



# *North Dakota State Library*

House Appropriations Education and Environment Division

March 10, 2023



## **CHAPTER 54-24 STATE LIBRARY COMMISSION**

### **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.
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.
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.



#### **54-24-08. 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 Page No. 2 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.

### **Purpose of LSTA (20 U.S.C. § 9121)**

1. Enhance coordination among Federal programs that relate to library, education, and information services;
2. Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
3. Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
4. Encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
5. Promote literacy, education, and lifelong learning, including by building learning partnerships with school libraries in our Nation's schools, including tribal schools, and developing resources, capabilities, and programs in support of State, tribal, and local efforts to offer a well-rounded educational experience to all students;
6. Enable libraries to develop services that meet the needs of communities throughout the Nation, including people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers;
7. Enable libraries to serve as anchor institutions to support community revitalization through enhancing and expanding the services and resources provided by libraries, including those services and resources relating to workforce development, economic and business development, critical thinking skills, health information, digital literacy skills, financial literacy and other types of literacy skills, and new and emerging technology;
8. Enhance the skills of the current library workforce and recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;
9. Ensure the preservation of knowledge and library collections in all formats and enable libraries to serve their communities during disasters;
10. Enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation;
11. Promote library services that provide users with access to information through national, State, local, regional, and international collaborations and networks; and
12. Encourage, support, and disseminate model programs of library and museum collaboration.



### **Grants to States (20 U.S.C. § 9141)**

1. Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills;
2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
3.
  - (A) Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and
  - (B) Enhance efforts to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;
4. Develop public and private partnerships with other agencies, tribes, and community-based organizations;
5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
7. Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
8. Carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the State library administrative agency's plan.





## NORTH DAKOTA STATE LIBRARY

### WHO WE ARE

**26.75**

Full-time Team Members

### WHAT WE'RE ABOUT

**Mission:** Providing pathways to information and innovation for North Dakota libraries, state government and residents.

**Guiding Principles:** Provide leadership to the library community; enhance the value of libraries; deliver access to and assistance with credible information sources; enrich the lives of the people we serve; foster a welcoming and inclusive environment for all.

### WHO WE SERVE

#### Librarians

We serve the libraries of North Dakota

- 84 Public
- 433 K-12 Schools
- 19 Academic
- Tribal, & Private Colleges
- 11 Special Libraries.



#### State Employees

We serve state employees and state agencies with :

- reference needs
- reading materials
- Cataloging
- digitization.



#### Residents

We serve all residents of North Dakota with a focus on those whose communities are not served by a public library.

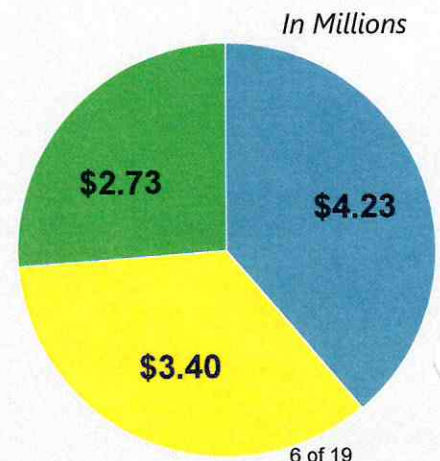


### HOW WE DO IT

**2021-23 Agency Budget : \$10,362,864**

- General : \$5,831,721
- Federal : \$4,443,884
- Special: \$87,259

- Salary
- Operating
- Grants





# NORTH DAKOTA STATE LIBRARY

## WHAT WE'RE PROUD OF

### Book Vending Machines

Partnered with communities to place ten book vending machines in unserved and underserved counties in January 2023. We are the first state to provide machines statewide.

### Talking Books

Served 933 Talking Books Patrons, ages 8-100+, by checking out 62,130 digital audio on 15,095 cartridges; 2,271 locally-recorded North Dakota-related books; 1,626 audio magazines; and 36 digital Braille books.

