

North Dakota STATE LIBRARY



Biennial Report July 2009 — June 2011

Hulen E. Bivins, State Librarian

North Dakota State Library, a division of the
ND Department of Public Instruction

Dr. Wayne G. Sanstead, State Superintendent

www.library.nd.gov

North Dakota State Library Staff on June 30, 2011
29.75 FTE

State Librarian

Hulen E. Bivins

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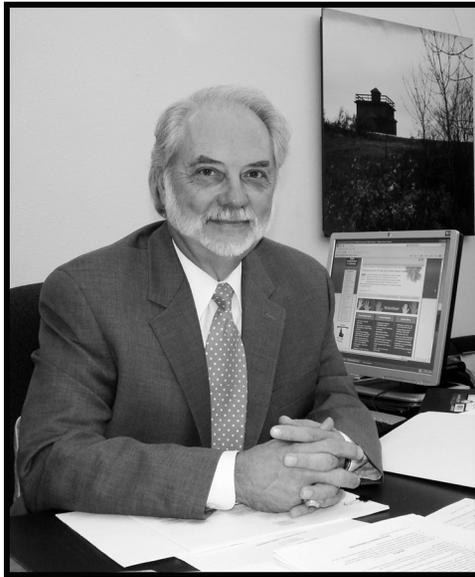
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Statewide Catalog Development

Stacey Goldade, Head

Stephanie Baltzer Kom



Hulen E. Bivins, State Librarian

Vision

Leading the way in information opportunities.

Mission

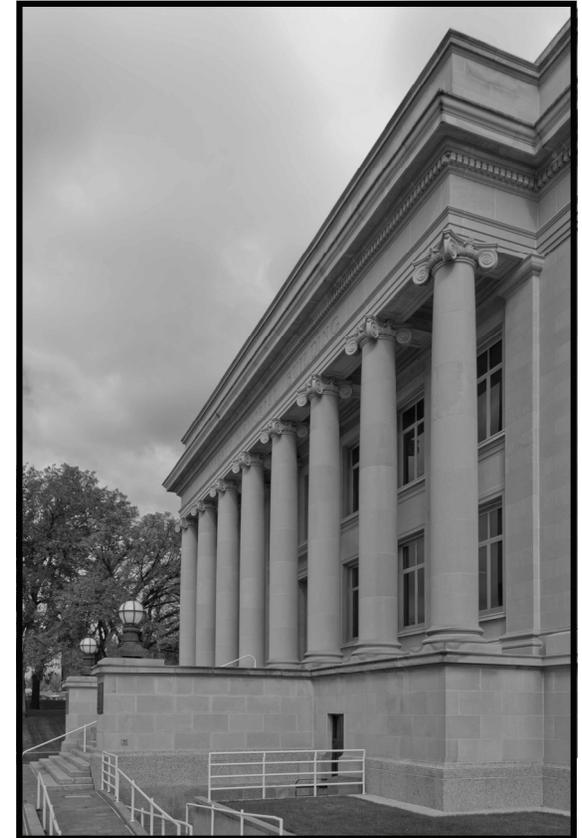
Provide access to information for North Dakota.

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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*Liberty Memorial Building
Capitol Grounds
Bismarck, North Dakota*

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.



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

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.

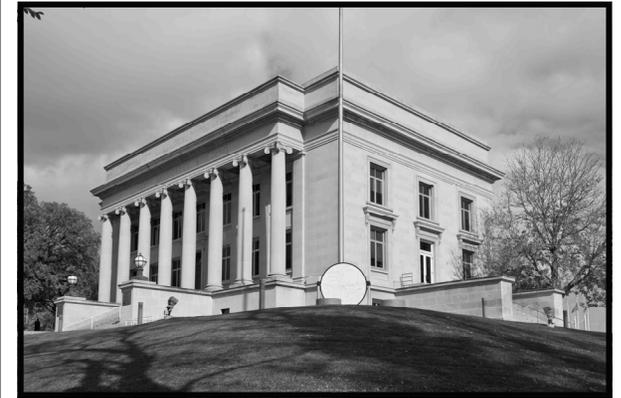
Session Laws Chapter 261 (1927) provided that the State Board of Administration will constitute the State Library Commission. Therefore, the State Library was removed from the control of the Board of Regents.

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 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.

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 and provides that the State Library be an autonomous agency which retains its budget and staff separate from that of the Superintendent of Public Instruction.



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

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 and 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, library trustees and staff and by encouraging the extension of networking 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 multi-county libraries.



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



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

7. Compile statistics on all North Dakota public libraries and their services and their larger counterparts of county and multicounty libraries, regional library cooperatives, and multi-type library authorities. Make a full biennial report to the superintendent of public instruction and the governor of the work done at the state library. 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 a 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 multi-type 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, and bibliographic statewide database for storing bibliographic records of libraries which allows residents unmediated, seamless, and 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.

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.

LEGISLATION

The 62nd North Dakota Legislative Assembly produced no new legislation for the State Library or libraries in the state. Therefore, there were no legislative responsibilities added or deleted during the 2009-2011 biennium.

Senate Bill 2013, which contained the State Library budget, was passed in both houses and signed by the Governor on 5-4-11. It contained level funding for the current North Dakota State Library services and an additional \$200,000 for State Aid to Public Libraries.



TRENDS



“Libraries provide the only free internet access for 64.5% of all citizens, and provide 85.7% of all citizens their only source of wireless (Wi-Fi) internet access.”

North Dakota during the past biennial, like the nation as a whole, has experienced a great deal of change. Indeed, the state has a population growth of 4.7% according to the 2010 US Census. This growing citizenship, including many who have migrated from other states and countries, expect and demand library services that inform and help with their technical and educational needs, as well as their leisure experiences.

