

NORTH DAKOTA  
STATE DEPOSITORY  
DOCUMENT

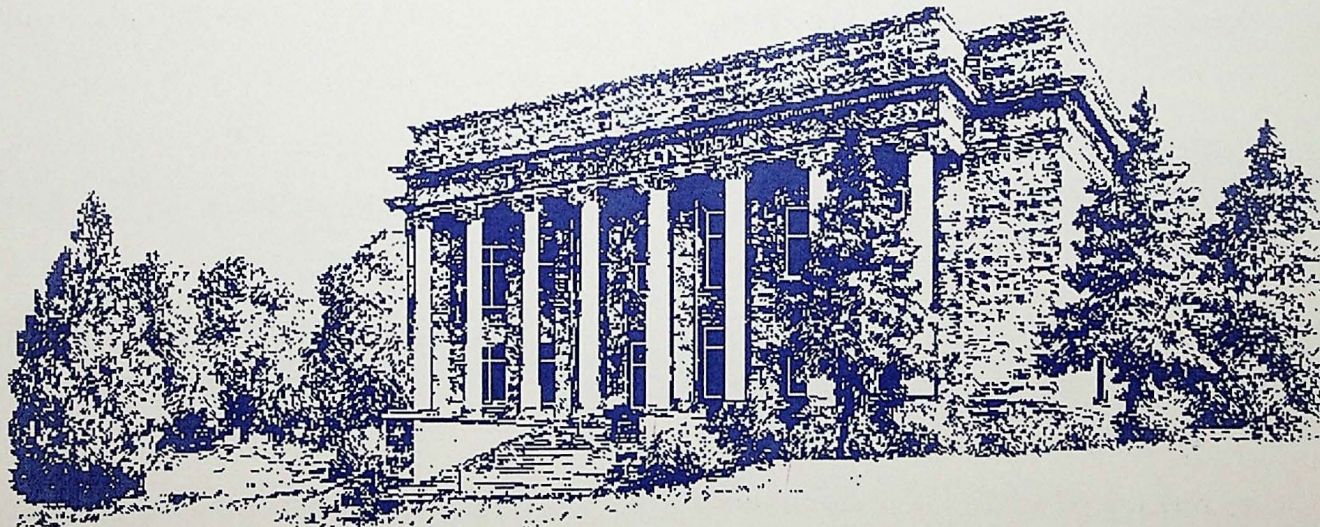
# North Dakota State Library

## Biennial Report

PERM  
COPY

July 2001 — June 2003

*Doris Ott, State Librarian*



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

**North Dakota State Library Staff on June 30, 2003**  
**28.75 FTE**

Dave Anderson — Volunteer Coordinator/DRIS

Sue Bicknell — Manager, DRIS

Virginia Bjorness — State Documents

Todd Bodvig — IT Coordinator

Andrea Brownley — Reference/Technical Services

Elgin Bunston — Reference/Technical Services

Sue Clark — Reference (.75 FTE)

Stella Cone — Head, Local Library & Disability Services

Betty Day — Head, Circulation

Naomi Frantes — Manager, State Documents

Stacey Goldade — Head, Statewide Cataloging

Lorretta Graumann — Administrative Assistant

Chris Hagburg — Disability Services, Temp

Sheryl Haldorson — Administrative Assistant

Bella Jenkauski — Circulation, Temp

Cheryl Kunda — Statewide Cataloging

Cynthia Larson — Assistant State Librarian

Angela Manchester — Statewide Cataloging, Temp

Theresa Martel — Statewide Cataloging, Temp

Cindy Olson — Disability Services, Temp

Joanne Olson — Statewide Cataloging, Temp

Doris Ott — State Librarian

Marla Paulson — Disability Services

Al Peterson — Head, Public Services/Training

Candace Richter — Document Delivery

Shari Sandwick — Manager, Document Delivery

Allison Schumacher — Disability Services

Bernie Steffan — Disability Services

Michelle Unrath — Document Delivery

Marie Vogel — Technical Services

Rachel White — Head, Technical Services

Terri Wilhelm — Public Awareness

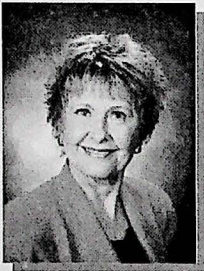
Pam Young — Acquisitions/Technical Services

Vacant — Reference/Technical Services

Vacant — Document Delivery

## **North Dakota State Library**

*"Our goal is to save you time by bringing our services to your home or office via the Internet."*



*Doris Ott, State Librarian*

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

## **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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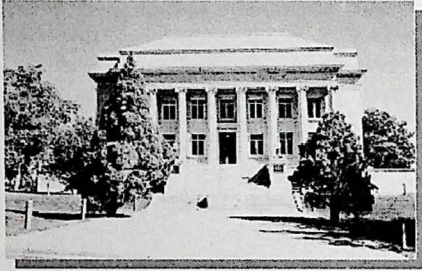
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## North Dakota State Library



*Liberty Memorial Building  
Bismarck, ND*

## North Dakota State Library History



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

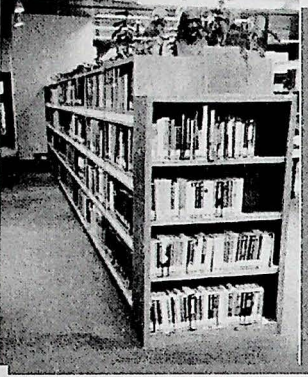


## HISTORY

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

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

## North Dakota State Library History



*The State Library was established in 1890 to allow citizens of North Dakota to borrow books under established rules and regulations.*

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

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

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

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

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

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

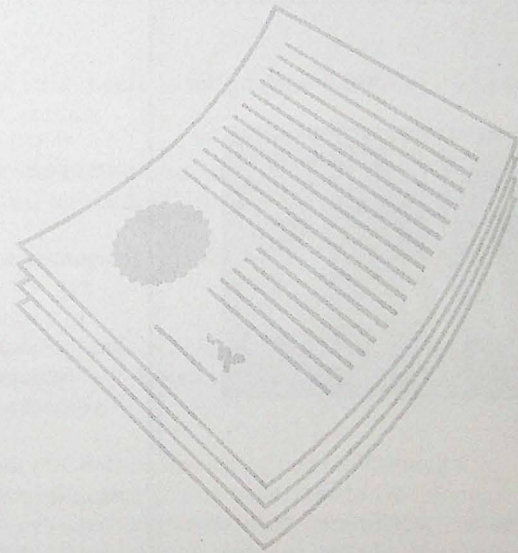
## North Dakota State Library History



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

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

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



## STATUTORY RESPONSIBILITIES

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

54-24-01. State library - The superintendent of public instruction shall appoint an executive officer to be known as the state librarian, who shall report to the superintendent and must receive a salary within the amount appropriated for salaries by the legislative assembly. The state librarian shall control the work and is the director of the state library. The position of State Librarian is included in the classified service, as provided in section 54-44.3-20. The state library is an autonomous agency and retains a budget and staff separately from that of the superintendent of public instruction.