**62,130**

Digital audio books checked out to Talking Book patrons

**505**

Items uploaded to Digital Horizons in 2022

**9,176**

Physical items checked out in 2022

**298,543**

E-materials checked out in 2022

## WHAT WE DO



### Material Access

Provide access to materials and resources to meet informational and recreational reading needs



### Library Support

Provide support to the library community through consulting services, professional development, and technology support



### Resource Sharing

Coordinate resource sharing statewide through Interlibrary Loan, online library resources (OLRs), and e-materials



### State Aid and Grants

Administer State Aid for Public Libraries and Library Vision grant programs



### Document Access

Provide access to documents created by state agencies in physical and electronic formats



### STEM and Book Club Kits

Promote lifelong learning by providing STEM, Fairy Tale, Outdoor, and Book Club Kits

## HOW WE MEASURE SUCCESS

### Contacts

We measure the number of contacts with the library community – patrons in-person and via e-mail, phone calls, and virtually.

### Return on Investment

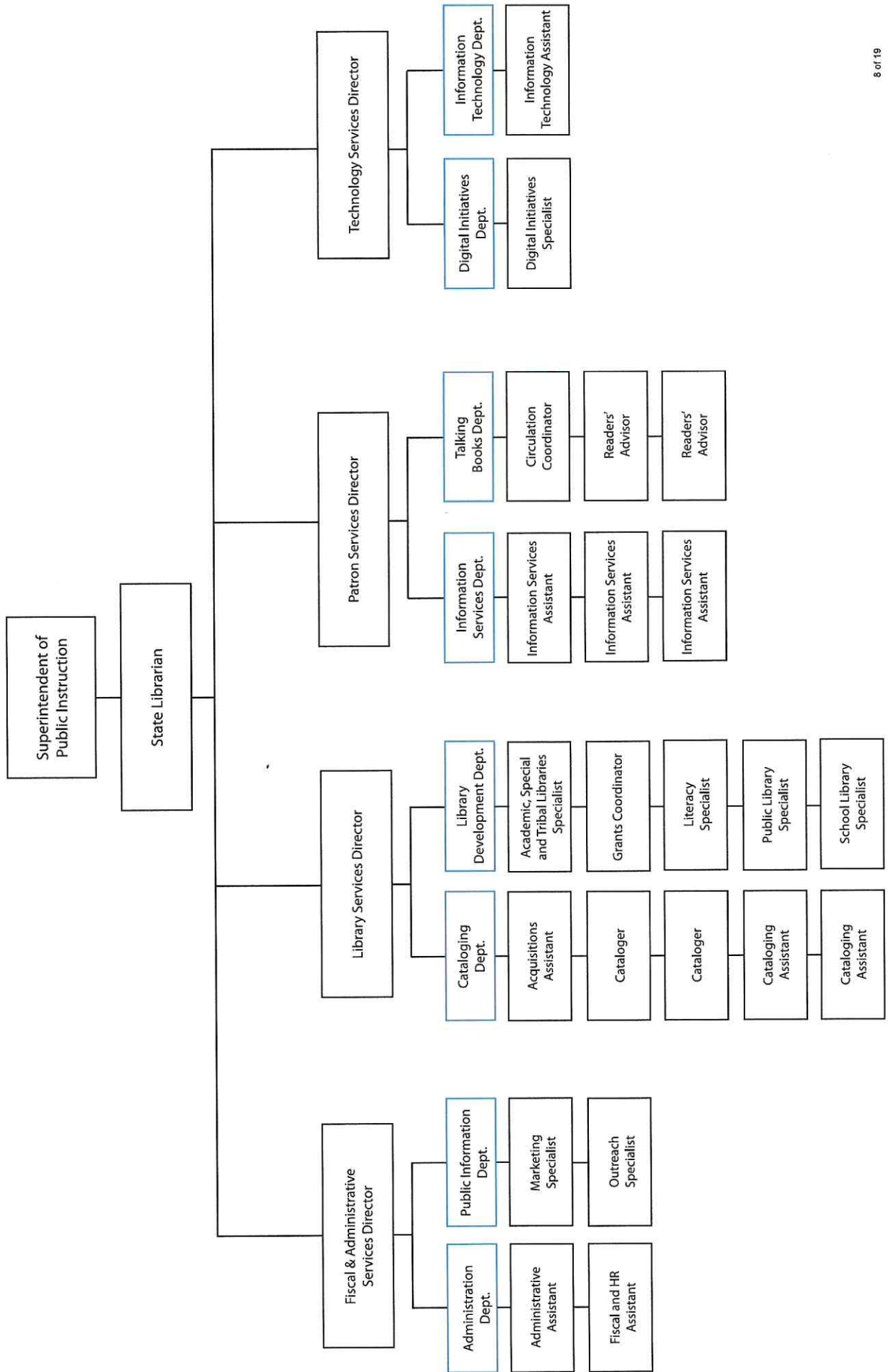
We compute the annual ROI for our OLRs as well as the dollars saved through coordinated purchases.

