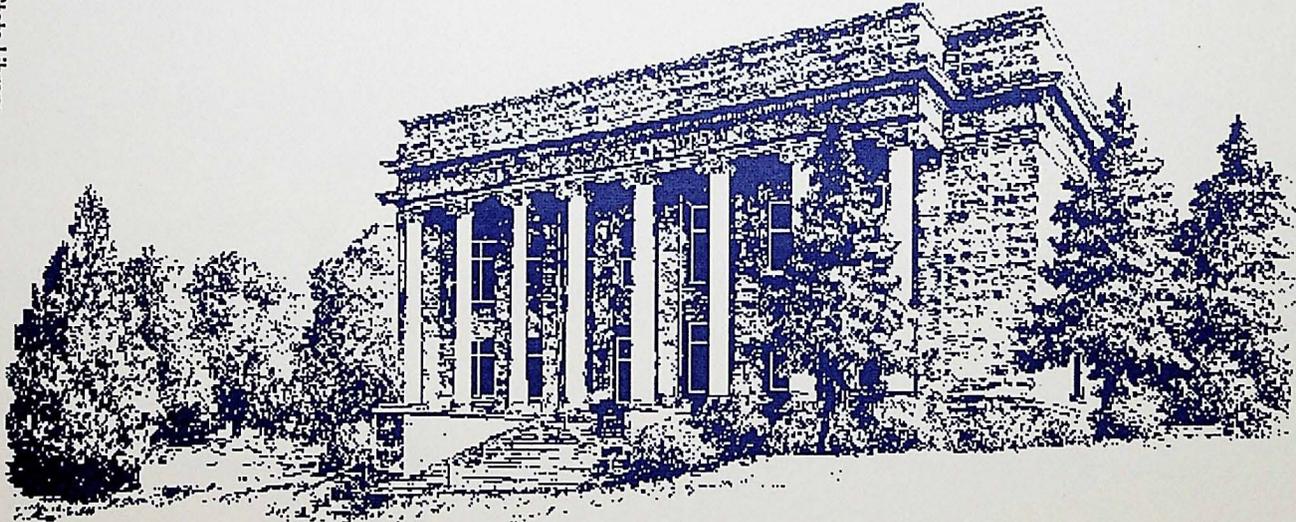


North Dakota State Library

Biennial Report

July 2003 – June 2005

Doris Ott, State Librarian



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

NORTH DAKOTA
STATE DEPOSITORY
DOCUMENT

PERM
COPY

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

North Dakota State Library Staff on June 30, 2005
28.75 FTE

Dave Anderson — Disability Services

Stephanie Baltzer — Statewide Catalog Development

Sue Bicknell — Technical Services

Virginia Bjorness — Head, State Documents

Todd Bodvig — IT Coordinator

Melissa Cederstrom — Public Services

Sue Clark — Public Services

Barb Clouston — Public Services

Stella Cone — Head, Disability Services

Naomi Frantes — Head, Technical Services

Stacey Goldade — Head, Statewide Catalog Development

Lorretta Graumann — Administration

Chris Hagburg — Disability Services

Sheryl Haldorson — Administration

Bella Jenkauski — Public Services

Elizabeth Jacobs — Statewide Catalog Development

Cynthia Larson — Administration

Theresa Martel — Document Delivery

Cindy Olson — Statewide Catalog Development

Joanne Olson — Public Services

Doris Ott — State Librarian

Marla Paulson — Disability Services

Al Peterson — Head, Public Services/Training

Candace Richter — Document Delivery

Shari Sandwick — Head, Document Delivery

Allison Schumacher — Disability Services

Bernie Steffan — Disability Services

Eric Stroshane — Public Services/State Documents

Michelle Unrath — Document Delivery

Marie Vogel — Technical Services

Terri Wilhelm — Public Awareness

Pam Young — Technical Services

North Dakota State Library

"One of our goals is to save you time by bringing our services to you via the Internet."



Doris Ott, State Librarian

Vision

**Leading the way
in information opportunities**

Mission

**Provide access to information
for North Dakota**

Goals

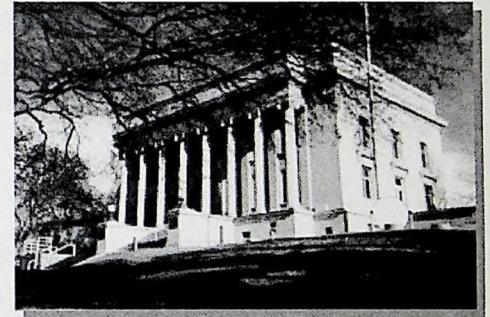
**Serve as a leader in the
library and information field**
Develop access to information
**Promote and advocate
library awareness**
**Provide library and information
services statewide**



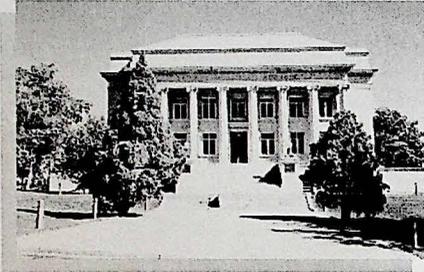
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North Dakota State Library



*Liberty Memorial Building
Bismarck, North Dakota*



*The North Dakota State Library
was established in 1890.*



HISTORY

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

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

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

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

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

Session Laws Chapter 352 (1965) provided that all state agencies deposit with the State Library Commission ten copies (now eight) of publications issued by them which are not issued solely for 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 State Library Commission to include the current statutory responsibilities.

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

North Dakota State Library History



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

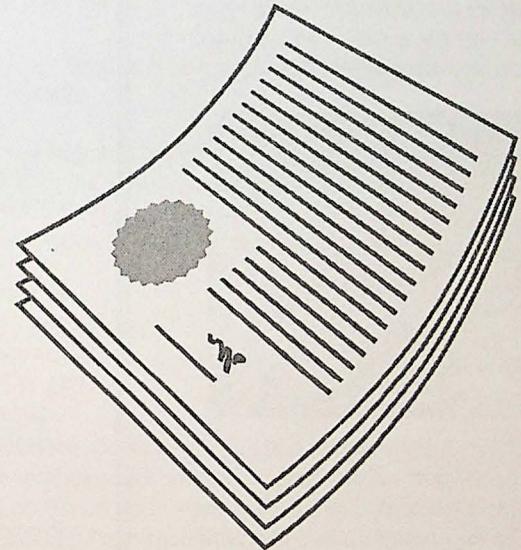
North Dakota State Library History



The State Librarian is appointed and reports to the North Dakota Superintendent of Public Instruction. The agency retains a budget and staff separate from the Department of Public Instruction.

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

Statutory Responsibilities



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

Statutory Responsibilities



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

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 database for storing bibliographic records of libraries which allows residents unmediated, seamless, direct access to library catalogs with a common interface and a common set of commands and the ability to search the library collections of the entire state at one time or only the collections of the local library, regional libraries, or select group of libraries.

