



**USL Staff Reports to the
State Library Board
December 11, 2013 – March 26, 2014**

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

DHA Executive Director Julie Fisher, DHA Deputy Director Brian Somers, DHA Public Information Officer Geoffrey Fattah, Director Donna Jones Morris, and six other State Library employees attended the Utah Library Association's event "I Love My Library" at the West Jordan Library.

Orientation for new State Library Board member Susan Allred was conducted on December 13, 2013 by Board Chair Jessica Van Buren, Ms. Morris, and Program Specialist Jeri Openshaw.

Success Framework update: USL is dividing services into seven areas: Blind, Bookmobiles, Grants, Pioneer, Resource Sharing, Training/Consulting, and Utah Government Digital Library. (It was determined that the Multistate process should not be included because it is a contract for services.) Currently the Blind Program is the lead project; Bookmobiles are also developing their template.

The USL building has been sharing space with the Utah Commission on Service and Volunteerism (UServeUtah) and in January UServeUtah moved to the Department of Heritage and Arts (DHA) Rio Grande Building and the Utah Division of Indian Affairs, also part of DHA, moved into USL. Ms. Morris planned a briefing for the Indian Affairs staff and a time for Indian Affairs and USL to discuss functions and look for ways the two divisions can work together.

USL hosted an orientation for new academic library directors: Alberta Comer, Marriott Library, U of U; Melissa Bernstein, Quinney Law Library, U of U; Jean Shipman, Eccles, U of U; and Jennifer Paustenbaugh, Lee Library, BYU. UALC academic library representative to the State Library Board, Mike Freeman was a resource for the orientation process. This was an excellent opportunity to talk about cooperation and State Library services.

Ms. Morris represented DHA/USL at the Utah Education Network (UEN) board meetings, Utah Library Association board meetings, Utah Broadband Advisory meetings, Metropolitan Area Director's meetings, Utah Educational Media Association Annual Conference, DHA Division Director's meetings and other DHA meetings, and others. Ms. Morris attended nine webinars and the Utah Educational Library Media Association conference.

Employee Recognition

USL has the opportunity to recognize State Library staff for outstanding work to DHA and to the Governor. The following people have received recognition:

January – Bookmobile Program Manager Britton Lund	Exceptional supervision of the sixteen bookmobile staff, building a team of the geographically dispersed staff, and accomplishing goals and objectives.
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Staff Changes

Reader's Advisor/Braille Proofreader Michael Harris started full time w/benefits on December 23, 2013
Librarian II Kristen Stehel was reclassified as Librarian III and on December 30, 2013 she transferred to her new position as our Innovated Technology Coordinator
Youth Services Librarian Sharon Deeds started on January 21, 2014
Executive Secretary MaryEllen Martinez resigned on January 24, 2014
New Bookmobile Librarian Jennifer Tolbert started March 20, 2014
Bookmobile Librarian Dixon Eliason will retire March 27, 2014 after 36.5 years with the program.

Library Development
Donna Jones Morris

Youth Services

Ms. Deeds networked with various people and groups these past two months. She established communication with key players in the Utah Kids Ready to Read initiative, attended three meetings with school and early literacy stakeholders, made six consulting visits with colleagues, and represented USL at two outreach events. In addition, Ms. Deeds participated in six training opportunities including Public Library Trustee Regional Training on March 19 at USL.

Outreach / State Data

State Data Coordinator Juan T. Lee organized Trustee Training sessions at the Utah State Library and in Richfield. He brought Jim Connor, national trustee trainer, author, member of the Trustee College Team, and American Library Trustee Association 2005 Citation award winner, to Utah. Thirty-nine Trustees from throughout the state attended. Check USL Facebook page for more information on this and many other activities.

<https://www.facebook.com/UtahStateLibrary>

Utah Kids Ready to Read/Blind and Disabled Program – Mr. Lee coordinated State Library participation in five "Ready Set Go Kindergarten Workshops" for over 125 attendees in Head Start Centers and the Safe Kids Fair, promoting Utah Kids Ready to Read and Library Services for the Blind. Ms. Deeds staffed one event

Consulting

Mr. Lee represented the State Library at the centennial celebration of the Richfield Public Library and the Uintah County Library board recognition of a long-time employee. Ms. Deeds also consulted with the Uintah County Library Board, Duchesne County Library, and the Ute Tribal Library.

