

Biennial Report

July 2015—June 2017



*North Dakota
State Library*

Mary J. Soucie, State Librarian

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, 2017

29.75 FTE

State Librarian

Mary J. Soucie

Assistant State Librarian

Cynthia Clairmont-Schmidt

Administration

Cheryl Pollert

Michele Balliet-Unrath

Library Development

Eric Stroshane, Manager

Angela Houser

Trevor Martinson

BreAnne Meier

Interlibrary Loan

Shari Mosser, Manager

Krista Kurtz

Candace Richter

Information Technology

Ryan Kroh, Manager

Cindy Olson

Public Awareness

Kristin Byram, Coordinator

Public Services

Al Peterson, Manager

Sue Clark

Dave Anderson

Statewide Catalog Development

Stacey Goldade, Manager

Aaron Severson

Beverly Franz

Technical Services & State Documents

Kristen Northrup, Manager

Tawnie Reisenauer

Jessica Robinson

Pam Young

Talking Books

Susan Hammer-Schneider, Manager

Chris Hagburg

James Murphy

Marla Paulson



Mary J. Soucie, State Librarian

Vision

Making connections, strengthening communities, and enriching lives

Mission

Creating pathways to information and innovation

Goals

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

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

HISTORY

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

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

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.



The North Dakota State Library was established in 1890.

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.

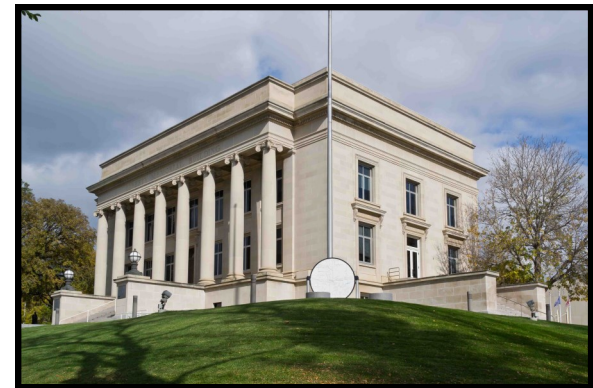
Session Laws Chapter 261 (1927) provided that the State Board of Administration will constitute the State Library Commission. Therefore, the State Library was removed from the control of the Board of Regents.

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 - State librarian appointed by the superintendent of public instruction.

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 separate 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.

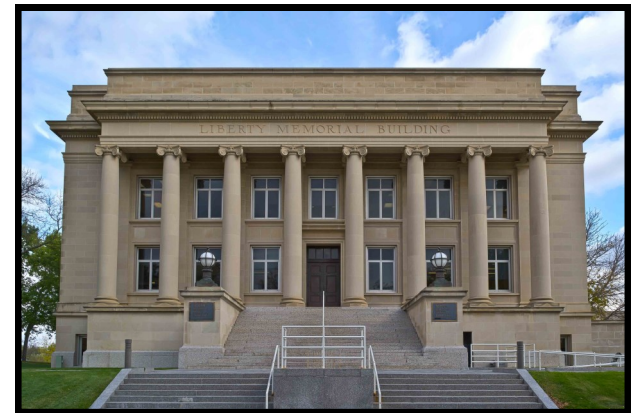
The State Librarian shall:

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 and library trustees and staff and by encouraging the extension of networking and 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 multicounty libraries.

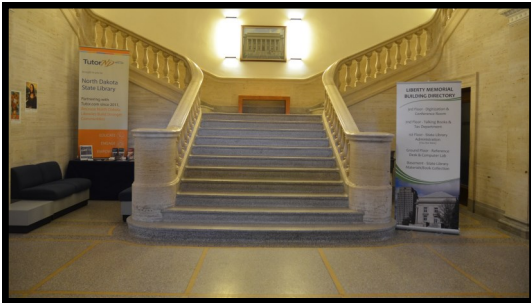


The North Dakota State Library provides materials to libraries and citizens across North Dakota

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 multitype library authorities. Make a full biennial report to the superintendent of public instruction and the governor of the work done at the state library. The state librarian may not require a private sector library to submit information relating to the provisions of this subsection.
8. Collect, maintain, and make available informational materials that supplement and support the needs of all libraries in the state, either by direct loan or by consultation, and that form a reference source for the officers of the state in performing their duties.
9. Assist libraries in developing local standards and guidelines defining the basic level of service that they will provide.
10. Conduct, or have conducted, research into the conditions of library service in the state and produce written plans for the development and betterment of that service.
11. Promote and assist in the development of regional library cooperatives, including 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.
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.



