

2011 SENATE APPROPRIATIONS

SB 2272

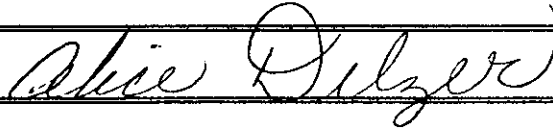
2011 SENATE STANDING COMMITTEE MINUTES

Senate Appropriations Committee
Harvest Room, State Capitol

SB 2272
January 26, 2011
Job 13416

☐ Conference Committee

Committee Clerk Signature



Explanation or reason for introduction of bill/resolution:

An Appropriation relating to the North Dakota cultural heritage initiative

Minutes:

See attached testimony

Chairman Holmberg called the committee back to order on Wednesday, January 26, 2011 at 9:00 am in reference to SB 2272. All committee members were present except V. Chair Bowman. Becky J. Keller, Legislative Council and Joe Morrisette, OMB were also present.

Senator Triplett, District 17, Grand Forks: introduced SB 2272 and testified in favor of SB 2272 Testimony attached # 1 Proposed Amendments to SB 2272. She explained the reasons for the amendment and the corrections to the Bill that this amendment would make. She stated there is a federal grant along with the state of South Dakota that they have applied for. In the event that the federal grant does not come through, this Bill would provide appropriation to continue the collection conversion, (the Amendment changes this to Preservation Activities) We say to the State Historical Society good for coming up with this project, good for you for filing for federal grant, if you don't get the federal grant this is a really important project and we would like to support it at the state level. My primary witness here today is Ann Jenks who is going to tell you more about the project in detail. (Meter 5.40)

Senator Wardner: Whatever they get for the grant, if it less, then they can go to the state for the remainder, is that correct? He was told yes.

Ann Jenks, State Archivist, State Historical Society testified in favor of SB 2272 Testimony attached # 2. Requesting funds for a grant concerning the current state of North Dakota's preservation activities and efforts. She submitted and read the written Testimony #3, Mark Ryan, Director of collections and Operations at the Plains Art Museum in Fargo ND in support of SB 2272. In our planning grant we went around to 8 towns across the state and took surveys of all the participants and then we gave them instructions on environmental care and collections care and overwhelmingly these people are saying they need training opportunities but we don't have the budget or the resources to go to Minneapolis or Denver, we need it to be brought to us, and we need someone to tell us what to do concerning these archives. That is what this grant will do.

Senator Robinson had questions regarding the small communities and how the state can help them. Can some of those collections be donated to the state and then what do you do with them?

Ann Jenks: We've had the cultural heritage grants from the legislature, we meet in the State Historical building and go over these and by and large these are requests for repairing the roofs of buildings or doing something with their infrastructure to protect the collections within so they can apply for those grants and then this project would be more how to take care of things inside the building and to create policies to make sure that they are well cared for and made available to the public. There are other federal grants they can apply for.

Senator Robinson had questions concerning the feasibility issues and sustaining the operation for too much longer. Is there ever a time that you folks as professional encourage them to look at other options?

Ann Jenks: We don't approve a grant from someone to put a new roof on if the walls are crumbling. If the building is not worth saving, we won't give money for it. It also depends on the group and community, how dedicated they are to that cultural institution and if they have buy in in the community to follow through. She then continued her testimony. (Meter 14.59) She also provided Testimony attached # 4, Collection Conversations Report.

Merle Paaverud, Director of State Historical Society testified in favor of SB 2272. He thanked Senator Triplett for identifying this as an important matter. He stated they are hopeful that the federal grant will be granted. He thanked the Senators for all the support they have given. Part of our mission is to offer services to those little communities out there that are trying to hold on to their heritage, trying to tell that local story, then regional and then we try to tell the state story. We want the local community to see the state is behind them. He thanked the Legislature for giving the opportunity for having the cultural heritage grant program, which is tremendous. He stated this grant is a match grant, one for one, automatically it doubles it's value.

Senator Warner made comments regarding the importance of knowing how to preserve these valuable archives. He commented that training the people in how to do this is vital.

Merle Paaverud stated we need to consider the baby boomers and how they can get involved regarding collection of valuable archives. We are trying to do our small part to encourage that.

Chairman Holmberg closed the hearing on SB 2272.

2011 SENATE STANDING COMMITTEE MINUTES

Senate Appropriations Committee Harvest Room, State Capitol

SB 2272
February 9, 2011
Job # 14253 (Meter 10:40)

☐ Conference Committee

Committee Clerk Signature



Explanation or reason for introduction of bill/resolution:

This is the committee vote on SB 2272 – ND Cultural Heritage Initiative.

Minutes:

Chairman Holmberg brought up SB 2272 and said that he understands the amendments were not attached. The subcommittee is **Senator Krebsbach** and **Senator Erbele**. They looked at it and said not to go ahead.

Senator Krebsbach: I would suggest that we do consider those amendments and act on them before we pass the bill out. I too am concerned about what happens beyond the borders of what happens in Bismarck and throughout the state. I felt quite comfortable in the fact that Mr. Paaverud felt quite confident that this was going to be taken care of. The purpose of the amendment was the fact that it's a joint grant between ND and SD, therefore, only half of what was being requested was needed.

Senator Erbele Motion will be for Do Not Pass. We met with director of SHS and feels confident that federal monies will be coming in. He wasn't really asking for these monies. These were contingent monies in case federal didn't come thru. He had other requests that were higher with this project.

Senator Erbele moved Do Not Pass on SB 2272.
Senator Wanzek seconded.

Senator Krebsbach said they should consider the amendments and act on them first.

Senator Erbele retracted his motion.

Vote 1-
Senator Krebsbach moved amendment 11.0704.01001 (attachment #1)
Senator Wardner seconded.

A Roll Call vote was taken. Yea: 13 Nay: 0 Absent: 0

Vote 2-

**Senator Erbele moved Do Not Pass SB 2272
Senator Bowman seconded.**

A Roll Call vote was taken. Yea: 10 Nay: 3 Absent: 0

Senator Erbele will carry the bill.

January 25, 2011

PROPOSED AMENDMENTS TO SENATE BILL NO. 2272

Page 1, line 5, replace "\$237,703" with "\$118,639"

Page 1, line 7, replace "conversion" with "preservation activities"

Page 1, line 10, replace "\$250,000" with "\$125,000"

Page 1, line 12, replace "conversion" with "preservation activities"

Renumber accordingly

Date: 2-9-11
Roll Call Vote # 1

2011 SENATE STANDING COMMITTEE ROLL CALL VOTES
BILL/RESOLUTION NO. 2272

Senate Appropriations Committee

☐ Check here for Conference Committee

Legislative Council Amendment Number 11.0704.01001

Action Taken: ☒ Do Pass ☐ Do Not Pass ☐ Amended ☒ Adopt Amendment
☐ Rerefer to Appropriations ☐ Reconsider

Motion Made By Sen Krebsbach Seconded By Sen Wardner

Senators	Yes	No	Senators	Yes	No
Chairman Holmberg	✓		Senator Warner	✓	
Senator Bowman	✓		Senator O'Connell	✓	
Senator Grindberg	✓		Senator Robinson	✓	✗
Senator Christmann	✓				
Senator Wardner	✓				
Senator Kilzer	✓				
Senator Fischer	✓				
Senator Krebsbach	✓				
Senator Erbele	✓				
Senator Wanzek	✓				

Total (Yes) 13 No 0

Absent 0

Floor Assignment _____

If the vote is on an amendment, briefly indicate intent:

Date: 2-9-11
Roll Call Vote # 2

2011 SENATE STANDING COMMITTEE ROLL CALL VOTES
BILL/RESOLUTION NO. 2272

Senate Appropriations Committee

☐ Check here for Conference Committee

Legislative Council Amendment Number _____

Action Taken: ☐ Do Pass ☒ Do Not Pass ☐ Amended ☐ Adopt Amendment
☐ Rerefer to Appropriations ☐ Reconsider