In a nation where 33% of all jobs require a bachelor’s degree or higher and 30% of available jobs require some college or an associate degree, (data from Georgetown University Center on Education and the Workforce Study, 2010) library usage is at an all-time high because libraries are the prime resource of information. If you want information that informs how to start a business, how to learn another language, suggestions for sites to visit on a future vacation, check crop prices and get data on how to buy and sell commodities, obtain information on the proper way to insulate house windows, gain knowledge of new legislation passed to support road building and flood control, the ability to discover the chemical makeup of a medical prescription, obtain tutor assistance to do physics homework, discern the fair market values for a used vehicle, or the desire to know who are the featured entertainment acts in Las Vegas and on Broadway next month, the library is your source. More than ever, the library is, for all North Dakota citizens, the primary and, in some locations, the only source of such a vast range of informational needs.

Recent studies of the American Library Association (2010) have revealed that libraries help 89.7% of all citizens understand and use governmental websites, provide the only free internet access for 64.5% of all citizens, and provide 85.7% of all citizens their only source of wireless (Wi-Fi) internet access. While such accessibility services are important, libraries do much more.

The North Dakota State Library (NDSL) continues to serve as a leader for all libraries in the state in ongoing efforts to be a knowledgeable source of information and a broker for coordinated services that result in the expansion of basic library services as well as the testing of new services to enhance the “quality of life” factor for citizens. NDSL participates in an offering of databases via libraries throughout the state, aids in the procurement of public use computers needed for the completion of job applications in a world where 71.9% of all jobs require an online application, makes the inter-library loan of library materials available statewide, and coordinates activities of both cultural and educational services statewide.

With an increased emphasis on planning during the biennial, the state library has worked to assist North Dakota's libraries with disaster response policies for usage in a variety of situations, the development of new library policies that embrace the new technologies now offered as services at libraries, furthered the ability of libraries to apply for and be approved to receive grants from non-governmental sources, and assist in the developmental training of library workers. In the training process, priority has been established to aid both the activities of the traditional library and those functions unheard of a mere five years ago. An example of a new function is working with electronic books (eBooks) and the several different types of readers used for these down-loaded materials.

To better serve North Dakota's citizens, the North Dakota State Library has, in the biennial period, developed the department of "Field Services" which is staffed by professional librarians who can visit with libraries in the state at the location of the library. This in-library visitation process allows for the actual viewing of both successes and problems, for a frank discussion of library matters, and the development of a series of steps to either increase success or to develop quality minimum service standards. The totality of the experience results in better and uniformly consistent library services throughout the state.

Following a national trend of more involvement in the education process by state library agencies, the North Dakota State Library now provides a program of tutorial aid for ages K to Adult, five evenings a week. With retired university professors as tutors, the tutorial service program is available to citizens in their school, local library or their personal home via an internet connection. Using an interactive process of educational instruction, the program enhances the achievement of the superior student and enables the under-achieving to meet minimum standards. This trend of NDSL working as a partner with schools and universities, as well as the state's home-schooled students, is viewed as a cooperative act continuing for the forth-coming decade.



A new trend in libraries is mass customization wherein libraries are leveraging technology to create individualized experiences. An example is the development of approaches to the preservation of metadata that has been an integral component of efforts in the field of digital preservation. The focus of the community engaged in this work is currently shifting, and there is, as yet, no formal agreement around a conceptual framework and identification of required data elements. At the same time attention is now turning to the more complex task of building sustainable, technical infrastructure, and policy frameworks that will enable organizations to implement preservation metadata strategies practically at a local level. NDSL is participating in this conversation.

Other trends involve experiences such as cloud computing and open-access codes, as well as, the total customization of new communication apps making library resources as available as a person's phone; on-line interactive group spaces that support remote usage; and, wireless network portals that combine library database catalogs, e-journals, and reference materials. Further, users may appreciate integration of library information and more multimedia resources into popular search engines; plus, provisions for more individual and group learning spaces within the "traditional library" (brick and mortar structure) that is equipped with computing resources and comfortable spaces for informal gatherings.

The market for library services shall continue to evolve because as new technology impacts lifestyles and work locations, there shall be the expectation that library operations will change as the technology changes. With consideration of the new methods of connectivity of the last two years, you see the trends of the next two years for libraries as more libraries reach out to serve citizens with the usage of blogs, wikis, gaming, RSS feeds, photo sharing, and social bookmarking. Thus, ongoing changes in technology and demographics do most certainly affect libraries as the libraries seek to fulfill the needs of North Dakota's citizens.

Continuing trend areas include the expansion of resources in database collections and the affordability of these materials; the transfer of historical collections of materials into a digital format; the coding of materials to enhance the feasibility of usage of a federated search engine; and the continuation of cooperative partnerships with both governmental and non-governmental partners to enhance the availability of more resources in this rapidly changing technological age.

Moving forward into the next biennial, the North Dakota State Library shall continue to ask questions and participate in national forums to seek the answers that prepare NDSL and the libraries of the state to meet the informational needs of citizens in a format of accessibility whatever their station in life, wherever in the state they might be located. It is therefore expressly understood that to meet the future needs, the role of libraries must be that they are both knowledgeable and accessible. NDSL is prepared, and continues to prepare, for this role.



“The North Dakota State Library shall continue to ask questions and participate in national forums to seek the answers that prepare NDSL and the libraries of the state to meet the informational needs of citizens.”

Whether North Dakota's libraries are a physical or a virtual destination they should and shall be, a place where all citizens can co-exist to either nurture or enhance self sufficiency in their pursuit and acquisition of needed knowledge for cultural, educational or leisure needs.