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



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

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.

54-24-03.2 State library operating fund.

The state library's operating fund is a special fund in the state treasury. All moneys received for book replacement, cataloging services, and other miscellaneous library services must be deposited in this fund. Moneys in the fund are to be used pursuant to legislative appropriation for provision of services under this chapter.

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, each agency shall provide no less than two copies to the state library. 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 document collection two copies of every state document received and transmit the remaining copies to the depository libraries. These are the libraries of the state historical society, the university of North Dakota, North Dakota state university, library of Congress, and two others to be designated by the state library. All nondepository North Dakota libraries may 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.

No changes have been made to the State Library's responsibilities during this biennium.

The North Dakota State Library's long range plan is the Libraries Service and Technology Act (LSTA) long range plan.

It can be accessed at <http://library.nd.gov/publications.html>

LEGISLATION

The 65th 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 2015-2017 biennium.

House Bill 2015, which contained the State Library budget, was passed in both houses and signed by the Governor. It contained reduced funding for North Dakota State Library services.

TRENDS

Libraries of all types continue to be the center of whatever community they serve. The American public has continuously shown support for libraries in multiple surveys done by the Pew Institute and other respected institutions. Over 60% of Americans aged 16 or over have a public library card. Patrons use both traditional and digital resources from libraries and libraries continue to offer access to new formats and new technologies along with the traditional physical materials.

Providing access to new and different technologies continues to be a trend in libraries nationally as well as across North Dakota. Many of our libraries are creating Makerspaces within their library. A Makerspace provides an opportunity for people to come together and be creative; it can be either high or low tech. We have both within North Dakota libraries.

In addition to new resources, libraries in North Dakota are offering new types of programming. Almost all public libraries in North Dakota offer a summer reading program for children and have for many years. A number of our libraries have expanded to include teens and adults in the summer reading program. Some of the libraries that don't include adults in the summer offer a winter reading program for them. Many of our libraries have added STEM (Science, Technology, Engineering, Math) or STEAM (Science, Technology, Engineering, Arts, Math) programs for patrons. The North Dakota State Library has added a number of STEM-based kits that libraries can check out to support these programs.

Traditional checkouts are still very important to our North Dakota libraries. Patrons continue to check out physical items, including books, movies, and music. E-book usage continues to rise as well. In 2016, we had more visits to public libraries in North Dakota than to NDSU football games, the North Dakota State Fair, Hostfest, and all Minnesota Vikings home games. North Dakotans love and use their public libraries.



Over 60% of Americans aged 16 or over have a public library card.



The North Dakota State Library partnered with Library Strategies from Minnesota on L3: Library and Literacy Leadership Institute, which brought librarians together with members of the literacy community.



The first annual Library Legislative Day was held in April 2016 to showcase to legislators all that the North Dakota libraries offer to the citizens of North Dakota



State Librarian Mary Soucie reading a story to kids at the Carrington City Library



Governor Burgum spoke at the 2nd annual Library Legislative Day about his experiences with North Dakota libraries



The North Dakota State Library held a Pokémon Safari with Pokémon -themed events.



Bismarck Police Chief Donlin reading a story during the 2016 Bismarck/Mandan Summer Reading Celebration event



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



The North Dakota State Library took part in the Afterschool Day Event by holding a break-in box.



The State Library has a DJI Phantom 3: Drone Kit available for North Dakota librarians to check out.

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, 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 2020 (LV2020) 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 thirty 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.

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 current 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.

CONTINUING EDUCATION

The North Dakota State Library Continuing Education (CE) Department is a subset of the Library Development Department. The CE coordinator develops, schedules, and conducts statewide trainings on the library research databases, the library catalog, research strategies, and State Library services and offerings. These training sessions are offered at no cost to state employees and agencies, librarians, schools, and citizens.

Training sessions for state employees are generally conducted at the state agency but are also done at the State Library. State employees are taught about State Library services and the Online Library Resources that will be beneficial both at work and in their personal lives.

School trainings for students, teachers, and administrators are presented at the school. The sessions are adapted to fit class schedules and multiple sessions are done on the same day. These trainings show teachers, administrators, and students how to find reliable, grade-specific information without using a search engine.

