 580,967 | \$ 638,654 | \$1,219,621 |
| Operating Expenses: | | | |
| ODIN | 102,000 | 3,761 | 105,761 |
| Travel | 12,140 | 14,894 | 27,034 |
| Other Reimbursements | 7,170 | 12,920 | 20,090 |
| Motor Pool | 8,668 | 7,085 | 15,753 |
| Telecommunications | 24,324 | 32,849 | 57,173 |
| Blind & Physically Handicapped | 82,500 | 82,500 | 165,000 |
| OCLC | 30,000 | 30,000 | 60,000 |
| Printing | 3,637 | 10,489 | 14,126 |
| Reference & Resource Materials | 73,161 | 76,187 | 149,348 |
| Easylink | 5,200 | 4,400 | 9,600 |
| Postage | 24,060 | 24,941 | 49,001 |
| MINITEX | 55,000 | 55,000 | 110,000 |
| Audit | 0 | 3,600 | 3,600 |
| Supplies | 14,971 | 15,319 | 30,290 |
| Continuing Education Programs | 10,878 | 4,712 | 15,590 |
| Dues/Memberships | 1,950 | 1,950 | 3,900 |
| Repairs | 637 | 746 | 1,383 |
| Equipment Lease | 7,855 | 6,367 | 14,222 |
| Building Rent | <u>29,975</u> | <u>27,975</u> | <u>57,950</u> |
| SUB-TOTAL | 494,126 | 415,695 | 909,821 |
| Central Data Processing | \$ 1,352 | \$ 4,400 | \$ 5,752 |
| Equipment | 7,143 | 42,374 | 49,517 |
| Institutional Grants | 25,000 | 25,000 | 50,000 |
| Library Grants | 265,082 | 323,025 | 588,107 |
| State Aid to Public Libraries | <u>457,659</u> | <u>476,651</u> | <u>934,310</u> |
| GRAND TOTAL | \$ 1,831,329 | \$ 1,925,799 | \$ 3,757,128 |

NORTH DAKOTA STATE LIBRARY
 Department Status Report
 Biennium 1989-1991

| Account Description | Original Appropriation | Adjusted Amount | Biennium Expenditures | Balance |
|-------------------------|------------------------|-----------------------|-----------------------|---------------------|
| Salaries & Wages | \$1,377,995.00 | \$1,244,194.00 | \$1,219,620.45 | \$24,573.55 |
| Operating Expenses | \$870,438.00 | \$910,816.00 | \$909,811.78 | \$1,004.22 |
| Central Data Processing | \$8,369.00 | \$8,369.00 | \$5,742.89 | \$2,616.11 |
| Equipment | \$13,400.00 | \$49,522.00 | \$49,516.00 | \$5.04 |
| Grants | \$1,050,000.00 | \$1,645,453.00 | \$1,572,416.53 | \$73,036.47 |
| TOTAL | \$3,320,202.00 | \$3,858,354.00 | \$3,757,118.61 | \$101,235.39 |
| <u>Revenues</u> | | | | |
| General Fund | \$2,374,179.00 | \$2,221,834.00 | \$2,220,963.32 | \$870.68 |
| Special Funds | \$5,989.00 | \$5,989.00 | \$4,430.69 | \$1,558.31 |
| Federal Funds | \$940,034.00 | \$1,630,531.00 | \$1,531,724.60 | \$98,806.40 |
| TOTAL | \$3,320,202.00 | \$3,858,354.00 | \$3,757,118.61 | \$101,235.39 |

Agency 250.0
NORTH DAKOTA STATE LIBRARY
Total FTE: 24.5



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