State Library Photo Highlights 2009-2011



North Dakota State Superintendent, Dr. Wayne G. Sanstead introduces the Tutor ND service at a Bismarck press announcement.



North Dakota First Lady, Betsy Dalrymple delivered a wonderful storytime reading during the 2011 Bismarck/Mandan summer reading kickoff event.



North Dakota Secretary of State, Al Jaeger reading a story during the 2011 Bismarck/Mandan summer reading kickoff event.



North Dakota State Library volunteers were recognized at the annual Volunteer Recognition Event.



North Dakota State Library staff presented twelve workshops during the three-day Summer Breeze Colloquium in Bismarck.

State Library Photo Highlights 2009-2011



A Bismarck student receives one-on-one assistance from a professional tutor, using the Tutor ND educational service on an iPad.



North Dakota State Library Talking Books patrons began receiving digital talking books and players during the 2009-2011 biennium.



North Dakota Supreme Court Chief Justice, Gerald VandeWalle speaks during the 80th anniversary celebration of the National Library Service for the Blind and Physically Handicapped.



North Dakota Attorney General, Wayne Stenehjem reading a story during the 2011 Bismarck/Mandan summer reading kickoff event.



North Dakota State Library Field Services and Statewide Catalog Development staff helped return and organize library materials after they were removed from the Velva Public Library due to flooding concerns.

Major Activities

ADMINISTRATION



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

The State Library is committed to enhancing library services statewide through the development, coordination and funding of grants for libraries in the state. Federal Library Services and Technology Act (LSTA) funds and Library Vision 2014 (LV2014) state general funds were granted on a competitive basis to school and public libraries. Funds are granted for various projects that differ each year, and may include technology improvement, Internet access and public library computing, computer hardware, special programming and the addition of library records to WorldCat. 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.

In an effort to provide professional library and information services to all North Dakota citizens, the State Library offers grants to North Dakotans who are pursuing a Master's of Library and Information Science (MLIS) degree from an American Library Association (ALA) accredited program. Grants are awarded to North Dakota residents who commit to work two years in a North Dakota library after receiving their degree.

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 between 5-40 percent to public library annual budgets statewide. State Aid funds are distributed through an application process based on the formula in statute which is currently \$1 per capita for a city, and \$1 per capita/\$5 per square mile for a county.

Public libraries that receive State Aid agree to participate in the North Dakota interlibrary loan network. During the 2011 legislature, public libraries were appropriated an 15.4% increase in State Aid, bringing the total amount available for the 2011/2013 biennium to \$1.5 million. The additional dollars will help public libraries in increasing their technology capabilities and purchasing materials that will be available to citizens throughout the state. This funding level is the highest funding level since State Aid to Public Libraries was established in 1979.

One of the major functions of the State Library is coordination of the state's interlibrary loan services. The State Library is a part of an efficient, cost-effective 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 is unique in the country. The network maximizes the use of library collections, grant expenditures and state and local funding by ensuring the collections of the participating libraries receive greater visibility and use. This agreement allows patrons to have convenient access to materials that are not owned by their libraries.

The State Library developed the North Dakota Interlibrary Loan manual to establish protocols, procedures and policies for lending and borrowing. The updated version is available at www.library.nd.gov/publications.html. The State Library provides leadership in the continued development, funding and future of interlibrary loan in North Dakota.

The State Library provides leadership, direction and coordination in connecting public libraries to the state's Internet network. Thirty-two public libraries are members of the North Dakota Statewide Technology Access for Government and Education Network (Stage Net). Funding for connectivity is paid by the State Library and federal E-rate funds. The State Library works with public libraries to assist them with E-rate and filtering guidelines.

The State Library coordinates data for public library statistics in North Dakota. The data coordinator gathers, compiles and publishes public library statistics annually and reports them to the Institute of Museum and Library Services (IMLS). These statistics are utilized to create a nationwide picture of public library activity, and to support Federal funding for libraries. 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. Both sets of statistics are available on the State Library website at www.library.nd.gov/publications.html.

FIELD SERVICES

The North Dakota State Library is pleased to announce the creation of a Field Services Division. During the biennium, the Field Services Division worked directly with North Dakota libraries on a number of issues, including: library policies, bylaws, funding considerations, programming, and long-range planning for services and building needs. The State Library staff members working in the Field Services Division are Elizabeth Jacobs, Sarah Matusz, and Eric Stroshane. As experienced library professionals, they embrace this new opportunity to share their knowledge and abilities as they work directly with libraries throughout the state.

In August 2011, the Field Services Division was heavily involved in the Summer Breeze Colloquium, the first of a new series of annual training sessions for North Dakota librarians. Field Services staff presented programs on developing an institutional web presence, statistics and data analysis, community resources, genealogy searching, foundations and library grants, long-range planning, policies, and weeding library collections. The Field Services staff also created documentation and templates to assist librarians in these areas, and provided digital copies to all attendees. Copies were also made available, upon request, to librarians unable to attend the Colloquium.

Throughout the course of their inaugural year, the Field Services representatives intend to make site visits to every library they serve. During these visits, Field Services representatives tour facilities; learn of accomplishments, needs, and concerns; and provide whatever guidance, assistance, and support they can in order to cultivate long-term working relationships.

Another project that the Field Services staff have worked on is testing out different e-readers' usability and applicability in library environments. A preliminary report on their experiences with the iPad, Nook Color, and Kindle was given to the North Dakota Library Coordinating Council. A formal presentation on these and other devices was made at the annual North Dakota Library Association conference this fall.



Field Services representatives look forward to sharing their knowledge and abilities as they work directly with libraries in the state.

