

NDLCC
Regular Meeting
February 12 & 13, 2004
Comfort Suites
929 Gateway Ave., Meeting Rm. A
Bismarck, ND

February 12, 2004

Council Members Present: Chair Tom Bremer, Quincee Baker, Pam Drayson, Phyllis Kuno, Ilene Larson, Bonnie MacIver, Doris Ott, and Cheryl Tollefson

Council Members Absent: Lila Pedersen, Iris Swedlund, and Rita Traynor

Others in Attendance: Cindy Larson, Assistant State Librarian, and Lorretta Graumann, State Library recorder

Call to Order: Chair Tom Bremer called the meeting to order at 1:00 p.m. (CST). Bremer called for additions/changes to the agenda. Ott added discussion of Webinar software, Site Search, and a Legislative Council question on how many libraries to add to the statewide database to the agenda items.

Minutes: Council reviewed the minutes of the November 6 & 7, 2003 regular meeting. Drayson stated that on page 5 where it says "Drayson stated that ALA wants to do this in cooperation with the State Library," ALA should be corrected to NDLA. Drayson moved to accept the minutes as corrected and MacIver seconded. Motion carried.

Chair's Report: Bremer stated he did not have anything at this time.

State Librarian's Report: (Attachment A)

Webinar Software: Ott informed the council that this software uses the computer and the telephone to do training sessions; it is possible to store and archive the session; other people can access them on our Website on their own computers; and there would be five key seats so five locations would be connected at the same time. Ott stated the State Library wants to invest in this software for training for online resources, statewide catalog, and reference tools. Ott stated the State Library will apply for a Gates grant in August which requires matching funds, and asked if the council would be open to using LSTA funds to match the Gates grant; the amount would be about \$2,500. Drayson added that with the use of a projector, you could show it to multiple people at one location; she also suggested keeping the sessions to 30 minutes, and to remember the time difference when the Webinar comes from another time zone.

Discussion followed about who would determine the contents and the cost to store them. Ott informed the council that the State Library would do a needs assessment; would explore all avenues; that the mission is to train others; and that the State Library would absorb the cost of the call. Ott asked for feedback from the council with all council members agreeing that it would be effective, especially with technology.

Site Search: Ott explained the need for Site Search to be taken off the UND server. She stated the statistics have been down the last six months. She also stated that ODIN pays per month for the computer costs. Ott informed the council that it was originally funded with Library Vision funds. Drayson moved to discontinue Site Search. MacIver seconded. Motion carried.

Legislative Council Question: Discussion followed on the Legislative Council question about how many libraries could be combined into the statewide database LaND. Ott and Cindy L. informed the council that 89 schools are not participating and 59 public libraries are not participating. Council then reviewed the schools and public libraries for LaND participation.

PSA's: Ott informed the council that in viewing the ALA PSA's, the whole emphasis is on restoring money that was taken from public libraries. Ott recommended that a local PSA be done with local people; using a professional to do the recording and keeping it short – 15 to 30 seconds. Suggestions were made to ask a local network to play a PSA for a length of time as a public service announcement; and also to use it for both radio and television. Added input on PSA content included online resources and e-books, along with the idea of having one done during the next legislative session. Ott asked that council members e-mail additional ideas to her. MacIver moved that the council appropriate monies allocated to PSA's at the last council meeting, to PSA's done locally and spearheaded by the State Library. Tollefson seconded. Motion carried.

Legislative Activities: Cindy L. asked the council if members wanted to stay with the \$237,500 in the budget as the base, or request additional money in an optional budget package. An optional budget request would be due August 15.

Ott requested ideas on how to motivate librarians to promote online resources. She added that legislators need to be contacted between now and December. Tollefson stated that the Dickinson Public Library is working with the utility company to have flyers about the library's resources put in with the utility bills when they are mailed. She was advised by the utility company to just use standard white copy paper (8.5x11) with black ink, and to not fold the sheet.