14. Coordinate interlibrary loan activities throughout this state.
15. Arrange for continuing education and training programs for library personnel.
16. Provide technical assistance and counsel to library personnel.
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. Repealed by S.L. 1997, ch 453, 20.

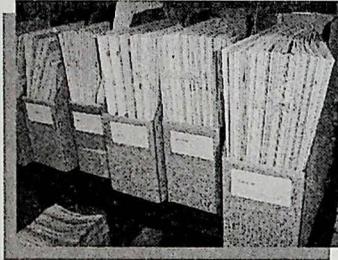
54-24-08. Library contracts for library services. The state library is hereby authorized and empowered to cooperate with, and to contract with, cities, governmental subdivisions, and agencies of the state of North Dakota and other states of the United States, in the extension of library services.

Statutory Responsibilities



The North Dakota State Library distributes grants to libraries within the limits of legislative appropriations.

Statutory Responsibilities



The State Library catalogs all state publications and makes them available for distribution.

54-24-09. Distribution of certain state publications for certain libraries required. The Office of Management and Budget shall arrange to deposit with the state library eight copies of all publications issued by all executive, legislative, and judicial agencies of state government intended for general public distribution. These publications must be provided to the state library without charge. If expense and limited supply of state publications, particularly audiovisual items, make compliance with the depository requirement impossible, the state library shall accept as many copies as an agency can afford to provide. However, 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 Office of Management and Budget, a state agency shall comply with the depository requirement by arranging with the necessary parties for the printing and deposit of eight copies of any state publication issued. State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals, committee minutes, transcripts of public hearings, other printed matter, audiotapes, videotapes, films, filmstrips, or slides, but not those administrative or training materials used only within the issuing agency. As the document acquisition and distribution agency, the state library shall retain for its 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 non-depository 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

There were no legislative responsibilities added or deleted during the 2003-2005 biennium.



LEGISLATION

The 59th North Dakota Legislative Assembly session adjourned on April 26, 2005. Five bills directly affecting North Dakota libraries (House Bills 1013, 1079, 1080, 1025, and Senate Bill 2411) were presented to North Dakota lawmakers during the 2005 session.

HB 1013, relating to the North Dakota State Library (NDSL) budget, was passed and includes the North Dakota State Library base budget, an increase for State Aid to Public Libraries of \$155,693, and funding of \$200,000 for additional Online Library Resources.

HB 1079, relating to State Aid to Public Libraries, passed and changed the requirement of submission of the public library annual report from 90 days from the end of the fiscal year to 90 days from the end of the calendar year.

HB 1080, relating to the North Dakota Library Coordinating Council, passed and updated the language in the North Dakota Century Code (NDCC) to conform with Library Vision 2010.

HB 1025, relating to the consolidation of county mill levies, failed to pass. The intent of the bill was to exempt public libraries from NDCC 57-15-06.10. Failure to pass means legislation will remain the same as in the last biennium.

SB 2411, relating to property tax levies by joint public library services by cities and counties (NDCC 40-38-11, Section 5), passed. This bill enables city and county libraries in North Dakota to become a joint library and allows each library to have their own mill levy structure.

Legislation



During the 2005 session of the North Dakota Legislature, the North Dakota State Library received \$200,000 in funding for additional Online Library Resources.

Trends



Ninety-three percent of public libraries in North Dakota offer Internet access to the general public.

TRENDS

According to the U.S. Census Bureau, the number of people older than 65 will more than double between 2000 and 2050, and the population over age 85 will quadruple. Libraries will need to adapt their services to the needs of older Americans.

The population in North Dakota is showing a slight increase and continues to shift from rural to urban. More people means more demand of services such as libraries and education. This is coming at a time when the costs of many of the services are on the rise. There is an increasing demand for library services in the areas with declining population as well as in the growing regions. Libraries struggle to meet people's information needs with limited resources.

Work force shortages are on the horizon and will be particularly problematic in certain sectors of the economy. The number of librarians retiring or leaving the profession is exceeding the number of people graduating from programs of library and information studies. More than one-third of today's librarians are projected to retire between 2005 and 2014.

The Council of State Governments says, "The United States is shifting to a service-based economy focused on ideas and knowledge, one that involves different skills than those required by the previous manufacturing-based system. The mark of the new economy is innovation, which is occurring at an increasingly rapid pace. To be successful in the new economy, states need a good information infrastructure, highly skilled workers, and amenities that enhance workers' quality of life." Libraries play an enormous role in all three of these areas.

There is a growing need for lifelong learning opportunities. For lifelong learning, people need a good basic education and access to information throughout their lives. Libraries are the foundation of a good education and provide access to information from "cradle to grave" for all citizens regardless of economic status.

Our economy is now linked to the rest of the world through globalization. In today's world, we can communicate with people anywhere in the world with the click of a mouse. The holdings of libraries around the world can be accessed through technology. People need and want information immediately. The collections of libraries are being digitized and made available via the Internet, creating additional concerns about the existing copyright laws.

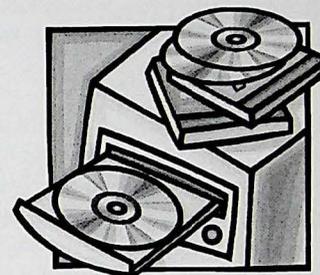
The Internet has revolutionized access to information. There is a vast amount of information available. That's both good news and bad news. It's good because people can get the information they want when they need it. On the other hand, there is so much information out there that it's difficult to sort through all of it to discern the quality information from the "junk." There is no formal mechanism for people to know if they can trust information on the Internet. Librarians are shedding light on misinformation by purchasing Online Library Resources published by reputable publishers and making them available to citizens via library Web sites.

At first, some thought that the Internet would mean people would no longer use libraries. Statistics are proving just the opposite – demand for library services are at an all time high. The concept that electronic material would replace printed books is changing to "books are here to stay."

Increased access to information empowers people and changes their expectations of libraries. Libraries cannot afford to be entrenched in bureaucratic, change resistant structures. The challenge is for libraries to become more flexible and responsive to the rapidly changing environment in which they operate. Charles Darwin noted that it is not the strongest or the most intelligent species that survive over time, but rather those most responsive to change.

Access to more information significantly improves decision-making and organizational efficiency but is creating new problems, particularly concerning privacy. The combination of technological innovations and heightened security concerns has led to more surveillance of public and private spaces, including cyberspace, and more tracking of individuals and their behavior. These trends have also raised concerns about possible violations of constitutional rights and civil liberties. As technology advances, libraries are struggling with the issues of privacy and security and are finding themselves on the front lines of far-reaching policy questions that will have significant implications for individual privacy.

Trends



The North Dakota State Library coordinates efforts to provide Internet filtering software for public libraries.

Professional Services to North Dakota Libraries



The North Dakota State Library trains librarians through annual Spring Workshops, workshops for credit, and on site, in-service training.

