

North Dakota STATE LIBRARY



Biennial Report July 2013 — June 2015

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

Kirsten Baesler, State Superintendent

www.library.nd.gov

North Dakota State Library Staff on June 30, 2015
29.75 FTE

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Danielle Paiz

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Talking Books

Susan Hammer-Schneider, Manager

Chris Hagburg

Marla Paulson

Bernie Steffan



Mary J. Soucie, State Librarian

Vision

Leading the way in information opportunities.

Mission

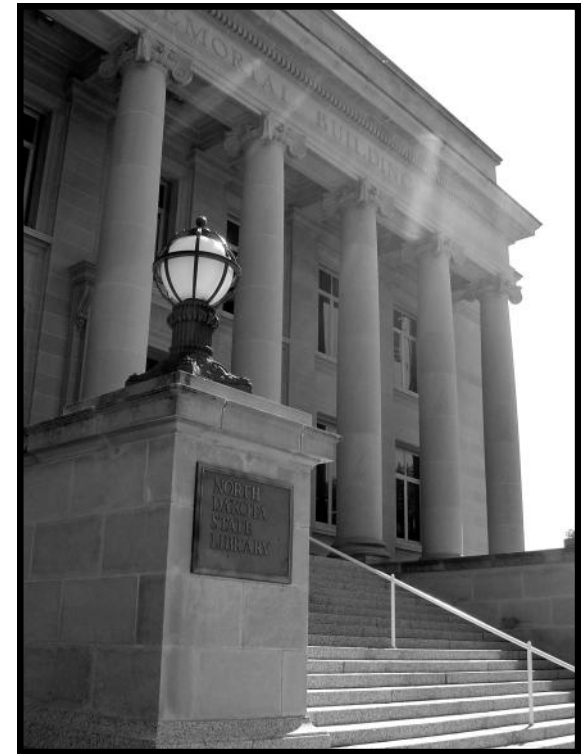
Provide access to information for North Dakota.

Goals

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

Table of Contents

History.....	5
Statutory Responsibilities.....	7
Legislation.....	10
Trends.....	11
Photo Highlights.....	13
Major Activities	
Administration.....	14
Digital Initiatives.....	16
Library Development.....	18
Public Awareness.....	19
State Agency Services.....	20
Statewide Catalog Development.....	21
Public Services.....	23
Interlibrary Loan.....	24
Talking Books.....	25
State Document Services.....	26
Technical Services.....	27
Training.....	28
Online Library Resources.....	29
Grants Awarded.....	33
Expenditures and Revenues.....	34
Publications.....	35
Organizational Chart.....	36



*Liberty Memorial Building,
Capitol Grounds,
Bismarck, North Dakota*

HISTORY

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

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



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

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

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

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

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

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

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

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



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

STATUTORY RESPONSIBILITIES

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

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

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

54-24-03. Powers and duties of State Librarian. The State Librarian shall:

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



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

the



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

7. Compile statistics on all North Dakota public libraries and their services and their larger counterparts of county and multicounty libraries, regional library cooperatives, and multi-type library authorities. Make a full biennial report to the Superintendent of Public Instruction and the governor of the work done at the State library. The State Librarian may not require a private sector library to submit information relating to provisions of this subsection.
8. Collect, maintain, and make available informational materials that supplement and support the needs of all libraries in the state, either by direct loan or by consultation, and that form a reference source for the officers of the state in performing their duties.
9. Assist libraries in developing local standards and guidelines defining the basic level of service that they will provide.
10. Conduct, or have conducted, research into the conditions of library service in the state, and produce written plans for the development and betterment of that service.
11. Promote and assist in the development of regional library cooperatives, including multi-type library authorities.
12. Establish levels of certification for libraries of the state that meet the standards recommended by the American Library Association and the North Dakota Library Association.
13. Promote and assist libraries in this state in developing and maintaining a computerized, comprehensive, and bibliographic statewide database for storing bibliographic records of libraries which allows residents unmediated, seamless, and direct access to library catalogs with a common interface and a common set of commands and the ability to search the library collections of the entire state at one time or only the collections of the local library, regional libraries, or select group of libraries.
14. Coordinate interlibrary loan activities throughout this state.
15. Arrange for continuing education and training programs for library personnel.
16. Provide technical assistance and counsel to library personnel.

17. Distribute grants to libraries within the limits of legislative appropriations for the purpose of developing or improving library services or programs.
18. Provide staff services to the North Dakota Library Coordinating Council.

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

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

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

54-24-06. Records kept by Commission - Report to the Governor and Secretary of State. Repealed by S.L. 1965, ch. 352,10.

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

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

54-24-09. Distribution of certain state publications for certain libraries required. The Office of Management and Budget shall arrange to deposit with the State Library eight copies of all publications issued by all executive, legislative, and judicial agencies of state government intended for general public distribution. These publications must be provided to the State Library without charge. If expense and limited supply of state publications, particularly audiovisual items, make compliance with the depository requirement impossible, the State Library shall accept as many copies as an agency can afford to provide. However, no less than two copies must be provided to the State Library by each agency. State publications refer to any informational materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates those



publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency. In circumstances not directly involving the Office of Management and Budget, a state agency shall comply with the depository requirement by arranging with the necessary parties for the printing and deposit of eight copies of any state publication issued. State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals, committee minutes, transcripts of public hearings, other printed matter, audiotapes, videotapes, films, filmstrips, or slides, but not those administrative or training materials used only within the issuing agency. As the document acquisition and distribution agency, the State Library shall retain for its own use two copies of every state document received and transmit the remaining copies to the depository libraries. These are the libraries of the State Historical Board, the University of North Dakota, North Dakota State University, Library of Congress, and two others to be designated by the State Library. All non-depository North Dakota libraries shall have the opportunity to receive state documents under an optional selection program developed by the State Library. The State Library shall catalog state publications and arrange for their conversion to microfilm or to optical disk storage prescribed by the state records administrator and shall make available for distribution the same to

No changes have been made to the State Libraries responsibilities during this biennium.