### Items Cataloged

We measure the number of items that we catalog for NDSL, local libraries, and state agencies.

### Circulation

We measure the circulation of our collection – physical items, e-materials, and the OLRs.



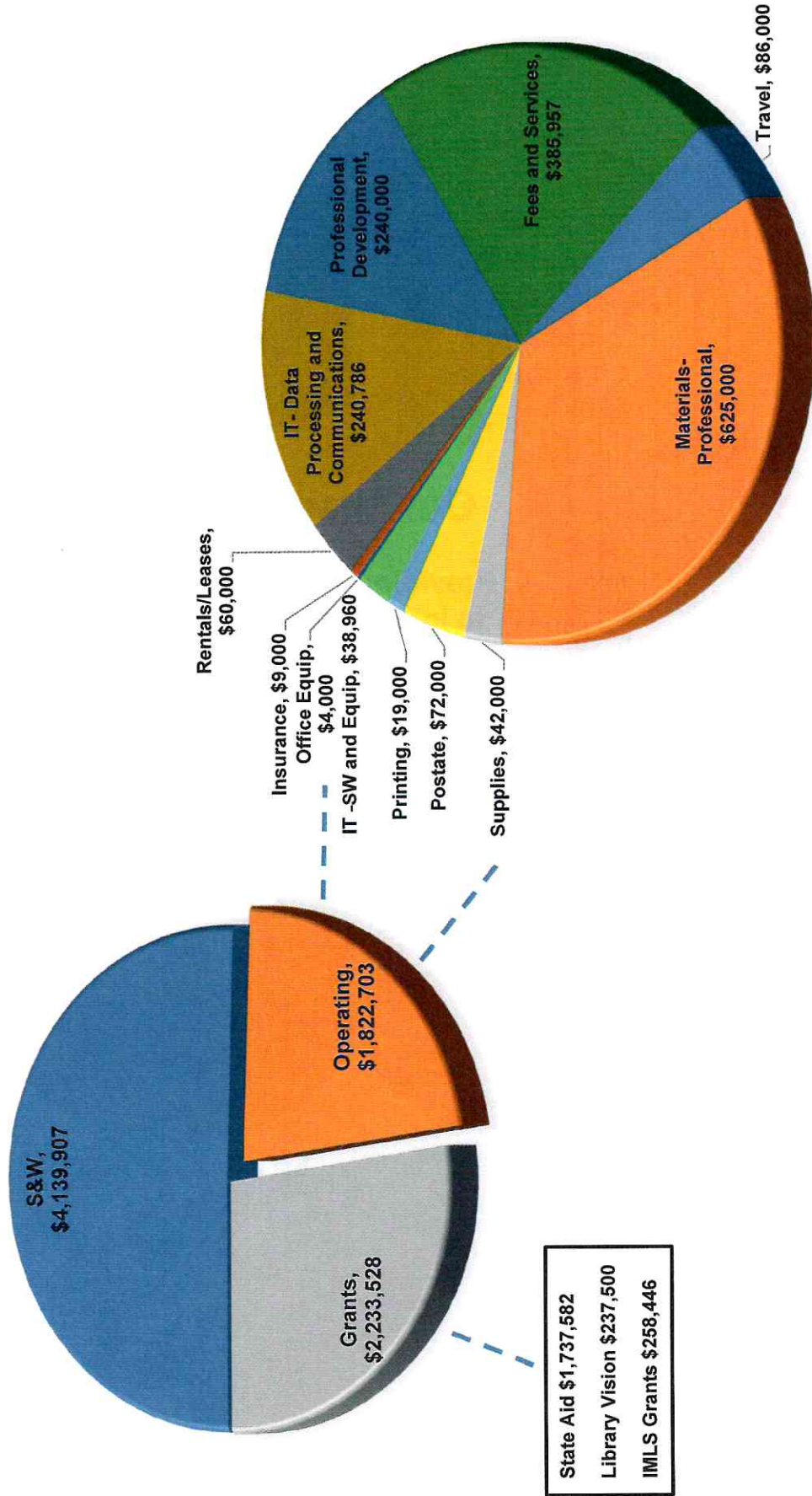


# Strategic Plan 2021-2024

## North Dakota State Library



**23-25 Base Budget \$8,196,138**





	2021-23 Biennium	2023-25 Base Budget	2023-25 Senate Request	2023-25 Agency Request for House
Salary and Wages	4,228,276.00	4,139,907.00	4,485,513.00	4,741,438.00
Operating	3,402,760.00	1,822,703.00	2,238,473.00	2,853,933.00
Grants	2,233,528.00	2,733,528.00	2,283,528.00	2,283,528.00
<b>Total</b>	<b>10,362,864.00</b>	<b>8,196,138.00</b>	<b>9,007,514.00</b>	<b>9,878,899.00</b>
General	5,931,721.00	5,931,721.00	6,964,507.00	7,445,454.00
Federal	4,443,884.00	2,277,158.00	2,076,187.00	2,365,625.00
Other	87,259.00	87,259.00	66,820.00	66,820.00
<b>Total</b>	<b>10,362,864.00</b>	<b>8,196,138.00</b>	<b>9,007,514.00</b>	<b>9,878,899.00</b>
FTE	26.75	26.75	26.75	26.75

Senate Version					
		FTE	General Fund	Other Funds	Total Funds
23-25 Base Level		26.75	5,831,721.00	2,364,417.00	8,196,138.00
<b>Salary and Wages</b>					
	Cost to continue salary increase		23,424.00	4,809.00	28,233.00
	Adjustments to Base Salary			(57,742.00)	(57,742.00)
0.84	Salary Increase		162,432.00	30,600.00	193,032.00