PROFESSIONAL SERVICES TO NORTH DAKOTA LIBRARIES

The North Dakota State Library (NDSL) delivers technical assistance, consulting services, and professional services to library directors, board members, and government officials for the development and improvement of library and information services in North Dakota. Professional staff delivers specific assistance in library space planning, budgeting, fund raising, human resource issues, collection development, children and young adult services, cataloging, program management, and public awareness.

TRAINING

Training, workshops, and conferences are developed and delivered to assist librarians, board members, students, and library users to better utilize the Online Library Resources, automated library collections, and the many library services that are offered by libraries throughout the state.

The State Library organized and provided comprehensive training in multiple locations in searching the state's electronic library catalog, Online Library Resources, and e-books; and offered credit for some of the workshops for librarians through the state's universities. Public library board workshops were organized and sponsored in two locations to provide continued training to increase the effectiveness of public library board members. The State Library offered a full day workshop on basic descriptive and subject cataloging. Librarians from across the state attended this workshop.

Monthly training sessions are held in the State Library computer lab for state employees so they can better utilize information as it applies to their state employment.

GRANTS

The State Library is committed to enhancing library services statewide through the development, coordination, and funding of grants for all types of libraries in the state. Federal Library Services and Technology Act (LSTA) funds and Library Vision 2010 (previously Library Vision 2004) state general funds, are granted on a competitive basis to school, public, academic, and special libraries.

Funds are granted for technology improvement, Internet access and public library computing, computer hardware, special programming, addition of library records to the Statewide Online Library Catalog, and innovative projects. All grant recipients are required to provide quarterly and final reports, provide evaluations of the increased services, and share their resources with citizens and libraries statewide.

The State Library identified the need for more trained librarians to provide professional library and information services to North Dakota citizens. Because of the difficult nature of recruiting trained professionals to staff North Dakota libraries, the State Library added additional funding to the grant program to address this critical issue. The State Library provides training grant scholarships to North Dakota librarians or citizens who are pursuing their Master's of Library Science (MLS) degree from an American Library Association (ALA) accredited program. During the '03/'05 biennium, ten North Dakota librarians, who were granted Library Services and Technology Act (LSTA) grant scholarship funds, received their MLS degree. Grants totaling \$20,000 were given to these grant recipients toward their continuing education. Grant recipients must work a minimum of two years in a North Dakota library after receiving their degree.

STATE AID TO PUBLIC LIBRARIES

State Aid to public libraries continues to be a critical program for North Dakota public libraries and an important part of the State Library's budget. State Aid provides funding for staffing and materials for 88 public libraries, and it contributes from 10 to 40 percent to public library budgets statewide. State Aid funds are distributed through an application process based on the formula in statute which is \$1 per capita for a city, and \$1 per capita and \$5 per square mile for a county.

All public libraries that receive State Aid agree to loan their materials to other libraries and citizens throughout the state. During the 2005 legislature, public libraries were appropriated an 18 percent increase in State Aid, bringing the total amount available for the '05/'07 biennium to \$1 million. The additional dollars will assist public libraries in increasing their technology capabilities and purchasing informational materials that will be available to all citizens throughout the state.

Professional Services to North Dakota Libraries

The State Library provides training grant scholarships to North Dakotans who are pursuing their Master's of Library Science degree.



Pictured from left to right: Peggy Zimmerman, Shari Sandwick, Kristi Engle, and Deb Igoe on graduation day

Professional Services to North Dakota Libraries



The State Library assists libraries across North Dakota with Internet connection, filtering issues, and funding grants.

COORDINATION OF STATEWIDE DOCUMENT DELIVERY SERVICES

One of the major functions of the State Library is coordination of the state's interlibrary loan/document delivery services. The State Library has established a resource lending network that includes public, school, academic, special, and state government libraries that lend their materials to one another at no charge. This statewide lending agreement which includes all types of libraries is unique in the country, and it maximizes the use of library collections, grant expenditures, and state and local funding. The State Library developed a North Dakota Document Delivery manual, with input from a committee of participating librarians, to establish protocols, procedures, and policies for lending. The State Library provides leadership in the continued development, funding, and future of document delivery in North Dakota.

LIBRARY CONNECTIVITY

The State Library provides leadership, direction, and coordination in connecting public libraries to the state's electronic backbone. Thirty public libraries joined the North Dakota Statewide Technology Access for Government and Education Network (StageNet), an Information Technology Department (ITD) and State Library managed program that connects libraries to the Internet using funds provided by the state and federal E-rate funds. Filtering issues arose, resulting in the State Library and ITD establishing a statewide filtering committee and holding public library forums to address them. The State Library works with public libraries to assist them with E-rate issues and guidelines, and technology plans.

BILL AND MELINDA GATES FOUNDATION GRANTS

The State Library again partnered with the Bill and Melinda Gates Foundation to make funds available to public libraries to extend public library computing to citizens in North Dakota. The State Library assisted public libraries in the application and follow-through process. North Dakota public libraries received over \$103,000 to purchase computers that allowed public libraries to extend to their patrons additional Internet accessibility. The State Library received a \$26,600 grant from the Bill and Melinda Gates Foundation to provide public library computer training to librarians, trustees, and citizens throughout the state.

STATISTICS

The State Library is the state data coordinator for public library statistics in North Dakota. The data coordinator gathers, compiles, and publishes public library statistics annually and reports them to the Federal Government. The State Library gathers, compiles, and makes available interlibrary loan (ILL) statistics for all types of libraries in the state. The ILL statistics are used to evaluate lending and borrowing traffic and to plan for future technology needs for libraries.

GENERAL PROFESSIONAL SERVICES

The State Library sponsored and staffed information booths at professional and public events, including the North Dakota Education Association Instructional Conference, North Dakota Library Association Conference, Bismarck Parish Nurse's Health Fair, North Dakota Home School Conference, North Dakota Optometric Association Conference, North Dakota School Board Association Conference, North Dakota Soil Conservation Conference, Marketplace, North Dakota Rural Water Association Conference, Bismarck Senior Health Fair, Wellness Sensation, North Dakota Community Ombudsman Conference, North Dakota Family Connections Conference, North Dakota Association for the Blind Conference, and North Dakota Legal Services Conference. NDSL staff informed conference attendees and the general public on how to access the Statewide Online Library Catalog and the Online Library Resources that are available, and shared information about the agency's numerous services.

The State Library tracked issues relating to libraries during the legislative session and distributed information to librarians on the State Library electronic LIST.

The State Library worked with the Online Dakota Information Network (ODIN) staff to add public and school library collections to the state's electronic library catalog.

The State Library works with the Chief Officers of State Library Agencies (COSLA) to address library issues and trends at a regional and national level; and Western Council, a regional organization to develop educational opportunities and programming.

Professional Services to North Dakota Libraries



NDSL staff attend numerous conferences each year to promote library services in North Dakota.

Public Awareness



A State Library employee puts a temporary reading tattoo on a child during the summer reading kickoff.