The Renewal and Development Conference is offered in the spring of each year for two days with an option to receive a professional development credit through Valley City State University. Each conference has a different keynote speaker that will appeal to the wide range of librarians who attend. The first day is spent in a group session generally led by the keynote and the second day is broken out into two tracks that have sessions that can be mixed and matched depending on interest.

In July, the summer class 'Research Methods' is offered at the State Library for professional development credit. The course is designed for K-12 educators who need a professional development credit for library or teaching credentials. Credit is available from the major public universities in the state.

Continuing Education hosts webinars through the Zoom telecommunications application. These half-hour webinars are presented by a different member of the State Library staff each month and deal with a variety of issues in the library profession. They are then recorded and stored on our YouTube channel for future reference and for those who were unable to attend the webinar.

Continuing education also creates tutorials of the State Library databases and helpful videos on basic library knowledge that can also be found on the State Library's YouTube channel.

Training Opportunities

- Library training for state employees
- Database training for teachers & administrators
- Renewal and Development Conference
- Summer course for professional development credit
- Online library resources trainings at ND libraries
- Webinars

Training Statistics:

Training Sessions: 132

Attendance: 1,721



*Renewal and Development
Conference, 2017*

DIGITAL INITIATIVES

The Digital Initiatives department was formed 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.

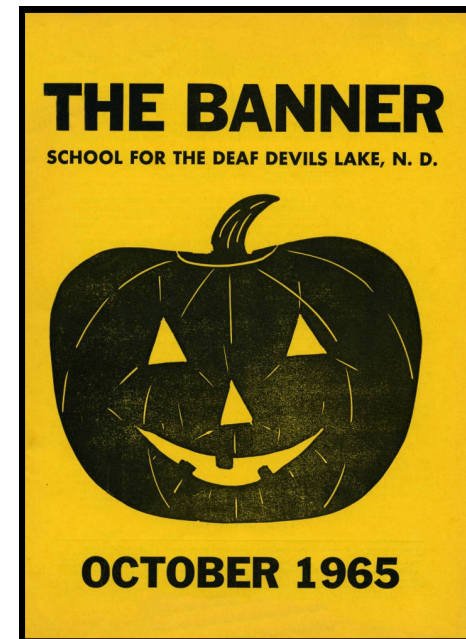
During the 2015-2017 biennium, the department continued to focus on the digitization of county and town history books, state documents, and historical photographs, documents, and objects. Digitized items were processed, cataloged, and uploaded online to the Digital Horizons consortium, where they are freely accessible to the public.

As of June 30, 2017, the department has digitized more than 2,300 items containing over 78,000 images, many of which are still being processed. More than 1,500 items containing over 64,000 images were added to Digital Horizons. Many of the scanned items have multiple pages, like town histories for example, so one item may be comprised of hundreds of images because each page has to be digitized individually. During the 2015-2017 biennium, the online State Library collections on Digital Horizons received over 278,000 views.

In early 2017, the department added a new collection to Digital Horizons: North Dakota School for the Deaf Banner. This collection was originally incorporated under the North Dakota State Documents collection, but due to its scope it was given its own separate collection. The collection consists of newsletters published by the North Dakota School for the Deaf in Devils Lake. *The Banner* has been in publication since 1891, and some of its earliest issues are available online on Digital Horizons.

Total Number of State Library Items on Digital Horizons as of June 30, 2017

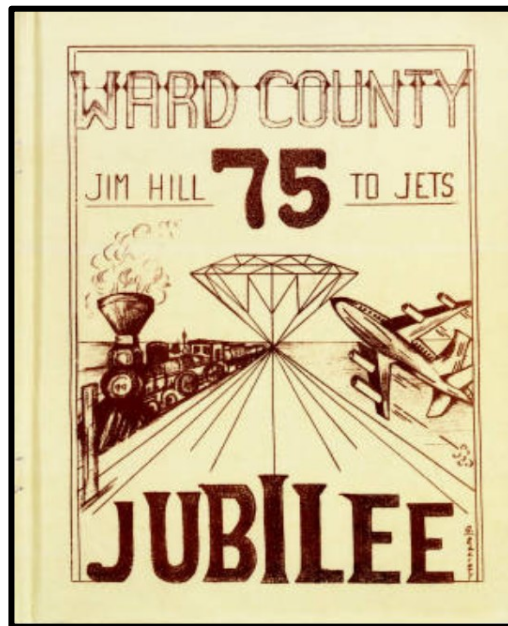
Collection	Items	Images
ND County & Town Histories	383	49,194
ND Memories	939	4,627
ND School for the Deaf Banner	10	672
ND State Documents	237	10,013
Total	1,569	64,506