0.89	Health Insurance Increase		126,296.00	15,787.00	142,083.00
<b>Operating</b>					
	Adjustments to Base Operating			(214,864.00)	(214,864.00)
	IT rate increase		7,440.00		7,440.00
	Increase in operating		65,559.00		65,559.00
	OMB rent Model		264,635.00		264,635.00
<b>Grants</b>					
	LV Grants - Tribal		50,000.00		50,000.00
	<b>Total Ongoing</b>	-	<b>699,786.00</b>	<b>(221,410.00)</b>	<b>478,376.00</b>
<b>Salary and Waages</b>					
	Retirement Payouts		40,000.00		40,000.00
<b>Operating</b>					
One-Time	MOE Reduction		100,000.00		100,000.00
Funding	IT		43,000.00		43,000.00
<b>Extraordinary Repairs</b>					
	Building Renovations		150,000.00		150,000.00
	<b>Total One-Time</b>	-	<b>333,000.00</b>	-	<b>333,000.00</b>
<b>Total Budget Changes</b>					
		-	<b>1,032,786.00</b>	<b>(221,410.00)</b>	<b>811,376.00</b>
<b>2023-25 Total Budget</b>					
		<b>26.75</b>	<b>6,864,507.00</b>	<b>2,143,007.00</b>	<b>9,007,514.00</b>

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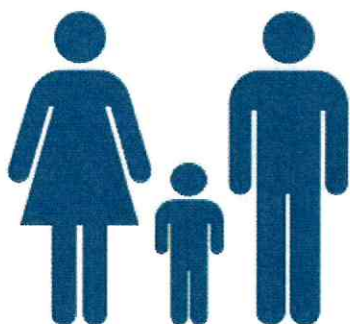
# NORTH DAKOTA PUBLIC LIBRARIES BY THE NUMBERS



**777,934**  
NORTH DAKOTA  
POPULATION

**246,085**

REGISTERED PATRONS



1 IN 3 ND CITIZENS  
HAS A LIBRARY CARD

Visits to North Dakota Libraries (2021)

**1,190,794**

Attendance At All Vikings Games (2021)

**1,118,294**

Visitors to Theodore Roosevelt National Park (2021)

