



**USL Staff Reports to the
State Library Board
December 6, 2012 – March 20, 2013**

**Director's Report
Donna Jones Morris/State Librarian/Director**

Department of Heritage & Arts

- The Department of Heritage & Arts (DHA) has been supported by the Utah State Library (USL) as DHA moves to a new logo, new website, and new branding. DHA Executive Director Julie Fisher has led the way to the new branding, including the following new logos. Director Donna Jones Morris and many other State Library staff are supporting DHA's forward momentum. New DHA and USL logos:



Director Activities

- Director Morris has represented DHA and the State Library by serving on the DHA Division Director's group, the Utah Education Network Board, the Utah Broadband Advisory Council, as liaison to the Utah Library Association (ULA), as a member of the ULA Legislative Committee, attended American Library Association (ALA) Midwinter and the Bill & Melinda Gates Foundation Meeting and other activities.
- Director Morris has worked closely with Library Consultant/Youth Services Coordinator Matt McLain in the design, leadership and implementation of the IMLS Grant – ILEAD USA. Consultant McLain is the project leader and many of the State Library staff are supporting ILEAD USA.
- The Library Development Team, Support Staff Coordinator Ron Van Harten, and Director Morris have all assumed additional responsibilities since the resignation of the Assistant Director.
- Director Morris, Program Manager Lisa Nelson and Supervisor Scott Brooks signed the Reading for the Blind (RFB) Department of Technology Services (DTS) project completion form February 4, after confirmation from Supervisor Brooks that the software and hardware changes implemented by DTS met program needs. With the departure of the former guard, Tyler Limb, Corrections has assigned Colby Halladay to oversee security as of March 18. Because of the need for security RFB has been closed much of the time covered in this report.
- Authorization of payment for the contract with the National Library Service to operate the Multi-State Center West was renewed for another year.
- Director Morris has been interviewed over 10 times by newspaper, radio, and television reporters. Topics have primarily been Bookmobile service.

Staff Changes and Recognition:

- *Financial Manager Paul Kroff* assessed needs, designed a training curriculum, and presented that curriculum to all State Library staff involved in coding and purchasing. Manager Kroff included detailed information on coding components, purchasing process,

and limited purchasing delegation. He used a PowerPoint and kept the audience engaged; he even added some humor to accounting. Manager Kroff went the extra mile and his expertise was evident.

Manager Kroff went the extra mile as he always does and he was recognized for sharing his expertise by the Library Admin Team to DHA. Consultant McLain commented to Director Morris after the training that he learned more about coding in this short session than he has ever known and most importantly he learned why coding is important-so that expenses are charged consistently to the designated budget category and you can assess value and cost and plan using accurate financial and other program data.

- Assistant Director Cheryl Mansen resigned on December 14, 2012 to become the Technical Services Manager with Salt Lake County Library Services.
- Utah County Bookmobile Librarian John Ingersoll (formerly Tooele County) resigned on February 26, 2013 to become the first Director of the new developing Grantsville Public Library.

Library Development

ILEAD USA

- The first ILEAD USA Utah session will be taking place March 25-28, with 28 confirmed attendees comprising six teams. The project is being led by Consultant McLain. Keynote speakers for the first sessions include: John Emerson, Marshall Breeding, and David Lankes. USL is grateful for the Board's support of the program and the Board is invited to the dinner Project Orientation, March 25 at 7 pm, at the Hyatt Place Hotel, 52 Tommy Thompson Road, Salt Lake City.
- Consultant McLain attended the ALA Midwinter Conference in January. While there, he participated in a Teen Summit sponsored by the Young Adult Library Services Association (YALSA). YALSA will be putting together a white paper summarizing the summit feedback. He also participated in the Association for Library Services to Children (ALSC) Early Learning Services and Programs Committee, creating a case study of early learning partnerships, at IMLS's request.
- Consultant McLain has been recently asked to participate on the ALSC Advocacy Website Task Force. This short-term group will work on creating the framework for an advocacy-themed website that youth services librarians and service providers can use to learn how to create an advocacy plan, refine a message, and distribute their message to local elected officials.

Summer Reading Program

- The upcoming 2013 Summer Reading Program themes are; Dig Into Reading (Children), Beneath the Surface (Teen), and Groundbreaking Reads (Adult). USL is encouraging librarians to invite local elected officials and legislators to their summer reading events.

Outreach / State Data

- Since December, 2012, USL was present at many events to pursue the following goals, and established the below listed Strategic partnerships. USL was represented at the IMLS State Data Coordinators Annual Conference, Nashville, TN. Dec. 11-13, 2012. At the UELMA Conference, March 7, 2013, (Weber State University, Shepherd Union Building), USL operated an outreach table.
- State Data Coordinator Juan Lee administered the Statistical Annual Report of Public Library Services survey for FY2012 for cities and opened survey for counties. He also submitted the IMLS State Library Administrative Agency survey for FY2012.