Motion Made By Erbele Seconded By Bowman

Senators	Yes	No	Senators	Yes	No
Chairman Holmberg	✓		Senator Warner		✓
Senator Bowman	✓		Senator O'Connell		✓
Senator Grindberg	✓		Senator Robinson		✓
Senator Christmann	✓				
Senator Wardner	✓				
Senator Kilzer	✓				
Senator Fischer	✓				
Senator Krebsbach	✓				
Senator Erbele	✓				
Senator Wanzek	✓				

Total (Yes) 10 No 3

Absent 0

Floor Assignment Sen Erbele

If the vote is on an amendment, briefly indicate intent:

REPORT OF STANDING COMMITTEE

SB 2272: Appropriations Committee (Sen. Holmberg, Chairman) recommends **AMENDMENTS AS FOLLOWS** and when so amended, recommends **DO NOT PASS** (10 YEAS, 3 NAYS, 0 ABSENT AND NOT VOTING). SB 2272 was placed on the Sixth order on the calendar.

Page 1, line 5, replace "\$237,703" with "\$118,639"

Page 1, line 7, replace "conversion" with "preservation activities"

Page 1, line 10, replace "\$250,000" with "\$125,000"

Page 1, line 12, replace "conversion" with "preservation activities"

Renumber accordingly

2011 TESTIMONY

SB 2272

Senate Appropriations Committee
January 26, 2011

Testimony by Ann Jenks, State Archivist
State Historical Society of North Dakota

Chairman Holmberg and members of the Senate Appropriations Committee, my name is Ann Jenks and I am the Director of the State Archives for the State Historical Society of North Dakota. I am here today to present testimony on SB 2272.

The Explanation:

In 2008 with a planning grant from the Institute of Museum and Library Services, the North Dakota Cultural Heritage Initiative undertook a project to determine the current state of North Dakota's preservation activities and efforts. One hundred and sixty five individuals from 100 museums, libraries and archives participated in a series of eight regional meetings to document the condition of North Dakota's collections and to determine priority needs.

The Plains Art Museum, the North Dakota Library Association and the State Historical Society recently submitted an implementation grant application to IMLS in partnership with South Dakota to address priority needs identified in surveys conducted in both states planning grants. IMLS is currently operating on continuing resolution until March 4, but if their budget is finalized they plan to announce grant awards March 29. This bill was written to allow the North Dakota portion of the project to continue should IMLS be unable to fund it.

The project would run from April 2011 through March 2013.

Year One:

A professional conservator will conduct collections assessments at six selected host sites across the state. The Conservator will submit a report to each institution with clear guidelines for next steps to improve collections conditions. The conservator will conduct collections care workshops all museum, library and archive staff in the region of the six host communities focusing on collection inventories, environmental monitoring, storage conditions, security, and development of collections care policies and procedures. A mutual aid network will be developed consisting of a calling tree, memoranda of understanding between participating institutions, and a list serve including local emergency managers, museums, libraries and archives.

Year Two:

Two sets of workshops will be held at four sites around the state. In the first series of workshops the Conservator will make participants familiar with key elements in a disaster preparedness and response plan and will work with organizations to create their own plan. After three months the four groups will meet again with completed plans, will review the plans, and work on techniques in collection recovery.

Senate Appropriations Committee
January 26, 2011

Testimony by Mark Ryan, Director of Collections & Operations
Plains Art Museum, Fargo, ND

Chairman Holmberg and members of the Senate Appropriations Committee, my name is Mark Ryan and I am the Director of Collections & Operations at the Plains Art Museum in Fargo, ND. Unfortunately I am not able to be present today, but am pleased to have the opportunity to present testimony in support of SB 2272.

The Explanation:

As Ann Jenks noted, the submitted IMLS Implementation Grant, if funded, will provide core and essential resources and training opportunities for the large number of museums, libraries and archives across our state. In addition to the training and resources that would be made available, a tangible forum to foster a networked group of museum, library and archive staff and volunteers statewide would be established – thereby serving to pull cultural institutions across the state together for continued dialog, information exchange and direct assistance.

Surveys conducted in 2009 demonstrated a critical lack of resources and training opportunities needed to properly care for North Dakota's cultural heritage. The vast majority of cultural organizations that hold collections in trust for North Dakotans across our great state are run by very small, yet dedicated staff – often completely volunteer. As such they are underequipped and under-trained to deal with the large volume of material they are stewards for.

Our earlier IMLS funded initiative, entitled the North Dakota Cultural Heritage Initiative, identified key areas that cultural organizations across the state identified as priority issues – including basic collections care training and emergency/disaster preparedness specific to collecting institutions.

Making these key resources available to collections stewards statewide would serve to address and alleviate the chronic conditions facing these collections including poor storage conditions, lack of environmental controls, and an overall lack of intellectual and physical control of collections that are undermining efforts to care for North Dakota's collective cultural heritage.

This concludes my testimony. Thank you for the opportunity to present my testimony in support of this bill. I would be happy to answer any questions you may have.

Collection Conversations Report:

NORTH DAKOTA'S Heritage at Risk

A Project of the North Dakota Cultural Heritage Initiative

Made possible with support from the Institute of Museum and Library Services

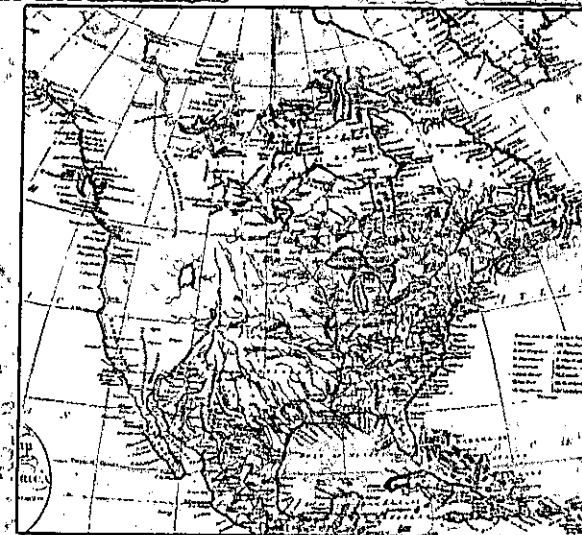
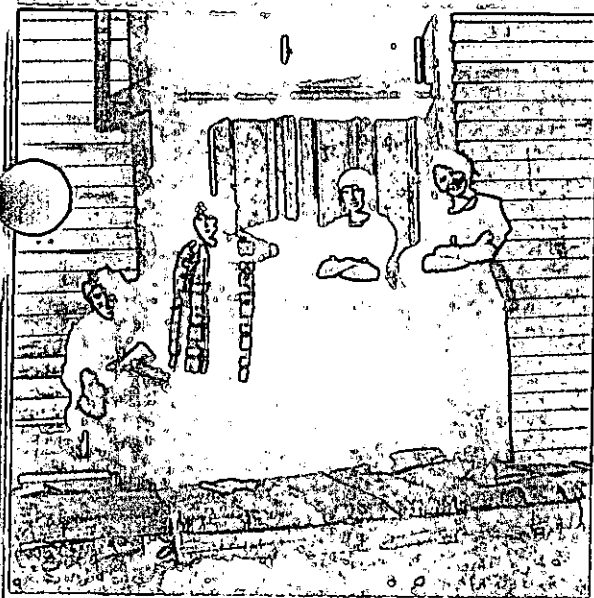


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This 2010 North Dakota Collection Conversations report was prepared by the North Dakota Cultural Heritage Initiative project coordinators.