The North Dakota State Library's long range plan is the Libraries Services and Technology Act (LSTA) long range plan. It can be accessed at <http://library.nd.gov/publications.html>

LEGISLATION

The 64th North Dakota Legislative Assembly produced no new legislation for the State Library or libraries in the state. Therefore, there were no legislative responsibilities added or deleted during the 2013-2015 biennium.

Senate Bill 2015, which contained the State Library budget, was passed in both houses and signed by the Governor. It contained level funding for the current North Dakota State Library services, an additional \$366,500 for State Aid to Public Libraries, and \$250,000 in Public Library Renovation and Repair Projects for the 2015-2017 biennium.



TRENDS



“Libraries provide the only free computer and internet access for 62% of all citizens, and provide 91% of all citizens their only source of wireless (Wi-Fi) internet access.”

- ALA Library Fact Sheet 6

Libraries are more important than ever. The Pew Research Center has done several studies about libraries in the last two years. In a recent online poll, 62% of respondents identified themselves as “library lovers”. The American public as a whole believes that libraries are important anchors in a community. Libraries are adding new services and formats to meet the needs of their communities and to position themselves as the center of whatever community that they serve.

One trend in libraries is the shift from repository to creation. Libraries are no longer simply housing collections of books. Many libraries have introduced new formats, including e-books. Libraries are moving beyond simply providing access to materials in either hard or electronic formats though. Many libraries are working with local artists, whether published traditionally or self-published, to showcase and house their works. Several of our North Dakota libraries hosted authors during the last biennium. ND libraries are also hosting more bookclubs than ever, providing many opportunities for patrons to come together to read and discuss a wide variety of books and current topics.

Another example of the shift from repository to content creation is the Maker movement. In its simplest definition, the Maker movement “provides an opportunity for people to come together to make”. This can be low or high tech. Our first “Makerspace” was opened in 2014 at the Minot Public Library, funded by a grant from the Bremer Bank Foundation. The Minot Makerspace provides technology that allows users to shoot and edit creative videos, use computers with a 3-D monitor, create 3-D “sculptures”, small in nature, with 3-D pens. The space includes computers with high end graphics software that many North Dakotans can’t afford on their own. Public, academic and school libraries have added 3-D printers. 3-D printers are popping up nationwide across the library landscape. Libraries are also participating in low-tech maker activities, such as baking/cooking or art and craft programs for children and adults.

Libraries across North Dakota, and across the US, are embracing new technologies and serving as the source to introduce these technologies to their communities. The North Dakota State Library is fulfilling this role by providing a variety of different “kits” to libraries. We have “Tech Tool” and “Little Bits” kits that circulates to any ND libraries. The Tech Tool kits include e-readers and tablets for use by staff and patrons. Little Bits kits provide opportunities for users to learn about electricity and circuitry in an easy to understand format that is fun and non-threatening. NDSL plans to add additional “Maker kits” for our libraries to continue to explore the Maker movement.

In the spirit of embracing and learning about new technologies, the ND State Library participated in ILEAD USA: Innovative Librarians Explore, Apply and Discover. This initiative from the Illinois

State Library and funded by a grant from the Institute of Museum and Library Services is a leadership initiative across 10 states that brings librarians together in teams to use participatory technology to solve a community problem. This was the first leadership initiative that the North Dakota State Library has provided for our librarians. Three teams participated in ILEAD USA, which is a 10 month long initiative that began in January 2015 and will conclude in October, spanning across two bienniums. Team Minot Robot is introducing Lego robotics programs at three libraries in the Minot area; Minot Public Library, Ward County Public Library and the Minot Air Force Library. Team Unicorn, which consists of State Library staff members, is creating a video editing kit that will circulate to our libraries and will include a drone with a camera and iPad with video editing applications. Team e-Content Leaders is a tri-state team and includes librarians from ND, SD and MN. This team is focusing on creating a repository of information for patrons that will assist them with downloading books from two different platforms and on multiple devices. In partnership with Library Strategies, from St. Paul, MN and the Bremer Bank Foundation, another leadership initiative brought together the library and literacy communities across North Dakota. L3: Libraries and Literacy Leadership Institute brings together librarians and members of the literacy community from across the state to learn about capacity building, leadership and project management. Participants will apply the knowledge learned to an identified project.

Training for librarians and by librarians will continue to be a trend. Librarians are creating “unconferences” (an unconference is a meeting with a free flowing agenda created by the attendees) as well as online virtual conferences where an experienced librarian will mentor a group of librarians on a specific topic. Mentoring is another trend in libraries; as the “graying of the profession” continues, more experienced librarians are looking for ways to give back to the profession. Both ILEAD USA and L3 had mentoring components. The ND Library Association had its first mentor cohort during 2015. ND State Librarian, Mary Soucie, is a member of the NDLA mentoring committee as well as a mentor in the mentorship program. Libraries make connections, between people, to resources and across the community. This has always been a bedrock of our profession but is also a trend as technology allows librarians to make new and deeper connections within the local, regional, state and national communities.

STATE LIBRARY PHOTO HIGHLIGHTS 2013-2015



North Dakota State Library staff presented 2 day workshops during the Spring Workshops for School and Public Librarians.



North Dakota First Lady Betsy Dalrymple delivered a wonderful storytime reading during the 2015 Bismarck/Mandan Summer Reading Kickoff event.



North Dakota Governor Jack Dalrymple and First Lady Betsy Dalrymple visit State Librarian Mary Soucie during National Library Week.



North Dakota State Library launched the Statewide Park Pass Program.



North Dakota State Library and librarians participate in ILead leadership program.

Major Activities

ADMINISTRATION



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

The State Library is committed to enhancing library services statewide through the development, coordination and funding of grants for libraries in the state. Library Vision 2014 (LV2014) state general funds were granted on a competitive basis to school and public libraries. Funds are granted for various projects that differ each year, and may include technology improvement, Internet access and public library computing, computer hardware, special programming and the addition of library records to WorldCat. All grant recipients are required to provide final reports, provide evaluations of the increased services, and share their resources with citizens and libraries statewide.