Library Services and Technology Act (LSTA) Grants

- In addition to the 22 Library Service and Technology Act (LSTA) re-grants to eligible libraries in the Fall 2012 grant round that totaled \$441,474, USL is continuing to consider additional project grant requests for library consortium, and other worthwhile projects that support USL's LSTA Plan 2013-2017 Goals;
 - Support lifelong learning and employment opportunities through mobile library services to Utah's rural communities.
 - Promote lifelong learning and human services-focused library services aimed at Utah's immigrants.
 - Provide training to library staff, directors and trustees statewide.
 - Promote best practices in library operations by collecting, analyzing, utilizing, and disseminating research and statistics.
 - Support collaboration among Utah's libraries, especially in the areas of technology, collection development, and digitization.
 - Expand the dissemination of information about services for the blind and disabled in Utah.

LSTA Funded Projects are listed on the USL website at:

<http://library.utah.gov/grants/lsta/documents/2012%20LSTA%20Funded%20Projects.pdf>

Capital Facilities Grant Program

- Since it appears that DHA will not be adopting a new on-line grant platform, the same procedure for libraries to submit applications for Capital Facilities Grants as last year will be used. In accordance with Section 9-7-203, grant applications are due to USL by June 1, 2013.

Internet Access Policy Triennial Review

- July 1, 2013 is the deadline for the triennial Public Library Online Access for Eligibility to Receive Public Funds review in accordance with Sections 9-7-215 & 216 UCA, Libraries will be reminded of the requirements and deadline soon.

The USL Administrative Rule that outlines the requirement is located at:

<http://www.rules.utah.gov/publicat/code/r458/r458-002.htm>

Consulting

- Review of Public Library Certification Standards has been completed by the committee of library directors. Changes will be incorporated for the Board's review and approval.

Bookmobile Program

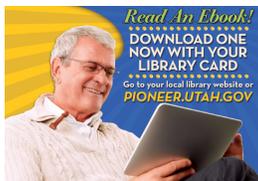
- Iron County Commissioners have voted to fund the Bookmobile through the end of the fiscal year, at which time they will reevaluate the service and make a final decision regarding keeping or stopping bookmobile service.
- The planning process to move the Carbon County Bookmobile headquarters from Wellington City Offices to the Helper Library continues. Helper City Council voted on March 7, 2013 to support the proposal. USL is working toward completing this process in late May with a Grand Opening Celebration on June 4, 2013.
- Redistribution of Stops plan is nearly ready to be put into the practical application. After four months of planning we will be changing assignments in Sanpete, Tri, Multi, and Utah County Bookmobiles. Fewer miles will be driven and a few new stops will be added making the service as effective as or better than it is now and more efficient in the long run.
- An inventory of the collection was completed at Multi County Bookmobile in conjunction with the Panguitch City Library in early March. The Bookmobile Librarian position is still

open there as we are working on the redistribution of stops, after which this job will be posted for hire.

Program Specialist/Marketing Jeri Openshaw

PIONEER-Utah's Online Library ads

- Take a ride on FrontRunner to Provo Two ads – one for audiobooks and another for eBooks available on PIONEER – Utah's Online Library began running on the new Utah County line of Front Runner – the two ads will run for three months. Look for them if you are onboard!



- **KSL Radio – Web site** – Promoting services for the blind and disabled in the months of January, February and March the ad will receive an average of 49,000 views per week!

- USL Annual Report 2012 – can be located on the USL web site <http://library.utah.gov/about/publications.html#annual>

Outreach

- Trained 35 Senior Companions in Orem on how to qualify, apply, and use equipment for blind and disabled service.

Library Resources Program Craig Neilson

Community Library Enhancement Funds (CLEF) / Certification

CLEF payments are being distributed to libraries in March. A total of \$565,000 is divided among Certified Public Libraries based on a formula which for most libraries accounts for relative population, need (as reflected by 2009 Median Family Income statistics, and effort (based on local operating expenditures per capita). These funds can be used for collections, public-facing technology, and outreach efforts.

- The FY2013 Edition of the **Public Library Certification Standards** awaits your approval. These standards determine eligibility for FY2014 CLEF payments, and, by extension, LSTA grants and E-Rate reimbursements. The standards, which apply to all public libraries serving under 50,000 people, represent a baseline for quality service.
- For FY2013, the following libraries have elected to apply for and have met additional requirements entitling them to the lofty status as **Quality Libraries**: Brigham, Hyrum,

Kanab, Logan, Park, Richmond, Spanish Fork, Summit, and Uintah.