The purpose of the report is to:

- Present the current condition of North Dakota's museum, library and archive collections.
- Summarize the greatest preservation needs of the state's collections and what type of assistance would be of most value to those charged with caring for collections.
- Prioritize the preservation needs of North Dakota's collections to safeguard them for future generations.
- Mobilize stakeholders to take action and increase resources for the preservation efforts of the state's museum, library and archive collections.

Collection Conversations participants included museum, library and archive professionals and volunteers representing a diverse range of institutions – from community and regional organizations to university and state collections – as well as state and local elected officials and interested citizens.

Acknowledgements

The 2009 North Dakota Collection Conversations, a project of the North Dakota Cultural Heritage Initiative (NDCHI), was made possible by the collaborative efforts of individuals and organizations committed to preserving North Dakota's collective heritage. Those who contributed their time, talent and/or resources, include:

North Dakota Cultural Heritage Initiative (NDCHI) Project Partners –

Representatives from the following project partners served on the NDCHI Advisory Board and guided the Collection Conversations planning process:

- Dickinson State University
- Fort Union Trading Post National Historic Site
- Knife River Indian Villages National Historic Site
- Museums in North Dakota
- North Dakota Art Gallery Association
- North Dakota Library Association
- North Dakota State University Institute for Regional Studies
- Plains Art Museum
- State Historical Society of North Dakota
- West Fargo Public Library

Museums in North Dakota (MiND) – The MiND served as the project's fiscal agent.

Institute of Museum and Library Services (IMLS) – The IMLS funded the project through a Connecting to Collections statewide planning grant. The IMLS is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. Its mission is to create strong libraries and museums that connect people to information and ideas. The NDCHI survey was based on the Heritage Health Index survey conducted by IMLS and Heritage Preservation and on similar statewide surveys in Minnesota and South Dakota.

Local Ambassadors – Museum, library and archive professionals and volunteers from across the state volunteered their time to coordinate facilities and marketing efforts for the eight regional Collection Conversations meetings (see Appendix A).

Trainers – Trainers developed a collections resource packet for meeting participants and prepared and presented information about assigning responsibility for collections care, developing an emergency plan, providing safe conditions for collections, and raising public awareness and marshalling support for collections at the regional meetings (see Appendix A).

Coordinators/Facilitator – Project coordinators Ann Jenks, State Historical Society of North Dakota (SHSND) state archivist, Jenny Yearous, SHSND curator of collections, and Mark Ryan, Plains Art Museum director of collections and operations, oversaw all aspects of the planning process. Dana Schaar of Clearwater Communications served as the project facilitator.

Participants – Last, but certainly not least, thanks are extended to the museum, library and archive professionals and volunteers and other interested individuals who participated in the regional meetings and completed the surveys, offering their expertise and insights for the betterment of North Dakota's collections. One hundred sixty-five participants from 100 institutions came together to identify the preservation challenges facing the state's museum, library and archive collections (see Appendix B). This involvement and demonstrated commitment from the grassroots level is an indication of the genuine interest in strengthening the preservation efforts of North Dakota's collective heritage now and in the future.

Executive Summary

Collections are an essential part of preserving North Dakota's rich and unique heritage. However, the items that tell the state's story – held in trust by museums, libraries and archives – are not indestructible. Museums, libraries and archives face losing their collections for good because of a lack of resources and everyday threats like exposure to light, high or fluctuating temperatures, and pest infestation. The 2005 Heritage Health Index, the most comprehensive national collections-based survey ever undertaken, reported the nation's collections were at great risk. Concerned about the state's collections and with support from the Institute of Museum and Library Services' Connecting to Collections initiative, the North Dakota Cultural Heritage Initiative (NDCHI) implemented a Collection Conversations project in 2008 to determine the current state of North Dakota's collection preservation activities and efforts.

One hundred sixty-five individuals from 100 institutions participated in a series of eight regional meetings to document the condition of North Dakota's collections and determine the priority preservation needs. Results from participant surveys reveal the significant threats faced by North Dakota's museums, libraries and archives and are consistent with those identified in the national Heritage Health Index report.

Of the North Dakota institutions surveyed,

- 91% are concerned about the safety and condition of collections.
- Only 41% have fully documented collections.
- 77% do not have a current long-range preservation plan.
- Only 40% have a complete up-to-date survey of general collection conditions.
- 88% do not have a current emergency plan that includes collections.
- 67% do not have enough storage space for collections.
- 61% have no funds allocated specifically for collections care.

The needs of North Dakota's collections were assessed in two areas: institutional needs and outside assistance and training needs. The five most significant needs in each area are identified below in priority order:

Institutional needs:

1. Prioritized long-range preservation plans
2. Staff training
3. Emergency/disaster plans
4. Planning surveys/collection assessments
5. Finding aids/collection cataloging

Outside assistance and training needs:

1. Collections care workshops
2. Preparing prioritized long-range preservation plans
3. Conducting general needs assessments or condition surveys
4. Emergency response staff training
5. Preparing emergency/disaster plans

Based on the survey findings, North Dakota's priority needs for collections care are:

- Resource development (funding and staffing)
- Preservation plans
- Collections care workshops
- General needs assessments
- Emergency planning and response

The NDCHI will continue to work to safeguard North Dakota's collections and preserve the rich heritage of the state. To learn how you can get involved in the NDCHI network, contact project coordinators Ann Jenks (ajenks@nd.gov or 701-328-2090), Mark Ryan (mryan@plainsart.org or 701-232-3821 ext. 104) or Jenny Yearous (jyearous@nd.gov or 701-328-2666).

North Dakota's Collective Heritage

Collections – the objects, documents, books and photographs found in the state's museums, libraries and archives and in private homes – are essential to telling North Dakota's story. Collections reflect the state's unique history, heritage and culture through tangible objects not found in other institutions in the United States and around the world. North Dakota's museums, libraries and archives work to preserve and make these collections accessible through exhibitions and research opportunities now and for future generations.

In 2005, the most comprehensive national collections-based survey ever undertaken, entitled the Heritage Health Index, found the nation's collections were at great risk. Of the 4.8 billion artifacts held in public trust by museums, libraries and archives, nearly 190 million objects were in immediate danger and in need of care. Museums, libraries and archives face losing their collections for good because of a lack of resources and everyday threats like exposure to light, high or fluctuating temperatures, and pest infestation. Once collections are lost, they are lost forever.

Purpose

In 2008, 10 North Dakota institutions established the North Dakota Cultural Heritage Initiative (NDCHI) to determine the current state of efforts to safeguard North Dakota's collections and what can be done to ensure their future security. With a Connecting to Collections grant from the Institute of Museum and Library Services (IMLS), the NDCHI developed its Collection Conversations project to both document the condition of North Dakota's collections and determine the priority preservation needs.

Regional Meetings

The 2009 Collection Conversations regional meetings were a qualified success with attendance by 165 people, including state and local elected officials, interested citizens and museum, library and archive professionals and volunteers representing community, regional, university and state collections. The eight meetings were held in October in the following locations:

- Dickinson – October 12
- Williston – October 13
- Bismarck – October 15
- Minot – October 16
- Devils Lake – October 19
- Grand Forks – October 20
- Fargo – October 21
- Jamestown – October 22

During the meetings, stakeholders discussed safe conditions for collections, emergency planning, responsibility for collections care, and public awareness and support for collections and completed a collections survey.