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

State Aid to Public Libraries continues to be a critical program for North Dakota public libraries and an important part of the State Library's budget. State Aid

provides funding for staffing and materials for 83 public libraries and it contributes between five to forty percent to public library annual budgets statewide. State Aid funds are distributed through an application process based on the formula in statute which is currently \$1 per capita for a city, and \$1 per capita/\$5 per square mile for a county.

During the 2013 legislature, public libraries were appropriated a 18% increase in State Aid, bringing the total amount available for the 2013-2015 biennium to \$1,766,500. The additional dollars help public libraries to increase their technology capabilities and to purchase materials that will be available to citizens throughout the state. This funding level is the highest funding level since State Aid to Public Libraries was established in 1979. The 2015 legislature increased State Aid 21%, bringing it to full funding for the 2015-2017 biennium.

One of the major functions of the State Library is coordination of the state's interlibrary loan services. The State Library is a part of an efficient, cost-effective resource lending network that includes public, school, academic, special and state libraries that lend their materials to one another at no charge. The network maximizes the use of library collections, grant expenditures and state and local funding by ensuring the collections of the participating libraries receive greater visibility and use. This agreement allows patrons to have convenient access to materials that are not owned by their library.

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

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

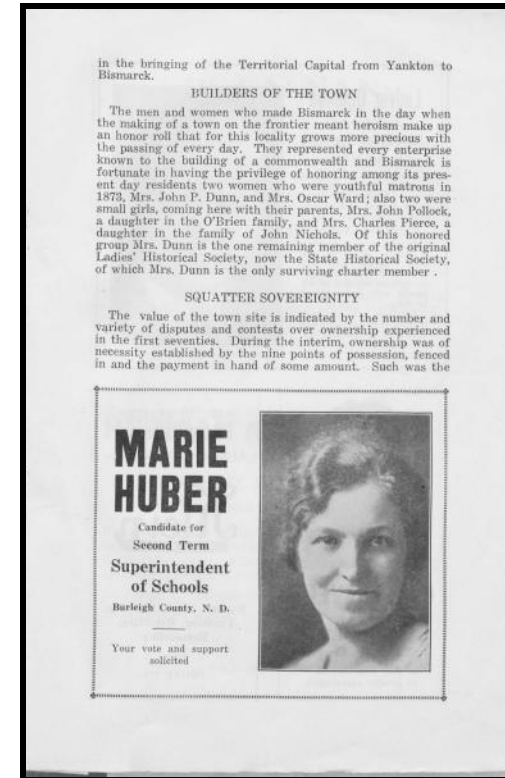
The State Library coordinates data for public library statistics in North Dakota. The data coordinator gathers, compiles and publishes public library statistics annually and reports them to the Institute of Museum and Library Services (IMLS). These statistics are utilized to create a nationwide picture of public library activity and to support federal funding for libraries.

DIGITAL INITIATIVES

The Digital Initiatives Department was created in 2012 to share expertise in collecting, creating and preserving digital copies of items relating to North Dakota's cultural heritage and government. The department offers services including training and consulting related to the creation, display, storage and preservation of digital collections.

- Staff will consult on content creation issues such as:
 - project planning and workflow management
 - costs involved in undertaking a digitization project
 - digitization guidelines
 - creation of metadata for description of and access to digital files
 - choosing, along with other institutions, the software to display, store and archive digital files
- Staff will provide guidance on issues of preservation including appropriate standards for the long-term viability of digital files. In addition, staff can recommend standards for the description of digital objects based on the needs and goals of a project.

During the 2011-2013 biennium, the department focused on the acquisition of digitizing equipment and training of staff. North Dakota county and town history books, state documents and historical images/items were digitized during the 2013-2015 biennium. Digitized items are available freely over the internet through the Digital Horizons consortium.



This is one of the first scans completed by the Digital Initiatives Department.

Library Development

The North Dakota State Library's Library Development Department works directly with North Dakota public library staff to cultivate their skills and knowledge, so they can improve and expand local services. Library Development specialists provide advice and guidance on a full range of library issues, including: policies, bylaws, collection development, programming, grants, and strategic planning. They provide libraries with support, templates, hands-on instruction, and specially tailored resources.

Throughout each year, Library Development specialists visit public libraries across the state. Visits are made when library directors request on-site assistance, to provide orientation sessions for new directors, and when other travel makes them opportune. During these visits, they tour library facilities; learn of the accomplishments, needs, and concerns of library staff and board members; and provide assistance, training, and advice. In so doing, they cultivate long-term working relationships with librarians throughout the state and improve the services provided to local communities.

Each August, Library Development holds a Summer Summit geared towards current and future library administrators and board members. They're held in multiple locations throughout the state, providing a rare and valuable opportunity for networking within their geographic regions. In 2014, the Summit meeting was focused entirely on strategic planning for libraries, including community assessment, survey creation and administration, crafting mission and vision statements, conducting a space needs assessment, and writing, implementing, and promoting the plan. In 2015, our focus shifted towards networking, and the Summit consisted of facilitated table talks on the topics of adult programming, community partnerships, county services and outreach, fundraising and grant writing, patron issues, policies, social media and marketing, standards for public libraries, teen programming, and trends and emerging technology. We used a survey to tailor each meeting around the topics of most interest to that site's participants. Representatives from 49 unique institutions participated this biennium. In 2015, Summit meetings were held in Bismarck, Grand Forks, Jamestown, Minot, and West Fargo, where the Aspen Report was discussed on re-envisioning public libraries, community engagement, open records and meetings law, and project management.



Library Development Statistics:

July 1, 2013-June 30, 2015

Site Visits: 216

Library Contacts: 1,411

Summer Summit Attendance: 97

New Director Orientations: 21

In late 2014, the North Dakota State Library agreed to participate in the 2015 ILEAD USA. ILEAD stands for Innovate Librarians Explore, Apply and Discover. It's a library leadership initiative spearheaded by the Illinois State Library and funded by the Institute of Museum and Library Services. ILEAD is an immersive experience, in which teams of librarians from different institutions work to address an unmet need amongst the community they serve. It includes hands-on training with a variety of participatory technologies and requires community engagement, grant writing, teamwork, and partnership. There have been two intensive three-day meetings in March and June 2015, and a third will be held in October of 2015. ILEAD ND includes three teams, three mentors, and an instructor corps of six individuals. Participants work at ten different libraries of all types, academic, public, school, and special, and are required to present on their work at a state, regional, or national conference.