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

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

1. Make rules for the operation of the state library.
2. Provide and care for all books and library materials in all collections of the state library work to focus the collections.
3. Employ qualified library personnel to care for all library procedures.
4. Make library materials available to libraries throughout the state, to individuals connected with departments of state, and to citizens of North Dakota who do not have adequate library facilities, under the rules of the state library.
5. Work to improve library services to citizens by providing assistance to librarians and library trustees and staff and by encouraging the extension of networking and regional and statewide cooperation among libraries.

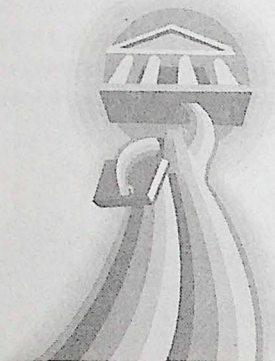
## Statutory Responsibilities



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



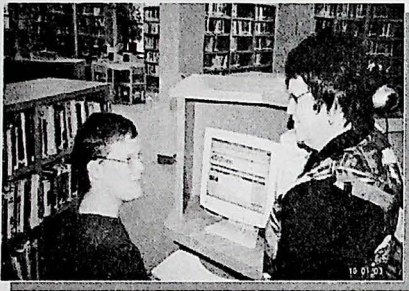
## Statutory Responsibilities



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

6. Coordinate the efforts of librarianship throughout the state, advising and assisting the extension of qualified public libraries into centers of county or multicounty libraries.
7. Compile statistics on all North Dakota libraries and their services and their larger counterparts of county and multicounty libraries, regional library cooperatives including multitype library authorities, and of the work done at the state library, and make a full biennial report to the superintendent of public instruction and the governor. The state librarian may not require a private sector library to submit information relating to the provisions of this subsection.
8. Collect, maintain, and make available informational materials that supplement and support the needs of all libraries in the state, either by direct loan or by consultation, and that form reference source for the officers of the state in performing their duties.
9. Assist libraries in developing local standards and guidelines defining the basic level of service that they will provide.
10. Conduct, or have conducted, research into the conditions of library service in the state, and produce written plans for the development and betterment of that service.
11. Promote and assist in the development of regional library cooperatives, including multitype library authorities.
12. Establish levels of certification for libraries of the state that meet the standards recommended by the American Library Association and the North Dakota Library Association.
13. Promote and assist libraries in this state in developing and maintaining a computerized, comprehensive, bibliographic statewide database for storing bibliographic records of libraries which allows residents unmediated, seamless, direct access to library catalogs with a common interface and a common set of commands and the ability to search the library collections of the entire state at one time or only the collections of the local library, regional libraries, or select group of libraries.

## Statutory Responsibilities



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

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

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

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

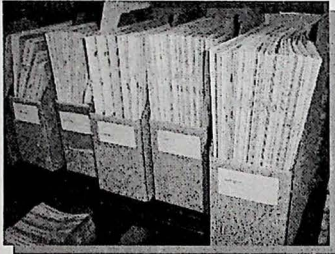
54-24-05. Commission to give advice and aid. Repealed by S.L. 1965, ch. 352, 10.

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

54-24-07. Printing of state library - How paid. Repealed by S.L. 1997, ch 453, 20.

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

## Statutory Responsibilities



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 audio-visual items, make compliance with the depository requirement impossible, the state library shall accept as many copies as an agency can afford to provide. However, no less than two copies must be provided to the state library by each agency. State publications refer to any informational materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency. In circumstances not directly involving the Office of Management and Budget, a state agency shall comply with the depository requirement by arranging with the necessary parties for the printing and deposit of eight copies of any state publication issued. State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals, committee minutes, transcripts of public hearings, other printed matter, audiotapes, videotapes, films, filmstrips, or slides, but not those administrative or training materials used only within the issuing agency. As the document acquisition and distribution agency, the state library shall retain for its own use two copies of every state document received and transmit the remaining copies to the depository libraries. These are the libraries of the state historical board, the University of North Dakota, North Dakota State University, Library of Congress, and two others to be designated by the state library. All non-depository North Dakota libraries shall have the opportunity to receive state documents under an optional selection program developed by the state library. The state library shall catalog state publications and arrange for their conversion to microfilm or to optical disk storage prescribed by the state records administrator and shall make available for distribution the same to the designated depository libraries.

### RESPONSIBILITIES ADDED OR DELETED

There were no legislative responsibilities added or deleted during the 2001-2003 biennium.



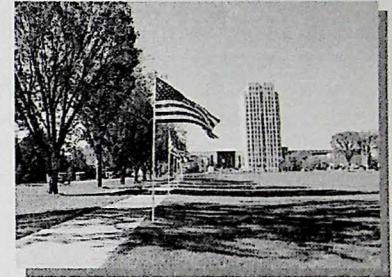
## LEGISLATION

### 57-15-06.10. Optional consolidation of county mill levies.

1. In lieu of determining its general fund levy limitation under section 57-15-01.1 or 57-15-06, a county may determine its general fund levy authority as provided in this section. A county may consolidate the levies provided for under sections 4-02-26, 4-02-27, 4-02-27.1, 4-02-27.2, 4-02-37, 4-08-15, 4-08-15.1, 4-16-02, 4-33-11, 11-11-24, 11-11-53, 11-11-60, 11-11-65, 11-11.1-06, 11-28-06, 18-07-01, 24-05-01, 32-12.1-08, 40-38-02, 40-57.2-04, 49-17.2-21, 52-09-08, 57-15-06.4, 57-15-06.5, 57-15-06.6, 57-15-06.9, 57-15-10.1, 57-15-27.2, 57-15-54, 57-15-59, 57-47-04, 61-04.1-26, and 63-01.1-06 with its general fund levy under section 57-15-06 to provide for a county general fund levy which may not exceed one hundred thirty-four mills on the dollar of taxable valuation of the county. A county that elects to determine its general fund levy authority under this section may not impose separate levies under the sections listed in this subsection and may not increase the number of mills levied in any one year over the number levied in the previous year by more than the increase in the consumer price index for all urban consumers, all items, United States city average, as completed by the United States department of labor, bureau of labor statistics.