PUBLIC AWARENESS

Promoting libraries across the state is a priority of the North Dakota State Library. Each staff member at the North Dakota State Library plays a role in making this happen. The main focus is to promote the North Dakota State Library and all other libraries across North Dakota to the citizens of our state. The State Library strives to provide support and information to librarians and libraries about funding, technology, grants, and services available.

North Dakota public libraries are part of the Collaborative Summer Reading Program (CSLP). The CSLP is a grassroots consortium of 32 states working together to provide high-quality summer reading program materials to our public libraries at the lowest cost possible. By combining resources and working with a commercial vendor to produce materials designed exclusively for CSLP members, public libraries in North Dakota can purchase summer reading manuals for program planning as well as posters, reading logs, bookmarks, certificates, and a variety of reading incentives at significant savings. The North Dakota State Library coordinates the program for North Dakota by providing staff time and funding to be part of this program, which in turn provides high-quality summer reading program materials for children.

The North Dakota State Library Public Awareness Coordinator is the state representative for the Collaborative Summer Library Program. The 2005 national CSLP annual conference was held in Bismarck in April. Nearly 70 librarians from 32 different states traveled to Bismarck to help plan future summer reading programming.

The State Library was one of the co-sponsors of the *Discover Dinosaurs and Dragons* summer reading kickoff. This event was an effort to kickoff summer reading across the state of North Dakota and provide a fun-filled family event. It is estimated that 2,300 children and adults attended the kickoff. The event included a puppet show, getting a temporary reading tattoo at the North Dakota State Library, face painting, crafts, learning about dinosaurs, and much more.

To support the importance of promoting library services, a variety of brochures that feature the State Library's services are available in print and online. See the *Publications* listing at the end of the document, or go to <http://ndsl.lib.state.nd.us> and <click on> *Publications*.

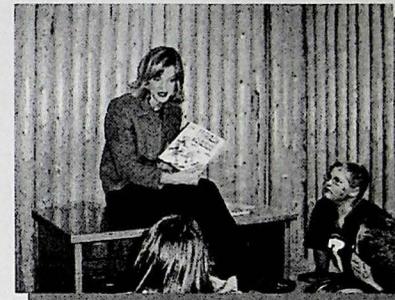
Two newsletters are produced by the State Library including the Flickertale, a bi-monthly publication which contains upcoming events, library news, and general information about North Dakota libraries. It is circulated to librarians and legislators. The Discovery Newsletter is published three times annually and contains up-to-date information about the Talking Book Program and Dakota Radio Information Service (DRIS). This is sent to patrons of DRIS, talking books, and State Library volunteers.

The State Library provides information of interest to librarians on a regular basis by hosting an electronic mailing LIST which is hosted by the Library. The LIST is used to inform librarians about library issues, grant opportunities, and general information that is useful to librarians. The State Library offers citizens access to a variety of information through the North Dakota State Library Web site at <http://ndsl.lib.state.nd.us>. The site includes information about training, grants, services, publications, recommended Web sites, and employment opportunities.

The North Dakota State Library provides citizens of North Dakota who cannot read standard print because of a physical, visual, or reading impairment, a Talking Book Program and Dakota Radio Information Service (DRIS), a radio reading service. The State Library works to promote the availability of these programs through newsletters, media, and outreach programming.

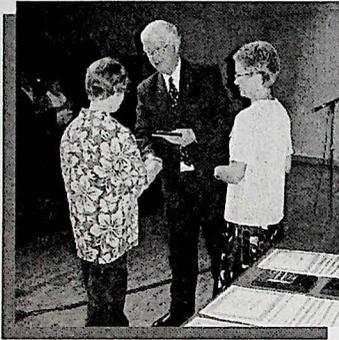
The State Library is also working with local media and librarians in cities whose libraries are participating in the Statewide Online Library Catalog. Press releases and articles are regularly sent to local newspapers to promote these new opportunities. The Public Awareness Coordinator at the State Library is available to any North Dakota librarian who requests assistance promoting library services.

Public Awareness



Television anchor Brenda Scholten takes part in the summer reading kickoff as a celebrity reader.

Public Awareness

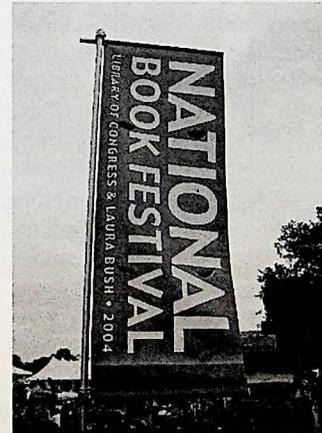


Superintendent of Public Instruction, Wayne Sanstead, and Center for the Book President, Sue Hammer-Schneider, hand out awards to student writers at the 2004-2005 Letters About Literature award ceremony.

The North Dakota State Library collaborated with the North Dakota Center for the Book and the North Dakota Lewis and Clark Foundation to attend the National Book Festival Pavilion of States event in Washington, D.C., in the fall of 2003 and 2004. The festival is an opportunity to showcase North Dakota authors and their books as well as promote the state of North Dakota. It is estimated that 80,000 people attend this event annually.

The State Library is a co-sponsor of the Letters About Literature program, a national reading and writing program. Readers, grades 4 through 12, write a personal letter to an author, living or dead, from any genre, explaining how that author's work changed the student's way of thinking about the world or themselves.

In 2003-2004, 692 students entered the Letters About Literature essay contest. North Dakota also had a student who placed first nationally in the Level III competition. In 2004-2005, 814 students across North Dakota entered the Letters About Literature essay contest.



Around 80,000 people attend the National Book Festival every year.

STATE AGENCY SERVICES

The staff of the State Library is committed to providing services to State Agencies and state employees. Eight State Agencies with their own libraries have their material cataloged into ODIN by State Library staff. These agencies are: Business Information Center, Children's Special Health Services, Department of Transportation, Division of Emergency Management, Geological Survey, Prevention Resource Center (including materials from the Division of Mental Health, Vocational Rehabilitation, Aging Services and Developmental Disabilities), Protection and Advocacy Project, and Water Commission.

The titles owned by State Agencies are unique and usually of a North Dakota nature. During the past biennium, 3,549 items owned by these agencies were added to the ODIN database. Once on ODIN, State Agencies and the citizens of North Dakota are able to see what they own and can search the collections online. Materials on a wide variety of topics were cataloged this past biennium, including information on alcohol use among college students, the North Dakota petroleum industry, automobile crash testing results, asthma information, and much more.

In addition to the cataloging component, the State Library also provided training to State Agency personnel, both on site at individual agencies and at the State Library. The State Library also assisted in the migration of the State Agency electronic catalogs from the old ODIN software system to the new. This mainly involved checking the data for accuracy and fixing any errors the conversion process caused.



State Agency Services



The North Dakota State Library coordinates the cataloging of specialized materials owned by State Agencies which makes them accessible to the citizens of North Dakota.