The Banner, Vol. 75, No. 1, 1965

The department also began a ScanDay initiative, later renamed Our Town Roadshow. Staff traveled to libraries and historical societies across the state with scanning and photography equipment and encouraged the community to bring their historical items, like photographs, documents, objects, and paintings, and have them digitized. Many institutions and communities lack the proper equipment and training to do something like this themselves, so this initiative was started to get communities to engage in building their history by submitting items of historical value to be digitized and displayed on Digital Horizons. Participants were also given copies of their digitized items. Several events were held during the 2015-2017 biennium and hundreds of items were digitized.

The State Library, unfortunately, had to eliminate the Digital Initiatives position at the end of the 2015-2017 biennium. However, the State Library is committed to the Digital Initiatives mission and the Library Development department will be assuming responsibilities moving forward.



Ward County 75th Jubilee, 1961



*Jahr-Eastman Mercantile Store
in Wilton, 1905*



*Scan Day in Cooperstown at the
Griggs County Public Library*

INFORMATION TECHNOLOGY

The Information Technology (IT) Department provides outreach for the public libraries statewide. The IT Department enjoys meeting with the library directors, staff, and boards and assisting them in achieving the technology needs of their library and community through support, hands-on training and technical assistance. During the 2015-2017 biennium, the IT Department traveled 15,641 miles statewide and visited 120 libraries.

Maintenance of the State Library's website at www.library.nd.gov and internal intranet fall under the umbrella of our IT Department.

Our IT Department provides internal technology coordination to the North Dakota State Library. Daily functions include providing technical support for staff, volunteers and patrons; maintaining 60 PCs; setting up hardware; installing software; maintaining the security system; developing and maintaining software applications for the agency; and providing necessary training. During the 2015-17 Biennium, 28 new PCs were purchased and installed.

Our IT Department also works in conjunction with the North Dakota Information Technology Department on various projects, including networking, software updates, and internet access.

Our IT Department acts as the State Library's technical coordinator for support of ODIN (Online Dakota Information Network), OCLC, and public library internet filtering.

Our IT Department is responsible for all the purchasing of technology-based equipment for the State Library. Our technology procurement includes: software, hardware, consulting services, and support or maintenance services.



The IT Department maintains 60 PCs and provides technical support for staff, volunteers, and patrons.

INTERLIBRARY LOAN

Interlibrary loan allows the State Library to obtain items for our patrons without needing to buy the item for our collection. The State Library belongs to a consortium of libraries in North Dakota that participate in the Online Dakota Information Network (ODIN). Together, these libraries have created a shared library collection for the benefit of all library users. The ODIN catalog provides libraries and individuals access to over 4,600,000 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 404 million bibliographic records, with a new record added every second. Through OCLC, 2.5 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 3 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 43,922 interlibrary loan requests during the 2015-2017 biennium from public, academic, school, and special libraries and from citizens of the state.

Some of the most popular titles that we obtained from other libraries for our patrons during the 2015-17 biennium were the following:

- The Polar Express by Chris Van Allsburg
- Throne of Glass by Sarah Maas
- Lonesome Dove by Larry McMurtry
- Dinosaurs before dark (Magic Tree House #1) by Mary Pope Osborne
- Five days at Memorial by Sheri Fink
- Fly Guy and the Frankenfly by Tedd Arnold
- Inferno by Sherrilyn Kenyon
- Illusion by Sherrilyn Kenyon
- A mad zombie party by Gena Showalter

Interlibrary Loan Requests Received July 1, 2015—June 30, 2017

Academic Libraries	608
Government Agencies	12,260
Minitex (MN and SD libraries)	230
Out of State	2,765
Public Libraries	12,900
Public Schools	6,287
School/Public Libraries	495
Special Libraries	91
North Dakota citizens	8,286
Total	43,922

LIBRARY DEVELOPMENT

July 1, 2015—June 30, 2017

Site Visits	109
Miles Traveled	
Library Contacts	1,637
Summer Summit Attendance	118
New Director Orientations	21
Summer Reading Workshop Attendance	117



Library directors at the Bismarck Summer Summit in August 2015

The North Dakota State Library’s Library Development Department works directly with North Dakota 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 public library issues, including: policies, bylaws, collection development, programming, grants, and strategic planning. They provide librarians with support, templates, hands-on instruction, and custom-tailored resources. Our School and Youth Services Specialist is dedicated to supporting our state’s school library media specialists as well as those who provide children’s programming at public libraries

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 build long-term working relationships with librarians throughout the state and improve services provided to local communities.

