

ND Coordinating Council meeting  
November 1 & 2, 2001  
Lecture Room A, Heritage Center  
Bismarck, ND

Thursday, November 1

Council members in attendance: Quincee Baker, Phyllis Bratton, Tom Bremer, Mickey Butz, Celeste Ertelt, Jerry Kaup, Joe Linnertz, LaDean Moen, Dennis Page, Lila Pedersen, and Rita Traynor.

Council members absent: Ilene Larson

Others in attendance: Cindy Larson, Assistant State Librarian; Doris Ott, Assistant State Librarian; and Sheryl Haldorson, recorder.

Meeting called to order by Chair Tom Bremer at 1:15.

Bremer announced that Council would be meeting at the State Library around 7:30 Thursday evening to continue the grant discussion. The agenda was then looked over.

Minutes of the May 3 & 4, 2001, meeting were looked over. Motion for approval of the May 3 & 4, 2001, minutes with a change made by Phyllis Bratton and 2<sup>nd</sup> by Jerry Kaup. Motion approved unanimously. Minutes for the June 11 & 12, 2001, meeting were looked at. LaDean Moen made a motion for the approval of the June 11 & 12 minutes and 2<sup>nd</sup> by Phyllis Bratton. Motion approved unanimously.

Chair's Report: Bremer felt that the presentation by Curt Wolf from ITD at NDLA was good. He stated that Council may want to develop more communication with the ITD office. He felt it would be a good idea to invite ITD to a Council meeting in the future.

State Librarian Report: Joe Linnertz began by saying the State Library is still looking for a State Librarian. He stated that the closing date was October 31, 2001, and he would be acting on the applications in the near future. Doris Ott gave an update on the ILL forum held at NDLA. She handed out the results from the forum to Council members. Bremer asked if any changes had been made in the handling of mail since September 11. Ott replied that the major change has been wearing rubber gloves while opening the mail. More discussion continued on this issue. Pedersen asked what would be done as a result of the survey. Ott replied she was looking for suggestions from Council. Baker asked why the survey was done. Ott stated this was something Council requested in a previous meeting. More discussion continued on the survey.

Grant review & discussion began. Larson reported that Council has \$250,000 of LV2004 money for 2 years to spend and \$100,000 per year of LSTA money, for a 2 year total of \$450,000. Bremer asked if the scholarship money had been taken out of this. Larson replied no and that \$20,000 needs to come out for this. Bremer also mentioned Council wanted to purchase public service announcements. Ott stated that Council was going to award 2 grant rounds soon, one for

September and then again in December. Page also stated Council wanted to do other things such as the PSA's, scholarships, distance education, and cataloging the records of Net library. Traynor asked how many scholarships would be funded. It was stated that there were 4 scholarships for \$5,000 each. Discussion continued on the PSA's and that TV stations are not required to air them anymore. Kaup reported that the Minot Public Library was able to get a nonprofit rate.

Chairman Bremer brought up the issue of using LSTA money to catalog the records of ODIN grant libraries. Kaup felt that the cost should be included in the grants. Linnertz stated that they were not which made it less confusing for the libraries and also for bookkeeping. It was decided that Council would add the amount to the grants at \$.12 per record. The money would go to the State Library for cataloging for the ODIN grant libraries. Bremer stated that Council has about \$196,500 to spend this grant round. Bremer stated that the money for FY2002 would be spent at this meeting and FY2003 would be spent in January. Discussion continued on the spending of the money. It was stated that Council should remain consistent in this grant round and also the next grant round. Moen asked if a grant is not funded this time, would it be carried over to the next grant round. Council agreed to allow grants not funded to be reconsidered in the next grant round.

A letter informing grant applicants that they would have the opportunity to schedule time on Thursday from 3:15-5:00 to present their grant and answer any questions was sent. The following people were there.

Edison Elementary School: Clarene Sandstrom from Edison Elementary gave an overview of the grant and answered questions that Council had for her.

Plaza Public School: Barb Sandstrom from Plaza School gave an overview of the grant and answered questions from the Council.

North Shore Public High School: Debra Youngs gave an overview of the grant and answered Council's questions.

Minot Catholic Schools & Sawyer Public School: Jerry Kaup from Minot Public Library answered questions from Council.

Fargo Public Library: Charles Pace gave an overview of the grant and answered questions. It was also mentioned the Fargo Public Library had applied for a computer lab from the Gates Foundation. Larson reported that the Gates lab consisted of 11 computers and a printer. Page asked about the timeline on the Gates grant. Larson replied they should know by January 2002. Ertelt asked if Fargo was the only one to apply & Larson responded yes. The State Library was unable to get space and the Bismarck Public Library also had an issue with not enough space.

Bremer reminded everyone on the plans for Thursday and to meet back at the State Library around 7:30. Meeting adjourned at 4:50 p.m.