During the past biennium, over 28,450 new titles have been added to the Statewide Online Library Catalog by NDSL staff.

The Statewide Catalog Development Department (previously the Statewide Cataloging Services Department) began in 1997 and continues to provide high quality cataloging services to libraries across North Dakota. Grant money from Library Vision 2010 (state general funds) and the Library Services and Technology Act (federal funds) is used to fund the first year costs for libraries that want to add their catalogs to the Online Dakota Information Network (ODIN). The overall goal is to automate the libraries and make their collections available to the citizens of North Dakota via interlibrary loan.

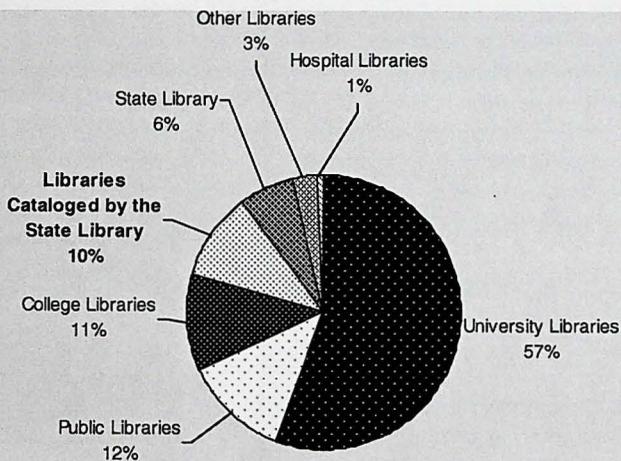
The most recent libraries to receive grants are: Cavalier Elementary School, Cavalier High School, Larimore Elementary School, Larimore High School, Napoleon Elementary School, and Northwood School and Public Library. These grants were awarded in June 2004.

In addition to adding six new libraries to ODIN, the State Library continues to catalog new titles for the 35 libraries that received grants in the past. These libraries include: Beach High School, Lincoln Elementary in Beach, Bottineau County Public Library, Bottineau Junior/Senior High School, Carrington Elementary School, Carrington High School, Finley-Sharon Public School, Golden Valley County Library in Beach, Halliday Public School, Hatton Public School, Hillsboro Elementary School, Hillsboro High School and Public Library, Hope High School, Leach Public Library in Wahpeton, Mandan High School, Mandan Junior High, Custer Elementary in Mandan, Fort Lincoln Elementary in Mandan, Lewis & Clark Elementary in Mandan, Mary Stark Elementary in Mandan, Roosevelt Elementary in Mandan, Maple Valley High School in Tower City, Midway Elementary School in Inkster, Midway High School in Inkster, Napoleon High School, North Dakota DeafBlind Project in Devils Lake, North Dakota School for the Deaf in Devils Lake, North Dakota Youth Correctional Center in Mandan, Oriska Elementary School, Page Elementary School, Pembina City-School Library, Stutsman County Library in Jamestown, Trinity High School in Dickinson, Velva School & Public Library, and the West Fargo Public Library. From July 1, 2003, to June 30, 2005, these libraries have added over 28,450 new titles to their collections.

The Statewide Catalog Development Department catalogs the new titles into ODIN to make them available to the citizens of North Dakota 24 hours a day, 7 days a week, via the Statewide Online Library Catalog. The State Library also maintains the titles in ODIN by withdrawing titles libraries have discarded and makes needed corrections and changes.

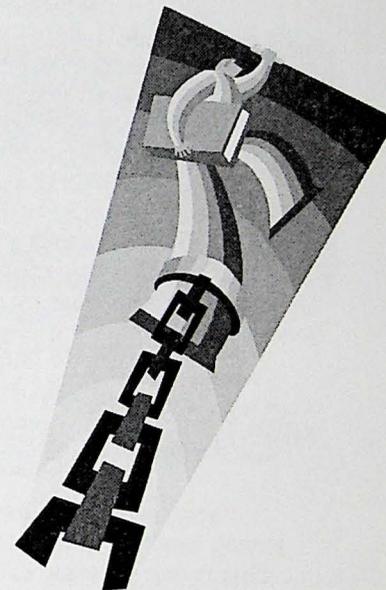
Since this service began in 1997, over 335,000 titles have been added to ODIN. These items can be accessed by any North Dakota citizen through the interlibrary loan program. From July 2003 through June 2004, these libraries lent over 1,270 titles to patrons across North Dakota. From July 2004 through June 2005, they lent over 3,000 titles.

In the next biennium, the State Library will continue to assist the librarians at these libraries in the use of the new ODIN software. The State Library will continue to catalog new titles from the existing projects and will focus on completion of the six new projects.



Above is a breakdown of the 3,278,222 titles currently on the ODIN system

Statewide Catalog Development Department



One of the State Library's goals is to link libraries across North Dakota to the Statewide Online Library Catalog.

Public Services



NDSL staff members work diligently to send material to libraries and citizens of North Dakota.

PUBLIC SERVICES

The North Dakota State Library serves patrons and libraries throughout the state and maintains a collection that is open to all citizens of the state. The State Library serves as the library for North Dakota residents who do not have a local public library and functions as a backup reference center for other North Dakota libraries. The State Library places service to state government at a priority by offering state employees reference service, interlibrary loan service, and training. The NDSL is committed to providing training for librarians, teachers, state employees, and citizens in using the Online Library Resources and the Statewide Online Library Catalog.

Libraries and individuals may request material from the State Library via U.S. mail, telephone, fax, or electronic form. During the 2003-2005 biennium, the State Library sent out materials to answer 8,252 subject requests, received or placed 2,797 telephone calls, and sent 13,571 e-mails. In addition to providing service to patrons through telephone or electronic requests, 17,840 patrons visited the State Library. The North Dakota State Library mailed out 78,231 items, and 86,653 items were checked out from the State Library collection. Currently 11,805 citizens and librarians of North Dakota hold a North Dakota State Library card.

North Dakota State Library Public Services 2003-2005

	<u>Total</u>
Subject requests	8,252
Telephone calls placed/received	2,797
E-mails sent	13,571
Patrons visited the State Library	17,840
Items mailed	78,231
Items checked out from NDSL collection	86,653
NDSL card holders	11,805

Patrons can access ODIN and different Online Library Resources, such as full-text magazine and newspaper reference sources, from the State Library's homepage. In addition, patrons have access to electronic books, with over 8,139 titles being available. Because of this immediate access to information, patrons can now research topics either in their office or at home 24 hours a day, 7 days a week. The State Library's staff utilizes the Internet, CD-ROMS, and specialized databases allowing them to further fill the informational and recreational reading needs of the libraries and citizens of North Dakota.

The training of librarians, state government employees, teachers, and citizens has increased during the 2003-2005 biennium. The State Library offers an in-house State Employee Library Orientation; on-site, in-service training for teachers, school administrators, and staff; and training sessions for the general public.



Public Services



The State Library offers Online Library Resources training sessions to librarians, the general public, teachers, students, and state employees.