2. The consolidation of mill levies under subsection 1 may be accomplished by resolution of the board of county commissioners, subject to the right of referendum by the county electors. The board of county commissioners may by majority vote adopt a preliminary resolution providing for the consolidated levy. The board shall publish the preliminary resolution in the official newspaper of the county, at least once during two different weeks within the thirty-day period immediately following the adoption of the preliminary resolution. The board of county commissioners shall hold at least one public hearing and receive comments regarding the consolidation Page No. 7 of mill levies. The preliminary resolution may be referred to the qualified electors of the county by a petition protesting the consolidation.

## Legislation



*In 1997, the North Dakota Legislature recognized the need for a statewide online catalog and appropriates funds to accomplish this goal.*

## Legislation



*Since 1980, the North Dakota State Library has distributed over 11 million dollars to public libraries across the state through State Aid to Public Libraries.*

The petition must be signed by ten percent or more of the total number of qualified electors of the county voting for governor at the most recent gubernatorial election, and filed with the county auditor before four p.m. on the ninetieth day after the preliminary resolution is adopted. If the petition contains the signatures of a sufficient number of qualified electors, the board of county commissioners shall rescind the preliminary resolution or submit the resolution to a vote of the qualified electors of the county at the next regular election or at a special election called by the board of county commissioners to address the question. If a majority of the qualified electors voting on the question approve the resolution, the consolidation becomes effective for the next tax year and subsequent tax years. If a petition protesting the consolidation is not submitted within ninety days, the board of county commissioners shall consider the comments received regarding the consolidation and either adopt a final resolution implementing the consolidation or rescind the preliminary resolution. The consolidation of mill levies may be reversed by resolution of the board of county commissioners following the same procedure provided for implementation of the consolidation or by a majority vote of the qualified electors of the county voting on the question pursuant to submission of a petition to reverse the consolidation signed by ten percent or more of the total number of qualified electors of the county voting for governor at the most recent gubernatorial election.

3. A contractual obligation entered by a county with respect to a dedicated mill levy may not be impaired as a result of consolidation of levies under this section.

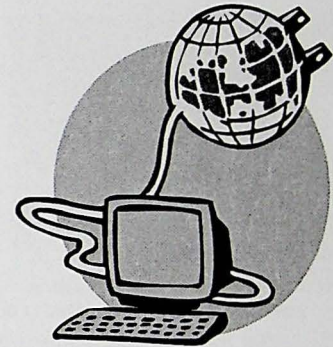
## TRENDS

The changes resulting from new and improved technologies available to library patrons and to libraries have revolutionized the way many library services are delivered. The Internet and the World Wide Web have dramatically changed services delivered by libraries, making online transactions possible and providing direct access to a large range of online resources. Access from home to many library services has changed the way patrons access interlibrary loan and reference services. Library patrons' expectations for services have risen – instant service is expected. Increased patron demand has increased usage of libraries in North Dakota and nationally.

Libraries continue to position themselves to be “lifelong companions” for all persons through each phase of their lives. The information resources of libraries are solutions to life's problems and a key resource for every step of role transition. To be a true lifelong companions, libraries need to be accessible from any location and at all times of the day. North Dakota's statewide online library catalog and the online resources (Gale Group, ProQuest, Electric Library, e-books) are available 24 hours per day, 7 days per week.

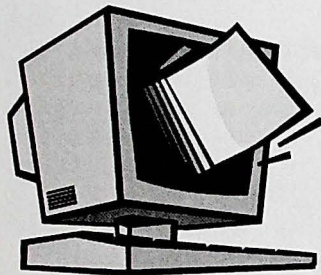
Innovations that bring direct services to patrons represent a strong and continuing trend. The statewide online library catalog enables patrons to determine if material is available, reserve material, renew material, request interlibrary loan material, and even ask reference questions online. The State Library recognizes that developments in technology continue to shape the structure for the delivery of information. The State Library continues to partner with ODIN (Online Dakota Information Network) in providing North Dakota citizens access to the statewide online catalog; providing access to the complete text of magazines, newspapers, and reference materials; and creating electronic methods for transmitting interlibrary loan requests. This partnership includes working with ODIN and the state's two library cooperatives to expand the records held by the statewide online library catalog.

## Trends



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

## Trends



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

Internet filtering continues to grow. The U.S. Supreme Court upheld the Children's Internet Protection Act (CIPA), which means that public libraries must implement Internet filtering software. The State Library is coordinating this process with public libraries and the North Dakota Information Technology Department.

Virtual reference is a major development in reference services. Virtual reference services are Internet-based question-and-answer services offered by libraries that connect users with librarians who have subject-matter expertise. Before the Internet, librarians had no choice but to rely on mail, phone, and fax to help users who were unable to visit the library for reference assistance. Internet-based tools give librarians a greatly expanded set of communication options.

Outcome-based (project or program) evaluation evolved as a consequence of the *Government Performance and Results Act of 1993* that required federal agencies to focus on planning and managing for results. Federal programs must now assess the investment of federal dollars on the lives of people and report on the measurable results that matter to citizens. The North Dakota State Library has adopted these federal guidelines.

The average age of North Dakota's population is increasing. The challenges of serving older populations place increased pressures on libraries. The North Dakota State Library is meeting these challenges by continuing to develop services for the aging population.

At a time when the cost of materials is rising and demand for library services is increasing, libraries are being asked to reduce costs. Despite this challenge, the North Dakota State Library, in cooperation with all North Dakota libraries, regardless of type, is constantly improving library services. The challenge is being met by creating partnerships locally, statewide, and regionally.

## PROFESSIONAL SERVICES TO NORTH DAKOTA LIBRARIES

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

### TRAINING

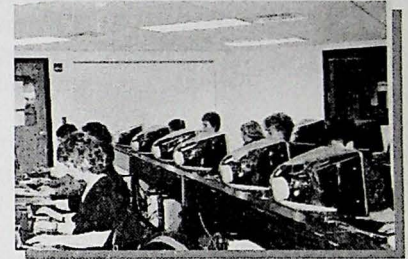
Training, workshops, and conferences are developed and provided to assist librarians, board members, students, and library users to better utilize online resources and databases, automated library collections, and the many library services that are offered by libraries throughout the state.

The State Library organized and provided comprehensive training in multiple locations in searching the state's electronic library catalog, online resources, and e-books, and offered credit for the workshops for librarians through the state's universities. Workshops on grant writing, library advocacy, public awareness, and working with the media were delivered. A workshop for librarians was sponsored on the USA Patriot Act to inform library directors of the impact the Act would have on libraries. An annual public library trustee workshop was organized and sponsored in two locations to provide continued training to increase the effectiveness of public library board members.