Council continued grant review at the State Library Thursday evening.

Carrington Public School Library: Ott stated that the school is not the official public library, but they see the need to open services to public. Ott stated the school wants to extend their services to the public. Moen asked about printers being included. Bremer replied that Council has funded equipment differently in the past. Butz added that printers are more important due to the full-text databases. Linnertz stated that he felt prices for some computers seemed high. Moen mentioned that Council didn't fund barcodes in the past. Bremer stated that it would be hard to look back at how Council funded grants in the past, but Council needed to be consistent this grant round and the January grant round. Linnertz added that some places it would make more sense to help with the equipment. Bremer said that Council could fund the grant with equipment that was necessary to do the job.

There was a general consensus by the Council to stay consistent regarding pricing in this round and also in the next grant round. Equipment would be looked at carefully and determine if it is necessary to accomplish the work of the grant. A price would be set for equipment that would be awarded to the library (computer, scanner, network printer, small printer). These prices would be determined on Friday morning. Council would review the grants that evening and adjust prices Friday. Ott stated that she would like to see grants funded adequately rather than have half done projects.

Hillsboro Elementary School Library: Ott stated that this grant is inexpensive because the high school is already on ODIN. Ertelt stated that they didn't ask for any equipment. Bratton stated that there is no funding for databases. Ott replied that it is an elementary school and there is no cost. The cost is only for students in grades 9-12 beginning on July 1, 2002. Pedersen added there is no ODIN buy-in cost because the high school is already on.

Hope/Page: Pedersen questioned the need to lease a copier. Ertelt felt there had to be one in the school. Kaup asked if one could be purchased for less than leasing. Bratton mentioned there are 2 different places and only 1 scanner was requested. Larson stated they should have put 2 in the grant. The number of computers requested was also mentioned, but would be looked at later. Bratton also mentioned that barcodes were not included. Ott stated that they will need them. Larson said they would need \$500 for barcodes and \$300 for a scanner. Pedersen stated that Hillsboro didn't request barcodes. Butz replied Hillsboro probably has them on hand from the high school.

Napoleon High School: Bremer felt this was a straight forward grant. Bremer mentioned \$1500 would be okay price for a computer. Larson stated she would get the price from Todd for state bid.

Velva School & Public Library: Ertelt mentioned the renting of a photocopier machine. The request for funding of computers and miscellaneous items was also mentioned along with the price for a scanner.

Mandan Public School Library: A question was asked on the conversion price. It should be \$34,000 instead of what was listed. Questions were asked on the patron workstations, scanners,

and also connectivity and wiring. Questions were also asked on the current records as to being available on computer disk or a paper list. It was stated that if the cost is less, the money gets returned.

West Fargo Public Library: Ott stated this library has a lot of material. Bratton stated this would be a nice library to have on. Ott also mentioned they are looking into a new building. Bremer stated that the library needed help, and that Fargo had all of the property for mill levy.

Council adjourned at 9:30 and agreed to begin at 8:30 on Friday morning.

Friday, November 2, 2001

Council members in attendance: Quincee Baker, Phyllis Bratton, Tom Bremer, Mickey Butz, Celeste Ertelt, Jerry Kaup, Joe Linnertz, LaDean Moen, Dennis Page, Lila Pedersen, and Rita Traynor.

Council members absent: Ilene Larson

Others in attendance: Cindy Larson, Assistant State Librarian; Doris Ott, Assistant State Librarian; and Sheryl Haldorson, recorder.

Meeting called to order by Chair Tom Bremer at 8:40.

The meeting continued with grant review. Bremer asked if there were any grants that Council would like to eliminate right away. He stated there was about \$452,000 in requests and about \$195,000 to spend. Larson replied that Council could look at the grants they wanted to fund this round and the rest could be held over until the next round in January. Ott felt that there were some important things to look at when funding the grants including what the collection had to offer, ability to be searched easily, ILL requests and being able to track them, and also which places would likely be around in ten years. Ott felt there were 5 grants that best meet these needs: Carrington, Hillsboro, Mandan, Velva, and West Fargo. Bremer asked if there were any other suggestions from other Council members. Moen asked if Bishop Ryan could be considered separate from the 2 elementary schools in the grant application. Kaup said Bishop Ryan could be done separately. Bremer stated that with the above 6 grants, the total came to about \$243,000. Butz felt that Council could get the set prices for some of the items, break up into separate groups to adjust the grants, and then see where Council is with the available money. Page felt each grant should be voted on. Bremer also felt each grant should be gone through.

Carrington Public School: Council decided to keep in consideration.

Edison Elementary School: Pedersen stated she would like to see the grant stay in without the Ibooks. Linnertz stated they could be told to come back and try again the next round without the Ibooks. Bremer felt that modifications could be made later and Council should vote whether or not to keep this grant in consideration. Majority of Council voted to eliminate the grant from this round.