Through representation by the state library, all North Dakota public libraries are members of the Collaborative Summer Library Program (CSLP). CSLP is a grass roots consortium of states working together to provide high-quality summer reading program materials to public libraries at the lowest cost possible. By combining resources and working with a commercial vendor to produce materials designed exclusively for CSLP members, public libraries in North Dakota can use the summer reading manuals for program planning, promotion, and activity ideas.

Since the previous biennium, we have created additional kits for circulation to libraries throughout North Dakota. Beyond our initial allotment of book club kits and technology tool kits (portable petting zoo of an iPad, iPod Touch, Kindle Fire, Nexus 7, Nook Simple Touch, and Kindle Paperwhite), we now also offer three Science, Technology, Engineering, Arts, and Mathematics (STEAM) kits consisting of electronic circuit components that snap together with magnets, challenge cards, and project books. Additionally, library display kits created by the Public Awareness Coordinator are now available for circulation and we have continued to add new book club kits to our collection (book club kits consist of ten copies of the book, sign-in sheets, instructions, and discussion questions). All of these kits serve to expand the programming opportunities available through libraries statewide. In October, 2014, we began using the KitKeeper circulation management software to handle our kit reservations and catalog, and to automate messaging to the libraries using the kits.

Since its inception, this department's *Field Notes* blog has been evolving from a communications tool highlighting library news and promising practices, to a resource we refer librarians to when they need information on particular topics, grant opportunities, programming ideas, and technology tips. It's shifting towards a repository of longer articles and other focused materials that can be linked to directly. Throughout the biennium, it received roughly 20,000 page views.

PUBLIC AWARENESS

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

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

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

The Public Awareness Coordinator works with local media and librarians throughout the state. Press releases and articles are sent to local newspapers to promote opportunities and events in library and information services. The Public Awareness Coordinator is available to public libraries to help them develop a website, if they do not already have one. The Public Awareness Coordinator services are available to all North Dakota librarians who request assistance in promoting library services.

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



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



The 2015 Summer Reading Kickoff theme was "Every Hero has a Story!" Over 3,000 people attended the Bismarck/Mandan Summer Reading Kickoff Day on the Capitol Grounds on June 12th.

STATE AGENCY SERVICES

The staff of the State Library is committed to providing services to state agencies and state employees. Nine state agencies have their material cataloged into ODIN (Online Dakota Information Network) by State Library staff: the Game and Fish Department, Geological Survey, Health Equity Office, Legislative Council, Pembina County Historical Museum, the Prevention Resource and Media Center (including materials from the Division of Mental Health), the Protection and Advocacy Project, the Securities Department, and the Water Commission. Many titles these agencies own are unique and usually of a North Dakota nature. During the past biennium 3,566 items owned by these agencies were added to the ODIN database, including those at the Heritage Center at the Icelandic Museum which joined as a branch of the Pembina County Historical Museum. Once in ODIN, not only are the state agencies able to see what they own and search their own collection online, but the citizens of North Dakota also obtain access to them. Materials on a wide variety of topics were cataloged this past biennium, including information on wildlife conservation, flood control, water supply, franchise opportunities, accessibility to health services, higher education, public finance, brain injury, substance abuse prevention, Icelandic poetry, and much more.

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

Total Number of Items in State Agency Libraries as of June 30, 2013

Game and Fish Department	8,456
Geological Survey	2,271
Health Equity Office	253
Legislative Council	7,719
Pembina County Historical Museum	1,887
Prevention Resource and Media Center	872
Protection and Advocacy	439
Securities Department	790
Water Commission	12,119
Total	34,806

STATEWIDE CATALOG DEVELOPMENT DEPARTMENT

Number of titles owned by most recent grant recipients

Carnegie Regional Library	28,688
Lakota City Library	8,594
McVile Community Library	6,882
Total	44,164

Number of new titles cataloged

July 1, 2013 – June 30, 2014	21,822
July 1, 2014 – June 30, 2015	21,220
Total during biennium	43,042

Number of titles withdrawn

July 1, 2013 – June 30, 2014	25,030
July 1, 2014 – June 30, 2015	26,087
Total for biennium	51,117



Hatton School Library

The Statewide Catalog Development Department began in 1997 and continues to provide high quality cataloging services to libraries across North Dakota. Grant money from Library Vision 2014 (state funds) and the Library Services and Technology Act (federal funds) is used to fund the costs for libraries that want to join WorldCat, an international library database. The goal is to have their collections be available to the citizens of North Dakota via the Interlibrary Loan program, since when WorldCat is searched, all the libraries in North Dakota that own a specific title will be displayed. If a patron's local library doesn't own a title they want, the librarian can locate a library that does own it by searching WorldCat and then borrow it for their patron. You can learn more about the Interlibrary Loan department on page 24. The libraries are allowed to choose their own circulation system for their in-house use. The most recent libraries to receive grants in October 2013 were: Carnegie Regional Library (Grafton), Lakota City Library and McVile Community Library.

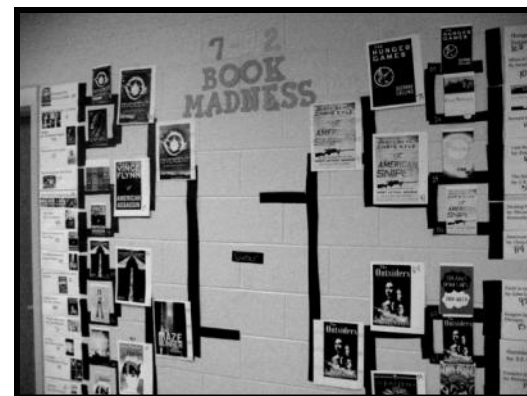
During the 2013-2015 biennium, the following libraries were added to WorldCat and ODIN: Harvey Public Library and Walhalla School Library. The total number of titles for these projects was 25,383. The librarians are now using their circulation system and are loaning their materials via the Interlibrary Loan program.