### GRANTS

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

## Professional Services to North Dakota Libraries



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



## Professional Services to North Dakota Libraries



*Dickinson Public Library*

*The State Library provides training grant scholarships to North Dakotans who are pursuing their Masters of Library Science degree.*

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

The State Library identified the need for more trained librarians to provide professional library and information services to North Dakota citizens. Because of the difficult nature of recruiting trained professionals to staff North Dakota libraries, the State Library developed a grant program to address this critical issue. The State Library provides training grant scholarships to North Dakota librarians who are pursuing their Masters of Library Science (MLS) degree from an American Library Association (ALA) accredited program. During the biennium, seven North Dakota librarians who were granted Library Services and Technology Act (LSTA) grant scholarship funds received their MLS degree. Grant recipients must work a minimum of two years in a North Dakota library after receiving their degree.

### STATE AID TO PUBLIC LIBRARIES

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

## COORDINATION OF STATEWIDE DOCUMENT DELIVERY SERVICES

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

## LIBRARY CONNECTIVITY

The State Library provides leadership, direction, and coordination in connecting public libraries to the state's electronic backbone. Public libraries have the opportunity to join StageNet, an Information Technology Department (ITD) managed program that connects libraries to the Internet using funds provided by the state and Federal E-rate funds. Filtering issues arose, resulting in the State Library and ITD establishing a statewide filtering committee and holding public library forums to address them. The State Library works with public libraries to assist them with e-rate issues and guidelines.

## BILL AND MELINDA GATES FOUNDATION GRANTS

The State Library partnered with the Bill and Melinda Gates Foundation to make funds available to public libraries to extend public library computing to citizens in North Dakota. The State Library assisted public libraries in the identification, application, and follow-through process. North Dakota public libraries received over \$400,000 to purchase computers, software, and training that allowed public libraries to extend to their patrons Internet accessibility and software. The State Library separately received a \$26,600 Bill and Melinda Gates Foundation grant to provide public library computer training to librarians, trustees, and citizens throughout the state.

## Professional Services to North Dakota Libraries



*The North Dakota State Library coordinates the state's document delivery interlibrary loan service.*

## Professional Services to North Dakota Libraries



*State Library's information booth*

## STATISTICS

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

## GENERAL PROFESSIONAL SERVICES

The State Library sponsored and staffed information booths at professional and public events, including: North Dakota Education Association Instructional Conference, North Dakota Library Association Conference, North Dakota Council of Educational Leaders Conference, North Dakota School Boards Association Conference, Bismarck Parish Nurse's Health Fair, North Dakota Home School Conference, and North Dakota Optometric Association Conference, to inform conference attendees and the general public on how to access the catalogs of libraries and the electronic online resources that are available, and about the agency's numerous services.

The State Library tracked issues relating to libraries during the legislative session and distributed information to librarians on the State Library electronic LIST. State Library staff wrote a grant to the Bremer Foundation and received funds to purchase a high-speed laser printer, a Braille Blazer for brailing labels, and shelving, all for the Services for the Disabled Talking Book Program.

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

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

## PUBLIC AWARENESS

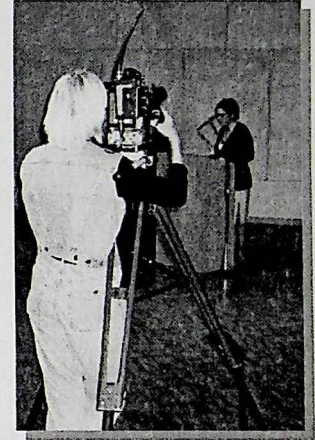
Promoting libraries across the state is a priority of the North Dakota State Library. Each staff member at the North Dakota State Library plays a role in making this happen. The main focus is to promote the North Dakota State Library and all school and public libraries across North Dakota to the citizens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

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

The State Library coordinated an open house in the spring of 2002. A press conference kicked off the event and featured on-line demonstrations on accessing online magazines and newspaper databases from a personal computer. Local media covered this event. Another open house was held in the spring of 2003, and featured North Dakota authors, outdoor music, a children's event, and a book giveaway. Press releases were sent to every newspaper, television, and radio station in North Dakota inviting citizens to this event.

To support the importance of promoting library services, a variety of brochures that feature the State Library's services are available in print and online. *See the Publications listing at the end of the document.* Two newsletters are produced by the State Library including the Flickertale, a bi-monthly publication, which contains upcoming events, library news, and general information about North Dakota libraries. It is circulated to libraries, legislators, and individuals.

## Public Awareness



*Media coverage is an important avenue in promoting North Dakota libraries.*

## Public Awareness



*State Library Governor's Summer Reading Program for children with print impairments*

The Discovery Newsletter is published three times annually and contains up-to-date information about the Talking Book Program and the Dakota Radio Information Service (DRIS). This is sent to patrons of DRIS, talking books, and volunteers working with the program.

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

The North Dakota State Library provides citizens of North Dakota who cannot read standard print because of a physical, visual, or reading impairment a Talking Book Program and radio reading service. The State Library works to promote the availability of these programs through newsletters, media, and outreach programming. In conjunction with the Talking Book Program, the State Library offers school age readers of the Talking Book Program a Summer Reading Program each summer. An average of 40 students actively participate in the program.

The State Library is also working with local media and librarians in cities whose libraries have automated their libraries to facilitate resource sharing. Press releases and articles are regularly sent to local newspapers to promote these new opportunities.

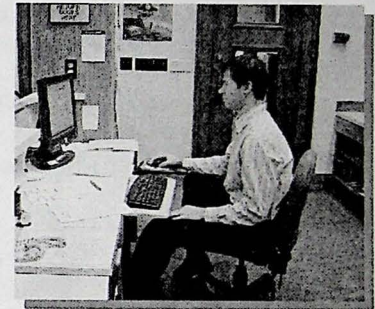
The State Library presented three workshops during 2003 featuring public relations and libraries. Two of the workshops were provided during the State Library's 2003 Spring Workshops in Bismarck and Fargo. A workbook about library promotion was provided to participants. Another workshop was presented at the National Library of Congress Midwestern Conference held in Bismarck in 2003.

Each Thursday during the 2003 Legislative Session, the State Library provided all libraries that subscribe to the State Library LIST with up-to-date information about library issues, legislative activity relevant to libraries, and the progress of the State Library's budget.

## STATE AGENCY SERVICES

The cataloging performed by State Agency Services provides statewide access to rare and otherwise hard to find materials owned by state agencies. During the past biennium, 4,914 state agency items were added to the statewide catalog. A wide variety of publications produced by state, federal, and international agencies on topics as diverse as methamphetamine abuse, North Dakota geology, and recycled pavement materials, were cataloged and made available to North Dakota citizens. State Agency Services staff also provided library training to North Dakota state agency personnel, both onsite at individual agencies, as well as at the State Library.

