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NORTH DAKOTA STATE LIBRARY

BIENNIAL REPORT

JULY 1995 - JUNE 1997

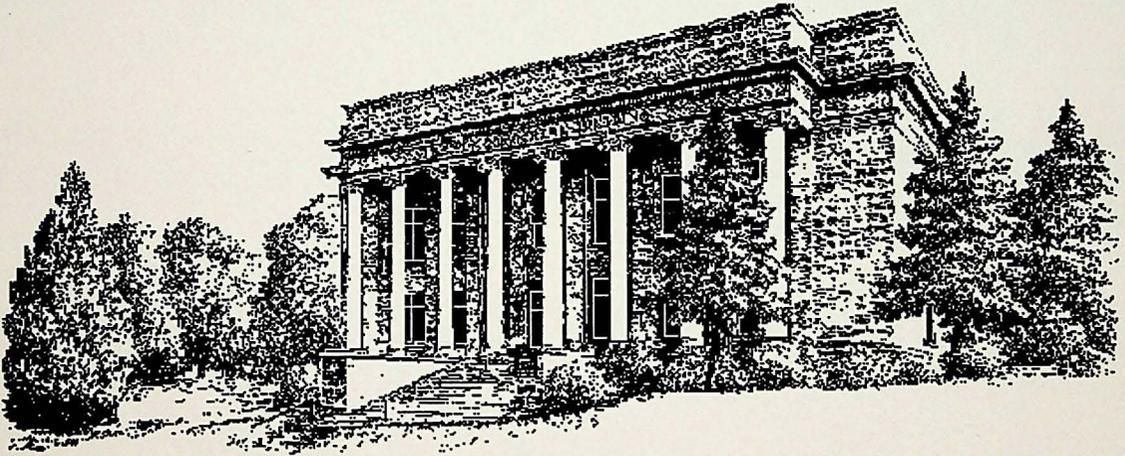


Mike Jaugstetter, State Librarian

A Division of the North Dakota Department of Public Instruction,
Dr. Wayne G. Sanstead, Superintendent



LIBERTY MEMORIAL BUILDING



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BISMARCK, ND 58505-0800





HISTORY

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

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

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

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

Session Laws Chapter 261 (1927) provided that the State Board of Administration will constitute

the State Library Commission. Therefore, the State Library was removed from the control of the Board of Regents.

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

This chapter expanded the duties of the library commission to include the current statutory responsibilities.

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

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

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



STATUTORY RESPONSIBILITIES

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

54-24-01. State library - State librarian appointed by the superintendent of public instruction. The superintendent of public instruction shall appoint an executive officer to be known as the state librarian, who shall report to the superintendent and must receive a salary within the amount appropriated for salaries by the legislative assembly. The state librarian shall control the work and is the director of the state library. The state library is an autonomous agency and retains a budget and staff separate from that of the superintendent of public instruction.

54-24-02. Library offices. The state library must be furnished with adequate office room, with such suitable quarters as may be necessary for the proper shelving of its library materials.

54-24-03. Powers and duties of state librarian. The state librarian shall:

1. Make rules for the operation of the state library.

2. Provide and care for all books and library materials in all collections of the state library work to focus the collections.
3. Employ qualified library personnel to care for all library procedures.
4. Make library materials available to libraries throughout the state, to individuals connected with departments of state, and to citizens of North Dakota who do not have adequate library facilities, under the rules of the state library.
5. Work to improve library services to citizens by providing assistance to librarians and library trustees and staff and by encouraging the extension of networking and regional and statewide cooperation among libraries.
6. Coordinate the efforts of librarianship throughout the state, advising and assisting the extension of qualified public libraries into centers of county or multicounty libraries.
7. Compile statistics on all North Dakota libraries and their services and their larger counterparts of county and multicounty libraries, regional library cooperatives including multitype library authorities, and of the work done at the state library, and make a full biennial report to the superintendent of public instruction and the governor. The state librarian may not require a private sector library to submit information relating to the provisions of this subsection.
8. Collect, maintain, and make available informational materials that supplement and support the needs of all libraries in the state, either by direct loan or by consultation, and that form reference source for the officers of the state in performing their duties.
9. Assist libraries in developing local standards and guidelines defining the basic level of service that they will provide.
10. Conduct, or have conducted, research into the conditions of library service in the state, and produce written plans for the development and betterment of that service.
11. Promote and assist in the development of regional library cooperatives, including multitype library authorities.
12. Establish levels of certification for libraries of the state that meet the standards recommended by the American library association and the North Dakota library association.
13. Promote and assist libraries in this state in developing and maintaining a computerized, comprehensive, bibliographic statewide data base for storing bibliographic records of libraries which allows residents unmediated, seamless, direct access to library catalogs with a common interface and a common set of commands and the ability to search the library collections of the entire state at one time or only the

collections of the local library, regional libraries, or select group of libraries.

