

USL Staff Reports  
to the  
State Library Board  
November 15, 2007

*Director's Report Summary*  
*Donna Jones Morris*

**Sep 2007**

- Toured the exterior of Castle Valley branch of Grand County Library and the exterior of Green River Branch



- USL's 50<sup>th</sup> Anniversary was held at the Governor's Mansion with over 200 guests and visitors
- USL staff attend Unlawful Harassment and Discrimination Training through DHRM
- Attended the 2007 Interim Committee Meeting with the Economic Development and Revenue Joint Appropriation Subcommittee Members
- Participated in Employee Satisfaction Survey for Managers
- USL hosted Metropolitan Library Director's Meeting/Luncheon
- Hosted meeting of Utah Library Media Supervisors (ULMS) school library supervisors-who agreed to partner with State Library Board on Love Your Library campaign
- Attended retirement celebration for Wayne Peay, former Utah State Library Board Member (July 1, 2001 - June 30, 2007), who also served as Vice Chair of the Board
- Attended the retirement reception of Wayne Peay at the U of U
- UALC Meeting at Weber State, toured and consulted with Director Joan Hubbard
- New partnership formalized through a Memorandum of Understanding with REFORMA, an organization that promotes Hispanic library usage; the Office of Ethnic Affairs and USL
- Working on cost containment with Fleet-Meet, Sam Lee
- Budget preparations
- Reviewed resumes of applicants for Assistant Director
- Attended ULA Legislative Committee Meeting
- Attended ULA Board Meeting at Sandy Library
- Supervised Library Development Program

**Oct 2007**

- USL received official approval of the Library Service and Technology Act (LSTA) Five-Year Plan (FY2008-2012); Utah's plan "has met not only the minimum technical requirements, it demonstrates a commitment to innovation, to education, and to documenting the need for and impact of LSTA...excellent roadmap for the future..."
- USL received thank you from Mary Kaye Huntsman for the USL 50<sup>th</sup> Anniversary

- Donna Jones Morris, received Alumni Achievement Award from Fort Hays State University in recognition for her library work in Utah, Colorado and Kansas, as well as throughout the MPLA area
- Attended the COSLA and Western Council Conference in Omaha, NE
- Attended "A Summary of the Western Digital Collection Library (including the Western Waters Digital Library [Utah Collection])," presented by Sandra McIntyre (J. Willard Marriott Library) and Susan Salem (J. Willard Marriott Library at Utah State Archives
- Attended the IMLS States Conference with Rose Frost on new guidelines for LSTA grant funding
- Attended Historian Laurel Thatcher Ulrich presentation at the U of U, which was part of the Great Salt Lake Book Festival and the 30<sup>th</sup> annual O. Meredith lecture and the Hampton Sides presentation at Salt Lake City Public Library
- Attended "Using Maps in Research," presented by Rod Swaner at Utah State Archives
- Participated in pilot of Library Directors Regional Meeting Project-October 17<sup>th</sup> nine of 10 library directors in the Cache Valley region met with the State Librarian and their two consultants to discuss local library interests, and enhance communication and collaboration among directors and USL; Attendees agreed to continue these meetings at least annually. Steve Matthews organized this meeting using the project management skills learned at department training
- Attended the Utah Literary Awards Ceremony at Salt Lake City Public Library
- Phone interviews were held with 12 applicants 10/18 and 10/19. The interview team (Bessie Oakes, Craig Neilson, Juan Lee, and Donna Jones Morris) used a rubric to evaluate applicants. Finalists will be interviewed in December
- Participated in New Librarian Orientation held at USL for 3 new library directors: Carrie Valdez (Grand County), Sam Passey (Uintah County), and Brenda Brown (Washington County)
- Attended ULA Legislative Committee Meeting
- Worked on security of library building
- Supervised Library Development Program

## **Nov 2007**

- Read and evaluated 26 LSTA grant applications and preparation for LSTA Advisory Council Meeting
- Attended State of Utah's presentation of Utah's commemorative quarter event at the Rio Grande
- Supervised Library Development Program
- Preparation for State Library Board Meeting

The most significant activity was the 50<sup>th</sup> Anniversary of the Utah State Library celebration at the Governor's Mansion, with over 200 attendees. Substantial time has been devoted to the search process for a new Assistant Director and Library Development Program Manager. This search is in process. The transition of the LSTA program into the new program with the six priorities is in process. There are some significant changes that will be made to ensure federal compliance. There is considerable activity with our state parent agency the Department of Community and Culture (DCC). The two DCC-USL digitization projects providing access to State government documents and the streaming of the blind radio station are progressing. Service continues to be delivered through all USL programs. I continue to see development and challenges throughout our programs and I appreciate each of you as you contribute to Utah through your work on the State Library Board.