**796,085**

Attendance At The Sturgis Motorcycle Rally (2021)

**525,768**

Attendance At All NDSU Football Games (2021)

**215,647**

**179,467**

USES OF PUBLIC  
COMPUTERS



**1,663,412**

WIRELESS (WI-FI) SESSIONS

**194,443**

LIBRARY PROGRAM  
ATTENDEES

**\$28.41**

AVERAGE COST TO  
TAXPAYERS

**\$0.91**

MATERIALS  
EXPENDITURES PER  
CIRCULATION

**2,920,286**

TOTAL NUMBER OF  
CIRCULATIONS



THAT'S ALMOST 4  
CIRCULATIONS  
PER RESIDENT

**720,916**

TOTAL NUMBER OF  
ELECTRONIC MATERIALS  
CIRCULATION

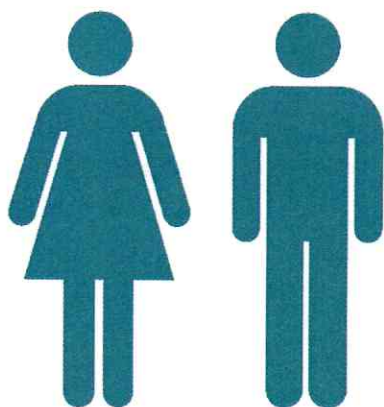