14. Coordinate interlibrary loan activities throughout this state.
15. Arrange for continuing education and training programs for library personnel.
16. Provide technical assistance and counsel to library personnel.
17. Distribute grants to libraries within the limits of legislative appropriations for the purpose of developing or improving library services or programs.
18. Provide staff services to the North Dakota library coordinating council.

54-24-03.1. Acceptance of federal aid. The state library is hereby authorized to accept and to expend in accordance with the terms thereof any grant of federal funds which may become available to the state for library purposes. For the purpose of qualifying to receive such grants, the state library is authorized to make such applications and reports as may be required by the federal government as a condition thereto.

54-24-04. Who may borrow books from state library. Repealed by S.L. 1965, ch. 352, 10.

54-24-05. Commission to give advice and aid. Repealed by S.L. 1965, ch. 352, 10.

54-24-06. Records kept by commission - Report to the governor and secretary of state. Repealed by S.L. 1965, ch. 352, 10.

54-24-07. Printing of state library - How paid.

The printing of the report made by the state library to the legislative assembly, and all other printing coming within the purview of the library, must be paid out of funds appropriated for that purpose by the legislative assembly.

54-24-08. Library contracts for library services. The state library is hereby authorized and empowered to cooperate with, and to contract with, cities, governmental subdivisions, and agencies of the state of North Dakota and other states of the United States, in the extension of library services.

54-24-09. Distribution of certain state publications for certain libraries required. The state purchasing and printing agent shall arrange to deposit with the state library eight copies of all publications issued by all executive, legislative, and judicial agencies of state government intended for general public distribution. These publications must be provided to the state library without charge. If expense and limited supply of state publications, particularly audiovisual items, make compliance with the depository requirement impossible, the state library shall accept as many copies as an agency can afford to provide. However, no less than two copies must be provided to the state library by each agency. State publications refer to any informational materials regardless of format, method of reproduction, or source, originating in or produced

with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency. In circumstances not directly involving the state purchasing and printing agency, a state agency shall comply with the depository requirement by arranging with the necessary parties for the printing and deposit of eight copies of any state publication issued. State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals, committee minutes, transcripts of public hearings, other printed matter, audiotapes, videotapes, films, filmstrips, or slides, but not those administrative or training materials used only within the issuing agency. As the document acquisition and distribution agency, the state library shall retain for its own use two copies of every state document received and transmit the remaining copies to the depository libraries. These are the libraries of the state historical board, the University of North Dakota, North Dakota State University, library of Congress, and two others to be designated by the state library. All nondepository North Dakota libraries shall have the opportunity to receive state documents under an optional selection program developed by the state library. The state library shall catalog state publications and arrange for their conversion to microfilm or to optical disk storage prescribed by the state records administrator and shall make available for distribution the same to the designated depository libraries.



RESPONSIBILITIES ADDED OR DELETED

HB 1035 added the responsibility of collecting and reporting statistics on the State's libraries of all types and their services. Also added was the responsibility to develop guidelines for local library standards and the mission of encouraging the development of local library cooperatives. Deleted from the State Library's responsibility was the maintenance of a traveling library and materials for a legislative reference collection.



LEGISLATION

During the 1995-1997 biennium, the Legislative Council Interim Budget Committee on Government Services studied library service issues in North Dakota (SCR4032). In response to a call from members of that committee at its September 25, 1995, meeting, and in consultation with State Library staff and the officers of the North Dakota Library Association, the Governor's Advisory Council on Libraries called together a Library Study Steering Committee to discuss concerns and issues within the state's library community. The Steering Committee included representatives from large and small public, university, school, and special libraries, representatives from Online Dakota Information Network (ODIN), the State Library, the North Dakota Library Association, Multitype Library Authorities, the Department of Public Instruction,

the State University System, and the state's Information Services Division. The goal was to present to the Legislative Council a clear picture of current North Dakota library services and how they might look in the future. The Steering Committee met eight times, sponsored four statewide forums, and created five working subcommittees to prepare this document and its recommendations.