# Staff Reports

## *Blind and Disabled Program* *Bessie Oakes*

### Sep 2007

- Working with the Lt. Governor's office, The Utah Voter Pamphlet was produced in Braille, recorded on cassette, and mounted on the [blindlibrary.utah.gov](http://blindlibrary.utah.gov) website
- Scott Brooks attended the National Audio and Equipment Advisory Committee Meeting on the 12<sup>th</sup> and 13<sup>th</sup> at National Library Service as a representative from the Western Conference libraries for the blind and physically handicapped. See Scott's report (attached)

### Oct 2007

- Bessie Oakes, Scott Brooks, and James Shulfer Honored the St. George Elk's Volunteers at a luncheon on the 24<sup>th</sup>. This group has donated 2,077 hours of time. The oldest volunteer is over ninety years old and the youngest in his seventies



## *Marketing and Public Relations* *Jeri Openshaw*

- **50<sup>TH</sup> USL Anniversary**

Approximately 200 people attended the event.



The 50<sup>th</sup> Anniversary of the Utah State Library was celebrated at an open house at the Governor's Mansion, on September 13<sup>th</sup> - 3 to 5 pm. An eight-minute video was produced with historic photos and interviews that ran on a loop during the open house. The bookmobile was parked in the Arts Council parking lot and open for tours and cake and punch served in the dining room of the Mansion. Mrs. Huntsman and Palmer DePaulis gave congratulatory speeches.

- **National Book Festival in DC**

Jeri Openshaw and Colleen Eggett attended the 2007 National iBook Festival in Washington DC. This year a record number of people(over 125,000) came to hear authors and visit exhibit booths from around the U.S. Utah's children's book this year was "The Boy Who Was Raised By Librarians" by Carla Morris. USL gave away Braille alphabet card and bookmarks, items from the Utah Travel Council and other items for children.



- **Library for the Blind and Disabled**

Working with Lisa Nelson and Bessie Oakes on the Radio Reading Service revamp. Have recorded a new segment called "Home Repair- You Can Do It" with Dennis Stapley from the woodshop at the Division of Services for the Blind and Disabled.

Television Public Service Announcements promoting 75 years of the talking book completed their scheduled run on FOX 13 at the end of July "Life In the Valley" Magazine is out and contains a half-page ad spotlighting services offered through the Library for the Blind and Disabled. The magazine reaches over 300,000 people.

- **Governor's Literacy Commission**

Supplied Governor's Literacy Commission bookmarks to the Utah Humanities Council for the 2007 Utah Book Festival

- **DCC Staff Meeting**

Developed a PowerPoint Presentation for Palmer DePaulis that introduced DCC's new logo.



- **DCC Communications Team**

Have been working with Communications Team to help construct a new DCC website that will be revealed at a DCC staff meeting on October 19<sup>th</sup>. The new logo and website will be revealed on November 9<sup>th</sup> at the Utah Quarter Launch.

- **Utah Kids Ready To Read**

Have been collaborating with Utah Education Network on training and public involvement on a project funded by grant dollars.

- **Pioneer**

Developed postcards and signs for display at the Senior Expo on October 19<sup>th</sup>-20<sup>th</sup>.

## *Library Development Program*

- **LSTA Grants**

LSTA Fall Round

20 Mini Grant (up to \$10,000) requests totaling	\$153,257
6 Regular Grant (above \$10,000) requests totaling	\$151,694
<b>Total LSTA funds requested in fall round</b>	<b>\$304,951</b>

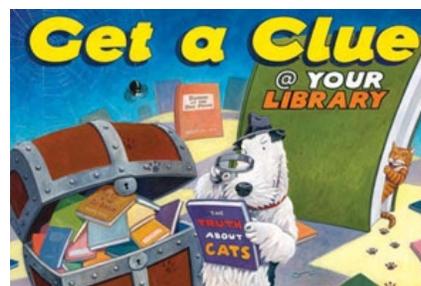
- **2007 Community Library Enhancement Fund Expenditures**

Target audiences for the use of CLEF varied from ESL patrons to pre-school children, to great grandparents. Examples of items funded with CLEF include: shelving, DVD/audio book collections, public access computers, a new literacy office, handicap ramp, cleaning equipment, furniture, and special programs.