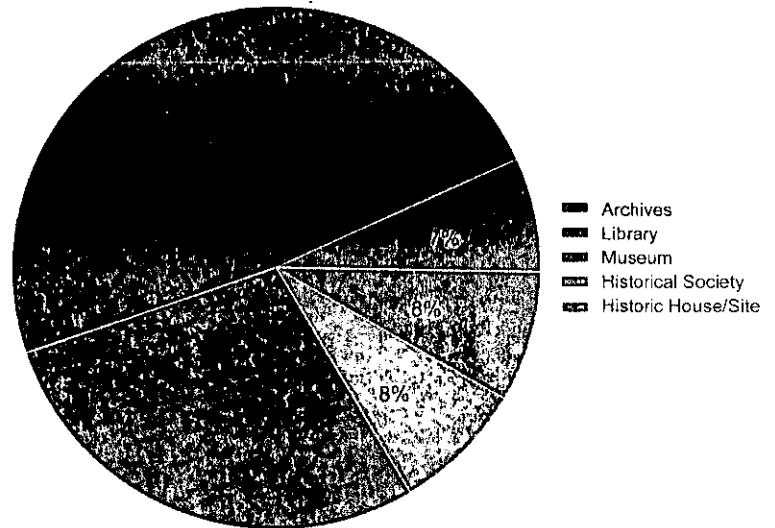
Surveys

Regional meeting participants completed a survey consisting of seven segments designed to determine the current condition of North Dakota's collections as well as priority needs for collections preservation and training. The survey segments included institutional background, assigning responsibility for collections care, developing an emergency plan, providing safe conditions for collections, raising public awareness and marshalling support for collections, institutional needs and training needs.

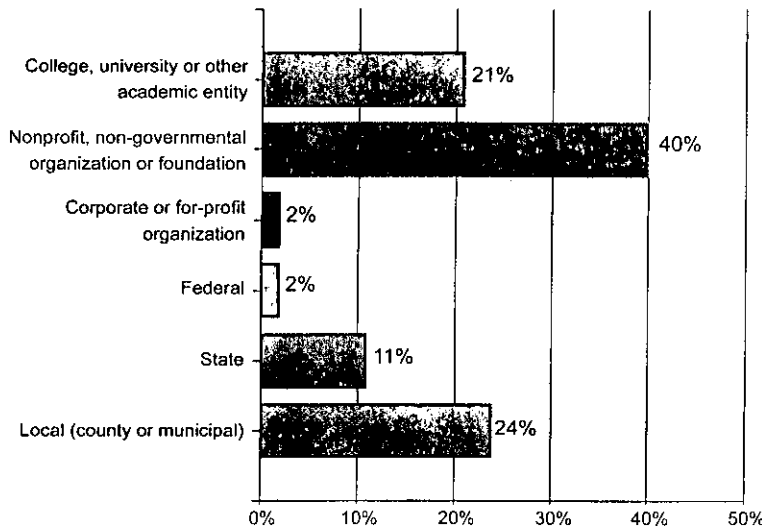
Institutional Demographics

The number of surveys completed was 100. Museums, combined with historic houses/sites and historical societies for purposes of this report, make up the majority of the institutions surveyed at 64%. Together, the institutions hold millions of items in their collections.

Primary Institutional Function



Institutional Governance

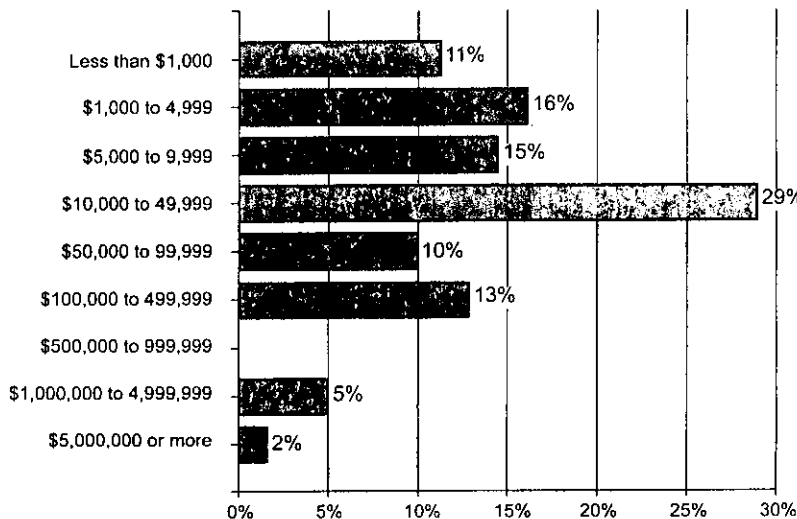
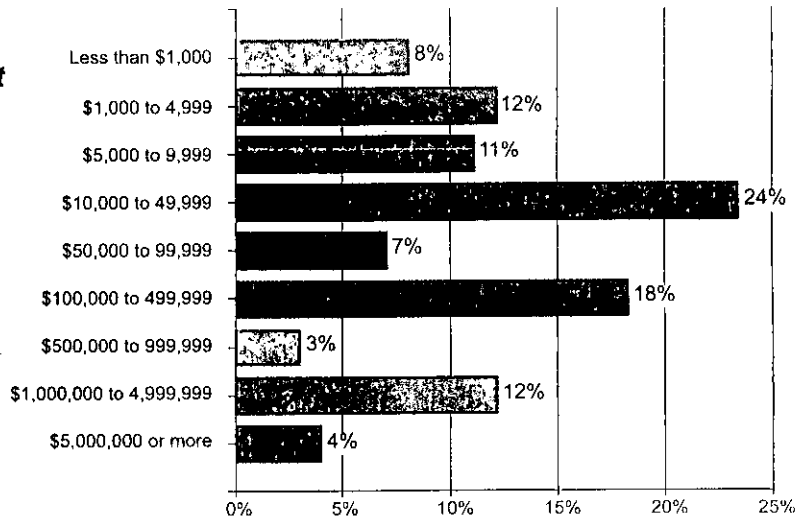


40% of institutions (57% of museums, 11% of libraries/archives) are independent nonprofit organizations. Others are affiliated with larger entities: 24% (11% of museums, 36% of libraries/archives) are part of local government, and 21% (10% of museums, 42% of libraries/archives) are part of higher education systems.

A governing board of directors provides leadership for 49% of institutions, while 45% have a working board of directors. 29% of institutions have friends groups and 14% have advisory boards/groups that provide support.

Institutional Annual Operating Budget

Institutions reported a significant range in annual operating budgets, with 24% of institutions falling into the \$10,000-49,999 budget range. At the extreme ends of the spectrum, 8% of institutions reported budgets of less than \$1,000 annually while 4% reported budgets of more than \$5 million.

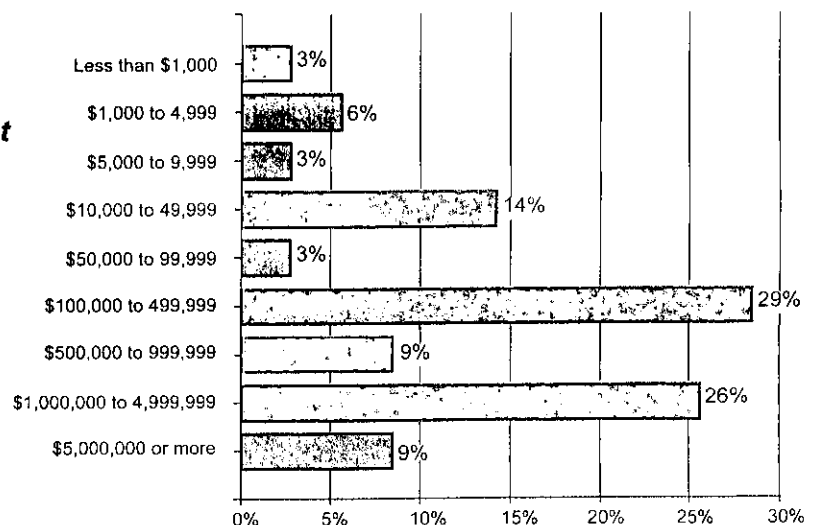


Institutional Annual Operating Budget – Museums

The largest representation among museums was 29% in the \$10,000-49,999 budget range, followed by 16% in the \$1,000-4,999 range.