In addition to working on the new projects, the Statewide Catalog Development department continues to serve the libraries that received grants in the past by cataloging all their new titles, deleting their withdrawn titles, assisting them with selecting call numbers, helping them with inventories, maintaining the records in the ODIN database and assisting the librarian in a variety of other ways, including site visits to meet with them face-to-face. During the past two years, many of the libraries completed large weeding projects in order to get rid of aging and worn out materials. Some libraries completely eliminated their VHS collection since the materials were rarely used anymore. This department removed a total of 51,117 titles from WorldCat and ODIN during the last biennium.

The department also assisted Grafton Schools with a large project. Their Middle School library was eliminated since the school built on to their existing building and moved the materials to either the High School or the Elementary School. Records in ODIN were changed to reflect the new home of the titles.

The 54 libraries that this department currently serves are: Ashley School, Beach High School, Bottineau County Public Library, Bowman Regional Public Library, Carnegie Regional Library (Grafton), Carrington City Library, Carrington Elementary School, Carrington High School, Cavalier Elementary School, Cavalier High School, Divide County / Elementary (Crosby), Divide County High School (Crosby), Elgin Public Library, Fessenden-Bowdon School, Finley-Sharon Public School, Glen Ullin Public School, Grafton Elementary School, Grafton High School, Griggs County Public Library, Halliday Public School, Harvey Public Library, Hatton Public School, Hebron Public Library, Hebron Public School, Hillsboro Elementary School, Hillsboro High School and Public Library, Hope High School, Lakota City Library, Larimore Elementary School, Larimore High School, Leach Public Library (Wahpeton), Lincoln Elementary (Beach), Mandan High School, Mandaree Elementary, Mandaree High School, Maple Valley Elementary (Buffalo), Maple Valley High School (Tower City), McVile Community Library, Midway Elementary School (Inkster), Midway High School (Inkster), Napoleon Elementary School, Napoleon High School, North Dakota School for the Deaf (Devils Lake), North Dakota Youth Correctional Center (Mandan), Northwood School and Public Library, Oriska Elementary School, Page Elementary School, Pembina City-School Library, Stanley Public Library, Trinity High School (Dickinson), Velva School & Public Library, Walhalla Public School, Ward County Public Library (Minot and Kenmare) and the Wishek School/City Library. From July 1, 2013 to June 30, 2015 these libraries have added over 43,042 new titles to their collections. The Statewide Catalog Development Department cataloged those titles into WorldCat and they are available to the citizens of North Dakota, 24 hours a day, 7 days a week, by accessing WorldCat via the Internet. Many of the above libraries are also part of the ODIN consortium. This department also maintains those titles in the ODIN database, which includes withdrawing titles the libraries have discarded.

Each library listed above has unique titles that they own. In addition to books, they collect items such as high school yearbooks, sound recordings, kits, audio books on CD, DVDs, North Dakota newspapers on microfilm, church history books, items written by local authors, and much more. These items can be accessed by any North Dakota citizen through the Interlibrary Loan program.



Velva School & Public Library



Midway School library

PUBLIC SERVICES

The North Dakota State Library serves patrons and libraries with library services throughout the state and maintains a circulating materials collection that is open to all citizens of the state. The State Library will serve as the library for North Dakota residents who do not have access to local public library services. The North Dakota State Library provides extensive reference services for other North Dakota libraries that do not have sufficient resources to assist their patrons. The State Library places service to state government as a high priority and provides state employees with extensive reference service, training and interlibrary loan service.

Libraries and individuals may request material from the North Dakota State Library electronically, or via U.S. mail, telephone (701-328-4622 or 800-472-2104), or fax (701-328-2040). Patrons can also request materials through the PRIMO (ODIN, Online Dakota Information Network) catalog. During the 2013-2015 biennium, the State Library Public Services department sent out materials that helped answer 7,195 subject requests, and received or placed 16,388 telephone calls. In addition to providing service to patrons through telephone or electronic requests, 17,827 patrons visited the State Library in person. The State Library mailed out 34,674 items and 48,040 items were checked out from the State Library's collection. Currently 10,584 citizens and librarians of North Dakota hold North Dakota State Library cards.



The State Library mailed over 35,484 items to North Dakota libraries and citizens during the 2013-2015 biennium.

The homepage of the North Dakota State Library provides patrons with direct access to the ODIN catalog through PRIMO, a one stop search for books, articles, and more. In addition, patrons can access all of our online library resources individually. These resources cover a variety of topics such as health and medical, academic research, educational resources, career preparation, automobile repair, and genealogy. The North Dakota State Library also offers an online tutoring service, TutorND, to assist students. Because of this immediate access to information, patrons can conduct research in their offices and homes 24 hours a day, 7 days a week. The State Library's staff utilizes the Internet, Online Library Resources, our extensive library collection and expertise of our reference staff to fill the informational and recreational reading needs of the libraries, state employees, and citizens of North Dakota.

INTERLIBRARY LOAN

The State Library belongs to a consortium of libraries in North Dakota that participate in the Online Dakota Information Network (ODIN). The ODIN catalog provides libraries and individuals access to over 5,300,000 items. The State Library also cooperates in resource sharing with other libraries in the state. For regional resource sharing, the State Library contracts with MINITEX to provide additional sources for interlibrary loan from the library collections of the University of Minnesota and libraries in the states of Minnesota, South Dakota and Wisconsin.

Through a long-term participation in a national bibliographic utility database from the Online Computer Library Center (OCLC), the State Library identifies and accesses over 347 million bibliographic records, with a new record added every 10 seconds. Through OCLC, 2.3 billion items from participating libraries worldwide are available to the citizens of North Dakota. OCLC's WorldCat Resource Sharing fills an interlibrary loan request every 4 seconds. This system allows citizens within the state of North Dakota to borrow materials from libraries in the next county or on the other side of the world.

The State Library is the interlibrary loan referral center for the state of North Dakota. The North Dakota State Library processed 49,130 interlibrary loan requests during the 2013-2015 biennium from public, academic, school, and special libraries and from citizens of the state.