Library Vision 2004 states objectives, and activities to meet those objectives, for six interdependent goals necessary in providing what was identified as essential library services in North Dakota in the year 2004 and beyond. The plan is designed to fit an eight year time frame, spreading implementation across four legislative bienniums. Library Vision 2004 will improve North Dakota libraries and enhance citizen access to information services in a welcoming environment where they can obtain the guidance of trained librarians. Library Vision 2004 addresses problems which are serious and growing: the knowledge explosion, the increasing costs of information, declining financial resources, providing all citizens with access to networked information, advancing North Dakota's competitiveness in the global society, and preparing North Dakota for its future.

The North Dakota Legislature passed enabling legislation (HB1035) for this plan during its 55th legislative session in 1997.



TRENDS

The State Library recognizes that developments in technology continue to shape the structure for the delivery of information. The State Library is partnering with the Online Dakota Information Network (ODIN) and SENDIT (K-12 computer telecommunications network) in providing North Dakota citizens access to the statewide database, providing access to the complete text of magazine articles and creating electronic methods for transmitting interlibrary loan requests. This partnership includes working with ODIN to expand the records held by the database. The State Library encourages, facilitates, and trains staff from North Dakota state agencies and other public and school libraries to add their holdings to ODIN. State Library staff work with all types and sizes of libraries for their automation needs.

The State Library continues to expand its coordination role with North Dakota state agencies. The State Library works to make material owned by a state agency available to other state agencies, libraries, and citizens by adding their holdings to the ODIN database. Agency holdings include magazines, books, and audio-visual material, and can be accessed through the State Library.

The State Library's role in training librarians, citizens, and staff of state agencies continues to grow. Training provided by staff includes searching the Internet and ODIN, converting records to MARC (Machine-readable Cataloging) format, and developing a statewide database.

The State Library is working with public libraries to develop them as local community

information centers, which would focus on data access. Access to library information, government data, school schedules and information, and the Internet are examples of data that would be accessed.



INFORMATION SERVICES

The State Library functions as the back-up reference center for North Dakota libraries. Material for 14,277 subject requests was provided to libraries and private citizens this biennium. The State Library's collection is open to the general public. For state resource sharing, the State Library is among 35 North Dakota libraries statewide that participate in the Online Dakota Information Network (ODIN). ODIN includes 1,882,071 records from 35 public, academic, state agency, school and medical libraries in North Dakota. The State Library offers training sessions on the searching of ODIN to any citizen or library in the state 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 from the library collections of the University of Minnesota and other Minnesota libraries.

Through long term participation in the Online Computer Library Center (OCLC), a national bibliographic utility database, the State Library identifies and accesses over 33 million unique titles worldwide. Through OCLC, the holdings of over 20,000 worldwide libraries are available to the citizens of North Dakota. The reference staff has keyword accessibility to the title, notes, series, author, and subject fields on OCLC.

The State Library staff has access to the Internet and to additional online catalogs, CD-ROMS, and specialized databases. With these additional databases, the reference department's ability has been enhanced to provide accurate and up-to-date information. Patrons have access to State Library services electronically through the State Library web page, SENDIT, and ODIN.

Services to state government remains a priority of the State Library. A Periodicals Management Program was developed to assist state agencies in organizing and sharing periodicals. To date, 15 state agencies are involved in the program which provides the options of storage of back issues of periodicals or having the State Library manage receiving, housing, and access to state agency periodicals.

Information booths were provided at professional and public events such as the Teaching and Technology Conference, the Governor's Business Opportunity Day, North Dakota Educator's Association Conference, and Marketplace to inform the general public on procedures to access information.

State Library staff constructed the index for the 1995 North Dakota Blue Book.

The State Library is the interlibrary loan referral center for the state of North Dakota. Nearly 77,000 interlibrary loan and subject requests were received during the 1995-1997 biennium from public, academic, school, and special libraries and from the citizens who live in areas without local library services.

Library cards are held by 13,146 persons and libraries. The State Library circulated 111,910 items from its collection and had 22,623 walk-in patrons. Also, 79,918 packages were mailed to patrons requesting information.



TECHNICAL SERVICES

To assist in the resource sharing function of the North Dakota State Library, the cataloging department continues to strive towards providing statewide access to all materials housed at the State Library and at state agencies. To reach this goal, continued emphasis is placed on cataloging current state agency publications as well as those received in the past that were not cataloged. Because state publications are unique, they account for the majority of the 3,793 original cataloging records added to the international OCLC database during the biennium.

In addition, staff cataloged thousands of items for the general, large print, and reference collections, received periodical issues and federal documents, and added video cassettes and audio cassettes to the collection.