Each August, Library Development holds a Summer Summit geared towards current and future library administrators and board members. They are held in multiple locations throughout the state, providing a rare and valuable opportunity for librarians to network within their geographic region. In 2015, Summit meetings were held in Bismarck, Grand Forks, Jamestown, Minot, and West Fargo, where discussions were held around the Aspen Report on re-envisioning public libraries, community engagement, open records and meetings law, and project management. In 2016, topics included working better with your board, complying with the North Dakota Library Coordinating Council’s standards for public libraries, and understanding personality types. In 2017, we will focus on hosting coding clubs in libraries and participating in the Hour of Code. This is part of our CodeDak initiative, which revolves around computer science and STEM programming. Representatives from 63 different institutions attended this biennium.

PUBLIC AWARENESS

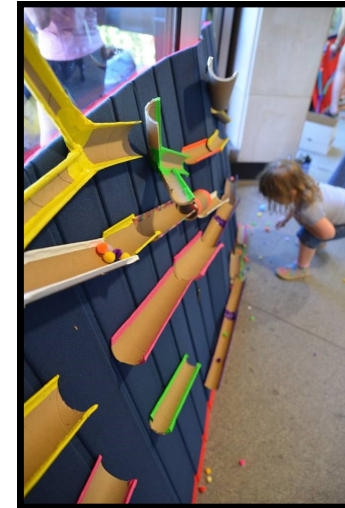
Promoting libraries and their services is a priority of the North Dakota State Library. The general focus of the Public Awareness Coordinator is to promote the services of the North Dakota State Library and all other libraries throughout North Dakota.

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 provided by the State Library. The Public Awareness Coordinator also manages the 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 services are available to all North Dakota librarians who request assistance in promoting library services and in developing websites for their libraries.

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

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 Library Association Conference, the North Dakota Health and Wellness Fair, and the North Dakota State Fair



The 2017 Summer Reading Kickoff theme was “Build a Better World!” Over 3,000 people attended the annual Bismarck/Mandan Summer Reading Celebration Day on the Capitol Grounds on June 2nd.



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

PUBLIC SERVICES

July 1, 2015—June 30, 2017

Subject Requests	5,912
Phone Calls	11,360
Visits to the Library	17,921
Items Mailed Out	28,033
Items Checked Out	48,973
Library Cards	11,547



The State Library had 17,921 patrons visit the library during the 2015-2017 biennium.

The North Dakota State Library provides 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 or have limited library services. The North Dakota State Library provides extensive reference and interlibrary loan services for North Dakota school and public 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 materials from the North Dakota State Library electronically via e-mail, statelib@nd.gov, 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 2015-2017 Biennium, the State Library Public Services Department sent out materials that helped answer 5,912 subject requests. As the main contact for library services, 11,360 telephone calls were received and placed and 6,191 e-mails were sent to patrons both in state and out of state.

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. The State Library's staff utilizes the Internet, Online Library Resources, their extensive library collection, and the expertise of the reference staff to fill the informational and recreational reading needs of the libraries, state employees, and citizens of North Dakota.

In addition, patrons can access all of our online library resources individually. These databases cover a variety of topics such as health and medical, academic research, educational resources, career preparation, personal enrichment, 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.

STATE AGENCY SERVICES

The State Library provides catalog access for seven state agencies (Game and Fish, Geological Survey, Legislative Council, Pembina County Historical Museum, Protection and Advocacy, Securities, and Water Commission). During this biennium the Health Equity Department and the Prevention Resource and Media Center withdrew their collection from the catalog in order to donate their materials. Near the end of 2016 the Legislative Council Library created a new collection composed of their storage materials, which include duplicate copies of materials in their main collection, all of which has been catalogued as of 2017. Also in 2017 the Paleontology Department of the Geological Survey approached the library to catalog their collection, comprising approximately 3,000 items, including books and academic journals. This long-term project is estimated to be completed within the 2017-2019 biennium.