Libraries and librarians are encouraged to contact the Field Services Division to discuss any and all needs of an individual library.

PUBLIC AWARENESS

Promoting libraries and their services is a priority of the North Dakota State Library. The general focus of the Public Awareness Coordinator is to promote the services of the North Dakota State Library and all other libraries throughout North Dakota.

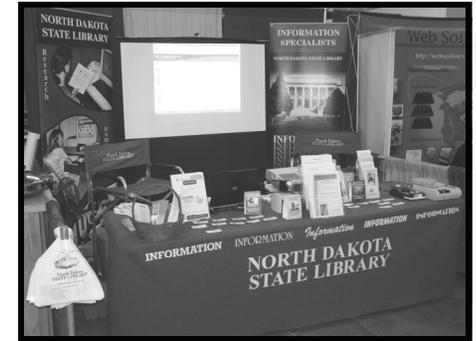
Through representation by the North Dakota State Library Public Awareness Coordinator, all North Dakota public libraries are members of the Collaborative Summer Library Program (CSLP). CSLP is a grass roots consortium of forty-nine states working together to provide high-quality summer reading program materials to 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 use the summer reading manuals for program planning, promotion, and activity ideas.

Numerous publications pertaining to the State Library and its services are available. These publications include brochures, reports, directories, handbooks, and newsletters, such as the *Flickertale*, a monthly e-newsletter which contains upcoming events, library news, and general information about the State Library, North Dakota libraries, and libraries throughout the United States.

The State Library offers librarians and citizens access to a variety of information through the North Dakota State Library website at www.library.nd.gov. The site contains valuable information about the services of the State Library. The Public Awareness Coordinator also manages social media communication for the State Library.

The Public Awareness Coordinator works with local media and librarians throughout the state. Press releases and articles are regularly sent to local newspapers to promote opportunities and events in library and information services. The Public Awareness Coordinator is available to all North Dakota librarians who request assistance in promoting library services.

In an effort to increase awareness about libraries and library services throughout North Dakota, the North Dakota State Library sponsored and staffed numerous booths including the North Dakota Education Association Conference, North Dakota Library Association Conference, North Dakota Career and Technical Education Conference, the Governor's Forum on Aging, Bismarck Senior Health Fair, KMOT-Ag Show, North Dakota Association of the Blind, North Dakota Long Term Care Association, North Dakota State Fair, and KFYR Agri-International Show.



State Library staff promote library services and provide information at numerous conferences each year.



The 2011 Summer Reading Kick Off theme was "One World, Many Stories." Over 3,000 people attended the Bismarck/Mandan Summer Reading Kickoff Day on the Capitol Grounds on June 3rd.

STATE AGENCY SERVICES

The staff of the State Library is committed to providing services to both state agencies and state employees. State Library staff catalog items for nine state agencies into the Online Dakota Information Network (ODIN), a statewide catalog of library materials. These agencies are: the Department of Transportation; the Elimination of Health Disparities Office; the Game and Fish Department; Geological Survey; Pembina County Historical Museum; the Prevention Resource and Media Center (including materials from the Division of Mental Health); the Protection and Advocacy Project; the Securities Department; and the Water Commission. Many titles these agencies own are unique and are usually of a North Dakota nature. During the past biennium, 2,653 items owned by these agencies were added to the ODIN database. Once in ODIN, not only are the state agencies able to see what they own and search their own collection online, but the citizens of North Dakota also obtain access to them. Materials on a wide variety of topics were cataloged this past biennium, including information on wildlife conservation, flood plain management, voting, franchise opportunities, accessibility to health services, brain injury, substance abuse prevention, Icelandic poetry, and much more.

In addition to the cataloging component, the State Library also provides training to state agency personnel, both onsite at individual agencies and at the State Library. This training consists of showing individuals how to effectively use the online catalog and other online library resources such as magazine and newspaper article databases. State Agency Services also assists the agencies with assigning call numbers, physical processing of materials, and conducting an inventory of titles.



Total Number of Items in State Agency Libraries as of June 30, 2011

Dept. of Transportation	6,426
Elimination of Health Disparities	200
Game and Fish Dept.	7,178
Geological Survey	2,272
Pembina County Historical Museum	563
Prevention Resource and Media Center	1,288
Protection and Advocacy	335
Securities Dept.	680
Water Commission	11,791
Total	30,733

STATEWIDE CATALOG DEVELOPMENT DEPARTMENT

Estimated number of titles added as a result of grants awarded in 2009 and 2010

Bowman Regional Public Library	15,000
Elgin Public Library	7,000
Griggs County Library	25,500
Stanley Public Library	10,000
Estimated Total	57,500

The Statewide Catalog Development Department began in 1997 and continues to provide high quality cataloging services to libraries across North Dakota. Grant money from Library Vision 2014 (state funds) and the Library Services and Technology Act (federal funds) are used to fund the costs for libraries that want to join WorldCat, an international library database. The goal is to have their collections be available to the citizens of North Dakota via the Interlibrary Loan program. When WorldCat is searched, all the libraries in North Dakota that own a specific title will be displayed. If a patron's local library doesn't own a title they want, librarians can locate a library that does own it by using WorldCat and borrow it for their patron. The libraries are allowed to choose their own circulation system for their in-house use. The most recent libraries to receive grants are: Griggs County Public Library (December 2009) and Bowman Regional Public Library, Elgin Public Library and Stanley Public Library (all in October 2010).