Interlibrary Loan Requests Received July 1, 2013—June 30, 2015

Public Libraries	18,124
School Libraries	8,278
Academic Libraries	7,811
Government Agencies	2,103
Citizens of North Dakota	12,814
Total	49,130



*The State Library processed over
49,130 interlibrary
loan requests during the
2013-2015 biennium.*

TALKING BOOKS

Talking Books Statistics July 1, 2013—June 30, 2015

Talking Book Titles	68,158
Circulating Copies	58,799
Talking Book Users	1488
Items Loaned	106,473



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

The State Library receives talking books from the National Library Service for the Blind and Physically Handicapped (NLS), a service division of the Library of Congress. In addition to talking books received from NLS, volunteers at the State Library record books and magazines that are not available through the national collection. State Library volunteers recorded 74 talking books by North Dakota authors or books requested by patrons. There are 519 books in the North Dakota collection. 78 magazines were recorded at the State Library which include North Dakota Horizons, North Dakota History, North Dakota Living Magazine, Plains Talk, North Dakota Outdoors and Dakota Catholic Action.

Patrons also have access to downloadable talking books. Braille and Audio Reading Download (BARD) is a free NLS service that allows patrons to download books from the comfort of their own home. Patrons may download onto a USB flash drive and play them on a digital talking book player, a third-party player or they have the option to download and play them on any iOS or android device. Talking Books ceased circulating recorded cassettes in September of 2013, a new format has replaced recorded cassettes.

There are currently 131 individuals and 8 institutions using BARD in state. North Dakota patrons have downloaded 15,874 books. As the biennium concluded, the North Dakota State Library's Talking Book service had 1488 North Dakota citizens actively using the program.

STATE DOCUMENT SERVICES

The State Document Services Department administers the State Document Depository Program. Its mission is to collect, archive, and disseminate state publications intended for general public distribution.

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

A total of 2,777 print titles were distributed to depository libraries during the 2013-2015 biennium. These publications are cataloged in the statewide ODIN catalog and in OCLC's WorldCat international library database. An additional 914 electronic-only state documents were also added to the two catalogs.

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

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

State Document Holdings

Print Documents	22,566
Electronic Documents	10,918
Maps	2,131
Periodical Titles	3,621
Periodical Issues	65,154
Audiovisual Materials	674
Oral History Tapes	1,112



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

TECHNICAL SERVICES

The Technical Services Department acquires material for the State Library and prepares it for use by the citizens of North Dakota and other libraries.

The State Library acquired 2,532 items during the 2013-2015 biennium for its general collection. In addition, 131 items were added to the reference collection. One library resource in high demand but too expensive to be easily offered by many North Dakota public libraries is large print books, so these are a focus of the State Library's collection. 1,614 volumes of large print were acquired during the biennium.

An additional way to assist North Dakota public libraries in affordably meeting patron demand was implemented in August 2014. The State Library signed up for a best-seller lease program, by which the library automatically receives multiple copies of *New York Times* best-sellers in both fiction and non-fiction. Those copies are available for interlibrary loan by the state's libraries as well as directly by patrons. When demand for a title wanes, it is simply returned to the supplier, like a Netflix subscription. This service has proven very popular.

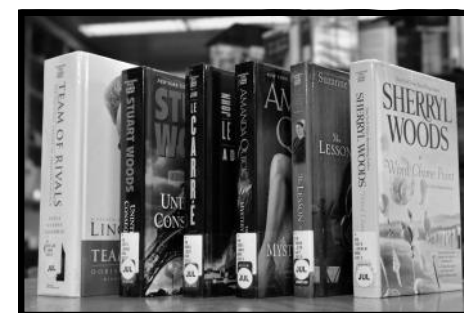
Ongoing efforts are made to acquire materials produced by North Dakotans or about North Dakota, both to provide North Dakota citizens access to those materials and to help preserve North Dakota history and literature. Approximately 350 North Dakota-related items were added to the collection during the biennium. Additionally, the State Library maintains a collection of newspaper clippings related to North Dakota, the North Dakota Resource File.

During the 2013-2015 biennium, 2,368 issues of magazines, journals and newspapers subscribed to by the State Library were added to the collection. In addition to collecting its own magazines, journals, and newspapers, the State Library provides assistance to several state agencies by housing past journal issues for use by the agency and anyone else seeking access to those journals.

The State Library is a member of the Federal Depository Library Program (FDLP) and provides access to publications of the federal government and its many agencies to the citizens of North Dakota. 340 documents and serial issues from the FDLP were added to the State Library's collection between July 2013 and June 2015.

Items in the North Dakota State Library Collection as of June 2015

General collection	55,552
Reference collection	1,627
Large print books	8,691
Videos & DVDs	1,307
Audiobooks	676
North Dakota Resource File	8,850



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

TRAINING

Training Opportunities Offered by the North Dakota State Library

- State Employee Library Orientation
- Training for Students
- Training for Teachers
- Summer Class for Continuing Education Credit
- Online Library Resources trainings at ND Libraries
- Webinars, scheduled or customized

Training Statistics:

July 1, 2013-June 30, 2015:

Training Sessions: 235

Attendance: 3,072



Training Coordinator: Steven Axtman

The North Dakota State Library Training staff develops, schedules, and conducts statewide trainings on the educational databases, the library catalog, Internet resources, research strategies, and State Library services. These training sessions are offered at no cost to state employees, librarians, teachers, students, your agency or organization, and to citizens.

Training sessions for state employees are conducted at the State Library or at state agencies. State employees learn about State Library services and the Online Library Resources that will be beneficial at work or at home.

School trainings for students, teachers, and administrators are presented in the classroom. The sessions are adapted to fit class schedules and multiple sessions can be presented on the same day. Using the subscription databases students can find reliable, grade-specific information on a wide range of subjects.

The summer classes for professional development credit are offered in June 2014 and June 2015. The courses are designed for K-12 educators who need professional development credits for library or teaching credentials. Credit is available from Minot State University, North Dakota State University, University of North Dakota, and Valley City State University.