The following ideas were provided:

- PSA's
- Mini Grants
- Stuff flyers with utility bill
- Declare October or November as "POWER" month

- Possible slogan – “Information is Power”
- Distribute flyers to banks, restaurants, bars, grocery stores, etc.
- The State Library public awareness coordinator could design a flyer, leaving one side blank for each library to personalize it
- Aim to send out flyers in the fall
- NDLA could also help promote this (could do a session on “how to” at fall conference)
- Have a sample flyer for the June council meeting
- Watch the LIST for “Power” month, so librarians know it is coming
- Try to get librarians involved at the grass roots level by having a contest to come up with a slogan
- Have a prize award (i.e. 1,000 free copies of their brochure, cash prize)

Tollefson moved to have a voluntary contribution by the council members for a cash prize award for the slogan contest. Kuno seconded. Motion carried.

Bremer recommended that any other legislative activities be discussed at the next regular council meeting in June.

Develop Grant Guidelines: Council then began reviewing and discussing the grant guidelines (Attachment B).

Chair Bremer adjourned the meeting at 5:00 p.m.

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ND Library Coordinating Council Regular Meeting
February 13, 2004

Council Members Present: Chair Tom Bremer, Quincee Baker, Pam Drayson, Phyllis Kuno, Ilene Larson, Bonnie MacIver, Doris Ott, and Cheryl Tollefson

Council Members Absent: Lila Pedersen, Iris Swedlund, and Rita Traynor

Others in Attendance: Cindy Larson, Assistant State Librarian, and Lorretta Graumann, State Library recorder

Chair Bremer called the meeting to order at 8:30 a.m.

Develop Grant Guidelines: Council continued to discuss, review, and draft the final Grant Guidelines. (Attachment B)

The following timetable was set up:

2004

February

- Send out grant information

March

- Send out mailing asking for help with identifying a “slogan” (cash prize provided by NDLC)
- State Library to set up LISTS for NDLC members to contact constituencies
- NDLC: contact constituents

April

- National Library Week

June

- NDLC: review grant applications
- NDLC: review flyers developed by the State Library
- NDLC: agenda items: membership, bylaws, legislative activities

July

- State Library budget submission

August

- 15th – Optional budget request due

September

- NDLA: promotes “power month” (Drayson will let Marlene know council wants a session, approximately one hour)

October

- Send out flyers

November

- Send out flyers (if not in October)
- Governor’s budget prepared

2005

January

- Legislative session

Review of Council Bylaws (and update): (Attachment C) Council reviewed and discussed updating the bylaws, which are established by State law under NDCC 54.24.4. Ott indicated that under “meetings,” it should be added that notice of meetings must be given to the Secretary of State at the same time the NDLC is notified. And the public must be notified thirty (30) days in advance. Cindy L. stated that a press release would be sent to the Bismarck Tribune since it is the state paper and would represent the state. Drayson moved that council accept the changes made to the bylaws in accordance with the law, and that further discussion concentrating on the duties, would continue at the next council meeting. Tollefson seconded. Motion carried.

Bremer also recommended council take a look at the latest ND Library Law (2003) at the next regular meeting.

Think Tanks: Ott stated that \$5,000 had been allotted to again do think tanks this year but requested that they be scheduled for after summer, 2005. Kuno moved that think tanks be postponed until after the summer of 2005. MacIver seconded. Motion carried. The \$5,000 would be moved back into the grant funding.

Orientation for new NDLC members: Council decided to postpone this until the next regular meeting.

Election of Officers (Chair and Vice-Chair): After discussion, Bremer called for a motion from council members to cast a unanimous ballot to nominate Lila Pedersen as Chair and Iris Swedlund as Vice-Chair. Drayson so moved. I. Larson seconded. Motion was approved unanimously.

Discussion followed regarding the scheduling of the next regular meeting for the NDLC. The next meeting will be held June 17 (1:00-5:00 p.m.) and June 18 (8:30 a.m. – 3:30/5:00 p.m.) in Bismarck, ND.

Council also wanted to note in the minutes appreciation for Chair Tom Bremer's leadership of the NDLC the past two terms he has served.

Chair Bremer adjourned the meeting at 12:00 p.m.