STATISTICS WERE PULLED FROM THE NORTH DAKOTA PUBLIC LIBRARY 2021 ANNUAL REPORT



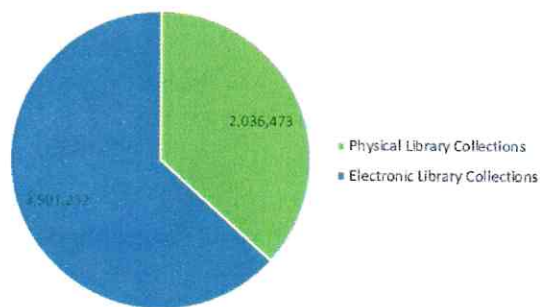
# NORTH DAKOTA ACADEMIC LIBRARIES BY THE NUMBERS



**201.41**  
LIBRARY FTE STAFF



**5,537,705**  
TOTAL LIBRARY COLLECTIONS

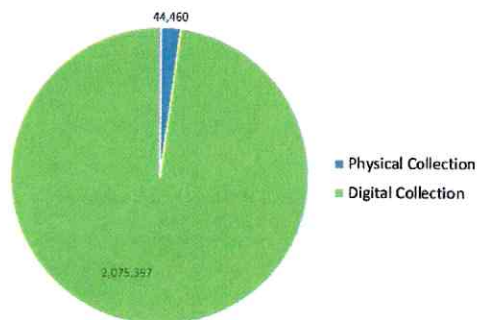


**15,780**  
INTERLIBRARY LOANS AND  
DOCUMENTS PROVIDED TO  
OTHER LIBRARIES



**23,523**  
INTERLIBRARY LOANS AND  
DOCUMENTS RECEIVED FROM  
OTHER LIBRARIES

**2,119,857**  
TOTAL LIBRARY CIRCULATIONS

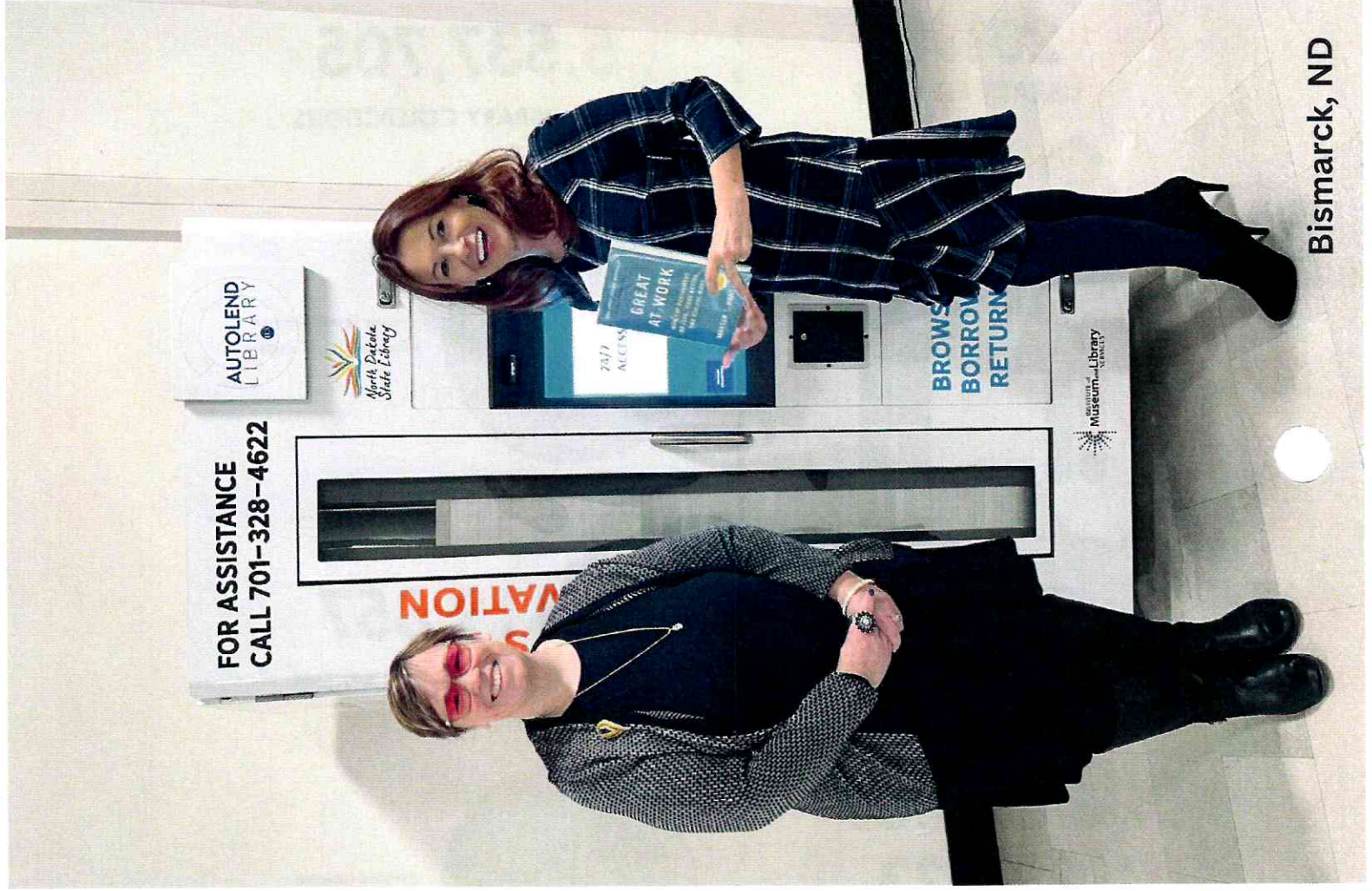


STATISTICS WERE PULLED FROM THE 2021 INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)