Agency libraries assisted by State Agency Services include the Prevention Resource Center, (including materials from the Division of Mental Health); Vocational Rehabilitation; Aging Services and Developmental Disabilities; Protection and Advocacy Project; Water Commission Technical Reference Library; Division of Emergency Management Library; Children's Special Health Services; Business Information Center; Department of Transportation; and Geological Survey.



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

## STATEWIDE CATALOGING SERVICES

The Statewide Cataloging Services Department (previously the Statewide Database Department) began in 1997, as a result of the goals outlined in Library Vision 2004. This department coordinates the cataloging of libraries that receive grants to become a participant of ODIN. This department is responsible for the paperwork involved with joining ODIN and communicating with the ODIN and Minitex offices on behalf of each library. The duties of this department have grown dramatically as the number of libraries being cataloged has climbed from eighteen to thirty-five. The titles owned by the libraries listed below were added to the ODIN online catalog with the goal of automating the library to facilitate sharing of library materials between the libraries and citizens of North Dakota via the Interlibrary Loan program.

The Statewide Cataloging Services Department conducts extensive quality control procedures to ensure that the records in the ODIN catalog are accurate and up-to-date. These procedures include double-checking of every title after it is cataloged, correction of errors found on automated reports, assisting the librarians with inventories, and correction of outdated subject heading terms. Once the retrospective conversion project is complete, the Statewide Cataloging Services Department continues to assist the libraries by cataloging their newly acquired items, as well as withdrawing records from ODIN when the libraries discard materials.

This department is also responsible for coordinating the Statewide CatExpress Group Contract with the Minitex office in Minnesota. There are twenty-seven libraries included in this contract, including some hospital and college libraries.

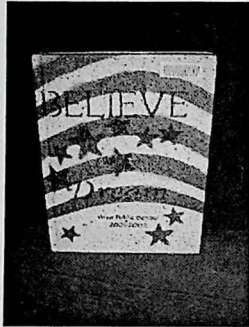
During this past biennium, this department cataloged the collections of the following libraries that received a grant in November 2001 or January 2002. These libraries are: Carrington Elementary School, Carrington High School, Hillsboro Elementary School, Hope High School, Page Elementary School, Mandan High School, Mandan Junior High School, Roosevelt Elementary School in Mandan, Lewis & Clark Elementary School in Mandan, Fort Lincoln Elementary School in Mandan, Mary Stark Elementary School in Mandan, Custer Elementary School in Mandan, Midway High School in Inkster, Midway Elementary School in Inkster,

## Statewide Cataloging Services



*The North Dakota State Library assists libraries with adding their collections to the statewide online catalog.*

## Statewide Cataloging Services



*Local collections can be found by accessing the Online Dakota Information Network (ODIN).*

Napoleon High School, Velva School & Public Library, and West Fargo Public Library. From the beginning of these projects through June 30, 2003, the Statewide Cataloging Services Department has cataloged 135,409 titles for these libraries. These titles are now available to the citizens of North Dakota 24 hours a day, 7 days a week, via the online catalog on the Internet.

This department also cataloged new material for libraries that received grants in previous grant rounds. These libraries are: Beach High School, Lincoln Elementary School in Beach, Bottineau County Public Library, Bottineau Junior/Senior High School, Finley-Sharon Public School, Golden Valley County Library in Beach, Halliday Public School, Hatton Public School, Hillsboro High School and Public Library, Leach Public Library in Wahpeton, Maple Valley-Oriska Schools in Tower City and Oriska, North Dakota Deafblind Services Project in Grand Forks, North Dakota School for the Deaf in Devils Lake, North Dakota Youth Correctional Center in Mandan, Pembina City-School Library, Stutsman County Library in Jamestown, and Trinity High School in Dickinson. The number of new titles purchased by these libraries in the last biennium and cataloged by the State Library is 10,084. These titles are available via the ODIN online catalog.

From the beginning of the Library Vision 2004 project in 1997 through June 30, 2003, over 283,000 titles have been added to the online catalog by this department. Some of these titles include locally produced items such as church histories, books and sound recordings by North Dakota residents, high school yearbooks, and other materials of a North Dakota nature that were not in the online catalog previously. These books, videos, cassettes, CDs, and kits can now be accessed by any North Dakota citizen through the Interlibrary Loan program.

In the next biennium, the Statewide Cataloging Services Department expects to be very involved with the migration of the online catalog to a new software system. This department will also continue to catalog new materials for all the libraries listed above, and will conduct retrospective conversion for any new libraries that receive a grant to join the online catalog.



## INFORMATION SERVICES

The North Dakota State Library serves patrons and libraries throughout the state. The State Library maintains a collection that is open to all citizens of the state. It serves as the library for North Dakotan residents who do not have a local public library and functions as a back-up reference center for other North Dakota libraries. The North Dakota State Library places service to state government at a priority. The State Library offers state employees reference service, interlibrary loan service, and training. The North Dakota State Library is committed to providing training for librarians, teachers, state employees, and citizens in using the online resources and library catalogs.

Libraries and individuals may request material from the State Library through mailed requests, telephone or faxed requests, or electronic requests. The North Dakota State Library sent out materials to answer 9,008 subject requests. The reference department has received or placed 18,882 telephone calls. The State Library has also begun to use e-mail to communicate directly with patrons. The reference department received approximately 10,680 e-mails during the 2001-2003 biennium. In addition to providing service to patrons through telephone or electronic requests, 17,980 patrons came to the State Library. During the 2001-2003 biennium, the North Dakota State Library Circulation Department mailed out 79,398 items. The State Library circulated 90,926 items from its collection and the collections of other libraries. Currently 13,495 North Dakota citizens hold a North Dakota State Library card.

From the State Library's home page, patrons can access ODIN and 18 different full-text magazine and newspaper databases. In addition, they have access to electronic books, with over 11,580 titles available electronically. Because of this immediate access to information, patrons can now research topics either in their office or at home 24 hours a day, 7 days a week. The State Library's staff utilizes the Internet, CD-ROMS, and specialized databases allowing them to further fill the informational and recreational reading needs of the citizens of North Dakota. This access, especially to full text magazine and newspaper articles, allows the State Library staff to spend less time filling requests and more time training students, librarians, state government employees, and citizens of North Dakota in the use of the online resources.