Institutional Annual Operating Budget – Libraries/Archives

Libraries/archives differed significantly from museums in this area with the largest representation at 29% in the \$100,000-499,999 budget range, followed by 26% in the \$1,000,000-4,999,999 range.



In 2005, the Heritage Health Index (HHI), the most comprehensive national collections-based survey ever undertaken, reported the nation's collections were at significant risk. The HHI identified four priority actions to be taken to safeguard collections: assigning responsibility for collections care, developing an emergency plan, providing safe conditions for collections, and raising public awareness and marshalling support for collections.

In 2009, a survey of North Dakota's museums, libraries and archives – based on the four HHI recommendations – found there is much yet to be done in the state to ensure the preservation of collections. Simply put, North Dakota's collective heritage is at risk.

The findings are presented in the following categories:

- By all institutions.
- By museums, historic houses/sites and historical societies – referred to collectively as museums.
- By libraries/archives.
- By size determined by annual operating budgets – institutions with budgets of less than \$50,000 are referred to as small-sized, those with budgets of \$50,000-499,999 as medium-sized, and those with budgets greater than \$500,000 as large-sized.

Condition of North Dakota Collections

Of the institutions surveyed in October 2009,

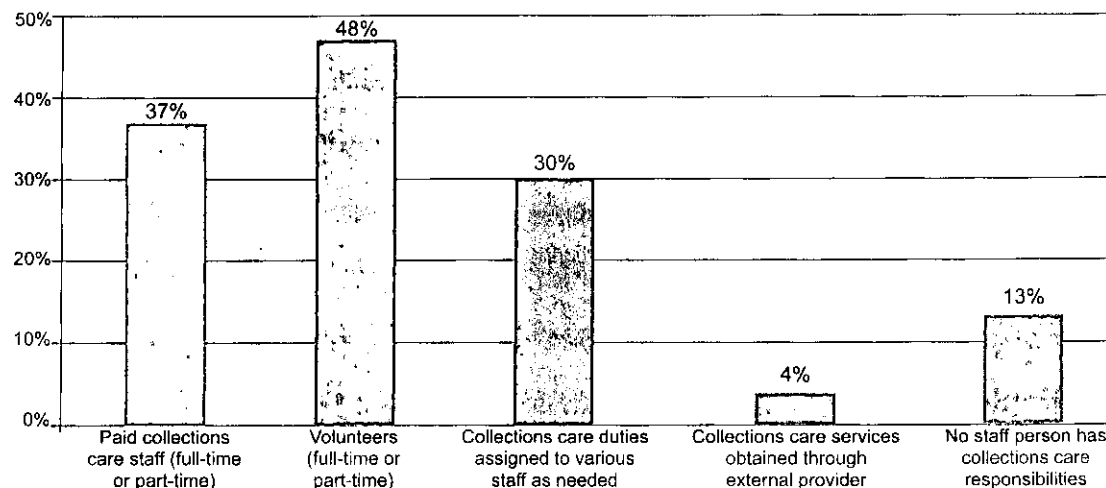
- 91% are concerned about the safety and condition of collections.
- Only 41% have fully documented collections.
- 77% do not have a current long-range preservation plan.
- Only 40% have a complete up-to-date survey of general collection conditions.
- 88% do not have a current emergency plan that includes collections.
- 67% do not have enough storage space for collections.
- 61% have no funds allocated specifically for collections care.

Assigning Responsibility for Collections Care

Staffing

While 75% of institutions (65% of museums, 92% of libraries/archives) have full- or part-time paid staff, only 37% of those staff have specific responsibilities for collections care. In most cases, institutions with budgets of more than \$100,000 have full-time paid staff. Turnover of staff is a problem at 26% of institutions (30% of museums, 19% of libraries/archives).

Staffing for Collections Care



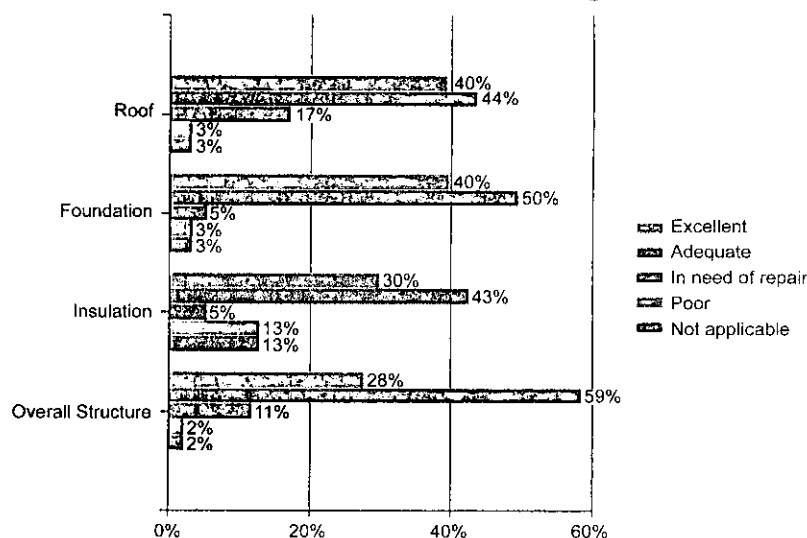
Collection Storage and Buildings

67% of institutions (69% of museums, 61% of libraries/archives) do not have enough storage space for their collections, and 66% (70% of museums, 58% of libraries/archives) lack adequate storage furniture such as shelving, cabinets and racks. Space is lacking in 76% of small-sized institutions, 48% of medium-sized institutions and 68% of large-sized institutions.

The types of storage areas are diverse with only 42% of institutions (44% of museums, 39% of libraries/archives) reporting a separate dedicated storage space for collections. 37% of small-sized institutions, 44% of medium-sized institutions and 61% of large-sized institutions have dedicated space for storage.

The majority of institutions report adequate or excellent structural condition of existing buildings that house collections. The areas of most concern include poor insulation in 13% of buildings and roof repairs necessary in 17% of buildings.

State of Collection Buildings



Environmental Controls

A minority of institutions have appropriate environmental controls in all collection areas:

- Monitor insects and other pests 42%
- Have fire detection/suppression systems 34%
- Have adequate security systems 29%
- Meet temperature specifications 24%
- Control light levels 19%
- Meet relative humidity specifications 16%

Collections Care

The majority of collections care activities are completed by institutional staff, with a limited amount provided by external providers. 75% of institutions (73% of museums, 80% of libraries/archives) undertake preventive conservation, such as housekeeping and environmental monitoring, with staff. 56% (58% of museums, 54% of libraries/archives) have staff engaged in preservation management, including collections care planning and assessment.

Conservation treatment, which includes cleaning, stabilization and repair, is undertaken by staff in 38% of institutions (33% of museums, 49% of libraries/archives). 16% of institutions use external providers for conservation.

39% of institutions (36% of museums, 46% of libraries/archives) have staff that carry out preservation reformatting, such as photocopying and microfilming. 32% of institutions (28% of museums, 40% of libraries/archives) preserve audio-visual media and playback equipment, and 38% (34% of museums, 46% of libraries/archives) preserve digital materials and electronic records collections, including migration of data.