The cataloging department also served to fulfill the resource sharing goals of the State Library in its efforts to add materials owned by other state agencies to the statewide database (ODIN). The agencies involved in this effort are the Prevention Resource Center, including materials from the Division of Mental Health, Vocational Rehabilitation, and Aging Services; the Health Department Resource Library, Protection and Advocacy Project, Water Commission Technical Reference Library, Division of Emergency Management Library, Learning Resource Library, and the School for the Deaf.

The State Library continually updates the listing of titles of periodicals received by state agencies. Titles from agencies agreeing to make photocopies in response to patron requests are entered into the ODIN serials subsystem. During the past biennium, access was provided to 287 unique periodical titles available from state agencies.



	HOLDINGS 7/1/95	ADDED	DISCARDED	HOLDINGS 6/30/97
GENERAL COLLECTION	118,696	3,781	1,539	120,938
REFERENCE	5,675	630	426	5,879
LARGE TYPE	5,330	448	25	5,753
STATE DOCS (PERM)	42,249	10,841	15	53,075
STATE DOCS (LOAN)	42,616	8,853	29	51,440
FEDERAL DOCS	20,862	6,877	3,371	24,368
PERIODICALS	78,504	10,453	14,840	74,117
CASSETTES	14,542	107	35	14,614
VIDEO CASSETTES	576	145	-7-	714
COMPUTER DISKS	61	-0-	-0-	61
KITS	33	-0-	-0-	33
16 MM FILMS	12	-1-	-0-	13
ND PAMPHLETS	22,845	33	-0-	22,878



STATE AID TO PUBLIC LIBRARIES

1995-1997 completed the ninth 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 the formula mandated by the legislature of \$1.00 per capita for a city and \$1.00 per capita plus \$5.00 per square mile for counties. The total amount distributed to 85 public libraries was \$880,000. The formula is only funded at a 48% level by the legislature.



STATE DOCUMENT DEPOSITORY PROGRAM

The State Library has administered the State Document Depository Program since its inception in 1965. Each North Dakota agency is to deposit eight copies of all publications issued and

intended for general public distribution to the State Library. The State Library retains two for its collection and distributes the other six copies to 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 Washington, DC. These publications are cataloged on the OCLC international database and are then loaded into the statewide ODIN database, making cataloging information available to other librarians worldwide. Deteriorating publications are converted to microfiche and made available to depository libraries.

It has been difficult to identify all state publications and to secure eight copies of each. Efforts to increase awareness of the program have resulted in a noticeable increase in the number of publications received and distributed. These efforts include working with Central Duplicating staff to send publications to the State Library after printing is complete, sending notices to agencies regarding their statutory responsibility, sending thank you acknowledgments to agencies who have sent publications, and by talking with agency representatives at various exhibits, such as Marketplace, North Dakota Educational Association Convention, Teaching and Technology Conference, and State Agency Showcase during State Employee Recognition Week.

Awareness of the program is increased via the "Notable Documents Award" of the North Dakota Library Association's Government Documents Roundtable. The State Library works with the Roundtable in selecting nominee publications for the honor and assists at the voting exhibit booth at the annual North Dakota Library Association convention. The State Library has been asked to submit an annotated bibliography of two or three particularly noteworthy publications to the Journal of Government Information. These have been published in the November 1993 and November 1994 issues, with copies sent to the agencies producing the noted publications.



SERVICES FOR THE DISABLED

During the 1996-1997 biennium, the State Library added talking books to the services offered to the blind, physically impaired, and reading disabled citizens of North Dakota. After contracting with South Dakota Braille and Talking Book Library for 22 years, the State Library became the 57th regional library in a network of libraries in the United States and its territories.

Working with the Library of Congress National Library Services for the Blind and Physically Handicapped (NLS), the State Library began in 1994 to acquire the talking book collection. Talking books were ordered from NLS and other regional libraries. By June 30, 1997, the library housed 54,808 circulating copies of 31,831 different titles. The books are shelved in back stack levels six and seven and on the third floor of the library building.