Agency	Total Number of items as of June 30, 2017	Items added between July 1, 2015 and June 30, 2017
Game and Fish Department	8,486	37
Geological Survey	2,587	332
Legislative Council	8,538	676
Pembina County Historical Museum	2,294	429
Protection and Advocacy	443	4
Securities Department	821	250
Water Commission	12,271	155
Total	35,440	1,883

STATE DOCUMENT SERVICES

State Document Holdings as of June 30, 2017

Print Documents	42,041
Electronic Documents	12,723
Maps	3,469
Periodical Titles	3,732
Periodical Issues	130,766
Audiovisual Materials	1,924
Oral History Tapes	1,111



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

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 2,747 print titles were distributed to depository libraries during the 2015-2017 biennium. These publications are cataloged in the statewide ODIN catalog and in OCLC's WorldCat international library database. An additional 1748 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.

STATEWIDE CATALOG DEVELOPMENT DEPARTMENT

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 2020 (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 add more libraries to WorldCat so that Interlibrary Loan can be facilitated. Our ILL department can see which libraries own which titles in WorldCat and coordinate the lending and borrowing of library materials across the state. The libraries are allowed to choose their own circulation system for their in-house use. The most recent libraries to receive grants in November 2015 were: New England School Library and Valley City Barnes County Library.

During the 2015-2017 biennium, the following libraries were added to WorldCat and ODIN: Carnegie Regional Library (Grafton), Lakota City Library and McVille Community Library. The total number of titles for these projects was 45,498. The librarians are now using the 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 (12 visits were completed in this biennium). During the past two years, many of the libraries completed large weeding projects in order to get rid of aging and worn out materials. This department deleted a total of 59,114 titles in the last biennium. This is an important service because public libraries are required to weed a percentage of their titles every year in order to ensure an up-to-date collection and qualify for grants in the future.

Estimated number of titles owned by most recent grant recipients

New England School Library	11,600
Valley City Barnes County Library	40,600
Total	52,200

Number of titles cataloged

July 1, 2015 – June 30, 2016	52,111
July 1, 2016 – June 30, 2017	39,435
Total cataloged during biennium	91,546

Number of titles withdrawn

July 1, 2015 – June 30, 2016	30,264
July 1, 2016 – June 30, 2017	28,850
Total withdrawn during biennium	59,114



Statewide Cataloging staff



Larimore Elementary
School Library

The 54 libraries that this department currently serves are: Ashley School, 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), 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, New England School, North Dakota School for the Deaf (Devils Lake), North Dakota Youth Correctional Center (Mandan), Northwood City Center Library, Northwood School and Public Library, Oriska Elementary School, Page Elementary School, Pembina City-School Library, Stanley Public Library, Trinity High School (Dickinson), Valley City Barnes County Library, Velva School & Public Library, Walhalla Public School, Ward County Public Library (Minot and Kenmare) and the Wishek School/City Library. The Statewide Catalog Development Department cataloged titles for the above libraries into WorldCat and they are available to be searched 24 hours a day, 7 days a week, by accessing WorldCat. Many of the above libraries are also part of the ODIN consortium.

This department considers quality control an important part of providing the libraries with an accurate and complete catalog. In order to accomplish that, a variety of reports are run in the Aleph software so that any errors can be found and fixed. This ensures that patrons can effectively use the online catalog and find what they need.

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, DVDs, North Dakota materials, 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.

TALKING BOOKS

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 59 talking books by North Dakota authors or books requested by patrons. There are 566 books in the North Dakota collection. 121 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.

There are currently 141 individuals and 12 institutions using BARD in the state. North Dakota patrons have downloaded for BARD 707 Braille books and magazines and 14,644 books and magazines. As the biennium concluded, the North Dakota State Library's Talking Book service had 1,670 North Dakota citizens actively using the program.