During the 2009-2011 biennium, projects started during the previous biennium were completed. The following libraries were added to WorldCat: Ashley School, Fessenden-Bowdon School and the Ward County Public Library (Minot and Kenmare). These grants were awarded in February 2008 and the total number of cataloged titles for these projects was 66,300. A special project was also completed for the Northwood School and Public Library, which experienced a devastating tornado in August 2007 and was re-opened in the fall of 2009. After the tornado, this department withdrew 7,000 titles from their online catalog because they were damaged and unusable. This department cataloged about 4,000 more Northwood books than usual during the 2009-2010 school year in order to replenish their collection.

In addition to working on the new projects, the Statewide Catalog Development department continues to serve the libraries that received grants in the past by cataloging all their new titles, deleting their withdrawn titles, assisting them with selecting call numbers, helping them with inventories, maintaining the records in the ODIN database (a statewide system) and assisting the librarian in a variety of other ways, including site visits to meet with them face-to-face and tour their library.



The Northwood School and Public Library after rebuilding.

The 52 libraries that this department currently serves are: Ashley School, Beach High School, Lincoln Elementary (Beach), Bottineau County Public Library, Bottineau Junior/Senior High School, Bowman Regional Public Library, Carrington City Library, Carrington Elementary School, Carrington High School, Cavalier Elementary School, Cavalier High School, Divide County / Elementary (Crosby), Divide County High School (Crosby), Elgin Public Library, Fessenden-Bowdon School, Finley-Sharon Public School, Glen Ullin Public School, Grafton Elementary School, Grafton Middle School, Grafton High School, Griggs County Public Library, Halliday Public School, Hatton Public School, Hebron Public Library, Hebron Public School, Hillsboro Elementary School, Hillsboro High School and Public Library, Hope High School, Larimore Elementary School, Larimore High School, Leach Public Library (Wahpeton), Mandan High School, Mandaree Elementary, Mandaree High School, Maple Valley Elementary (Buffalo), Maple Valley High School (Tower City), Midway Elementary School (Inkster), Midway High School (Inkster), Napoleon Elementary School, Napoleon High School, North Dakota DeafBlind Project (Devils Lake), North Dakota School for the Deaf (Devils Lake), North Dakota Youth Correctional Center (Mandan), Northwood School and Public Library, Oriska Elementary School, Page Elementary School, Pembina City-School Library, Stanley Public Library, Trinity High School (Dickinson), Velva School & Public Library, Ward County Public Library (Minot and Kenmare) and the Wishek School/City Library. From July 1, 2009 to June 30, 2011, these libraries have added over 43,379 new titles to their collections. The Statewide Catalog Development Department cataloged those titles into WorldCat and they are available to the citizens of North Dakota, 24 hours a day, 7 days a week, by accessing WorldCat via the Internet. Many of the above libraries are also a part of the ODIN consortium. This department also maintains those titles in the ODIN database, including withdrawing titles the libraries have discarded and making needed corrections and changes.

Since this department began, it has cataloged over 655,763 titles. This number reflects the initial size of each library's collection at the beginning of the projects as well as all the new material that is continually added by each library. In addition to books, the count also includes unique items such as high school yearbooks, sound recordings, kits, books on tape and CD, videos, North Dakota newspapers on microfilm, church history books, items written by local authors, and much more. These items can be accessed by any North Dakota citizen through the Interlibrary Loan program.



The Bowman Public Library received a grant to join WorldCat.

**Number of New Titles
Cataloged by Statewide Catalog
Development Department**

July 1, 2009 – June 30, 2010	21,228
July 1, 2010 – June 30, 2011	22,151
Total for biennium	43,379

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 it functions as a backup reference center for other North Dakota libraries. The State Library places service to state government as a high priority and offers state employees extensive reference service, training and interlibrary loan service. The North Dakota State Library 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 North Dakota State Library electronically, or via U.S. mail, telephone (701-328-4622 or 800-472-2104), or fax (701-328-2040). During the 2009-2011 biennium, the State Library sent out materials that helped answer 7,561 subject requests, and received or placed 18,590 telephone calls. In addition to providing service to patrons through telephone or electronic requests, 19,947 patrons visited the State Library in person. The State Library mailed out 51,680 items and 64,431 items were checked out from the State Library's collection. Currently 8,926 citizens and librarians of North Dakota hold North Dakota State Library cards.

The State Library's homepage provides patrons with access to ODIN (Online Dakota Information Network) and many different Online Library Resources, such as full-text magazine and newspaper articles, health and wellness information, and K-12 educational resources. In addition, patrons have online access to more than 8,000 electronic books. Because of this immediate access to information, patrons can conduct research in their offices and homes 24 hours a day, 7 days a week. The State Library's staff utilizes the Internet, Online Library Resources, and an extensive library collection to further fill the educational, cultural, and recreational reading needs of the libraries and citizens of North Dakota.



The State Library mailed over 50,000 items to North Dakota libraries and citizens during the 2009-2011 biennium.

INTERLIBRARY LOAN

The State Library belongs to a consortium of libraries in North Dakota that participate in the Online Dakota Information Network (ODIN). The ODIN catalog provides libraries and individuals access to over 5,465,000 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 states of Minnesota, South Dakota and Wisconsin.

Through a long-term participation in a national bibliographic utility database from the Online Computer Library Center (OCLC), the State Library identifies and accesses almost 240 million bibliographic records, with a new record added every 10 seconds. Through OCLC, the holdings of 72,000 libraries worldwide are available to the citizens of North Dakota. OCLC's WorldCat Resource Sharing fills an interlibrary loan request every 4 seconds. This system allows citizens within the state of North Dakota to borrow materials from libraries in the next county or on the other side of the world.

The State Library is the interlibrary loan referral center for the state of North Dakota. The North Dakota State Library processed 62,364 interlibrary loan requests during the 2009-2011 biennium from public, academic, school, and special libraries, and from citizens of the state.