Document Delivery Services



The State Library processed over 74,000 interlibrary loan requests during the 2003-2005 biennium.

DOCUMENT DELIVERY SERVICES

The State Library is among the 78 North Dakota libraries that participate in the Online Dakota Information Network (ODIN). ODIN provides libraries and individuals access to 2,737,000 items. The State Library also cooperates in resource sharing with other libraries in the state. For regional resource sharing, the State Library contracts with MINITEX to provide additional sources for interlibrary loan from the library collections of the University of Minnesota and the state of Minnesota.

Through a long-term participation in the Online Computer Library Center (OCLC), a national bibliographic utility database, the State Library identifies and accesses over 49,000,000 cataloging records created by libraries around the world, with a new record added every 12 seconds. Through OCLC, the holdings of over 43,559 libraries worldwide are available to the citizens of North Dakota.

The State Library is the interlibrary loan referral center for the state of North Dakota. There were 74,224 interlibrary loan requests received during the 2003-2005 biennium from public, academic, school, and special libraries, and from citizens of the state.

Interlibrary Loan Requests Received During 2003-2005 Biennium

Public Libraries	23,273
Public School Libraries	18,145
Academic Libraries	9,339
Government Agencies	2,601
Unserviced Individuals	20,866
Total	74,224

Public libraries and school libraries had an increase in the number of interlibrary loan requests over the past biennium. Public libraries entered 2,210 more requests than in the previous biennium, and public schools entered 824 more requests.

DISABILITY SERVICES

The State Library continues to receive talking books from the Library of Congress, National Library Service for the Blind and Physically Handicapped (NLS). In addition to talking books received from NLS, volunteers at the State Library record books and magazines that are not available through the national collection. State Library volunteers recorded 109 talking books by North Dakota authors or books requested by patrons. Magazines recorded at the State Library include *North Dakota Horizons*, *North Dakota History*, *Rural Electric Cooperative Magazine*, and *North Dakota Outdoors*.

In order to be prepared for the conversion of the analog cassette talking books to digital talking books, the State Library has installed a digital recording and duplicating system. This conversion to a digital recording and duplicating system serves two purposes: it replaces aging equipment, and it prepares the State Library for the national digital conversion project.

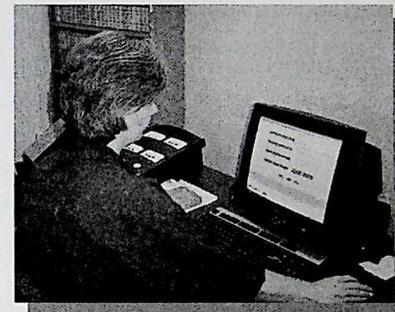
Disability Services Statistics 2003-2005 Biennium

Individual Titles	48,355
Circulating Copies	64,252
Talking Book Users	2,094
DRIS Users	481
Phone Calls	13,772
E-mails	7,515
Items Loaned	141,929

The State Library offers school-age readers of the Talking Book Program a Summer Reading Program co-sponsored by the North Dakota Governor's office. An average of 40 students actively participate in the program. These students are encouraged to read one or more talking books or Braille books over the summer months. All of the readers who fulfill these requirements receive special prizes and a summer reading t-shirt for their efforts.

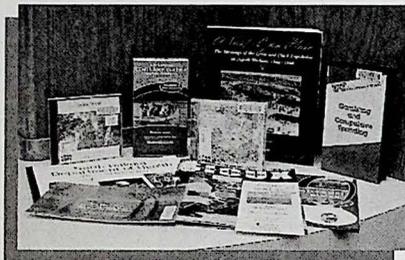
Dakota Radio Information Service (DRIS) is a radio reading service provided for citizens in North Dakota who have a print impairment. DRIS provides access to both local and national newspapers and magazines. Dakota Radio Information Service currently has 481 listeners.

Disability Services



The new digital duplicating system is able to produce better quality recordings for our patrons.

State Document Depository Program



Thousands of state documents are available for loan at the North Dakota State Library.

STATE DOCUMENT SERVICES

State Document Services administers the State Document Depository Program and serves the state of North Dakota as the primary state document depository library. The mission is to collect, store, and disseminate state publications intended for general public distribution. In this role, the State Library also increases the awareness of the usefulness and historic value of our state's documents.

Each North Dakota state agency is required to deposit eight copies of all publications issued and intended for general public distribution with the State Library. The State Library retains two copies for its collection and distributes the other six to the following designated depository libraries: State Historical Society, University of North Dakota, North Dakota State University, Minot State University, the Library of Congress in Washington D.C., and recently appointed Valley City State University.

In late 2004, Dickinson State University withdrew from the State Document Depository Program due to space limitation issues. The State Library designated Valley City State University as the replacement depository library.

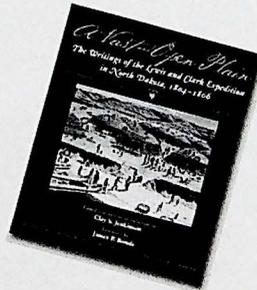
A total of 4,853 items were distributed to depository libraries during the 2003-05 biennium. These publications are cataloged on OCLC's WorldCat international library database, and on ODIN, the Statewide Online Library Catalog. During the 2003-05 biennium, 3,269 items were cataloged and added to the State Documents collection. Of these 3,269 items, 1,033 were electronic documents.

State Document Services also oversees the Electronic Documents Project, which is designed to capture and store state documents that have been published only online. The State Library has concentrated on state documents that have been produced in PDF format. During the upcoming years, it is the goal of the State Library to improve and refine this evolving project to include state documents produced in other electronic formats, as well as state agency Web sites and Web pages.

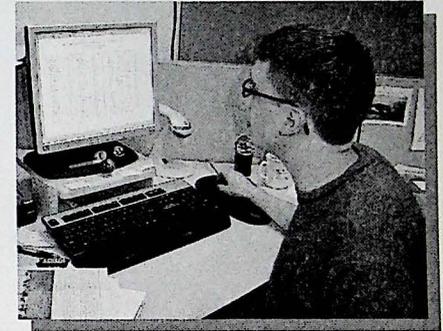
Awareness of the depository program has increased via the Notable Documents Award of the North Dakota Library Association's Government Documents Roundtable. The State Library works with the Roundtable in selecting nominee publications for this honor. The winning state publications are then forwarded to the American Library Association for national nomination. Recent state winners that have been forwarded to the American Library Association include: *Traveler's Companion to North Dakota State Historic Sites*, published by the North Dakota State Historical Society in 2002; *Birding in North Dakota*, published by North Dakota Game and Fish Department in 2003; *Prairie Wildflowers and Grasses of North Dakota*, published by North Dakota Game and Fish Department in 2002; *A Vast and Open Plain: the Writings of the Lewis and Clark Expedition in North Dakota, 1804-1806*, published by the North Dakota State Historical Society in 2003; *North Dakota Blue Book 2003-2005*, published by the North Dakota Secretary of State in 2003; and *North Dakota Legendary: an Official Travel Guide*, published by the North Dakota Department of Commerce, Tourism Division in 2003.