Mr. Lee represented the State Library at the ULA Diversity Services Round Table meeting, the KUED Super Reader celebration planning meeting, the UELMA Board meeting, the ULMS meeting, and the ULA Board meeting.

Mr. Lee participated in a panel of alumni from the School of Library and Information Management, Emporia State University, to offer advice to a new cohort of graduate students.

Utah Educational Library Media Association (UELMA) – Mr. Lee represented the State Library at the planning meeting for Indigenous Month celebrations and at the UELMA board meeting. USL Staff who attended the UELMA conference were Ms. Morris, Ms. Deeds, Grants Coordinator Dr. Stephen Matthews, and Support Services Coordinator Ron Van Harten.

Grants

Dr. Matthews, Financial Manager Paul Kroff, and Ms. Morris meet with DHA Internal Auditor Tim Beardall January 16 to receive the results of the internal audit of LSTA operations. There were three findings. One dealt with purchasing and USL has already complied by instituting electronic purchase order procedures. The second one is to write job descriptions and duties of all those who work on LSTA. The third is to write LSTA division procedures. USL staff members with LSTA responsibilities have supplied Dr. Matthews with basic information, and he is writing the USL response.

Bookmobile Program

Britton Lund

Bookmobile Program Manager Britton Lund made site visits to Bookmobile trucks and headquarters generally on a quarterly basis. The second and third quarters the Librarians are each spending a day on the road with Ms. Lund. In February Ms. Lund drove the truck with Bookmobile Librarian Shawn Bliss in Cache County and Bookmobile Librarian Becky Lopshire in Tri County while also spending some time at the headquarters with the Technicians. In March, Ms. Lund drove to Garrison and Eskdale with Bookmobile Librarian Dixon Eliason. With service to thirteen counties on eight trucks, there is much activity to observe and in which to participate. As of the beginning of February, the Bookmobiles had 189,022 items available for patrons to check out.

March 17-19, 2014, an inventory of the collection was completed in Iron County, thanks to the work of Ms. Lund, Bookmobile Librarian Pat Tompkins, Technician Talia Erickson, Ms. Deeds, and two relief drivers.

Recruitment has been done, interviews conducted, and the new Bookmobile Librarian for the Millard/Juab Bookmobile has been selected as reported above.

Innovated Technology Coordinator Kristen Stehel has scheduled site visits to all bookmobile locations to conduct Pilferable Assets Inventory and to tag/barcode all computer (DTS) equipment. Ms. Stehel is working with Ms. Lund in the capacity of technology tracking and coordination for the Bookmobile Program.

Program Specialist/Marketing Jeri Openshaw

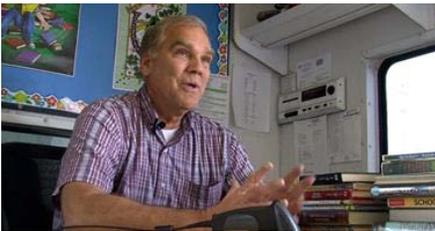
February 2014 – Ms. Openshaw presented details about services offered through the USL Blind and Disabled Program to 38 disabled veterans at their monthly meeting and received six applications.

March 2014 – Planned for media coverage and retirement party for Mr. Eliason from Delta. KSL Radio and TV and the Deseret New covered the story - even got an article on AP and the Houston Chronicle:

<http://www.ksl.com/?sid=28951813&nid=148&title=bookmobile-driver-calling-it-quits-after-3-decades-on-the-road>

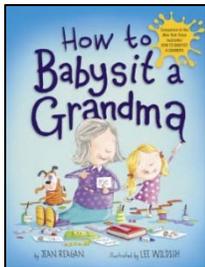
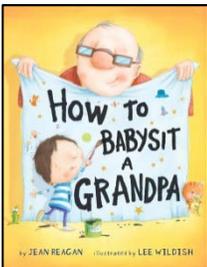
<http://pandora.bonnint.net/audio/doug.rss>

<http://www.deseretnews.com/article/865598055/It7s-the-end-of-the-road-for-Bookmobile-driver-who-delivered-for-decades.html>



A reception was held at the Delta Library March 11, 2014, with over 200 attending.

March 2014 - Children's author Jean Reagan visited the State Library to take a look at her children's book "How to Babysit a Grandpa" which has been Brailled and recorded and is in the USL collection. She signed a copy of her book and toured the warehouse.