Interlibrary Loan Requests Received July 1, 2009—June 30, 2011

Public Libraries	21,263
School Libraries	9,967
Academic Libraries	9,796
Government Agencies	2,375
Citizens of North Dakota	18,963
Total	62,364



The State Library processed over 62,000 interlibrary loan requests during the 2009-2011 biennium.

TALKING BOOKS

Talking Books Statistics July 1, 2009—June 30, 2011

Talking Book Titles	79,968
Circulating Copies	84,155
Talking Book Users	2224
DRIS Users	286
Items Loaned	130,905



Talking book players and books are provided at no cost to North Dakota Talking Book patrons.

The State Library receives talking books from the National Library Service for the Blind and physically Handicapped (NLS), a service division of the Library of Congress. 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 95 talking books by North Dakota authors or books requested by patrons. One hundred and sixty-six books of the North Dakota collection have been converted from cassette to digital cartridge. Eighty magazines were recorded at the State Library which include *North Dakota Horizons*, *North Dakota History*, *North Dakota Living Magazine*, *Plains Talk*, *North Dakota Outdoors* and *Dakota Catholic Action*.

The Dakota Radio Information Service (DRIS) is a radio reading service provided for citizens in North Dakota who have a visual, physical or reading impairment. DRIS provides access to both local and national newspapers and magazines. The Dakota Radio Information Service currently has 286 listeners.

The State Library maintains an agreement with the Minnesota Radio Information Service to allow North Dakota's eligible citizens the ability to listen to the Minnesota Radio Talking Book Service. The availability of the service is promoted through the local public libraries, service groups and interested parties.

Patrons also have access to downloadable talking books. Braille and Audio Reading Download (BARD) is a free NLS service that allows patrons to download books from the comfort of their own home. Patrons may download books onto a USB flash drive and may play them on a digital talking book player or a third-party player. There are currently 89 individuals and 1 institution using BARD. North Dakota patrons have downloaded 8,230 books and the North Dakota State Library has downloaded 4,232 for patron circulation.

As the biennium concluded, the North Dakota State Library's Talking Book service had 1,427 North Dakota citizens actively using the program.

STATE DOCUMENT SERVICES

The State Document Services Department administers the State Document Depository Program. The mission is to collect, store and disseminate state publications intended for general public distribution. In this role, the State Library increases 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 makes them available for use by North Dakota citizens. The other six copies are distributed to the following depository libraries: State Historical Society, University of North Dakota, North Dakota State University, Minot State University, Valley City State University and the Library of Congress in Washington D.C.

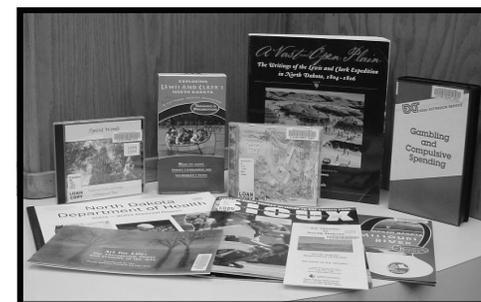
A total of 3,920 titles were distributed to depository libraries during the 2009-2011 biennium. These publications are cataloged in OCLC's WorldCat international library database and in ODIN. During the 2009-2011 biennium, 8,099 items were added to the State Documents collection. Of these 8,099 items, 1,088 were electronic documents and 4,504 were print serial issues.

State Document Services also oversees the Electronic Documents Project, which is designed to capture and store state documents that have been published only online. These digital documents are stored as Adobe .pdf files, so no special software is required to open, read, or print them. The documents are cataloged in WorldCat and ODIN, just like those on paper, so all available state government information on a topic is found in a single search, regardless of format.

When a state agency releases a document in both print and electronic formats, State Document Services makes both formats available on a single record in ODIN and WorldCat. This allows patrons to instantly open and review a document to determine whether it meets their needs before placing a request to check out the print version. Many state agencies are now retroactively scanning older documents, particularly extensive research reports, and State Document Services is updating those older catalog records with links as well. During the 2009-2011 biennium, electronic views of pre-existing print documents were added to 2,736 catalog records.

State Document Holdings

Print Documents	21,732
Electronic Documents	2,489
Maps	2,787
Periodical Titles	3,719
Audiobooks	6
Musical Recordings	7
Videos	288
Oral History Tapes	1,109



Thousands of state documents are available from the North Dakota State Library and the ODIN Online Catalog.

TECHNICAL SERVICES

The Technical Services Department acquires materials for the State Library and prepares them to be used and accessed by the citizens of North Dakota and other libraries.

The State Library acquired 9,403 items during the 2009-2011 biennium for its general collection. In addition, 615 items were added to the reference collection. The State Library loans many of these reference books to other North Dakota libraries. Another library resource both in high demand and too expensive to be easily offered by many North Dakota public libraries is large print books, so these are also a focus of the State Library's collection.

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. Additionally, the State Library maintains a collection of newspaper clippings related to North Dakota. Technical Services staff added 126 new subject folders to the collection during the 2009-2011 biennium.

During the 2009-2011 biennium, 3,304 issues of magazines, journals and newspapers subscribed to by the State Library were added to the collection. In addition to collecting its own magazines, journals, and newspapers, the State Library provides assistance to several state agencies by housing past journal issues for use by the agency and anyone else seeking access to those journals.

The State Library is a member of the Federal Depository Library Program (FDLP) and provides access to publications of the federal government and its many agencies to the citizens of North Dakota. Two hundred and fifty-six documents and serial issues acquired through the FDLP were added to the State Library's collection from July 2009 to June 2011. The Technical Services department also added 173 bibliographic records to the State Library's catalog for online federal government documents available through the FDLP. The FDLP reviewed the work of the North Dakota State Library as a depository during the biennium and issued a report of satisfaction regarding the State Library's labor in this area.