<i>Category</i>	<i>Number of Libraries</i>	<i>Dollar Amount Spent</i>
Enhanced Access to Library Services	24	\$212,821
Capital Outlay	26	\$123,031
Technology Infrastructure	26	\$106,603
Continuing Education	9	\$9,137
Networked Information	4	\$659
Other	20	\$56,648

- **2007 Summer Reading Program**

This year's themes from the Collaborative Summer Library Program (CSLP) were popular with Utah's public libraries since 95% of the libraries reported that they used the materials sent out by USL. A total of 49,500 children participated in the "Get a Clue @ Your Library" and 5,825 teens participated in the You Never Know @Your Library reading programs at their local public library. In addition, libraries also reported that 120,856 children attended a variety of programs



relating to this year's theme and 4,507 teens attended special programs designed around their theme. Sixty percent of the public libraries stated that they also included babies and toddlers in their Summer Reading Program, and 96% offered "Read to Me" programs for preschool children.

- **2008 Summer Reading Program Workshops**



One hundred twenty five public library children's and young adult's staff attended training workshops offered at the Utah State Library, Snow College Richfield campus, and the main library of the Weber County Library system in Ogden. They learned craft projects, finger plays, poetry and promotional activities to plan successful Summer Reading Programs for children and youth of all ages in 2008. The Collaborative Summer Library Program (CSLP) has selected the theme of "Catch the Reading Bug" for children. The teen theme will be "Metamorphosis @ Your Library". The presenters of the day long workshops were Patti Sinclair, the author and editor of the CSLP

Summer Reading Program Manual, and RoseMary Honnold, the author of several books such as 101 Teen Programs and Teen Reader's Advisor. The programs were funded in part by Library Services Technology Act (LSTA) funds.

- **Library Directors Regional Meetings**

On October 17, nine of 10 library directors in the Cache Valley region (Brigham City, Garland, Hyrum, Lewiston, Logan, North Logan, Newton, Richmond, Smithfield, Tremonton) met with the State Librarian and their two respective consultants in a day-long meeting to discuss local library interests, and enhance the communication and collaboration among directors and Utah State Library. Feedback from all directors was very positive about meeting with USL representatives, as well as each other. This meeting was the pilot of a Library Directors Regional Meeting Project that proved highly successful, meeting its objectives of: Attendance by 80% of directors invited, Increase in libraries' communication with consultants by 50%, and, Collaboration among 33% of directors. Attendees unanimously agreed to continue these meetings at least annually. MP3 digital recordings of the meeting are on the State Library web server at:

Morning session: <http://library.utah.gov/audio/cvam.mp3>

Afternoon session: <http://library.utah.gov/audio/cvpm.mp3>

(L-R) Ronald Jenkins, Logan; Chris Martinez, Lewiston; Rose Frost, USL; Juliene Parrish, Richmond; Ginny Tremayne, Hyrum; Stephanie Harrell, N. Logan; Lorna Adams, Tremonton; Teresa Clark, Garland; Marilyn Benavides, Smithfield; Donna Jones Morris, Utah State Librarian; Cleo Griffin, Newton; Diana Miller, USL; Steve Matthews, USL



- **Library Recertification Process**

USL consultants are engaged in recertifying their assigned public libraries. Utah public libraries serving a population under 100,000 are required to meet federal, state, and USL standards to be certified, and therefore eligible for financial assistance and participation in statewide services, such as Public Pioneer. This recertification process is done annually in the fall, and should conclude by the end of December.

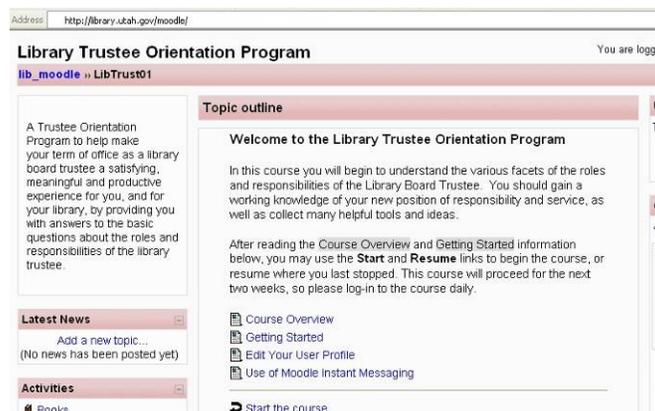
- **Gates Foundation Grants - Update**

Final analysis of the 844 computers inventoried in 67 public libraries identified only 146 computers in 28 public libraries for "Opportunity Online" hardware grant funds totaling \$245,550. A check from The Gates Foundation for \$147,167 was received for Phase I of the grant program and will be disbursed to Utah's eligible libraries by next spring. The remaining \$98,383 will be received late next year in Phase II. The 28 libraries must commit to total matching funds of \$139,050.