Checkout the video she posted about her visit to USL:

<https://mail.google.com/mail/u/0/?shva=1#inbox/144b17956714da98?projector=1>

March 2014 – Ms. Openshaw and DHA Public Information Officer Geoffrey Fattah shot photos of young people using various high tech devices and reading books at the Day Riverside Library for use on a large banner to be used at

outreach events for the Department and USL.

Library Resources Program Craig Neilson

Training Highlights

Advanced Uplift: Non-Dewey Cataloging (*Springville*)

Pioneer Festival: Exploring Pioneer Resources (*Gunnison*)

Turning The Page: Advocacy training (*online*)

Thursdays with Pioneer: Weekly Online Sessions

(*Topics included* Common Core & Novelist, Holiday Gadget Guide, and using MARC records for Overdrive and OneClick, PreSchool Pioneer)

Community Library Enhancement Fund (CLEF)

State funds (\$575,000) were distributed to 57 certified public libraries. The libraries can use these funds for public facing technology, outreach, and collections. A committee of representatives from public libraries met in February to evaluate suggested changes to the standards that are being voted on at the March State Library Board meeting.

Resource Sharing

Orem Public Library will be joining the Utah Lending Family by the end of FY2014. The library has agreed to participate in InterLibrary loan activity. **Librarian Linda Roholt** has been providing extensive training for their staff.

Pioneer Resources

Deseret Book titles have been added to OverDrive.

An RFP is being prepared by the UEN for statewide magazine / journal access and other resources. Our current Ebsco subscription ends June 30.

Statistical Snapshot

Utah population served by Certified Public Libraries - 2,635,657 (92%)

Unique users of Utah Government Publications Digital Library - 233,000 (FY2014 est) vs 176,000 (FY2013)

Downloadable Ebooks & Audiobooks from OverDrive (Pioneer Consortium only) - 515,000 (FY2014 est) vs 338,000 (FY2013)

Blind and Disabled Program

Lisa Nelson

The Blind Program coordinated with the Office of Legislative Research and General Counsel and provided the 2014 Legislative roster for both the Senate and House in Braille for library patrons.

Ms. Openshaw created a Valentine mailing to promote the National Library Service's Braille and Audio Reading Download (BARD) site to patrons in Utah. The number of Utah patrons signed up to use the BARD site as of the end of February, 2014 was 773.

The Digital Books Utah (DBU) is USL's locally produced digital format books. In February 2013, USL had 453 circulation transactions from the DBU's; in February 2014, USL had 2302 circulation transactions from the collection. The majority of DBU's are produced through the long-term cooperation with the Department of Corrections.

**Finance
Paul Kroff**

FISCAL YEAR FY2014 YTD THRU 03/10/2014				
			Percent of Year:	67.00%
	FY2013	FY2014	FY2014	
Revenue by Source	Actual	Budget	Actual	
General Fund Base Appropriations	\$4,078,700	\$4,209,500	\$4,209,500	100.00%
General Fund Carryover FY2011		\$ -		
General Fund Carryover FY2012	\$291,900	\$291,900	\$291,900	100.00%
Federal Funds LSTA	\$2,351,500	\$1,873,500	\$1,400,500	74.75%
Library of Congress Multi State Contract	\$677,600	\$693,300	\$371,000	53.51%
County Revenue for Bookmobile Services	\$890,700	\$827,000	\$827,000	100.00%
Other Blind and Disabled Revenue	\$249,700	\$278,700	\$210,000	75.35%
Non-Federal Grants	\$39,500		\$4,300	0.00%
Sale of Surplus Property	\$3,000		\$ -	
Total	\$8,582,600	\$8,173,900	\$7,344,200	
	FY2013	FY2014	FY2014	Percent
Expenditure by Program	Actual	Budget	Actual	Expended
Library Administration	\$1,490,700	\$1,469,800	\$820,700	55.84%
Library for the Blind and Disabled	\$1,603,300	\$1,731,000	\$1,038,400	59.99%
Library Development	\$2,791,800	\$2,327,600	\$1,454,600	62.49%
Library Resources	\$2,404,900	\$2,645,500	\$1,725,600	65.23%
Total	\$8,290,700	\$8,173,900	\$5,039,300	61.65%
Administration Expenditures include \$860,000 for a Building Bond payment and \$215,000 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 \$215,000 for Building Maintenance