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

Items in the North Dakota State Library Collection as of June 2011

General collection	109,517
Reference collection	6,192
Large print books	10,881
Videos & DVDs	4,574
Audiobooks	792
North Dakota Resource File	5,868



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

Training Opportunities Offered by the North Dakota State Library

- State Employee Library Orientation
- Tutor ND Training
- Online Library Resources Training for Teachers
- Student Database Training in the Classroom
- Advanced Online Research for Continuing Education Credit
- Ancestry Library Edition Presentation in Public Libraries for citizens
- Webinars



TRAINING

Training programs, workshops and conferences are developed and delivered by North Dakota State Library professional staff to assist librarians, library board members, teachers, school administrators, students and library users to better utilize the Online Library Resources, automated library collections, and the many services that are offered by libraries throughout the state, including the newest statewide service, Tutor ND.

The training staff provided training for teachers and school administrators in multiple locations on searching the state's electronic library catalog, Online Library Resources and WorldCat. A student database training in the classroom, which demonstrated how to use the Online Library Resources for research, was also presented in several schools.

An advanced searching course was offered for credit in June 2010 and June 2011 for librarians and teachers. A continuing education graduate credit was made available through the Valley City State University, Minot State University, University of North Dakota and North Dakota State University.

Training for citizens of North Dakota on the topics of Ancestry Library Edition and Homework Help for Parents was made available through a partnership between local North Dakota libraries and the North Dakota State Library.

Bi-monthly training sessions are held in the State Library's computer lab for new state employees. State employees learn about the State Library's services and the Online Library Resources. After attending this training, they can apply this knowledge to their employment.

The Training Department continues to utilize webinars as a means to deliver training on using the Online Library Resources to librarians and teachers. Web-based training allows more people to access training opportunities presented by the training staff of the North Dakota State Library. Not only do the participants have the convenience of taking a training session from their own desk at work or even in their own home, but it also saves travel expenses for both presenters and participants. Information and registration for State Library training webinars is available via the State Library online calendar.

From July 1, 2009 to June 30, 2011, a total of 3,280 librarians, library board members, teachers, students, and members of the public participated in trainings and workshops hosted by the North Dakota State Library.

North Dakota State Library Launches Online Tutoring Service

The North Dakota State Library recently launched a new service that offers all North Dakotans live, one-on-one help from certified tutors online. Tutor ND may be accessed at any North Dakota library or from any computer or device with an Internet connection.

By providing Tutor ND to all North Dakotans, the State Library hopes to offer students assistance when problems arise. Even exceptional students will benefit from the knowledge of tutors, who have expertise in all core academic subjects including math, science, social studies, and English.

Tutor ND is available Sunday through Thursday evenings, from 6:00 PM to 10:00 PM Central time, and may be accessed at www.tutorND.com.

Also included in the program is the Tutor ND K-12 Student Center, College Center, and Adult Career Center, featuring 24/7 access to worksheets, videos and tutorials in just about any subject.

Students and job seekers get immediate feedback, writing tips, and strategies as well as proofreading assistance. Need help at midnight? No problem. Tutor ND includes 24/7 access to thousands of resources including study guides, worksheets, and videos on topics in math, science, social studies, English, resume writing, GED prep, citizenship exam prep, and more. By utilizing a shared whiteboard and live chat functionality, students can easily find the solutions to their problems using familiar methods and technologies.

Tutor ND is powered by Tutor.com. Nationwide, the Tutor.com network of expert tutors has conducted over 6.5 million sessions. Funding for this program is provided by the North Dakota State Library with the aid and support provided by the Institute of Museum and Library Services, Washington, D.C.



Krissie Smith, Tutor.com representative, demonstrates the Tutor ND service to librarians at the 2011 North Dakota Library Association Conference.

Grants Awarded During the 2009/2011 Biennium

Library Services and Technology Act (LSTA) and Library Vision 2014 (LV 2014)

Fiscal Year 2010

Five libraries received grants to establish training labs in their regions for a total of \$77,044.

One library received a WorldCat grant to make its materials accessible for resource sharing totaling \$46,950.

Fiscal Year 2011

Twenty-seven (27) libraries received a resource sharing grant for a total of \$77,000.

Thirty-four (34) libraries received grants for computers to allow access to Online Library Resources and the statewide online library catalog for a total of \$64,759.

Three libraries received WorldCat grants to make their materials accessible for resource sharing for a total of \$66,138.

Two libraries received grants to establish training labs in their regions for a total of \$22,450.

Master of Library Science Grants were presented to five recipients.

NORTH DAKOTA STATE LIBRARY
Expenditures and Revenues
2009-2011

Expenditures

Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures
Salaries and Wages	3,193,791	3,251,291	3,089,438
Operating Expenses	1,482,573	1,482,573	1,457,070
Grants	1,852,500	2,052,500	2,041,198
TOTAL	6,528,864	6,786,364	6,587,706

Revenues

General Fund	4,601,028	4,651,028	4,650,110
Federal Fund	1,835,984	2,043,484	1,868,919
Special Funds	91,852	91,852	68,677
TOTAL	6,528,684	6,786,364	6,587,706