North Dakota Library Coordinating Council

State Librarian Report
Doris Ott, State Librarian

February 12-13, 2004

FUTURE EVENTS

February 2	Agency Budget Visitation with Legislative Council Analyst
February 5	Interviewing Training Grant Applicants
February 10	ITD Consolidation Project meeting
February 11	State Employee Library Orientation
February 12-13	North Dakota Library Coordinating Council meeting – Bismarck
February 18	State Employee Library Orientation
February 23-24	Western Council of State Libraries – Seattle
February 25	State Employee Library Orientation
February 25–27	Public Library Association Annual Conference – Seattle
March 4-5	Spring Workshops – Bismarck
March 5-6	Homeschool Association Conference booth
March 8-9	Spring Workshops – Fargo
March 9-10	DPI Cabinet meeting – Bismarck
March 10	DRIS Board meeting – Bismarck
March 22-24	Online Resources vendor demos – Minneapolis
March 24-26	ODIN Training – Bismarck
March 29-30	OCLC Conference – Columbus, OH
April 2	Center for the Book Board meeting
April 14-16	ND Family Based Services Conference booth
April 16	Letters About Literature Program
April 17-20	Collaborative Summer Library Program meeting – Madison, WI
May 1-6	National Library Service (Talking Books) Conference – Rapid City
May 11	ND Vision Services/School for the Blind Advisory Team meeting – Grand Forks
May 14	Volunteer Recognition Program
May 19	E-rate meeting
May 24	Start date for Governor’s Summer Reading Program

ACCOMPLISHMENTS

CatExpress Contract: The CatExpress Contract has been renewed with OCLC. The State Library negotiates the contract on behalf of twenty-seven (27) North Dakota libraries. CatExpress is a simplified OCLC program for smaller libraries and provides OCLC bibliographic records to be used by subscribing libraries.

E-rate: Received Letter of Agency form from 30 public libraries for 2004-2005 E-rate funding year. The Letter of Agency authorizes the State of North Dakota to apply for E-rate funds on behalf of the public library.

Interlibrary Loan: NDSL has established a policy that all North Dakota libraries must clear the library resources within their own library system before requesting material from a library in another system.

LaND: The cataloging for all libraries that have been awarded a grant to add their holdings to LaND has been completed. Since the beginning of the Library Vision 2004 cataloging project, 308,000 records have been added to ODIN, 83,647 to Infolynx, and 119,475 to the North Central Library Authority Union Catalog, for a total of 511,122. Both Library Vision 2004 and LSTA funds have been used to fund these projects.

At the present time, there are 4,435,515 items in the ODIN catalog, 270,000 in the Infolynx catalog, and 353,687 in the North Central Library Authority catalog, for a total of 5,059,202.

Letters About Literature: 692 North Dakota students entered the Letters About Literature essay contest this year. Each year a larger number of students are entering, hopefully because of the effort the State Library staff has put forth to get the word out. In 1995, the first year of the program, 190 students participated.

LSTA: Prepared and sent LSTA closeout report in new online format.

Public Awareness: Assisted libraries that were awarded grants in the last grant round with writing news releases regarding the grant they received.

Search Warrant Guide: A *Search Warrant Guide* has been printed. The purpose of the guide is to provide staff with steps to follow should a search warrant be served requesting information about a library patron. NDSL worked with the Superintendent of Public Instruction and the Attorney General's Office in preparing this document.

INITIATIVES

Disability Services: Exploring the possibility of partnering with Minnesota to provide radio reading service in eastern North Dakota. Visually impaired patrons living in the Fargo and Grand Forks area would receive Minnesota radio reading broadcasts. The State Library would supply the receivers utilizing funds from a federal grant to purchase the receivers.

We are presently working on a memorandum of understanding with Minnesota and writing a National Telecommunications and Information Administration (NTIA) grant for receivers for Eastern North Dakota and replacements for other broadcast areas.

Digital conversion of DRIS studio to digital format is in the planning phase.

Emergency Preparedness Manual: Updating the section on “water disasters” by checking with businesses for freezer space availability, needed supplies, etc. We hope to never have to use this section of the manual but we do need to be prepared.

Library Database: Creating a database containing information about each library in the state.

Library Directory: Contacted school and public libraries for updated information. The new Library Directory is slated for publication in March and will be available on the NDSL website.