Raising Public Awareness and Marshalling Support for Collections

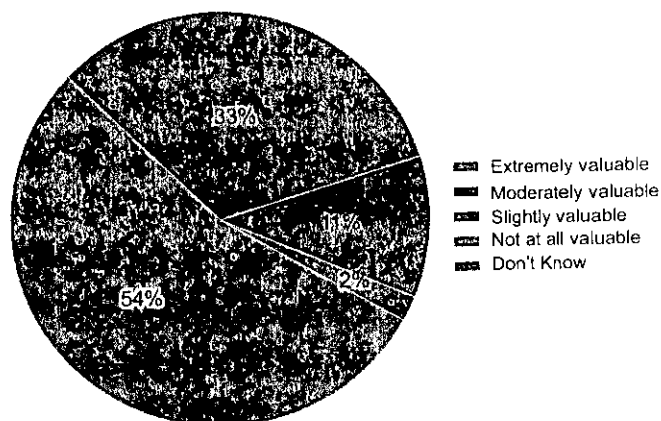
Public Awareness

54% of institutions (41% of museums, 75% of libraries/archives) rate themselves extremely valuable to their communities. This is the case for 46% of small-sized institutions, 64% of medium-sized institutions and 63% of large-sized institutions.

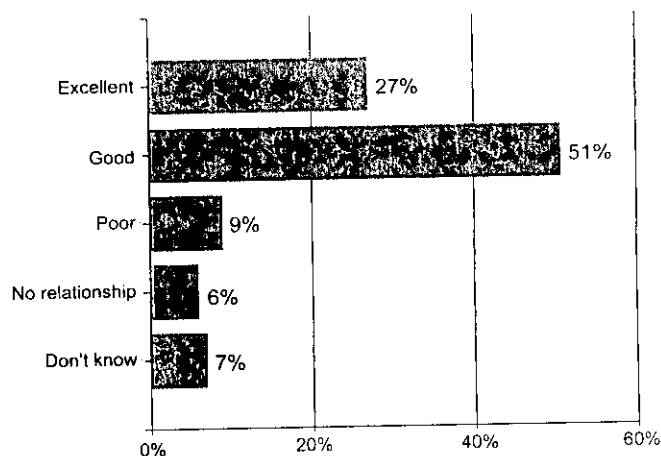
78% of institutions (72% of museums, 89% of libraries/archives) have positive relationships with government agencies and elected officials. Positive relationships are found in 68% of small-sized institutions, 92% of medium-sized institutions and 95% of large-sized institutions.

Institutions partner with a broad range of entities to make their collections accessible to the public through exhibitions, research projects and educational programs, including but not limited to schools, researchers, civic groups, special interest clubs, national parks, convention and visitors bureaus, other cultural institutions, national, state and local associations, chambers of commerce, youth groups, federal, state and local governments, education organizations, military and veterans groups, colleges and universities, American Indian tribes, volunteer organizations, nonprofits and religious groups.

Value to Community



Relationship with Government



Collections Support

Funding for collections care activities is difficult or somewhat difficult to find for 83% of institutions (81% of museums; 91% of libraries/archives). 83% of small-sized institutions, 80% of medium-sized institutions and 89% of large-sized institutions face funding challenges.

61% (62% of museums, 58% of libraries/archives) have no funds allocated specifically for collections care in their annual budgets. This is the case in 79% of small-sized institutions, 48% of medium-sized institutions and 37% of large-sized institutions.

Finding volunteers is also a challenge. 24% of institutions find it difficult to recruit retired volunteers, 35% find it difficult to recruit working volunteers and 46% find it difficult to recruit youth volunteers. Museums find it more challenging to recruit volunteers than libraries/archives.

Priority Needs for North Dakota Collections

With 91% of institutions concerned about the safety and condition of their collections, there is no question that action needs to be taken to better preserve North Dakota's collections for the future. As institutions have finite resources for collections care, available resources should be allocated to the following priority needs for collections care identified by the state's museums, libraries and archives.

- **Resource Development (funding and staffing)**

Resource development was an ongoing theme throughout the survey comments. In addition to inadequate funding for collections care, there were significant concerns about the lack of human resources to care for collections.

Action Items: preparing lists of grants and other funding sources for collections care and offering grantwriting workshops; offering volunteer recruitment and management workshops; developing a list of consultants available to assist with collections care; establishing a North Dakota collections care network to answer questions and connect institutions in need with mentors.

- **Preservation Plans**

A prioritized long-range preservation plan was the most significant collections care need identified by institutions. It was reported as one of the top three needs by more than 75% of institutions, both by type (museums and libraries/archives) and by size (small, medium and large institutions). Likewise, help in preparing a preservation plan ranked second for most useful collections care assistance.

Action Items: hiring consultants to assist institutions in developing or modifying plans; offering statewide workshops on how to develop plans; making sample plans available online or in hard copy format.

- **Collections Care Workshops**

Staff training was the second most significant institutional need and was among the top three needs across all categories of institutional type. This coincided with the most useful identified area of assistance – collections care workshops. In particular, hands-on workshops were specified as being most valuable.

The types of collections most at risk in North Dakota's institutions are paper-based items: unbound sheets, books and bound volumes and photographic collections. Also at high risk in all institutions are recorded sound collections. In addition, ethnographic artifacts, textiles, domestic objects and furniture are considered at high risk by more than 50% of museums. Moving image collections and art objects are considered at high risk by more than 50% of libraries/archives.

Action Items: offering a variety of statewide workshops on basic and advanced collections care (reflecting the differences in the type and size of institutions) as well as care of the specific types of collections most at risk.

- **General Needs Assessments**

A general needs assessment or condition survey ranked fourth overall on the prioritized list of institutional needs for collections care and third in most useful areas of assistance.

Action Items: hiring consultants to conduct assessments or surveys; providing information on existing assessment programs.

- **Emergency Planning and Response**

Training staff in emergency response was identified as the most useful collections care assistance by medium-sized and large-sized institutions as well as libraries/archives. Emergency/disaster plans were reported as the third most significant need by all institutions.

Action Items: offering statewide workshops on planning for and responding to disasters or emergencies for different types and sizes of institutions; establishing an emergency response network for North Dakota's collecting institutions.

NDCHI Network

As part of the Collection Conversations project, the NDCHI collected information from participants about their interest in being a part of future projects. From the 134 completed future participation surveys:

- 127 individuals want to be a part of the NDCHI network.
- 102 signed up to participate in the North Dakota museum work listserv.
- 89 volunteered to include their contact information on a North Dakota cultural heritage emergency list and help with disaster response in their region.
- 72 are willing to host a collections care workshop in their community.
- 44 expressed interest in sharing their collections expertise with others.

NDCHI will continue to expand its network of connected North Dakota collections professionals and volunteers to facilitate the exchange of ideas and information to advance preservation of the state's collections.

NDCHI Funding

NDCHI project coordinator Mark Ryan will serve on the advisory board for Minnesota's IMLS statewide implementation grant project. This participation will facilitate future collaborations between the two states and South Dakota, which will also have representation on Minnesota's advisory board.

NDCHI, using the results of the Collection Conversations project, will submit a proposal to IMLS under its Connecting to Collections statewide implementation grant program in 2010.

Finally, NDCHI and North Dakota collections stakeholders will use this report to seek additional funding to address the priority needs for collections care in the state's museums, libraries and archives.