## Information Services



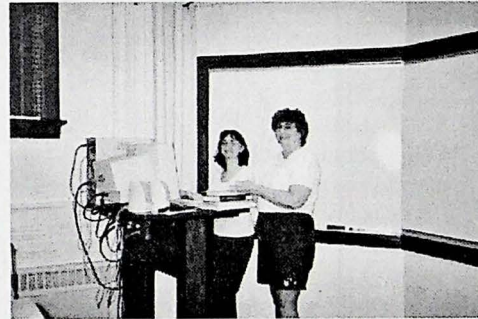
*The North Dakota State Library filled over 9,000 subject requests during the 2001-2003 biennium.*

## Information Services



*The State Library offers online resources training sessions to librarians, general public, teachers, and students.*

The training of librarians, state government employees, teachers, and citizens has increased during the 2001-2003 biennium. The reference staff provided a variety of training opportunities. The North Dakota State Library offers an in-house state employee library orientation for state employees. The State Library offers in service training for teachers, school administrators, and staff. The North Dakota State Library offers more in-depth for-credit training during the summer for school and public librarians. During the 2001-2003 biennium, 80 state employees participated in the state employee library orientation sessions. Twenty-nine teachers attended in-service workshops, and 80 public and school librarians participated in summer workshops.



*The State Library has increased training opportunities for librarians, citizens, and state employees.*

**DOCUMENT DELIVERY SERVICES**

The State Library is among the 78 statewide libraries that participate in the Online Dakota Information Network (ODIN). This provides libraries and individuals access to the 2,737,000 items that are held by the ODIN libraries. The State Library also cooperates in resource sharing with other libraries in the state. For regional resource sharing, the State Library contracts with Minnesota Interlibrary Telecommunications Exchange (MINITEX) through the Higher Education Coordination Board of the State of Minnesota. MINITEX provides additional sources for interlibrary loan from the library collections of the University of Minnesota and the state of Minnesota. Through a long-term participation in the Online Computer Library Center (OCLC), a national bibliographic utility database, the State Library identifies and accesses over 49,000,000 cataloging records created by libraries around the world, with a new record added every 12 seconds. Through OCLC, the holdings of over 43,559 worldwide libraries are available to the citizens of North Dakota. The reference staff has keyword accessibility to the title, notes, series, author, and subject fields of the OCLC records.

The State Library is the interlibrary loan referral center for the state of North Dakota. There were 74,224 interlibrary loan requests received during the 2001-2003 biennium from public, academic, school, and special libraries, and from citizens of the state.

**2001-2003 Biennium**

<b>Academic Libraries</b>	9,339
<b>Public Libraries</b>	23,273
<b>Public School</b>	18,145
<b>Government Agencies</b>	2,601
<b>Unserved Individuals</b>	20,866
<b>Total</b>	74,224

Public libraries and school libraries had an increase in the number of interlibrary loan requests over the past biennium. Public libraries entered 2,210 more requests than the previous biennium and the public schools entered 824 more requests. State Government Agencies also increased the amount of items they requested by 130 requests.



*The State Library processed over 74,000 interlibrary loan requests during the 2001-2003 biennium.*

## DISABILITY SERVICES

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

Talking books that are recorded locally are books by North Dakota authors or books requested by patrons. Locally recorded books and magazines were submitted to NLS to be added to the national collection.

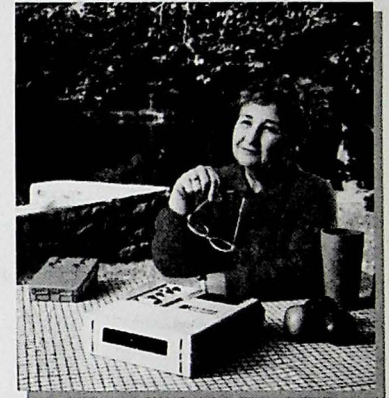
### Talking Book Statistics 2001-2003 Biennium

<b>Individual Titles</b>	46,287
<b>Circulating Copies</b>	60,182
<b>Talking Book Users</b>	2,057
<b>DRIS Users</b>	453
<b>Phone Calls</b>	16,193
<b>Items Loaned</b>	127,743

NLS Consultant Steve Prine did an on-site visit during November 2002 to the North Dakota State Library. His report reflected the excellent service given by the North Dakota State Library.

The National Library Service, Western Regional Conference was held in Bismarck May 14–17, 2003. Thirty library staff from regional libraries and NLS staff attended the conference. The focus of the conference was public awareness. A pre-conference workshop, “The Art of Audio Book Production,” was held on May 14.

## Disability Services



*The North Dakota State Library provides talking book and radio reading services to persons with visual, physical, and print impairments.*

## STATE DOCUMENT DEPOSITORY PROGRAM

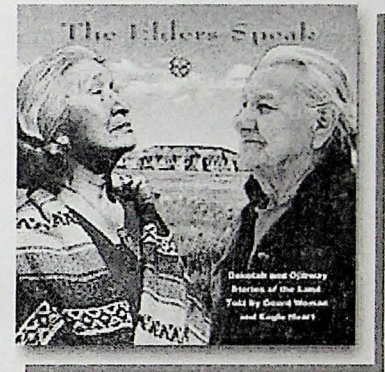
Under NDCC 54-24-09, the State Library has administered the State Document Depository Program since its inception in 1965. Each North Dakota state agency is required to deposit eight copies with the State Library of all publications issued and intended for general public distribution. The State Library retains two copies for its collection and distributes the other six to depository libraries including the State Historical Society, University of North Dakota, North Dakota State University, Minot State University, Dickinson State University, and the Library of Congress in Washington, D.C.

It continues to be difficult to identify all state publications and secure eight copies of each. Efforts to increase awareness of the program have resulted in a 6.5 percent increase in the number of publications received and distributed compared to the previous biennium. These efforts include contacting agencies regarding publications included on agency Web sites, working with Central Duplicating staff to send publications to the State Library after printing is complete, and talking with agency representatives at various exhibits such as Marketplace, North Dakota Education Association Instructional Conference, and Teaching and Technology Conference.

A total of 5,484 items were distributed to depository libraries during the 2001-03 biennium. These publications are cataloged on OCLC's WorldCat international library database, and then loaded into ODIN, the statewide online catalog, making state agency publications available worldwide. During the 2001-03 biennium, 2,846 items were cataloged and added to the State Documents collection.

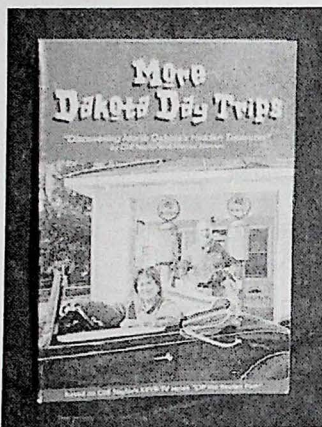
In January 2003, the State Library initiated a project to retrieve and store electronic state documents published on the Web. These electronic state publications will be permanently stored, cataloged on WorldCat, and loaded into ODIN.