On August 15, 1995, the computerized patron database of 2,184 talking book patrons who are residents of North Dakota was transferred from South Dakota Braille and Talking Book Library. The process of entering the data into computers and final testing of the system was completed on

August 30. On September 1 the first talking books were sent to patrons. The number of patrons and circulation for the biennium was as follows:

<u>Fiscal Year</u>	<u>Number of active patrons</u>	<u>Circulation of books & magazines</u>
1996	2227	47,489
1997	2325	63,629

The library records books and magazines that are of local interest and not found in the national collection. The 1996 and 1997 issues of North Dakota History and North Dakota Outdoors and the 1997 issues North Dakota Horizons were recorded. Also books requested by patrons that cannot be obtained through the NLS collection are recorded on a first come first serve basis. In 1996 and 1997, 15 and 18 books were recorded respectively.

The department staff received or made 3,959 phone calls to patrons or interested parties during the 1996 fiscal year and 5293 during the 1997 fiscal year.

The annual Governor's Summer Reading Program for blind, physically impaired, and reading disabled children between the ages of 6 and 14 was held during the summers of 1996 and 1997. There were four children registered in the 1996 program and 12 children in the 1997 program. The children were recognized for their participation at an awards reception held in the reading room of the State Library. Dr. Wayne Sanstead, Superintendent of Public Instruction, presented awards to the children in 1996 and Lieutenant Governor Rosemarie Myrdal and Dr. Sanstead presented the awards in 1997.

Dakota Radio Information Service (DRIS) expanded its coverage to six new areas of the state during this biennium. Prairie Public Radio placed broadcast towers in the towns of Beach, Bowman, Crosby, Harvey, Hettinger, and Tioga, which allowed DRIS to expand its broadcast range to those areas. DRIS received a \$5,500 grant from the U. S. Department of Commerce, National Telecommunications and Information Administration, Public Telecommunications Facilities Program to purchase receivers for the six new coverage areas. A grant from Vocational Rehabilitation for \$5,000 allowed for the purchase of additional receivers for the Bismarck, Dickinson, Jamestown, Minot, and Williston broadcast areas.

DRIS receivers loaned to patrons during the biennium are as follows:

Beginning (7/1/95)	502
Ending 1996 FY (6/30/96)	528
Ending 1997 FY (6/30/97)	530

On June 30, 1996, and May 29, 1997, the State Library recognized the people who volunteer in all departments at a reception.



LIBRARY FIELD SERVICES

During this biennium, the effort to bring library automation to the smallest and most rural public libraries in North Dakota has continued. Field services were provided to public and school libraries on a daily basis during the biennium. Assistance was provided for space planning, long-range planning, book selection, equipment, personnel, legislative action, grants, and general administration. Assistance was delivered via site visits, telephone, fax, and e-mail.

Continuing education opportunities for librarians, trustees, and government were provided throughout the biennium through the presentation of workshops and conferences. Twenty-five workshops were given and one national bookmobile conference which drew attendees from twenty-four states and four Canadian provinces.



GOVERNOR'S ADVISORY COUNCIL ON LIBRARIES

The Governor's Advisory Council on Libraries held quarterly meetings during the 1995-1997 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. The Advisory Council reviewed applications for projects and recommended funding projects totaling \$273,240.

Twelve projects were for institutional library services and thirty projects were for public library construction and technology enhancement.

Members and their representative groups were: Dennis Page (Public Libraries); Mary Ann Cavanaugh (Disadvantaged); Bernnett Reinke (Academic Libraries); Thomas Eggers (Institutional Libraries); Jerry Kaup (Handicapped); Lee Lampert (School Libraries); Roann Masterson (Special Libraries); Erik Sakariassen, Rita Traynor (Citizen Users).



PUBLICATIONS OF THE NORTH DAKOTA STATE LIBRARY

July 1993 - June 1995

Biennial Report to the Governor, 1993-1995

Collection Development Policy, 1995

Flickertale (bimonthly newsletter), Vol. 25, no. 4 (Sept.-Oct. 1995)-Vol. 27, no. 3 (May-June 1997)

Library Services and Construction Act Annual Plan for Library Development in North Dakota, 1996

Library Services and Construction Act Annual Plan for Library Development in North Dakota, 1997

Loan Policies, 1996

North Dakota Library Statistics, 1994

North Dakota Library Statistics, 1995

Publications of North Dakota State Departments (quarterly)