Hillsboro Public School: Council decided to keep in consideration.

Hope/Page Cooperative School Districts: Council decided to eliminate the grant from this round.

Mandan Public Schools: Majority of Council voted to keep in consideration.

Minot Catholic Schools: Page stated he would like to see Bishop Ryan kept in consideration. Majority of Council voted to keep the high school in consideration, and eliminate the two elementary Catholic schools from this round.

Napoleon High School: Majority of Council voted to keep in consideration.

North Shore Public High School: Majority of Council voted to eliminate the grant from this round.

Plaza Public School: Council decided to eliminate the grant from this round.

Sawyer Public School: Council decided to eliminate the grant from this round. Jerry Kaup abstained from the vote.

Velva School & Public: Majority of Council voted to keep the grant in consideration.

West Fargo Public Library: Council decided to keep the grant in consideration.

Fargo Public Library: It was discussed that this was a different type of grant. Kaup also mentioned Council could wait until the next round to see what happens with Gates. Traynor felt the grant involved a lot of furniture. Page felt Council should also wait. Majority of Council voted to eliminate the grant from this round.

Bremer reminded Council that they need to remain consistent with this grant round and also the next round in January. Council would only purchase equipment that was necessary for the grant, set prices for certain areas, would not purchase furniture, and would view public computers case by case. The following prices were set: computers \$1400, scanner \$300, Network printer \$1600, and a small printer \$500. Wages for staff would be consistent at \$.22/record which is based on \$6.00/hr. Bremer felt Council could work on the grants together with only 7 grants in consideration for this round. Council began working on the grants and adjusting them with the above amounts.

Carrington Public School - Awarded \$20,100 (Retrospective conversion \$7400; ODIN modules \$1031; Training \$211; Software \$135; Manuals \$23; OCLC cost \$46; OCLC profile fee \$104; Staff \$4070; Computers \$2800, 1 for each location; Scanners \$600, 1 for each location; Printers \$1000, 2 printers \$500 each; Barcodes \$460; Cataloging costs \$2220)

Hillsboro Public School - Awarded \$7518 (Training by ODIN staff \$204; Software, DEPCON \$135; OCLC retrospective conversion \$3800; OCLC profiling fee \$104; Staffing \$2068; OCLC updates \$79; Cataloging costs \$1128)

Mandan Public Schools - Awarded \$80,237 (OCLC license fee \$3033; OCLC profile fee \$104; OCLC retrospective conversion \$34,000; Staff \$18,700; Barcodes \$2300; Computers \$9800, 1 for each location; Scanners \$2100, 1 for each location; Cataloging costs \$10,200)

Minot Catholic Schools - Page wanted to look at Bishop Ryan and wait with the elementary schools. Kaup said he would look into the searching by author & title. Questions were also asked on how to track ILL requests. Ertelt stated that Council can not fund everything that is ODIN based. Bremer stated that Council should continue with looking at the grants. Kaup stated that he would abstain from this grant. Ertelt felt that Bishop Ryan had a nice collection.

Kaup added that he would look into some of the concerns about searching and also tracking ILL requests. Majority of Council wanted to proceed working on this grant.

Bishop Ryan was awarded \$13,710 (Computers \$1400; Zip drive \$120; APC Backup \$150; Spectrum Cir/Cat \$5500; Retrospective Conversion \$3025; Union catalog buy in \$1300; Printer \$500; Scanner \$300; Materials barcodes \$385; Student barcodes \$30; Labor for barcodes \$1000)

Napolean High School - Awarded \$5592 (ODIN training \$284; Software by DEPCON \$135; ODIN operating cost \$1031; OCLC retrospective conversion \$1200; OCLC profile fee \$104; OCLC updates \$26; Staff \$660; Item barcodes \$69; Patron barcodes \$23; Computer \$1400; Scanner \$300; Cataloging cost \$360)

Velva School & Public - Awarded \$34,601 (ODIN license \$1769; OCLC profile fee \$104; Retrospective conversion \$14,000; Scanners \$600, 1 for each location; Barcodes \$828; Network printer \$1600 instead of copy machine; Staffing \$7700; Computers \$2800, 1 for each location; printer \$1000, 1 for each location; Cataloging cost \$4,200)

West Fargo Public Library - Awarded \$67,201.40 (Retrospective conversion \$28,000; Staff \$15,400; OCLC profile fee \$104; ODIN license fee \$6537.40; Computers \$5600, 1 for cataloging, 1 for circulation, 1 for reference desk & 1 for public; Scanners \$600; Printer \$500; Patron barcodes \$460; Regular barcodes \$1600; Cataloging cost \$8400)