Continuing Education

- The **Uplift / Advanced Uplift** series presents workshops on Library Administration / Collaboration in April, both at USL and Springville Library.
- **Turning The Page 2.0** an in-person and online series devoted to Library Advocacy and facilitated by the Public Library Association, is a 6-week series that continues through April.
- **Social Software** online workshops with Carson Block, noted technology consultant, continue on Wednesdays.
- Recent **Thursdays with Pioneer** series have included ½ hour classes devoted to Learning Express, Utah Publications Web Archiving, building resumes, and Ebsco Masterfile Premier

Resource Sharing

Resource Sharing Coordinator Kristen Stehel recently hosted an online book group for library staffs and interested others. The book was *Favored Daughter*. The group services to encourage local library staffs to become comfortable hosting book groups, which appear to be making a comeback, and as an adjunct to our **Book Buzz** program of book group lending.

State Publications

- **New Collections** available at <http://publications.utah.gov>
Vital Statistics Collection, Air Quality Collection, Utah Crash/Traffic Statistics, Utah Crime Statistics/Victimization Statistics
- **Pioneer**
Ebook / Audiobook usage continues to climb - Jul - Mar 2011 - 2012: **118,487**; Jul - Mar 2012 - 2013: **212,423**
Ebook / Audiobooks are currently being advertised on FrontRunner Salt Lake to Provo trains

Blind and Disabled Program

Lisa Nelson

RFB

- The Reading for the Blind Program (RFB) at the Utah Department of Corrections (UDC) reopened for business in January. The inmate staff members are successfully using the solutions initiated by DTS to record/edit and duplicate copies for the local and regional audio book collection.
- Program Specialist Jeri Openshaw and Program Manager Nelson developed a Valentine card to send to patrons to promote BARD. The National Library Service's Braille and Reading Download site. The site features digital audio and Braille book files that patrons may access and download. The Valentine promotion was featured in a Best Practices from the Network bulletin released by the National Library Service on February 4, acknowledging USL's endeavor to promote BARD to Utah patrons.
- Blind Program staff participated in training at USL March 12-15 with Mitake Burts, KLAS trainer to learn new features in the KLAS circulation system software. Michael Harris, the Program's Braille proofreader received training as a Reader's advisor, to be able to assist with patron calls in addition to his proofreading duties.

**Finance
Paul Kroff
Fiscal Year FY2013 thru February**

Revenue by Source	FY2012 Actual	FY2013 Budget	FY2013 Actual
General Fund Base Appropriations	\$ 4,193,800	\$ 4,277,600	\$ 4,277,600
General Fund Carry over FY2011	\$ 274,200	\$ -	
General Fund Carry over FY2012	\$ -	\$ 291,900	\$ 291,900
Federal Funds LSTA	\$ 1,955,700	\$ 1,792,900	\$ 1,994,500
Library of Congress Multi State Contract	\$ 853,500	\$ 709,300	\$ 391,000
County Revenue for Bookmobile Services	\$ 957,500	\$ 956,500	\$ 950,600
Other Blind and Disabled Revenue	\$ 265,500	\$ 264,400	\$ 238,100
Sale of Surplus Property	\$ -		\$ 3,000
Total	\$ 8,500,200	\$ 8,292,600	\$ 8,146,700

Expenditure by Program	FY2012 Actual	FY2013 Budget	FY2013 Actual	Percent Expended
Library Administration	\$ 1,663,800	\$ 1,660,500	\$ 1,037,500	62.48%
Library for the Blind and Disabled	\$ 2,187,800	\$ 1,844,000	\$ 1,045,900	56.72%
Library Development	\$ 2,072,400	\$ 2,343,500	\$ 1,764,200	75.28%
Library Resources	\$ 2,284,300	\$ 2,444,600	\$ 1,325,500	54.22%
Total	\$ 8,208,300	\$ 8,292,600	\$ 5,173,100	62.38%

Administration Expenditures include \$860,000 for a Building Bond payment and \$187,800 for Building Maintenance

UTAH STATE LIBRARY BUDGET REDUCTIONS FY2010-FY2013

<u>ADMINISTRATION</u>	TOTAL
Previous Other Reductions	\$ 31,400
Total Administration	\$ 31,400
<u>BLIND AND DISABLED</u>	
Warehouse Worker	\$ 58,400
Previous Other Reductions	\$ 219,300
Total Blind and Disabled	\$ 277,700
<u>LIBRARY DEVELOPMENT</u>	
Librarian III Position	\$ 85,600
Automotive Technician	\$ 6,500
Previous Other Reductions	\$ 190,200
Total Library Development	\$ 282,300
<u>LIBRARY RESOURCES</u>	
CLEF Grant Reductions	\$ 291,900
Lending Support Program	\$ 26,000
Pioneer Database	\$ 98,300
Previous Other Reductions	\$ 69,600
Total Library Resources	\$ 485,800
Total Library Reductions	\$ 1,077,200
Cumulative Percentage of Reduced General Fund Appropriation	20.36%
FTE Positions Reduced FY2010	(2.00)
FTE Positions Reduced FY2011	(1.00)
FTE Positions Reduced FY2012	(2.00)
FTE Positions Reduced FY2013	-
Administrative Expenditures include \$860,000 for Building Bond payments and \$187,800 for Building Maintenance	