Center, ND



Bismarck, ND



McClusky, ND



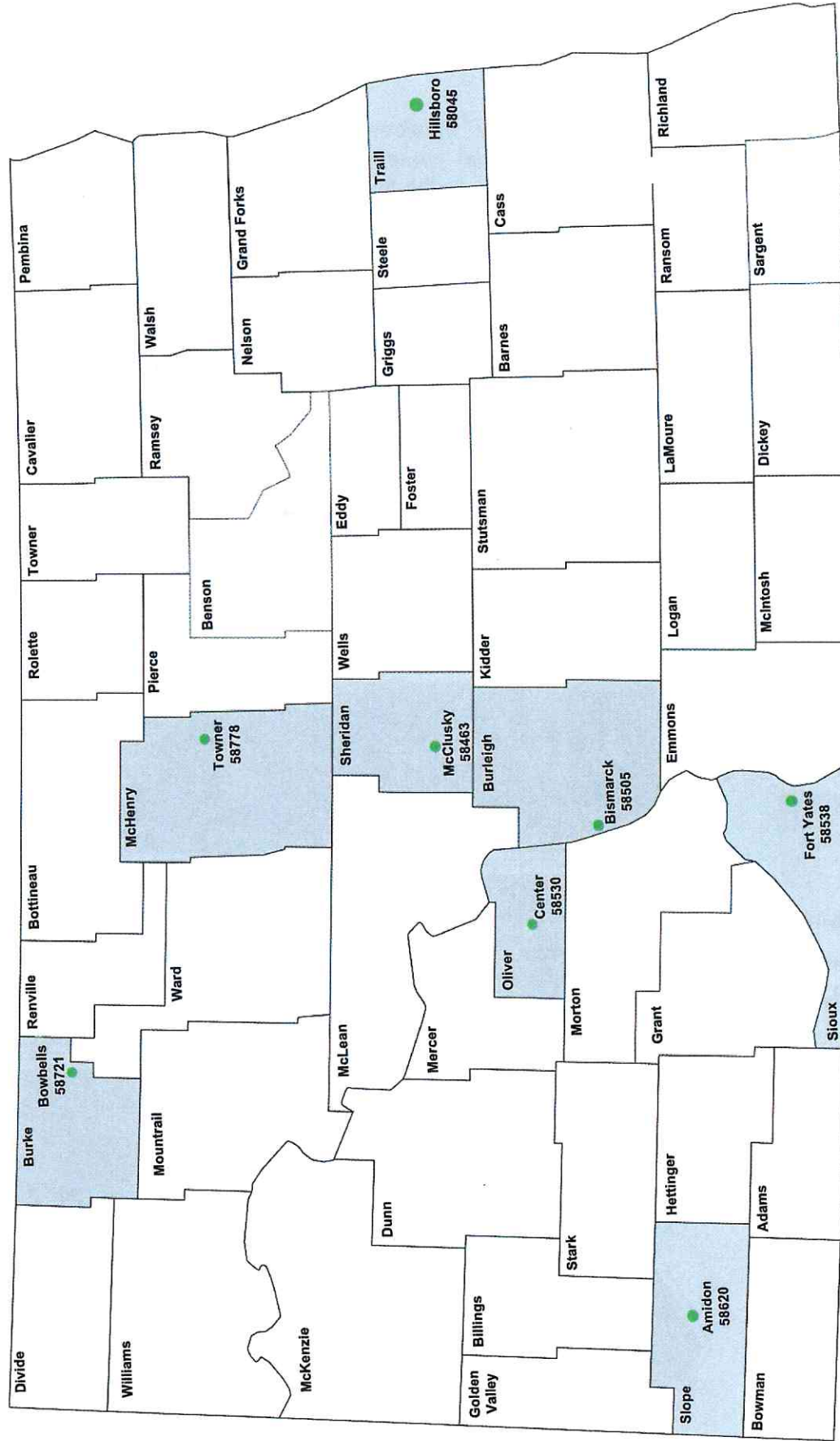
Amidon, ND



Fort Yates, ND



# Book Vending Machine Locations







## North Dakota State Library Library Services & Technology Act

Federal funding provided through Library Services and Technology Act (LSTA) is of paramount importance. LSTA funds play a crucial, and presently, irreplaceable role in North Dakota's ability to provide invaluable resources and assistance to the state's libraries, library patrons, and communities. An absence of LSTA funding would result in a vast reduction of both library services and programs for the citizens of North Dakota.

### **Interlibrary Loan \$64,505**

The Interlibrary Loan Department obtains books, CDs, DVDs, and articles from the collections of other libraries, which provides North Dakota residents easy access to information.

### **Library Development \$160,859**

The North Dakota State Library funds training opportunities for State Library staff and librarians around the state to help improve library services to better inform the citizens of North Dakota.

### **Online Library Resources (OLR) \$142,249**

North Dakota citizens have free access to a range of online library resources (OLR). They provide reliable information in a variety of formats, are easy to search, structured for all learning levels, and available 24 hours a day, 7 days a week.

### **Reference & Information \$562,083**

Our professional reference staff provides an array of services to all residents of North Dakota. They perform extensive research services for government officials and state employees, assist librarians in need of additional materials or subject expertise, and provide individuals with information to meet their needs.