"A Vast and Open Plain: the Writings of the Lewis and Clark Expedition in North Dakota, 1804-1806" edited by Clay S. Jenkinson, won national recognition as a notable state document.

A "Vast and Open Plain" won national recognition as a notable state document.



State Document Depository Program



Library patrons have access to thousands of state documents online.

Technical Services



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

TECHNICAL SERVICES

Technical Services works behind the scenes to acquire materials for the State Library and prepare them to be used and/or accessed by the citizens of North Dakota and other libraries.

Items added during the 2003-2005 biennium

General collection	1,054
Reference collection	285
Large print books	1,633
Videocassettes	350
Audiobooks	54
North Dakota Resource File	26
Descriptive Videos	27

Ongoing efforts are made to acquire materials produced by North Dakotans or about North Dakota, both to provide North Dakota citizens with access to those materials and to help in preserving North Dakota history and literature.

The State Library acquired an additional 285 reference books, adding them to the Statewide Online Library Catalog during the 2003-2005 biennium. NDSL loans many of these reference books to other North Dakota libraries. NDSL added 1,633 large print books and 27 descriptive videos to the collection during the past biennium. This is an effort to offer quality material to North Dakota citizens with visual disabilities.

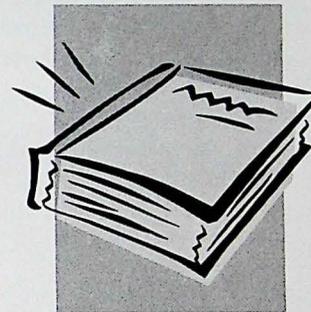
Magazines, journals, and newspapers that the State Library subscribes to or acquires through the Federal Depository Library Program (FDLP) and the State Document Depository Program are collected. During the 2003-2005 biennium, 22,432 of those serial items were added to the State Library's collection. NDSL staff provides assistance to several state agencies by managing their journal subscriptions and housing past journal issues for use by the agency and anyone seeking access to articles in those titles.

The State Library is a member of the Federal Depository Library Program and provides access to publications of the federal government and its many agencies to the citizens of North Dakota.

NDSL administers a book lottery that "recycles" library materials among North Dakota libraries. There are times when a library no longer needs a particular title or edition and it is removed from their collection. These items may be of use to other libraries and are made available through a book lottery. During the 2003-2005 biennium, 248 titles were distributed to North Dakota libraries through this program.

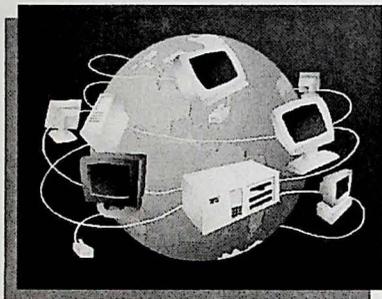
NDSL participates in the Name Authority Cooperative Program (NACO) to ensure standardization of authors' names in online catalog records. Eighty-six of these records were contributed to the Library of Congress database over the biennium.

Technical Services



NDSL added 1,633 large print books to the general collection during the past biennium.

Technology



The State Library assists school and public librarians with technology issues.

TECHNOLOGY

The State Library's Statewide Online Library Catalog is part of the Online Dakota Information Network (ODIN). On December 1, 2004, ODIN switched to the new Aleph 500 software which allows enhanced services to patrons.

The State Library's Talking Book Program provides books and magazines that are found in public libraries in formats accessible to the citizens of North Dakota who have visual, physical, or reading disabilities. In June of 2005, the recording booth was upgraded to digital technology. This new technology allows for enhancement of the quality of the books recorded at the State Library and the ability to take previous analog recordings and convert them to digital recordings. The digital format enhances the sound quality and makes editing of the recording much easier.

In 2004, the State Library, in cooperation with the North Dakota Information Technology Department, implemented a statewide Internet filter for public libraries around the state. The Internet filter is used to meet the federal requirements of the Children's Internet Protection Act (CIPA).

Thirty public libraries are members of the STAGEnet consortium. The libraries use fiber optic, T1, or DSL to connect to STAGEnet. The libraries make Internet access available to 343,656 citizens in their communities. The North Dakota State Library acts as the liaison between public libraries, North Dakota Information Technology Department, and EduTech. The State Library manages the statewide filtering software, evaluates technology plans, maintains the E-Rate Form, CIPA Compliance, the Letter of Agency, and represents public libraries on the statewide E-rate Task Force.

North Dakota public libraries that filed individually for E-rate funding for Telecommunication Services and/or Internet access were awarded \$11,257.48.



**Grants Awarded to North Dakota Libraries
2003-2005 Biennium**

Beulah Public School Libraries <i>Public access computers</i>	\$4,800	Larimore Public School Library <i>Public access computers</i>	\$5,000
Beulah Public School Libraries <i>Join statewide catalog</i>	\$27,702	Larimore Public School Library <i>Join statewide catalog</i>	\$32,541
Casselton Public Library <i>Public access computers</i>	\$1,126	Leeds Public School Library <i>Public access computers</i>	\$5,000
Cavalier Public School Library <i>Join statewide catalog</i>	\$33,445	Milnor Public School Library <i>Public access computers</i>	\$4,302
Clara Lincoln Phelan Memorial Public Library <i>Public access computers</i>	\$5,000	Minot Public Library <i>Mobile computer training lab</i>	\$14,920
Divide County Public Library <i>Public access computers</i>	\$1,647	Minot Public Schools (7 Elementary Libraries) <i>Join statewide catalog</i>	\$94,250
Dunseith High School Library <i>Public access computers</i>	\$2,000	Napoleon Public School Library <i>Join statewide catalog</i>	\$5,351
Hazen Public Library <i>Video conferencing equipment</i>	\$11,114	Northwood Public Library <i>Join statewide catalog</i>	\$27,747
Heart of America Public Library (Rugby) <i>Join statewide catalog</i>	\$24,655	Underwood Public Library <i>Join statewide catalog</i>	\$7,522
Hettinger Public School Library <i>Public access computers</i>	\$5,000	Walhalla Public School Library <i>Public access computers</i>	\$4,825
Killdeer Public School Library <i>Public access computers</i>	\$5,000	Wishek School & Public Library <i>Public access computers</i>	\$5,000

PUBLICATIONS OF THE NORTH DAKOTA STATE LIBRARY

July 2003-June 2005

A World of Information Right Here in North Dakota (August 2004)

Biennial Report to Governor, July 2001 - June 30, 2003

Discovery

- V. 8, No. 8 (Fall 2003)
- V. 9, No. 1 (Winter 2004)
- V. 9, No. 2 (Summer 2004)
- V. 9, No. 3 (Winter 2005)
- V. 10, No. 1 (Spring 2005)