Talking Books Statistics July 1, 2015 - June 30, 2017

Talking Book Titles	97,194
Circulating Copies	83,027
Talking Book Users	1,670
Items Loaned	107,202



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

TECHNICAL SERVICES

Items in the Collection as of June 2017

General Collection	83364
Reference Collection	1190
Large Print Books	7345
Videos & DVDs	1602
Audiobooks	830
North Dakota Resource File	6071



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

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 6,901 items during the 2015-2017 biennium for its general collection. In addition, 42 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. 1,458 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. This service has proven very popular and 802 copies were added this biennium.

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 1,730 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 2015-2017 biennium, 1,783 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. 1,068 documents and serial issues from the FDLP were added to the State Library's collection between July 2015 and June 2017.

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, e-mailed, and/or saved. Students can expect cited, reliable information and easy searching. In addition, citizens have free online access to professional tutors and can download e-books, e-magazines, e-audiobooks, and take online courses.

Art

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

Books and Literature

NoveList: Reading recommendation resource for all ages.

RBdigital: E-books and e-audiobooks available to all ND public library patrons.

Business

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

Continuing Education and Careers

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.

Magazines and Newspapers

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

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

Zinio (RBDigital Magazines): Access and download issues of over 150 popular full-color magazines.

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.

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.

Explora Secondary: Designed for students in grades 6-12, reliable content covers the major academic areas.

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.

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

Research in Context: Designed specifically 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.

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 interface 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 2015/2017 Biennium

LIBRARY VISION 2020

\$218,510 Awarded to 47 libraries for Collection Development, technology to provide access to information, and adding libraries to the statewide catalog.

RENOVATION AND REPAIR

\$230,856 Awarded to 15 Public Libraries for Renovation and Repair projects.

STATE AID TO PUBLIC LIBRARIES

\$1,958,346 State Aid to Public Libraries to expand library hours of service; purchase informational materials and books, which are shared through statewide interlibrary loan; and purchase equipment to provide access to information.

FEDERAL SCHOLARSHIP GRANTS TO ACQUIRE A MASTERS OF LIBRARY SCIENCE DEGREE

\$25,344 Awarded to 5 North Dakota librarians to assist them in acquiring Masters of Library Science degrees accredited by the American Library Association.

NORTH DAKOTA STATE LIBRARY

Expenditures and Revenues

2015-2017

Expenditures

Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures
Salaries and Wages	4,181,180	4,019,830	3,912,413
Operating Expenses	1,895,726	1,713,393	1,322,964
Grants	3,135,500	3,035,500	2,922,128
TOTAL	9,212,406	8,768,732	8,157,506

Revenues

General Fund	6,773,655	6,329,981	6,216,265
Federal Fund	2,346,899	2,346,899	1,872,635
Special Funds	91,852	91,852	23,247
TOTAL	9,212,406	8,768,732	8,157,506

PUBLICATIONS OF THE NORTH DAKOTA STATE LIBRARY

July 2015-June 2017

Biennial Report to the Governor July 2013 - June 30, 2015 - November 2015

Discovery Newsletter

Vol. 20, Issue 2 (Winter 2015)
Vol. 21, Issue 1 (Summer 2016)
Vol. 21, Issue 2 (Winter 2016)
Vol. 22, Issue 1 (Summer 2017)

Flickertale Newsletter

Vol. 45, No. 7 (July 2015)	Vol. 46, No. 7 (July 2016)
Vol. 45, No. 8 (August 2015)	Vol. 46, No. 8 (August 2016)
Vol. 45, No. 9 (September 2015)	Vol. 46, No. 9 (September 2016)
Vol. 45, No. 10 (October 2015)	Vol. 46, No. 10 (October 2016)
Vol. 45, No. 11 (November 2015)	Vol. 46, No. 11 (November 2016)
Vol. 45, No. 12 (December 2015)	Vol. 46, No. 12 (December 2016)
Vol. 46, No. 1 (January 2016)	Vol. 47, No. 1 (January 2017)
Vol. 46, No. 2 (February 2016)	Vol. 47, No. 2 (February 2017)
Vol. 46, No. 3 (March 2016)	Vol. 47, No. 3 (March 2017)
Vol. 46, No. 4 (April 2016)	Vol. 47, No. 4 (April 2017)
Vol. 46, No. 5 (May 2016)	Vol. 47, No. 5 (May 2017)
Vol. 46, No. 6 (June 2016)	Vol. 47, No. 6 (June 2017)