Ancestry Library Edition, a genealogical research database, is one of the most popular online resources used by public libraries across the state. The State Library has partnered with the Bismarck Public Library, presenting Ancestry sessions at BPL every two months; these sessions have been well-attended.

The Training Department continues to present one hour webinars during the year. Webinars focus on a particular online database, State Library services, or the library catalogs. Scheduled webinars are posted on the State Library Calendar, Webinars can also be customized for a particular subject and time.

From July 1, 2013 to June 30, 2015 a total of 3,072 state employees, students, teachers, librarians, and citizens participated in trainings and workshops presented by the North Dakota State Library.

Online Library Resources Available to North Dakota Citizens and Libraries

Thanks to funding from the North Dakota Legislature, the ND Library Coordinating Council, the Institute of Museums and Library Services, and libraries in the state, ND citizens have free access to a broad range of full-text and multimedia databases. The research databases can be searched 24 hours a day, 7 days a week; all you need is a library card.

Resources include full text articles, reference books, images, maps, audio, and video clips. Articles can be printed, emailed or saved. Students can expect cited, reliable information and easy searching. In addition, citizens have free online access to professional tutors. They can also download ebooks, music, emagazines, stream movies, or take online courses.

Art

CAMIO: High resolution art images from museums around the world.

Auto

Auto Repair Reference Center: Collection of automobile repair information for domestic and imported vehicles.

Books and Literature

Freading: Downloadable ebooks.

Literary Reference Center: Comprehensive information on thousands of authors and their works.

NoveList K-8 Plus: Reading recommendation resource from birth through 8th grade.

NoveList Plus: Reading recommendation resource for all ages.

Business

Business Source Premier: Information and analysis from top management and marketing journals.

Continuing Education and Careers

LearningExpress: Prepare for standardized tests, learn computer basics, explore careers, and apply for jobs.

TutorND: Free online tutoring in math, science, social studies, English, Spanish, and writing.

Universal Class: Online educational service that offers over 500 courses.

Genealogy

Ancestry Library Edition: Family history research tool with records from around the world.

General Research

Britannica Public Library Edition: Reliable reference content for kids and adults.

Explora Public Library: This new interface searches popular, academic, business, science, and health content.

WorldCat (FirstSearch): Catalog detailing items from over 10,000 libraries.

Health

Alt HealthWatch: Articles and reports on alternative, holistic, and integrated approaches to health care.

Consumer Health Complete: Basic medical information and diagrams for students and the general public.

Health Source: Full-text articles and abstracts for the academic medical community.

Language Learning

Rocket Languages: Learn to speak and understand a new language.

Magazines and Newspapers

MasterFILE Premier: Full-text magazine articles covering general interest topics.

ProQuest News: Search newspaper articles from around the world, including the Bismarck Tribune and the Grand Forks Herald.

Zinio: Access and download issues of over 150 popular full-color magazines.

Movies and Music

Freegal Movies: Stream movies and TV shows.

Freegal Music: Stream and download music.

Students

Academic Search Premier: Scholarly collection of journals selected for high school and college students.

Britannica Academic: Reliable reference content for high school and college students.

Britannica School: Reliable reference content for K-12 students.

eLibrary: A general collection of reference content for students from middle school to college.

eLibrary Elementary: K-6 resource designed to engage and guide younger students.

Expanded Academic ASAP: Scholarly collection of journals selected for college students.

Explora Primary: Designed for young researchers (K-5), content includes full-text magazine and reference articles. It replaces Searchasaurus.

Explora Secondary: Designed for students in grades 6-12, reliable content covers the major academic areas. It replaces Kids Search and Student Research Center.

Gale Virtual Reference Library (GVRL): Browse and search a collection of 25 reference titles from various publishers.

General Science Collection: Learn about the latest developments in science and mathematics.

Kids InfoBits: Engaging resource for K-5 students, including premier content and magazines.

LearningExpress: Prepare for standardized tests, learn computer basics, explore careers, and apply for jobs.

Points of View Reference Center: Presents the pros and cons of current issues.

Research in Context: Designed for middle school students, it contains authoritative content covering the core subjects.

Science Reference Center: Explore scientific fields through subject encyclopedias, books, and periodicals.

Student Resources in Context: Reference, periodical, and multi-media content for high school and college.

TutorND: Free online tutoring in math, science, social studies, English, Spanish, and writing.

Teachers

Educator's Reference Complete: Academic journals, reports, and reference sources for most disciplines.

ERIC: Education Resources Information Center.

Explora Educator: Designed for teachers, this interfaces searches: ERIC, Teacher Reference Center, and the Professional Development Collection.

Library, Information Science & Technology Abstracts: Reference information about topics in librarianship.

Professional Development Collection: Specialized collection of education journals and reports.

Grants Awarded During the 2013/2015 Biennium

Library Vision 2014 (LV 2014)

Fiscal Year 2014

Six libraries received grants for technology to provide access to information for a total of \$45,796.

Three libraries received WorldCat grants to make materials accessible for statewide resource sharing totaling \$118,637.

Six libraries received grants to establish wifi service in their libraries totaling \$9,600.

Nine libraries received grants to purchase technology to provide access to information totaling \$41,010.

One library received a grant to partner with another entity to provide library service totaling \$2,250.

Fiscal Year 2015

Sixty four libraries received grants to purchase technology to provide access to information totaling \$60,292.

Master of Library Science Grants were presented to two recipients using LSTA (Library Services & Technology Act) funding.