## State Document Depository Program



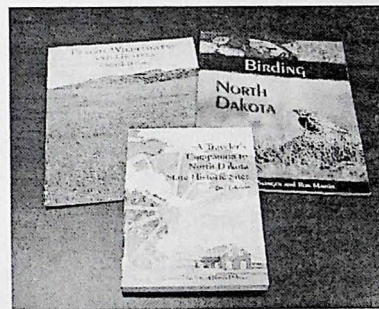
*All state agencies are required by law to submit eight copies of their publications to the North Dakota State Document Depository Program.*

## State Document Depository Program



*"More Dakota Day Trips,"  
authored by local celebrities  
Monica Hannan and Cliff Naylor,  
won national recognition as a  
notable state document.*

Awareness of the program has increased via the Notable Documents Award of the North Dakota Library Association's Government Documents Roundtable. The State Library works with the Roundtable in selecting nominee publications for this honor and assists at the voting exhibit booth at the annual North Dakota Library Association convention. The winning state publications are then forwarded to the American Library Association for national nomination. North Dakota state publications granted the title of Notable Government Documents at the national level include More Dakota Day Trips: Discovering North Dakota's Hidden Treasures, published by the North Dakota Department of Commerce, Tourism Division, in 2002.



*Publications nominated for  
Notable Documents Award.*

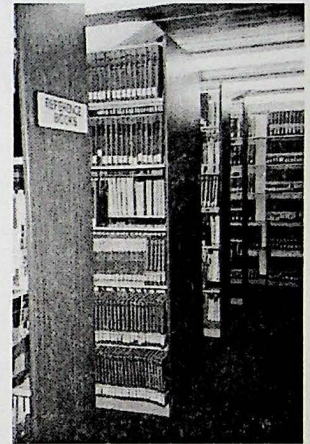
## TECHNICAL SERVICES

Technical Services and State Agency Services assist in the North Dakota State Library's goal of developing access to information by cataloging the State Library's collection and state agency library collections into the ODIN database. As the State Library's collection acts as the backup for smaller North Dakota libraries, many high quality general reference sources are purchased and cataloged, allowing reference questions from patrons statewide to be answered. Technical Services also catalogs and processes items for the State Library's large print collection, allowing citizens with print or visual disabilities to read biographies, titles on American history, and a wide variety of fiction genres. This department also secures the history of North Dakota in all formats, striving to purchase and catalog all items written or produced by North Dakota authors, or featuring North Dakota content.

Total items cataloged by Technical Services/State Agency Services, 2001-2003: 12,461



## Technical Services



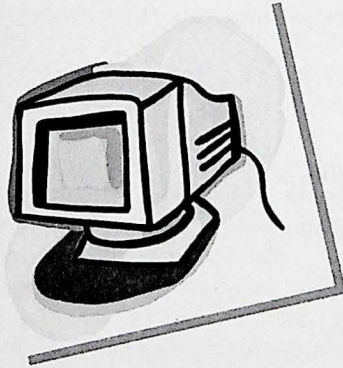
*The North Dakota State Library maintains a large collection of books and audiovisual material.*



## TECHNOLOGY

The State Library's Information Technology Department has assisted 137 public and school librarians with technology issues during the 2001-2003 biennium.

The State Library's online catalog is part the Online Dakota Information Network (ODIN). On January 31, 2002, ODIN released a Request For Proposal (RFP) for a new integrated online library system. After reviewing the responses, three companies were selected to come to North Dakota and demonstrate their software. In December 2002, a contract was signed with Ex Libris. In March 2003, Ex Libris began training the ODIN implementation team on their software and an initial time line was created. As of July 2003, the project is on schedule and full implementation will be completed August 2004.



## Technology



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





**Library Vision 2004  
Biennium 2001-2003  
Grants to Expand the North Dakota Online Library Catalog**



Bishop Ryan High School, Minot \$13,710  
Add collection to North Central Library Authority. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

Fargo Public Library \$17,362  
Add a computer center to the library for training. This center will be used by both librarians and citizens.

Hillsboro School Library \$6,390  
Add collection to ODIN. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

Hope/Page Public Schools \$20,606  
Add collection to ODIN. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

Mandan Public Schools \$36,037  
Add collection to ODIN. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

Midway School, Inkster \$8,575  
Add collection to ODIN. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

St. Leo's School \$9,745  
Add collections to North Central Library Authority. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

Little Flower School \$11,395  
Add collections to North Central Library Authority. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

Sawyer Public School \$12,670  
Add collection to North Central Library Authority. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

West Fargo Public Library \$58,801  
Add collection to ODIN. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

Velva School and Public Library \$30,401  
Add collection to ODIN. Make their collection accessible to North Dakota libraries and citizens throughout the state via LaND (Library Access North Dakota).

ODIN \$5,083  
Facilitate linkages for libraries to expand North Dakota online library catalog (LaND).

Net Library \$2,500  
Provide North Dakota Libraries with E-Book resources available to all North Dakota libraries.

Site Search Software \$14,100  
To create electronic linkage between 3 North Dakota consortiums: Online Dakota Information Network (ODIN), North Central Library Authority, and Central Dakota Library Network.

**Total: \$247,375** (Total reflects a 1.1% reduction as directed by the Governor.)

PUBLICATIONS OF THE NORTH DAKOTA STATE LIBRARY  
July 2001-June 2003

Biennial Report to the Governor, July 1999-June 2001

Copyright Tips for Libraries, August 2001

Dakota Radio Information Service (DRIS), April 2002

Discovery

- v. 6, no. 4 Fall 2001
- v. 6, no. 4 Winter 2001
- v. 7, no. 1 Spring 2002
- v. 7, no. 2 Fall 2002
- v. 8, no. 1 Spring 2003

Electronic Books (E-Books), September 2001

ELibrary2, November 2002

Flickertale

- v. 31, no. 5, Sept.-Oct. 2001
- v. 31, no. 6, Nov.-Dec. 2001
- v. 32, no. 1, Jan.-Feb. 2002
- v. 32, no. 2, March-Apr. 2002
- v. 32, no. 3, May-June 2002
- v. 32, no. 4, July-August 2002
- v. 32, no. 5, Sept.-Oct. 2002
- v. 32, no. 6, Nov.-Dec. 2002
- v. 33, no. 1, Jan.-Feb. 2003
- v. 33, no. 2, March-Apr. 2003
- v. 33, no. 3, May-June 2003

Grants for North Dakota Libraries, October 2001

Library Card, August 2001

Library Vision 2004 (Approved May 1996, reprinted February 2002)

Loan Policies, August 2001

North Dakota Library Directory, 2002



North Dakota Library Directory, 2003

North Dakota Public Library Annual Report of Statistics, 2000 (August 2001)