Bremer stated that the above grants total \$228,959.40. LaDean Moen made a motion to fund the grants as discussed. Dennis Page 2<sup>nd</sup> the motion. Traynor asked about the grants that weren't funded. Bremer said they would be considered in January. Pedersen asked if Council was going to critique the grants or if a reason would be given. Larson stated that a letter could be sent saying that the grant was not funded in the first round and will carry over to the next grant round along with any new applications. Bremer felt that would be the right way to do it. Pedersen also had a concern about the equipment staying in the library and was wondering if a stipulation could be put in the letter. Council decided that a stipulation stating the equipment purchased must remain in the library for the life of the equipment could be put in the letter sent out. Motion was unanimously passed to fund the grants at the above amounts. Ott asked if Council wanted any other changes/stipulations in the letter. Council did not have any.

Council took a break and came back to discuss LV 2004 and other meetings statewide. Bremer mentioned that in the conference call in September, Council decided that they needed to start having meetings/forums across the state. He also mentioned that Council needs to work on LV 2004 and due to the budget, it should be completed by June 2002. Larson stated that the budget needs to be at OMB by July 15, but June 30 would be more practical. Page mentioned that this is also the same timeframe that ODIN has. Discussion continued on what Council needs to do with LV2004. Bremer felt there were some things that could come out and others that could be combined. Butz asked if it was Council's job to rewrite LV2004. Bremer replied yes. Kaup said he would work on priority 4 & 5. Butz stated that there would be pressure for time. Bremer mentioned that Council wouldn't have to have LV2004 rewritten, just adjust the budget by July. It was decided that Council members would contact their constituents and inform them that Council is planning to rewrite LV2004. Council members are to ask for their feedback and

also tell them Council will be holding forums. Traynor asked who would be invited to the forums. Bremer replied they would be open to anyone. Ott stated that some structure would be needed including publicity, time of day, month. It was decided that the forums would be held across the state in three different locations. The agenda would include Council reporting on what it has accomplished and then divide up into groups to discuss future plans. After this they would come together to arrive at a consensus on future goals.

Ott stated that the same budget could be put in and that would allow Council to think about the goals and focus on what needs to be done instead of rushing through it. Larson also mentioned that the constituents are not just libraries, but also the citizens of North Dakota, students, professors, and faculty. Page stated that rewriting LV 2004 doesn't have to be linked together with the legislative session. Linnertz asked if a 3<sup>rd</sup> party could be used. Bremer felt that Council could look at what other state's are doing and borrow from them. Council continued to discuss different ideas. Kaup stated that he felt the forums were a good idea. Ott stated that Council could meet to discuss the structure of the forms in March or April and hold the forums over the summer. Bratton asked if Council could do something similar to South Dakota's summer library training. Page also mentioned that if an area isn't getting enough support, Council could change the priority on how the grant is made. Traynor also mentioned that the new State Librarian may have a few ideas. Bremer stated that Council would meet in January to award the grants and further discuss the forums. Ott asked if Council wants to meet before having the forums to get a general idea of the structure.

The next council meeting was set for January 14 & 15 in Jamestown to discuss and award grants. January 28 & 29 were selected as alternative dates. Council will meet on February 21 & 22 to discuss the forums themselves and also continue LV 2004 discussion. Forums were tentatively scheduled in April, May, and October.

Meeting adjourned at 12:35 p.m.



**LV2004/LSTA GRANTS  
2002  
AWARDED 11/2/01**

<b>LIBRARY</b>	<b>REQUESTED</b>	<b>FUNDED</b>
Carrington Public School	\$22,708.95	\$17,880 With Cataloging: \$20,100
Edison Elementary School	\$30,007	Held over for 2 <sup>nd</sup> round
Fargo Public Library Computer Training Center	\$35,362	Held over for 2 <sup>nd</sup> round
Hillsboro Public School	\$6390	\$6390 With Cataloging: \$7518
Hope Page Cooperative School Districts	\$29,141	Held over for 2 <sup>nd</sup> round
Mandan Public Schools	\$88,708	\$70,037 With Cataloging: \$80,237
Minot Catholic Schools (Bishop Ryan funded only)	\$48,425	Bishop Ryan: \$13,710
Napoleon High School	\$5932	\$5232 With Cataloging: \$5592
North Shore Public High School	\$6852	Held over for 2 <sup>nd</sup> round
Plaza Public School	\$29,107	Held over for 2 <sup>nd</sup> round
Sawyer Public School	\$17,970	Held over for 2 <sup>nd</sup> round
Velva School & Public	\$36,266	\$30,401 With Cataloging: \$34,601
West Fargo Public Library	\$63,601.40	\$58,801 With Cataloging: \$67,201.40
<b>Total:</b>	\$420,470.35	\$202,451 With Cataloging: \$228,959.40