Searching Guide for the North Dakota State Library Online Catalog, 1996

Searching Guide for the North Dakota State Library Online Catalog, 1997



NORTH DAKOTA STATE LIBRARY

Expenditures and Revenues

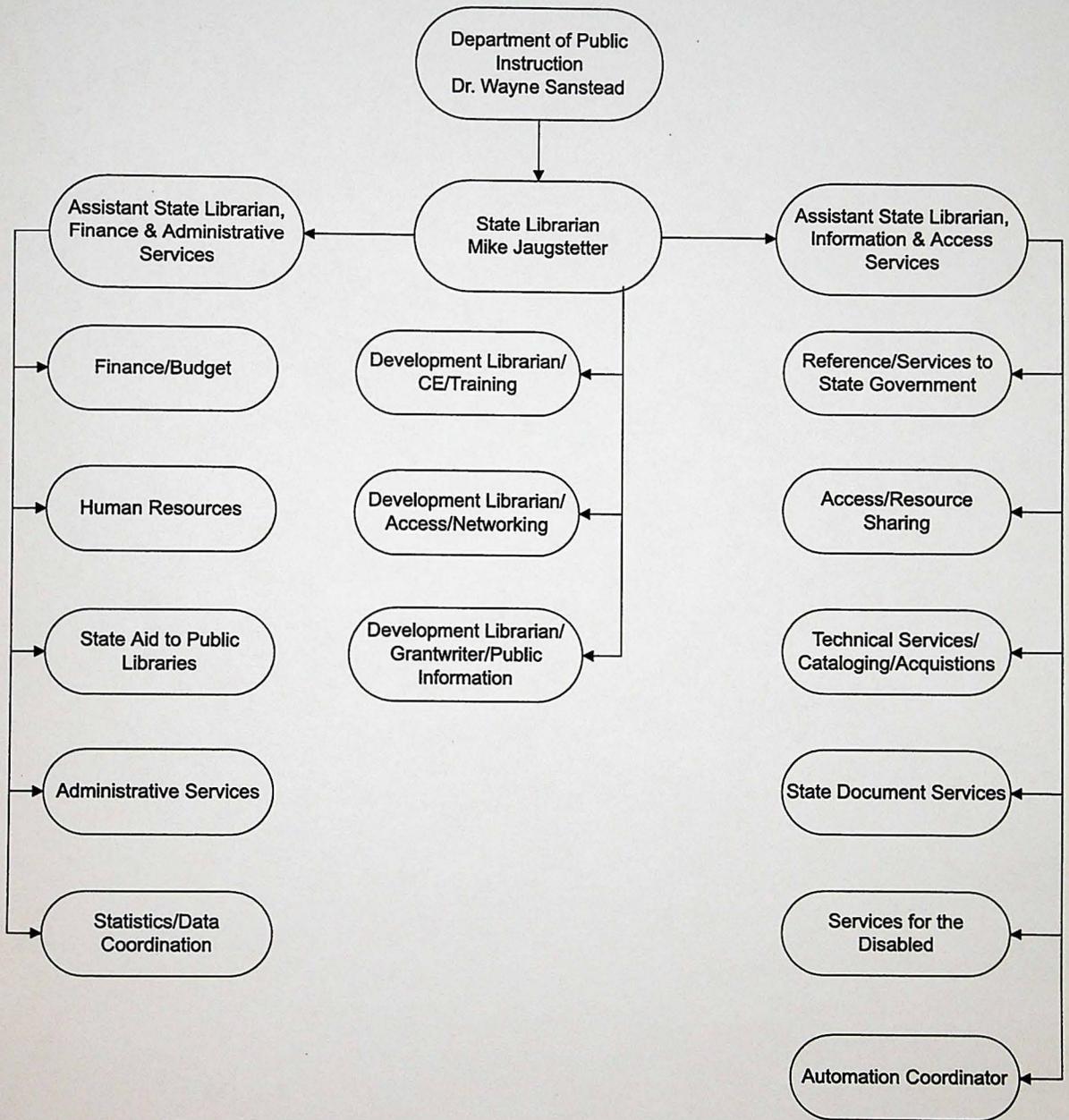
1993-1995 Biennium

Expenditures

Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures
Salaries & Wages	1,614,325	1,614,325	1,470,784
ISD	78,289	78,289	70,958
Risk Management	-0-	9,520	9,520
Operating Expenses	889,098	889,098	875,942
Multitype Library	50,000	50,000	50,000
Talking Book Services	235,271	235,271	231,592
Equipment	22,500	22,500	22,250
Grants to State Agencies	68,000	73,240	73,240
Grants	893,000	1,205,388	1,137,498
TOTAL	3,850,483	4,177,631	3,941,784

Revenues

General Fund	2,711,610	2,721,130	2,720,990
Federal Fund	1,039,634	1,357,262	1,147,465
Special Funds	99,239	99,239	73,329
TOTAL	3,850,483	4,177,631	3,941,784



NDSL Organizational Chart-1997



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