North Dakota Public Library Annual Report of Statistics, 2001 (August 2002)

North Dakota Library Law, November 2001

North Dakota State Agency and State Employee Services, June 2002

North Dakota State Documents, February 2003

North Dakota State Library: Your Gateway to Information, September 2002

North Dakota State Library Long Range Plan, 2003-2008 (January 2003)

North Dakota State Library Volunteer Manual, July 2002

North Dakota Union List of Serials for Small and Medium-sized Libraries, August 2001

Online Magazine and Newspaper Articles, September 2001

Searching Guide for North Dakota Library Resources: Library Access North Dakota (LaND), November 2001

Searching Guide for North Dakota Library Resources: Library Access North Dakota (LaND), June 2002

Searching Guide for North Dakota Library Resources: Library Access North Dakota (LaND), September 2002

Searching Guide for North Dakota Library Resources: Library Access North Dakota (LaND), October 2002

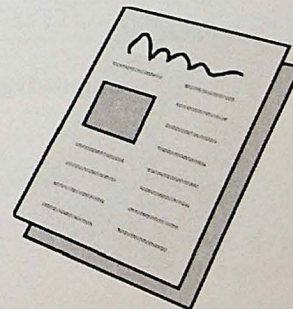
State Document Depository Program, February 2003

Talking Book and DRIS Patron Handbook, November 2001

Talking Book Service, June 2002

Titles Recorded at the North Dakota State Library, 2003

Volunteer Opportunities, April 2002



**NORTH DAKOTA STATE LIBRARY**  
**Expenditures and Revenues**  
**2001-2003**

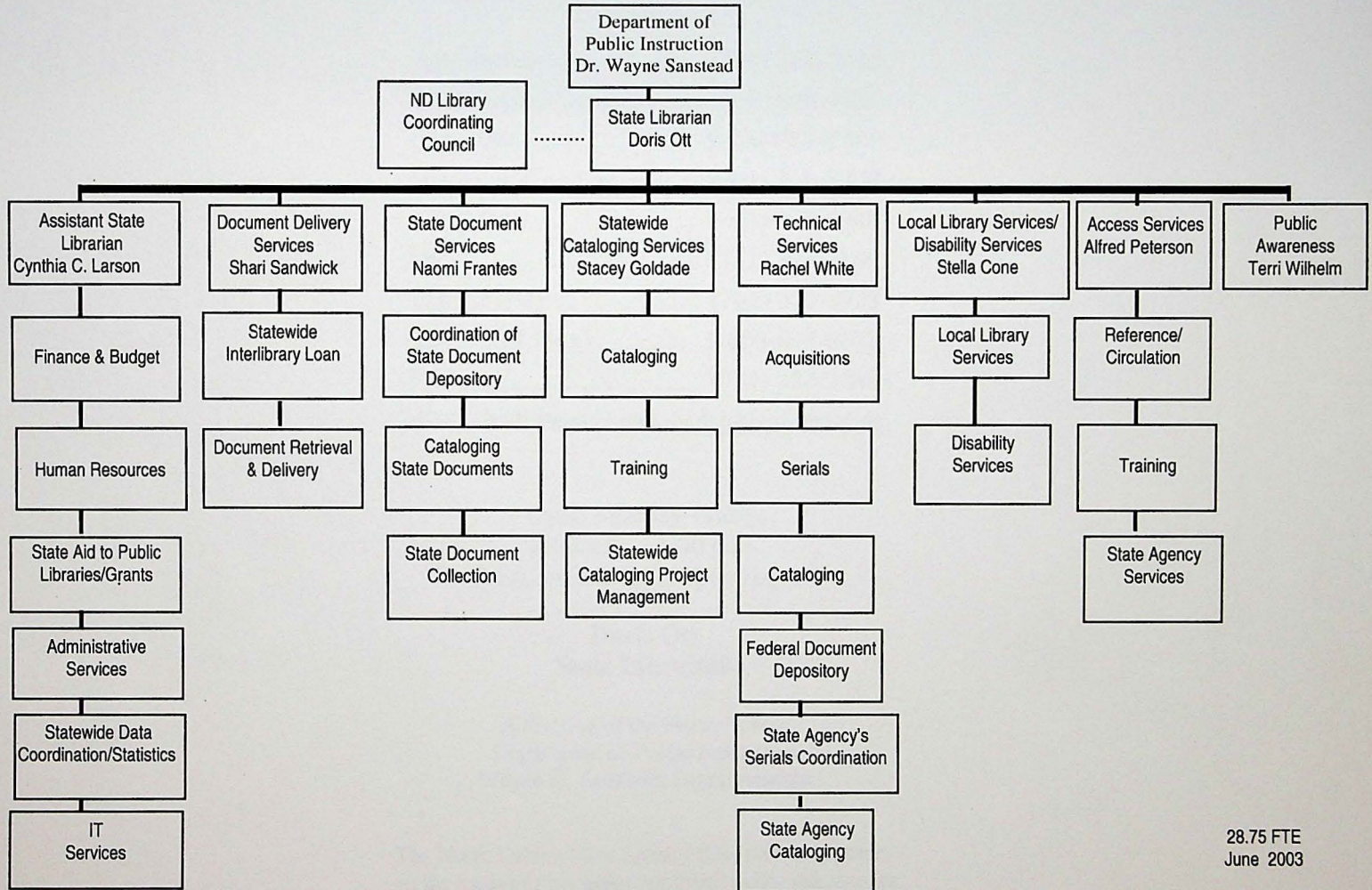
<b>Expenditures</b>			
<b>Account Description</b>	<b>Original Appropriation</b>	<b>Adjusted Amount</b>	<b>Biennium Expenditures</b>
Salaries and Wages	2,084,108	2,085,587	1,977,333
Operating Expenses	1,135,660	1,135,660	1,133,298
Equipment	40,000	40,000	39,103
Grants	1,453,745	1,441,788	1,310,178
<b>TOTAL</b>	<b>4,713,513</b>	<b>4,703,035</b>	<b>4,459,912</b>

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<b>Revenues</b>			
General Fund	3,114,656	3,104,178	3,102,076
Federal Fund	1,507,005	1,507,005	1,266,336
Special Funds	91,852	91,852	91,500
<b>TOTAL</b>	<b>4,713,513</b>	<b>4,703,035</b>	<b>4,459,912</b>

# North Dakota State Library Organizational Chart

2001-2003



28.75 FTE  
June 2003

## North Dakota State Library

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

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

**Doris Ott**  
**State Librarian**

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

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

**North Dakota State Library**  
**604 E Boulevard Ave - Dept. #250**  
**Bismarck ND 58501-0800**

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