

North Dakota Library Coordinating Council Meeting (NDLCC)

February 12, 2013

Time 1:00 pm – 4:30 pm

Location: Bismarck – NDSL Meeting Room

Council Members Participating: Chair Wilbur Stolt, Hulen E. Bivins, Heidi Danielson, Jerry Kaup, Ilene Larson, Diane Olson, Al Peterson, Beth Reitan, Judy Ringgenberg, Ray Siver, and Ted Smith

Council Members Absent: None

Others Present: Cheryl Pollert, North Dakota State Library Recorder

Review of Agenda: Chair Stolt asked for additions or changes to the Agenda by Council Members. No changes or additions were requested. Council member Kaup commented that he is only able to attend Tuesday, so it was requested that the Council move Item no. 8 to Item no. 1 on the Agenda. Ringgenberg moved to accept the Agenda with this move. It was seconded. Motion passed.

Approval of the October 24, 2012 Conference Meeting Minutes: Chair Stolt asked for additions, corrections, or changes to the meeting minutes from the October 24, 2012 NDLCC meeting. Kaup moved to that the Council approve the minutes as presented. Siver seconded it. Motion passed.

Northwestern North Dakota Oil Patch Library Needs Report: Kaup gave two handouts to Council members. He had received feedback from six libraries as to what their libraries needs are. The first handout covered the responses from the six libraries with the top library needs listed below.

- More computer stations are needed as computer usage has risen substantially in these areas
- Material loss by transient population is on the rise, when they leave the area so does the materials
- Staff shortages is an issue resulting in the limitation of hours open for facilities, and often there is no available housing or budget to pay for additional staffing
- These libraries report a huge jump in costs of supplies for facility maintenance; maintenance budgets are not increasing too cover the costs of cleaning products, etc.; funding has a lag time of 2-3 years typically

- Building repairs, renovations, and faster internet services are other areas of increased need

The second handout was a report from Kadrmass, Lee & Jackson, Inc. (KLJ) titled "POWER Forecast 2012 North Dakota Summary, Williston Basin Oil and Gas Related Electrical Load Growth Forecast". This report shows the energy needs will almost triple in this area from 2012 to 2032. This converts to a 50% population increase in the next 10 years or possibly 500,000 people in western North Dakota. Revenues for now are going into extra police service, roads and streets, sewer, water, power, and property annexation. For now services such as medical, libraries, etc. will have to wait for funding. Since large oil companies are purchasing the smaller oil companies, it is felt this indicates the oil boom is here to stay for 25 - 30 years. Since librarians are currently doing their best to just keep up with their libraries needs, the specific ways the NDLC can best help the area must still be determined in view of the needs now documented. Council members will come back to discuss grants for these libraries at future meetings. Thanks to Kaup for his work on this was expressed by the Chair in behalf of the full Council.

NDLC Grant Opportunity: The applications received for the current grant opportunity were reviewed by the Council members with the results as follows:

- Bowman Regional Public Library grant

Danielson moved to accept the grant as submitted. Larson seconded it. Discussion was held. Kaup moved that an amendment to the motion be made for the electrician request in line item no. 4 for \$200.00 removing it from the grant request. Smith seconded it. After discussion, voting on the amendment was held – Motion failed. Vote to accept or fail the original grant took place - Motion passed. Grant for \$1,487.00 was accepted.

- Burlington Des Lacs Elementary School

Olson moved to accept the grant as submitted. Peterson seconded it. Discussion was held. Some members of the Council felt this grant application did not meet the grant guidelines or the timeline of the grant opportunities timeline requirements (deadlines in year 2012 were noted). Vote to accept or fail the grant took place – Motion failed. Grant was not accepted.

- Divide County School District

Olson moved to accept the grant as submitted. Kaup seconded it. Discussion was held. Vote to accept or fail the grant took place – Motion passed. Grant for \$10,968.00 was accepted.

- Grand Forks Public Library

Danielson moved to accept the grant as submitted. Siver seconded it. Discussion was held. Vote to accept or fail the grant took place - Motion passed. Grant for \$9,000.00 was accepted.

- Lakota Public School Library

Danielson moved to accept the grant as submitted. Ringgenberg seconded it. Discussion was held. Olson made an amendment to the motion to strike line item #5 for teacher pay of \$200.00 from the grant request. Siver seconded it. After discussion, voting on the Amendment was held – Motion passed. Vote to accept or fail the grant with the amendment took place – Motion passed. Grant for \$4,320.00 was accepted.

- Velva School and Public Library

Danielson moved to accept the grant as submitted. Larson seconded. Discussion was held. Siver moved to amend the motion with the elimination of the second part of line item #2 for the ST Companion Software. Smith seconded it. Discussion was held. Vote on the amendment to eliminate the software for \$495.00 was held - Motion failed. Vote to accept or fail the grant took place - Motion passed. Grant for \$9,131.00 was accepted.

Total awards for this grant opportunity awarded today are: \$34,906.00.

Digital Initiatives in the State:

- Bivins informed the Council of NDSL's new digitization department with Stephanie Kom the lead. Stephanie joined the NDLC meeting to explain the digital program she has developed and discussed the Laura Bush (IMLS) grant request that she has submitted. It was noted that the Laura Bush grant funding was doubtful due to the present economic state. Kom outlined a request to the NDLC that followed the Bush grant proposal.
- Page one of the proposal is the project outline of a digitization program the State Library will be implementing. Further, the State Library would assist other libraries in the state to eventually develop their own digital programs.
- Kom presented a budget request to the NDLC for \$20,076 in Council funding to proceed with the digitization program.