Appendix C

Institutional Background

Primary Institutional Function

	All Institutions	Small -sized	Medium -sized	Large -sized
Archives	8%	6%	8%	16%
Library	28%	11%	36%	63%
Museum	49%	70%	32%	16%
Historical Society	7%	4%	16%	0%
Historic House/Site	8%	9%	8%	5%
Aquarium, Zoo, Arboretum, Botanical Garden, Nature Center	0%	0%	0%	0%
Planetarium, Science Center	0%	0%	0%	0%

Institutional Governance

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
College, university or other academic entity	21%	10%	42%	15%	28%	32%
Nonprofit, non-governmental organization or foundation	40%	57%	11%	50%	40%	16%
Corporate or for-profit organization	2%	2%	3%	0%	4%	0%
Federal	2%	2%	3%	0%	8%	0%
State	11%	14%	6%	9%	8%	16%
Local (county or municipal)	24%	16%	36%	26%	12%	37%
Tribal	0%	0%	0%	0%	0%	0%

Institutional Leadership and Supporters

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Governing (policy making only) board of directors	49%	41%	69%	41%	52%	69%
Working board of directors	45%	52%	27%	54%	43%	19%
Advisory board or group	14%	17%	8%	13%	10%	25%
Friends group	29%	29%	31%	30%	19%	38%

Institutional Annual Operating Budget

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Less than \$1,000	8%	11%	3%	15%	0%	0%
\$1,000 to 4,999	12%	16%	6%	22%	0%	0%
\$5,000 to 9,999	11%	15%	3%	20%	0%	0%
\$10,000 to 49,999	24%	29%	14%	43%	0%	0%
\$50,000 to 99,999	7%	10%	3%	0%	28%	0%
\$100,000 to 499,999	18%	13%	29%	0%	72%	0%
\$500,000 to 999,999	3%	0%	9%	0%	0%	16%
\$1,000,000 to 4,999,999	12%	5%	26%	0%	0%	63%
\$5,000,000 or more	4%	2%	9%	0%	0%	21%

Appendix D

Assigning Responsibility for Collections Care

Institutional Staffing

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Full-time or part-time paid staff	75%	65%	92%	56%	96%	100%
Paid staff, part-time only	33%	48%	9%	77%	17%	0%

Frequent Turnover of Staff a Problem

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	26%	30%	19%	24%	36%	16%
No	72%	68%	78%	74%	64%	79%
Don't know	2%	2%	3%	2%	0%	5%

Staffing for Collections Care

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Paid collections care staff (full-time or part-time)	37%	35%	42%	30%	36%	58%
Volunteers (full-time or part-time)	48%	62%	22%	68%	36%	5%
Collections care duties assigned to various staff as needed	30%	22%	44%	23%	44%	37%
Collections care services obtained through external provider	4%	6%	0%	6%	0%	5%
No staff person has collections care responsibilities	13%	19%	3%	17%	4%	11%

Documentation of Collection

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	41%	33%	56%	34%	36%	68%
Some, but not all	54%	60%	42%	64%	56%	26%
No	2%	2%	3%	0%	8%	0%
Don't know	3%	5%	0%	2%	0%	5%

Accessibility of Collection through Catalog (research tool or finding aid)

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Paper form only	26%	37%	8%	39%	20%	0%
Electronic form only	21%	3%	50%	8%	24%	56%
Paper and electronic form	43%	47%	36%	40%	48%	39%
Not documented	10%	13%	6%	14%	8%	6%

Collection Storage Areas

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Separate building on-site	19%	16%	22%	19%	16%	22%
Off-site	14%	12%	19%	10%	16%	22%
3-D / archives together	5%	5%	6%	2%	12%	6%
Separate dedicated space(s)	42%	44%	39%	37%	44%	61%
Shared dedicated storage space	30%	23%	42%	23%	44%	33%
No separate dedicated storage space(s)	31%	33%	28%	35%	36%	11%
Attic	7%	10%	3%	10%	4%	6%
Basement	29%	25%	36%	17%	36%	50%

Structural Condition of Existing Collection Buildings -- All Institutions

	Excellent	Adequate	In need of repair	Poor	Not applicable
Roof	39%	44%	17%	3%	3%
Foundation	40%	50%	6%	3%	3%
Insulation	30%	43%	5%	13%	13%
Overall Structure	28%	59%	12%	2%	2%

Appropriate Environmental Controls for All Collection Areas

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Monitor insects and other pests	42%	40%	46%	41%	40%	50%
Have fire detection/suppression systems	34%	25%	47%	17%	52%	58%
Have adequate security systems	29%	25%	36%	20%	40%	32%
Meet temperature specifications	24%	19%	33%	11%	36%	47%
Control light levels	19%	21%	17%	17%	16%	26%
Meet relative humidity specifications	16%	16%	17%	15%	16%	21%

Collections Care Program -- All Institutions

	Done by institution staff	Done by external provider	Not done currently, but planned	Not done done	Not applicable
Preventive conservation	75%	5%	9%	12%	5%
Preservation management	56%	2%	12%	26%	5%
Conservation treatment	38%	16%	10%	33%	8%
Preservation reformatting	39%	10%	14%	33%	9%
Preservation of audio-visual media and playback equipment	32%	6%	10%	35%	20%
Preservation of digital materials and electronic records collections	38%	7%	11%	32%	18%

Appendix G

Raising Public Awareness and Marshalling Support for Collections

Institutional Value in Community

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Extremely valuable	54%	41%	75%	46%	64%	63%
Moderately valuable	33%	43%	17%	37%	32%	26%
Slightly valuable	11%	13%	8%	15%	0%	11%
Not at all valuable	0%	0%	0%	0%	0%	0%
Don't know	2%	3%	0%	2%	4%	0%

Institutional Relationship with Government Agencies and Elected Officials

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Excellent	27%	21%	39%	20%	52%	16%
Good	51%	51%	50%	48%	40%	79%
Poor	9%	14%	0%	15%	4%	0%
No relationship	6%	6%	6%	11%	0%	0%
Don't know	7%	8%	6%	6%	4%	5%

Funds Allocated for Collections Care in Annual Budget

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	36%	33%	42%	20%	52%	58%
No	61%	62%	58%	78%	48%	37%
Don't know	3%	5%	0%	2%	0%	5%

Ability to Find Support – Funding

	Easy	Relatively Easy	Somewhat Difficult	Difficult
All Institutions	1%	18%	60%	23%
Museums	2%	19%	60%	21%
Libraries/archives	0%	13%	63%	28%
Small-sized	0%	19%	57%	26%
Medium-sized	4%	17%	67%	13%
Large-sized	0%	18%	65%	24%

Ability to Find Support – Retired Volunteers

	Easy	Relatively Easy	Somewhat Difficult	Difficult
All Institutions	9%	37%	30%	24%
Museums	10%	34%	31%	26%
Libraries/archives	7%	41%	31%	21%
Small-sized	8%	33%	35%	25%
Medium-sized	9%	22%	44%	26%
Large-sized	13%	67%	0%	20%

Ability to Find Support – Working Volunteers

	Easy	Relatively Easy	Somewhat Difficult	Difficult
All Institutions	4%	20%	41%	35%
Museums	5%	16%	39%	40%
Libraries/archives	3%	24%	48%	24%
Small-sized	2%	21%	40%	37%
Medium-sized	9%	4%	48%	39%
Large-sized	6%	38%	38%	19%

Ability to Find Support – Youth Volunteers

	Easy	Relatively Easy	Somewhat Difficult	Difficult
All Institutions	5%	13%	36%	46%
Museums	5%	10%	34%	53%
Libraries/archives	7%	21%	41%	31%
Small-sized	6%	8%	37%	51%
Medium-sized	4%	9%	44%	44%
Large-sized	6%	38%	25%	31%

Institutional Needs for Collections Care

High Risk Collections*All Institutions*

Unbound Sheets	76%
Books and Bound Volumes	72%
Photographic Collections	72%
Ethnographic Artifacts	72%
Textiles	71%
Recorded Sound Collections	58%
Moving Image Collections	53%
Art Objects	53%
Domestic Objects	49%
Furniture	47%
Ceramics and Glass	42%
Metalwork	42%
Digital Material Collections	35%
Medical and Scientific Objects	34%
Archaeological Collections	34%
Technological and Agricultural Objects	32%
Transportation Vehicles	29%
Natural Science Specimens	26%
Living Collections	4%

Libraries/Archives

Photographic Collections	70%
Books and Bound Volumes	67%
Moving Image Collections	66%
Unbound Sheets	62%
Recorded Sound Collections	56%
Art Objects	50%
Textiles	48%
Digital Material Collections	44%
Ethnographic Artifacts	40%
Furniture	32%
Ceramics and Glass	31%
Medical and Scientific Objects	25%
Metalwork	21%
Technological and Agricultural Objects	21%
Domestic Objects	19%
Archaeological Collections	14%
Transportation Vehicles	8%
Natural Science Specimens	7%
Living Collections	0%