### **Statewide Cataloging \$148,948**

The Cataloging Department adds titles to the online catalog for 34 school and public libraries and seven state agencies, which frees up time for local librarians to serve their patrons better. By making more library materials available online, residents of North Dakota can access more titles via the interlibrary loan program.

### **Talking Books \$1,651**

The Talking Books Program provides a service to those in North Dakota who are unable to read or use standard printed materials as a result of a visual, physical, or reading impairment. Talking Books staff work to provide personalized support and materials to all North Dakota residents participating in this program.

The figures above represent the Federal Fiscal Year 2021 for the North Dakota State Library. Administrative expenditures were \$30,930. A match of \$591,024 and MOE of \$1,830,536 was provided by the State Library.





## North Dakota State Library American Rescue Plan Act

Federal funding provided through the American Rescue Plan Act (ARPA) was beneficial to new and existing programs, services, and resources provided by the North Dakota State Library (NDSL) to the state's libraries, communities, patrons, and government agencies. ARPA funds allowed NDSL to find new ways to reach underserved communities in the state to ensure library access is available for everyone.

### Academic OverDrive Consortium

The North Dakota State Library facilitated an OverDrive consortium of academic libraries for the purpose of resource sharing.

### Book Vending Machines

The North Dakota State Library bought ten Book Vending Machines to provide items to unserved and underserved counties in North Dakota. These machines have been placed around the state in areas that do not currently have county-wide library services, including Burke, McHenry, Oliver, Sheridan, Sioux, Slope, and Traill counties.

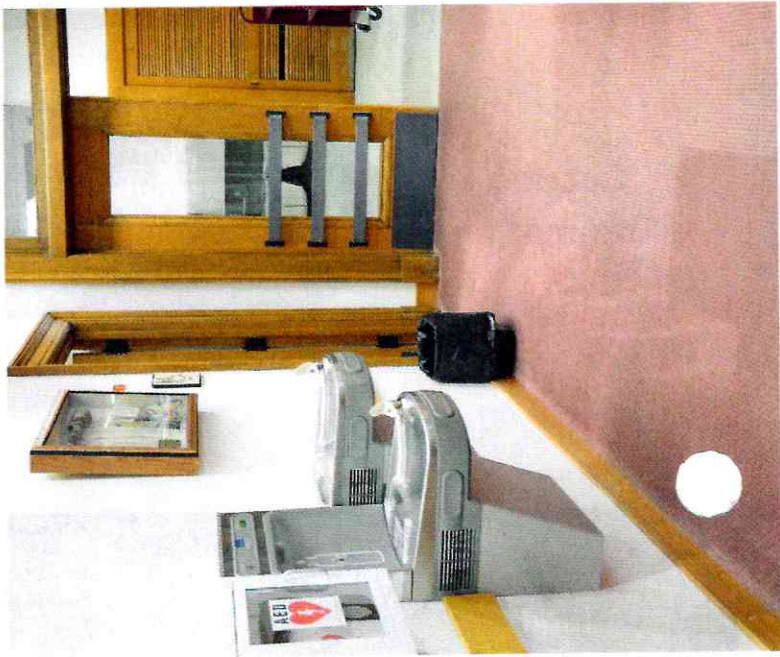
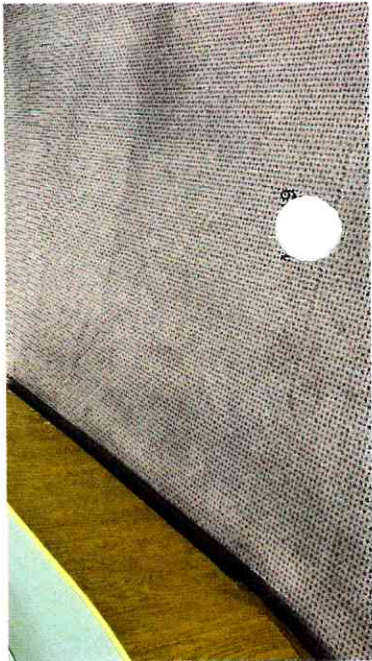


### Catalog Automation

The North Dakota State Library facilitated a retroconversion of three public libraries' collections to be automated. These collections are now part of the statewide resource sharing.

The North Dakota State Library was awarded \$2,103,561 in ARPA funds.







### Number of Patrons by County