NORTH DAKOTA STATE LIBRARY
Expenditures and Revenues
2013-2015

Expenditures

Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures
Salaries and Wages	3,855,407	3,855,407	3,686,258
Operating Expenses	1,895,726	1,895,726	1,548,899
Grants	2,519,000	2,519,000	2,518,792
TOTAL	8,270,133	8,270,133	7,753,949

Revenues

General Fund	5,875,988	5,875,988	5,813,118
Federal Fund	2,302,293	2,302,293	1,891,088
Special Funds	91,852	91,852	49,742
TOTAL	8,270,133	8,270,133	7,753,949

PUBLICATIONS OF THE NORTH DAKOTA STATE LIBRARY

July 2013—June 2015

Biennial Report to Governor July 2011 - June 30, 2013—November 2013

Discovery Newsletter

- V. 18, No. 2—Summer 2013
- V. 18, No. 3—Fall 2013
- V. 19, No. 1—Summer 2014
- V. 19, No. 2—Winter 2014
- V. 20, No. 1—Spring 2015

Flickertale Newsletter

- | | |
|-----------------------------|-----------------------------|
| V. 43, No. 7—July 2013 | V. 44, No. 7—July 2014 |
| V. 43, No. 8—August 2013 | V. 44, No. 8—August 2014 |
| V. 43, No. 9—September 2013 | V. 44, No. 9—September 2014 |
| V. 43, No. 10—October 2013 | V. 44, No. 10—October 2014 |
| V. 43, No. 11—November 2013 | V. 44, No. 11—November 2014 |
| V. 43, No. 12—December 2013 | V. 44, No. 12—December 2014 |
| V. 44, No. 1—January 2014 | V. 45, No. 1—January 2015 |
| V. 44, No. 2—February 2014 | V. 45, No. 2—February 2015 |
| V. 44, No. 3—March 2014 | V. 45, No. 3—March 2015 |
| V. 44, No. 4—April 2014 | V. 45, No. 4—April 2015 |
| V. 44, No. 5—May 2014 | V. 45, No. 5—May 2015 |
| V. 44, No. 6—June 2014 | V. 45, No. 6—June 2015 |

Library Vision 2020—December 2013

Loan Policies—December 2013

Online Library Resources—March 2014

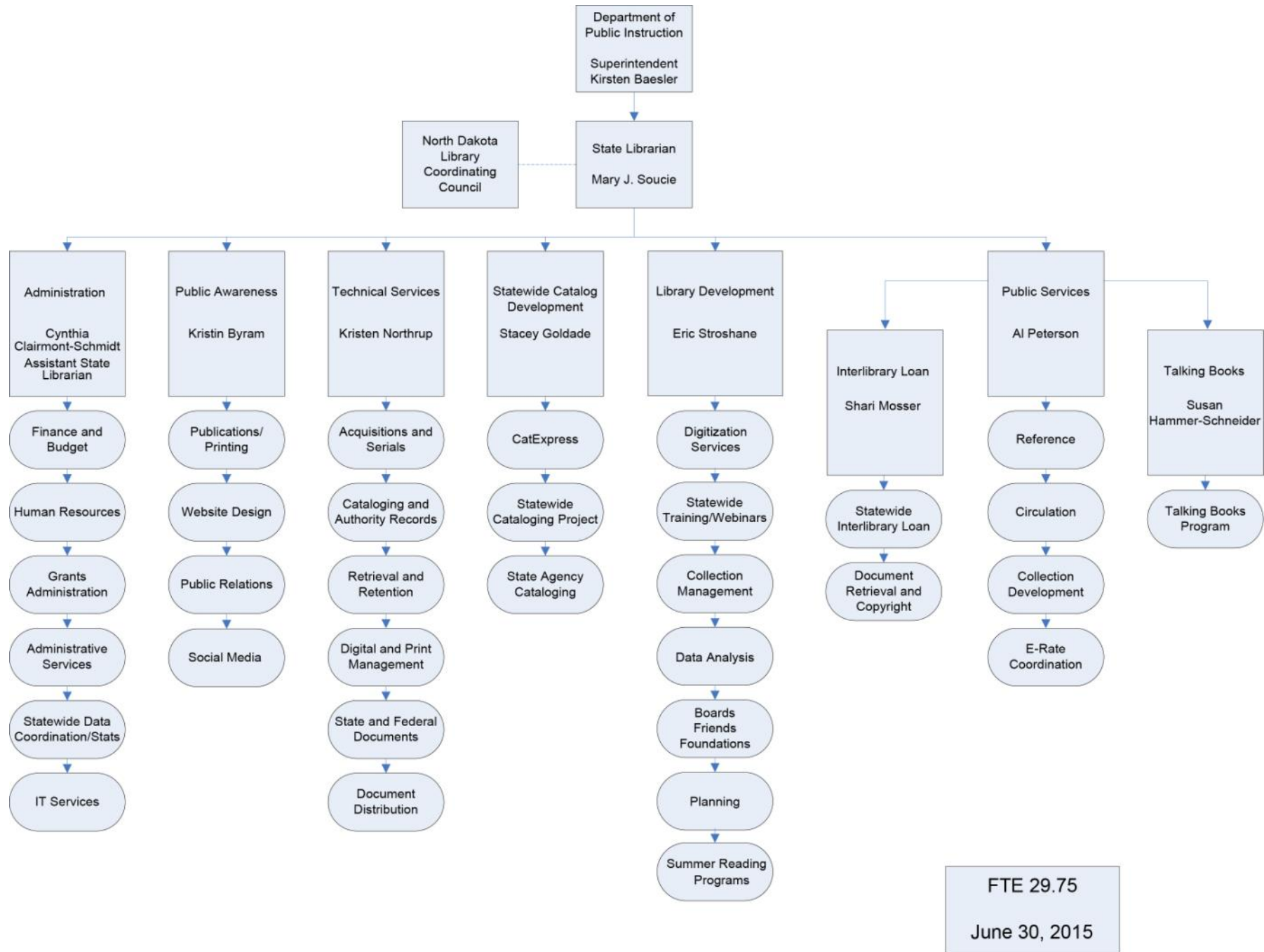
Services to State Agencies and State Employees—December 2013

State Library Services—March 2014

Talking Books—December 2013

North Dakota State Library Organizational Chart

2015 FY



North Dakota State Library

Administration701-328-2492
Information Requests.....701-328-4622
Toll-Free..... 800-472-2104
Talking Books701-328-1408
Toll-Free..... 800-843-9948
TDD701-328-4923

www.library.nd.gov

Open Monday-Friday

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

Mary J. Soucie

State Librarian

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

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

**North Dakota
STATE LIBRARY**

**604 E. Boulevard Avenue - Dept. 250
Bismarck, ND 58505-0800**