The idea is for the NDSL to create the digital program, train other libraries in the program, and loan the equipment to them for use. Whoever would be borrowing the

scanner equipment down the road would have to have their permissions to create a digital record in line before hand. No action was taken after this informative discussion.

Library Vision 2014:

The Council discussed when they will want to work on the next Library Vision document. It is thought to wait until the current legislative session is over so they may have the outcome from this session to use as guidelines.

North Dakota Library Coordinating Council Meeting (NDLCC)

February 13, 2013

Time 8:30 am – 11:50 am

Location: Bismarck – NDSL Meeting Room

Council Members Participating: Chair Wilbur Stolt, Hulen E. Bivins, Heidi Danielson, Ilene Larson, Diane Olson, Al Peterson, Beth Reitan, Judy Ringgenberg, Ray Siver, and Ted Smith

Council Members Absent: Jerry Kaup

Others Present: Cheryl Pollert, North Dakota State Library Recorder and Michele Balliet Unrath, State Data Collector

Standards for Public Libraries with Public Comments Reviewed:

The Council discussed the comments received regarding the Standards for Public Libraries. Most states have guidelines they use to define libraries for funding; a base is needed for North Dakota. Chair Stolt stated the Council could: modify, pass as written, phase in pieces of the plan, or retire the whole document. Siver moved the Council proceed with the standards in general. Olson seconded it. Vote to accept or fail the standards was held – Motion passed. Olson moved that a sub-committee be set up to review the comments and make suggestions or changes to the standards. Danielson seconded it. Vote to accept or fail the standards was held – Motion passed. Chair Stolt will speak to three people whom the Council discussed as possible choices for the sub-committee. The sub-committee will want to move quickly to present this new set of standards back to the Council and then to the public libraries for review. Bivins volunteered the Field Services staff of the State Library to type up the document with the changes received from North Dakota libraries. The revision, with changes, will be

made available within 30 days to the Chair who, in turn, shall make the document with changes available to the Council.

NDSL Digitization Program:

The Council reviewed the NDSL Digitization grant request (as presented to the Council on the previous day). It included equipment to be used in a program at the State Library; training; and lending a mobile lab station to other libraries that would be trained in its use. Danielson moved to accept the NDSL Digitization Program that Stephanie Kom had presented to the Council. Olson seconded it. Discussion was held by Council members. Chair called for voting on the proposal to give the NDSL \$20,076.00 for the digitization project. Motion passed.

NDSL Military Computers Skype Program:

The State Library recommends a grant round which includes funding a computer station with Skype that will give priority to military families for communicating with their loved one(s) serving our country. Military families will have priority over other users during the first 12 months. The NDLC would target libraries with Wi-Fi capabilities to purchase in a military designated computer (with Skype capability) for their libraries to use in this manner. Twenty six North Dakota public libraries have Wi-Fi capabilities that could benefit from receiving this type of grant. Danielson moved the NDLC go forward with \$26,000.00 to support this initiative. Olson seconded it. After discussion, vote to accept or fail the Military Computer Skype Grant was held – Motion passed.

NDLCC Balance of LV2014 Funding:

Council members discussed the options available to best expend the remaining LV 2014 funds. Databases, as well as reading programs, technology, book clubs, and teen's programs, were discussed. With \$35,400 available in the NDLC budget, an open ended technology grant for public libraries appears to be the best grant, keeping it to a one page grant application.

Olson moved that a technology grant for \$500.00 with a \$50.00 match, with 1st priority to be given to public libraries open evenings or weekends, and 2nd priority to public libraries open 15 hours or more per week for resources and/or equipment. Danielson seconded it. The State Library's Field Services department will call the libraries that meet the criteria to let them know the grant is available to them. No further discussion. Voting to accept or fail the Technology Grant took place – Motion passed. The grant will have a due date of April 1st. The State Library will review applications, flagging those

needing review by the NDLC via possible telephone conference call for opinions to award. The Technology grant would need to be completed by June 1, 2013. Council discussed how to use the remaining amount that will be left over once the Technology grant is finished. Siver moved to authorize Bivins of the State Library to expend any remaining funds for a program at the State Library that supports LV2014. Larson seconded it. Motion passed.

State Library Report: Bivins reported on the NDSL budget that is currently in the legislative process.

Old business: None

New business: Olson stated that future grant program guidelines need to be reviewed for each grant round to assure the requirements are updated to meet today's technology needs. Ringgenberg feels some North Dakota libraries looking at these grants are not aware the money for funding the grants is state funded and not federal money. Could the grant guidelines specify this to clarify the funding issue?

Next NDLC Meeting:

The Council agreed it should meet as a group to review the LV2014 document to put together information and recommendations to give to the next Council. New members may be overwhelmed with the process of review and creation of the next Library Vision document. The newly appointed Council members will be joining the Council the 1st of July replacing two members who finish serving their terms June 30th. Chair Stolt thought an afternoon and morning would work for reviewing the LV2014 document. Bivins thinks it will take more than 4 to 5 hours to discuss, so the next meeting will need to be an extended one with two nights stay. A poll among the members can be done to look at meeting dates for the later part of May or the first part of June for the Council to meet. The week of June 10th would need to be avoided as well as the last week of June.

The State Library will report on the Military Computer Skype Program Grant and the Technology Grant awards at the next Council meeting.

Meeting Adjourned:

Peterson moved to adjourn the meeting. The NDLC agreed at 11:50 am to adjourn.