Library Filters: A Blue Coat appliance is being tested at ITD and Websense software has been received. LSTA grant funds were used to finance the hardware and software for the next two years for all public libraries wishing to participate. The software has been received, placed on the server, and the State Library is being connected as the first test site. After testing at the State Library is complete, another library (site to be determined) will be connected for further testing. The rest of the Stagenet public libraries will then be connected to the filter. Libraries not connected to the Internet via Stagenet will need a connectivity box installed in their library. A staff member from ITD will install the boxes.

Websense will allow each library to set the degree of Internet filtering based on community standards. Library staff will have the ability to disable the filter if requested to do so by a patron. Todd Bodvig from the State Library will administer the Websense software. The participating public libraries must be connected to the filter by the June 30, 2004 deadline.

At this time the State Library and ITD are working with the Blue Coat appliance to make it functional for public library filtering. Information is being collected from each library to determine what each would like to have filtered.

During the Spring Workshops, an information/question-and-answer session will be conducted.

Local Library Services: Tracking legislative interim studies that could affect libraries.

Online Library Resources: Minitex has established a taskforce whose charge is to select a vendor for the online library resources. The current contract with Gale Group and ProQuest expires in July 2004. North Dakota representatives on the Taskforce are Mark England (NDSU), Larry Greenwood (MSU), Randy Pederson (UND), and Doris

Ott (NDSL – with Stella Cone as alternate). The Taskforce consists of representatives from North Dakota, South Dakota, and Minnesota.

The RFP for online resources is complete and has been sent to vendors. Vendor demonstrations will take place in Minneapolis March 22-24. A contract will be negotiated after a preferred vendor is selected. Stella Cone will be attending the demonstrations. Forty-two (42) public libraries and 154 school districts are currently participating in the North Dakota contract.

ODIN Cost Analysis Committee: The ODIN administrative office has appointed a statewide committee to analyze the operation cost of ODIN using the ExLibris software. The committee's charge is to determine the costs associated with operating the ExLibris software and to create a formula for dividing the cost equitably among participating members.

ODIN Migration: All ODIN libraries in the state will be migrating to new software the summer of 2004. The catalogs of all ODIN libraries are currently being loaded onto a test server. Training sessions are scheduled for March in six locations across the state.

Public Awareness: Preparing a Long Range Public Relations Plan. Planning to order plastic bags with a State Library logo for patrons carrying materials home when the weather is bad.

Public Library Manual: Work has begun on constructing a new public library manual. Public librarians will be able to access and/or print the manual from the NDSL website. Some chapters are now available on the website. We have no plans to print and distribute this document. The plan is to have each public librarian print each section as it is completed or updated and insert it into the three-ring binder they now have.

Spring Workshops: Spring Workshops are scheduled for March 4 and 5 in Bismarck and in Fargo on March 8 and 9. Pat Wagner, with Pattern Research in Denver, will present an in-depth workshop on *Writing a Strategic Plan*. This presentation is intended for trustees as well as librarians. North Dakota Library Coordinating Council members are encouraged to attend this session.

Other workshops will include: *Filtering in North Dakota Libraries, ODIN Software Migration, Gale Group Resources, ProQuest, Electric Library, Career Development Resources, and Document Delivery (Interlibrary Loan) Services Manual*.

Training: Exploring the possibility of purchasing Webinar software to be used as a training tool.

PERSONNEL

Open positions – None.

NDSL DATA FOR JANUARY, 2004

INFORMATION SERVICES

Number of interlibrary loan requests processed: 3,888
Number of reference questions answered: 303
Number of telephone calls: 849
Number of items mailed: 3,101
Number of items checked out: 4,581
Number of walk-in patrons: 355
Number of E-books used: 426
Number of electronic newspaper articles used: 134
Number of electronic magazine articles used: unavailable at this time

TECHNICAL SERVICES

Number of items cataloged for NDLS general collection: 297
Number of items cataloged for state document collection: 95
Number of electronic state documents added to collection: 29
Number of items cataloged for state agencies: 148
Number of items cataloged for statewide library catalog: 1,874
Number of items distributed through State Document Depository Program: 248
Number of items added to Library of Congress authority list: 0

DISABILITY SERVICES

Number of items checked out: 5,398
Number of active patrons: 2,069
Number of telephone calls: 608
Number of volunteer hours: 391
Number of items recorded at NDSL: 1 book and 3 magazines
Number of DRIS listeners: 463