PUBLICATIONS OF THE NORTH DAKOTA STATE LIBRARY

July 2009—June 2011

Annual Update—Fall 2009

Biennial Report to Governor July 2007 - June 30, 2009—November 2009

Copyright Tips for Libraries—2009

Discovery Newsletter

V. 14, No. 1—Summer 2009

V. 15, No. 1—Spring 2010

V. 16, No. 1—Spring 2011

Flickertale Newsletter

V. 39, No. 4—July/August 2009

V. 39, No. 5—September/October 2009

V. 39, No. 6—November/December 2009

V. 40, No. 1—January/February 2010

V. 40, No. 2—March/April 2010

V. 40, No. 3—May/June 2010

V. 40, No. 4—July/August 2010

V. 40, No. 5—September/October 2010

V. 40, No. 6—November/December 2010

V. 41, No. 1—January/February 2011

V. 41, No. 2—March/April 2010

V. 41, No. 3—May/June 2010

Handbook for North Dakota Public Library Board Members—2009

Volume 1—General

Volume 2—Conduct of the Board Meeting

Volume 3—The Library as an Employer

Interlibrary Loan Manual—2009

Library Vision 2014—2010

Loan Policies—January 2010

North Dakota Library Directory—2010 and 2011

North Dakota Library Law—2009

North Dakota Public Library Statistics Fiscal Year 2008—2009

North Dakota Public Library Statistics Fiscal Year 2009—2010

Online Library Resources—April 2010

State Library Services—April 2010 and May 2011

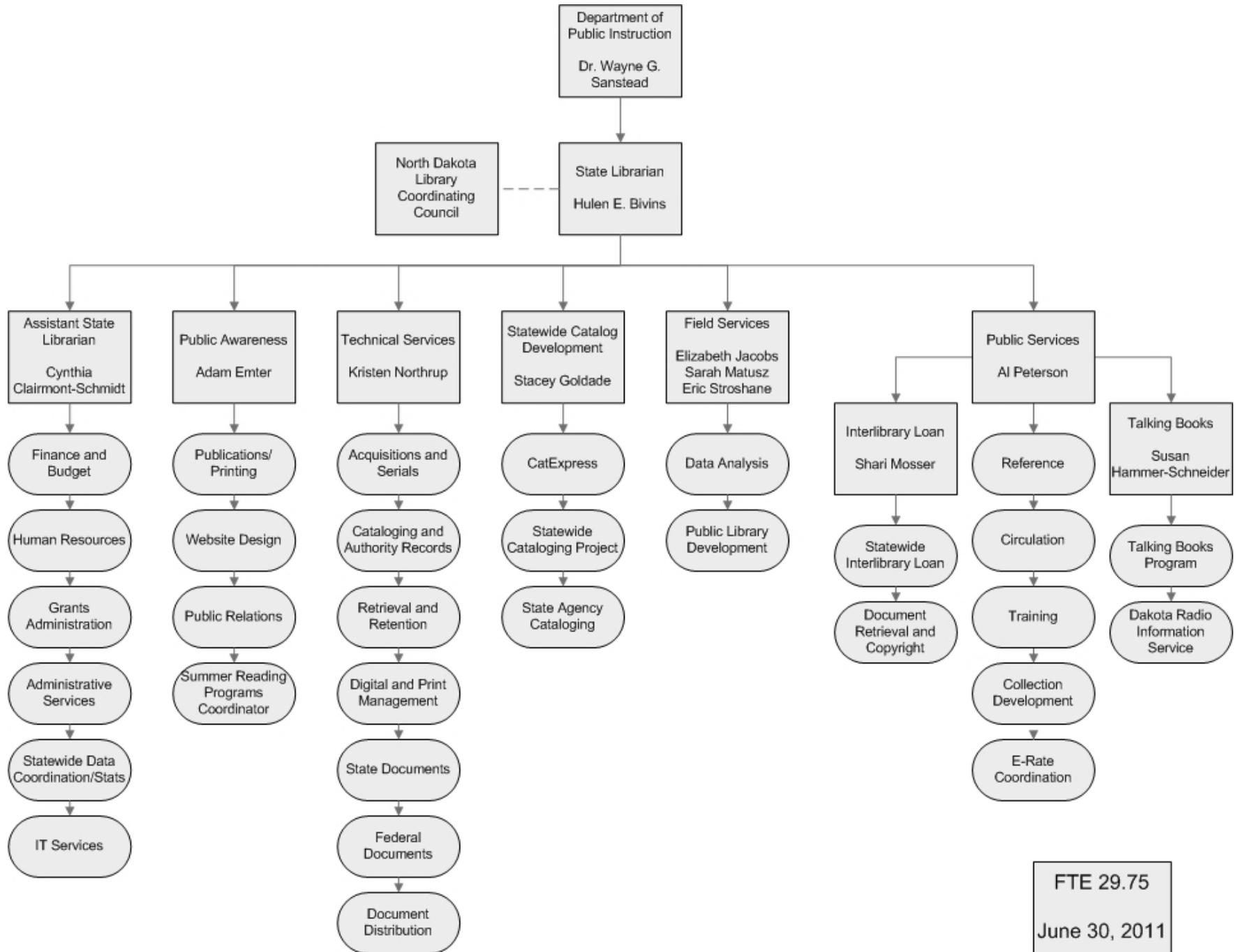
Talking Books—February 2011

Talking Books: Titles Recorded at the North Dakota State Library—January 2010

Tutor ND—2011

North Dakota State Library Organizational Chart

2011 FY



North Dakota State Library

Administration.....701-328-2492
Information Requests.....701-328-4622
Toll-Free 800-472-2104
Talking Books701-328-1408
Toll-Free 800-843-9948
TDD.....701-328-4923
Website www.library.nd.gov

Open Monday-Friday

8:00 a.m. - 5:00 p.m.

Hulen E. Bivins

State Librarian

North Dakota State Library, a division of the
ND Department of Public Instruction
Dr. Wayne G. Sanstead, State 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 Avenue - Dept. 250
Bismarck, ND 58505-0800