Museums

Unbound Sheets	84%
Ethnographic Artifacts	84%
Textiles	80%
Books and Bound Volumes	76%
Photographic Collections	73%
Recorded Sound Collections	61%
Domestic Objects	59%
Art Objects	55%
Furniture	54%
Metalwork	49%
Ceramics and Glass	45%
Archaeological Collections	42%
Moving Image Collections	41%
Medical and Scientific Objects	38%
Transportation Vehicles	38%
Technological and Agricultural Objects	36%
Natural Science Specimens	36%
Digital Material Collections	28%
Living Collections	7%

Needs for Collections Care

All Institutions

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	73%	15%
2. Staff training	71%	8%
3. Emergency/disaster plan	59%	18%
4. Planning surveys or assessments of collection	64%	13%
5. Finding aids or cataloguing of collections	50%	18%
6. Improvements to reduce collections' exposure to light	53%	8%
7. Conservation treatment	48%	9%
8. Preservation of audio/visual collections	47%	7%
9. Environmental controls (heating, air conditioning, humidifying)	34%	18%
10. Preservation of digital collections	33%	12%
11. Security	39%	4%
12. Integrated pest management	32%	4%

Museums

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	69%	18%
2. Emergency/disaster plan	62%	18%
3. Staff training	65%	12%
4. Finding aids or cataloguing of collections	57%	18%
5. Planning surveys or assessments of collection	62%	13%
6. Improvements to reduce collections' exposure to light	55%	8%
7. Conservation treatment	42%	12%
8. Environmental controls (heating, air conditioning, humidifying)	33%	18%
9. Preservation of audio/visual collections	38%	7%
10. Integrated pest management	38%	7%
11. Security	34%	5%
12. Preservation of digital collections	24%	12%

Libraries/Archives

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	80%	9%
2. Staff training	82%	0%
3. Planning surveys or assessments of collection	69%	11%
4. Emergency/disaster plan	54%	17%
5. Preservation of audio/visual collections	62%	6%
6. Conservation treatment	58%	3%
7. Preservation of digital collections	49%	11%
8. Improvements to reduce collections' exposure to light	50%	9%
9. Finding aids or cataloguing of collections	37%	17%
10. Environmental controls (heating, air conditioning, humidifying)	37%	17%
11. Security	44%	3%
12. Integrated pest management	24%	0%

Small-sized Institutions

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	71%	20%
2. Emergency/disaster plan	64%	18%
3. Planning surveys or assessments of collection	60%	20%
4. Staff training	67%	12%
5. Finding aids or cataloguing of collections	51%	25%
6. Improvements to reduce collections' exposure to light	54%	10%
7. Environmental controls (heating, air conditioning, humidifying)	38%	21%
8. Conservation treatment	46%	8%
9. Preservation of audio/visual collections	33%	10%
10. Security	37%	4%
11. Integrated pest management	35%	6%
12. Preservation of digital collections	18%	10%

Medium-sized Institutions

	Need	Urgent Need
1. Emergency/disaster plan	63%	21%
2. Staff training	74%	9%
3. Prioritized long-range preservation/conservation plan	67%	13%
4. Finding aids or cataloguing of collections	58%	13%
5. Preservation of audio/visual collections	65%	4%
6. Planning surveys or assessments of collection	67%	0%
7. Conservation treatment	54%	13%
8. Improvements to reduce collections' exposure to light	58%	4%
9. Preservation of digital collections	42%	17%
10. Security	42%	0%
11. Environmental controls (heating, air conditioning, humidifying)	33%	8%
12. Integrated pest management	33%	4%

Large-sized Institutions

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	89%	5%
2. Planning surveys or assessments of collection	68%	11%
3. Staff training	74%	0%
4. Emergency/disaster plan	47%	16%
5. Preservation of digital collections	53%	11%
6. Improvements to reduce collections' exposure to light	47%	11%
7. Security	42%	11%
8. Preservation of audio/visual collections	53%	0%
9. Conservation treatment	44%	6%
10. Environmental controls (heating, air conditioning, humidifying)	26%	21%
11. Finding aids or cataloguing of collections	37%	5%
12. Integrated pest management	26%	0%

Outside Assistance and Training Needs for Collections Care

All Institutions

	Useful	Very Useful
1. Collections care workshops	38%	40%
2. Assistance in preparing a prioritized long-range preservation plan	50%	30%
3. Assistance in obtaining a general needs assessment or condition survey	42%	33%
4. Training for staff in emergency response	43%	31%
5. Assistance in preparing an emergency/disaster plan	35%	31%
6. Online collections care information	36%	23%
7. Assistance in preservation of audio/visual collections	38%	20%
8. Assistance in preservation of digital collections	31%	23%

Museums

	Useful	Very Useful
1. Collections care workshops	34%	45%
2. Assistance in preparing a prioritized long-range preservation plan	49%	33%
3. Assistance in obtaining a general needs assessment or condition survey	39%	36%
4. Training for staff in emergency response	37%	34%
5. Assistance in preparing an emergency/disaster plan	34%	34%
6. Online collections care information	29%	28%
7. Assistance in preservation of audio/visual collections	28%	21%
8. Assistance in preservation of digital collections	22%	25%

Libraries/Archives

	Useful	Very Useful
1. Training for staff in emergency response	53%	25%
2. Assistance in preparing a prioritized long-range preservation plan	51%	26%
3. Collections care workshops	44%	32%
4. Assistance in obtaining a general needs assessment or condition survey	47%	28%
5. Assistance in preservation of audio/visual collections	54%	17%
6. Assistance in preparing an emergency/disaster plan	36%	25%
7. Assistance in preservation of digital collections	47%	19%
8. Online collections care information	47%	16%

Small-sized Institutions

	Useful	Very Useful
1. Assistance in preparing a prioritized long-range preservation plan	43%	39%
2. Assistance in obtaining a general needs assessment or condition survey	37%	44%
3. Collections care workshops	27%	52%
4. Training for staff in emergency response	37%	31%
5. Assistance in preparing an emergency/disaster plan	33%	31%
6. Online collections care information	28%	30%
7. Assistance in preservation of audio/visual collections	33%	20%
8. Assistance in preservation of digital collections	24%	22%

Medium-sized Institutions

	Useful	Very Useful
1. Training for staff in emergency response	56%	28%
2. Assistance in preparing a prioritized long-range preservation plan	60%	20%
3. Assistance in obtaining a general needs assessment or condition survey	58%	21%
4. Collections care workshops	42%	33%
5. Assistance in preparing an emergency/disaster plan	40%	32%
6. Assistance in preservation of digital collections	44%	28%
7. Assistance in preservation of audio/visual collections	50%	21%
8. Online collections care information	36%	24%

Large-sized Institutions

	Useful	Very Useful
1. Training for staff in emergency response	47%	32%
2. Collections care workshops	63%	16%
3. Assistance in preparing a prioritized long-range preservation plan	61%	11%
4. Assistance in preparing an emergency/disaster plan	37%	26%
5. Online collections care information	59%	0%
6. Assistance in obtaining a general needs assessment or condition survey	37%	16%
7. Assistance in preservation of digital collections	32%	16%
8. Assistance in preservation of audio/visual collections	32%	16%

North Dakota Cultural Heritage Initiative (NDCHI) Project Partners

Dickinson State University

Fort Union Trading Post National Historic Site

Knife River Indian Villages National Historic Site

Museums in North Dakota

North Dakota Art Gallery Association

North Dakota Library Association

North Dakota State University Institute for Regional Studies

Plains Art Museum

State Historical Society of North Dakota

West Fargo Public Library

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