Electronic Books (E-Books) (August 2003)

ELibrary (August 2003)

Flickertale

- V. 33, No. 4 (July/August 2003)
- V. 33, No. 5 (September/October 2003)
- V. 33, No. 6 (November/December 2003)
- V. 34, No. 1 (January/February 2004)
- V. 34, No. 2 (March/April 2004)
- V. 34, No. 3 (May/June 2004)
- V. 34, No. 4 (July/August 2004)
- V. 34, No. 5 (September/October 2004)
- V. 34, No. 6 (November/December 2004)
- V. 35, No. 1 (January/February 2005)
- V. 35, No. 2 (March/April 2005)
- V. 35, No. 3 (May/June 2005)

Library Vision 2010 (Adopted November 15, 2002, Printed February 2003)



Networking and Document Delivery Manual, 2003

North Dakota Library Directory, 2004

North Dakota Library Law (October 2003)

North Dakota Public Library Statistics Fiscal Year 2002 (August 2003)

North Dakota Public Library Statistics Fiscal Year 2003 (August 2004)

North Dakota State Agency and State Employee Services (February 2005)

North Dakota State Library Loan Policies (February 2005)

Online Magazine and Newspaper Articles (August 2003)

Online Magazine and Newspaper Articles (September 2003)

Search Warrant Guide (January 2004)

Searching Guide for North Dakota Library Resources, LaND (September 2003)

Searching Guide for North Dakota Library Resources, LaND (September 2004)

State Document Depository Program (March 2004)

Talking Book & DRIS Patron Handbook (December 2003)

Titles Recorded at the North Dakota State Library (February 2004)

Ultimate Search Engine (PSA) (March 24, 2005)

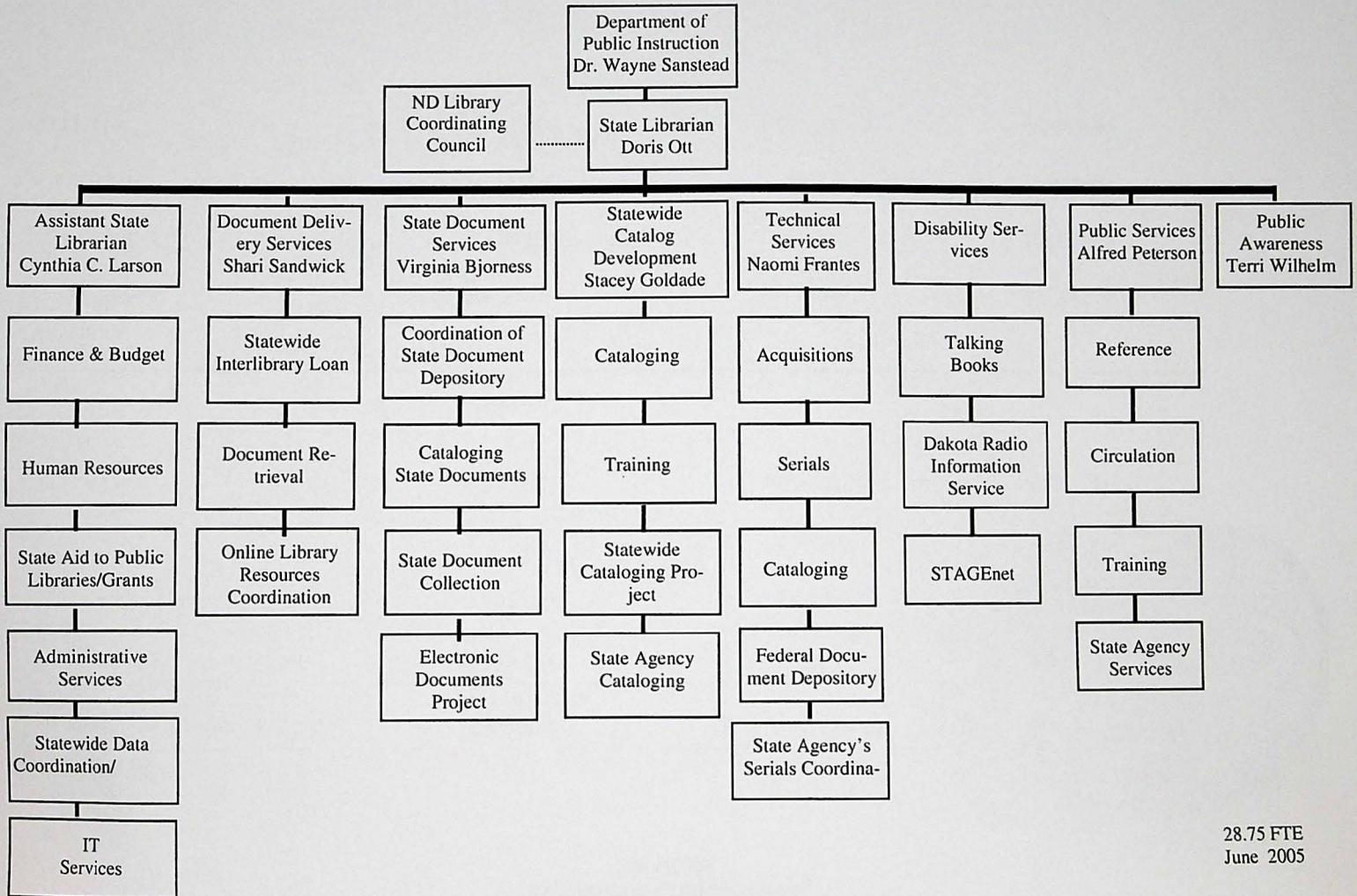


NORTH DAKOTA STATE LIBRARY
Expenditures and Revenues
2003-2005

Expenditures			
Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures
Salaries and Wages	2,078,571	2,078,571	2,035,264
Operating Expenses	1,181,647	1,181,647	1,152,920
Grants	1,396,807	1,396,807	1,392,802
TOTAL	4,657,025	4,657,025	4,580,986

Revenues			
General Fund	3,027,046	3,027,046	3,026,446
Federal Fund	1,538,127	1,538,127	1,463,520
Special Funds	91,852	91,852	91,000
TOTAL	4,657,025	4,657,025	4,580,986

North Dakota State Library Organizational Chart 2003-2005



28.75 FTE
June 2005

North Dakota State Library

Administration (701) 328-2492
Information Requests (701) 328-4622
Toll-Free 1-800-472-2104
Disability Services (701) 328-1408
Toll-Free 1-800-843-9948
DRIS (701) 328-4189
TDD (local) (701) 328-4923
TDD (Toll-Free) 1-800-892-8622
Fax (701) 328-2040
NDSL Web Page: <http://ndsl.lib.state.nd.us>

Open Monday-Friday
8:00 a.m. - 5:00 p.m.
Tours are available upon request

Doris Ott
State Librarian

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

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

North Dakota State Library
604 E Boulevard Ave - Dept. #250
Bismarck ND 58505-0800

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