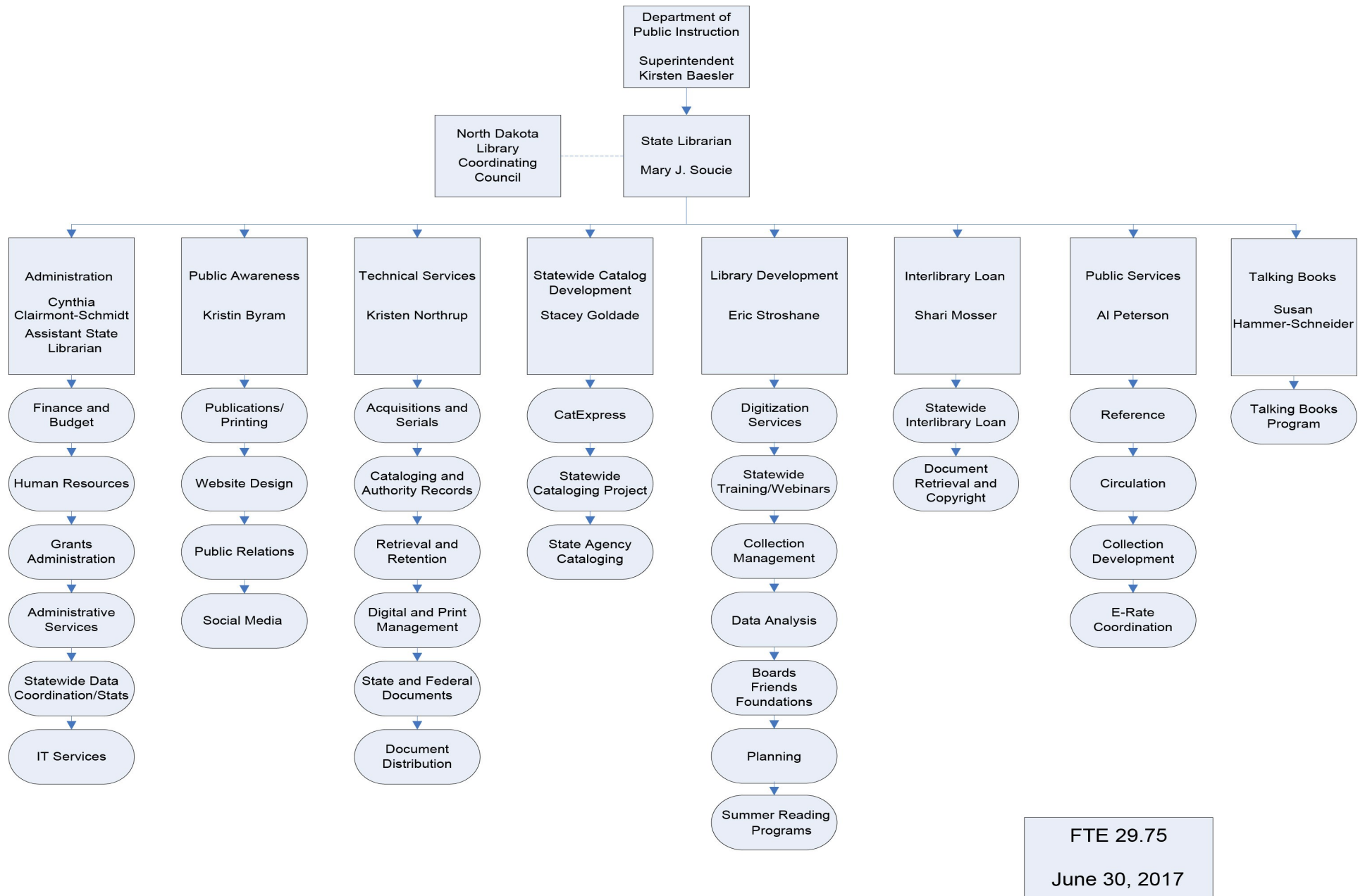
North Dakota Public Library Trustee Manual - July 2016

Services to State Agencies and State Employees - April 2016

Statewide Interlibrary Loan Manual - 2015

NORTH DAKOTA STATE LIBRARY ORGANIZATIONAL CHART

2017 FY



North Dakota State Library

Administration..... 701-328-2492
Information Requests..... 701-328-4622
 Toll Free 800-472-2104
Talking Books 701-328-1408
 Toll Free 800-892-8622

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.

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

STATE LIBRARY

North Dakota