- **Distance Education via the Internet - Update**

To date, three distance education courses have been developed; Introduction to Distance Education, Moodle Demonstration, and Library Trustee Orientation; and two are in development, Library Annual Report, and LSTA Grant Writing. The participant training phase of implementation is scheduled to begin soon, but the Library Trustee Orientation Course is already being used in conjunction with local resources for training library boards on a selected basis. Visit



<http://library.utah.gov/moodle/> and click on the Trustee Course. Sign in as **guest** using the password **myboard** to review the course materials. When the actual course is facilitated by USL, it will include forum discussions, chat, and synchronous group discussions. Technical Internet and local computer system issues are the major obstacles being addressed prior to full implementation.

- **Internet Access Policy Triennial Update - Final Report**

As of August 8, 2007, only two of the 56 certified libraries in Utah were NOT in compliance with State statute regarding their updated Internet and Online Access Policy documents. The one library that was attempting to meet compliance, received an extension from the Director, DCC, met the extension deadline of October 1<sup>st</sup> by submitting a compliant policy, and was sent a letter of compliance and reinstatement of eligibility to receive State library funds from Executive Director Palmer DePaulis, dated October 2, 2007. Currently, only one Utah public library has not met compliance with State statute (Sections 9-7-215 & 216, *UCA*), and has declared itself noncompliant.

## *Library Resources Program*

### *Craig Neilson*



- **Pioneer, Utah's Online Library**

Former USL board member Wayne Peay's retirement has left more than a void at Eccles Health Sciences Library, where he was longtime directory, and in the academic community at large, where he was a longtime facilitator, instigator, and all around giant. Peay was also the head of the statewide Pioneer consortia group, which led Academic, K-12, and public libraries in over a decade of progress in bringing online resources to all of Utah's residents.

Wayne has asked me to continue to facilitate this group. I am working with three co-chairs: Susan Hamada, Salt Lake County Library; Ann Marie Breznay, University of Utah, and Rick Cline, Utah Education Network. Together we will be exploring ways to bring Pioneer along into the next 10 years. Our first priority is developing a strategy in four areas: web accessibility (improving access to resources), Resource availability (making high-quality, entertaining resources available to all Utah residents), Marketing & Outreach (telling our story with a consistent message and branding), and Politics & Funding (making sure our funding is secure, and leveraging the potential of our respective communities).



Your ideas for the future of Pioneer are always welcome.

- **Open Source ILS Evaluation**

Kenning Arlitsch of the University of Utah is in charge of UALC's Evergreen project. Utilizing a new staff member with experience working with the Georgia PINES system, Kenning will be developing a model for academic sustainability of Evergreen. This project should allow all interested libraries to become familiar with Evergreen's components, including those still in development, in a large library setting. Funds from the LSTA approved for this project by the Advisory Council are being used to fund the new staff member.

On the public library side, discussions are currently going on among a group of interested public library for a similar implementation of a similar open source product. We set up a state Invitation to Bid for interested consultants to work with a small group of publics in evaluating several systems, but the cost was too high. We are now looking at alternative ways of evaluation, which will be more directly related to actual implementation at the relevant libraries.

Details will follow. Several school districts in southern Utah are collaborating on open source development suited for very small school libraries, utilizing the Koha system.

- **Bookmobile Service**

Bookmobile service to the counties of Duchesne, Uintah, and Daggett will cease effective December 31. Duchesne County has completed a new branch library in Duchesne, and has hired a new library director. These two developments promise a new era of library service in Duchesne County which supplants the need for bookmobile service. As this was the largest component of the Uintah Basin Bookmobile Library, the other two counties also faced the loss of service. We are working with both Daggett and Uintah Counties to facilitate a sharing of services in those counties, and giving a boost to the nascent reading room in Manila. Most Daggett County residents travel to Vernal or Green River, Wyoming frequently. Uintah County has a new library director and has long been one of the finer smaller library operations in the state.

Talks are in progress regarding the future of Rich County's service, which uses a Bookmobile provided by the state, but is otherwise locally operated, and its possible relationship with Cache County Bookmobile Service. Such a relationship would improve library service to areas that have seen large increases in population, such as Garden City, as well as schools in the sparsely populated northern part of the county.



Satellites providing internet access will be installed on three additional bookmobiles this fall, utilizing funds from the Gates Staying Connected Grant, a three year grant provided for Utah libraries that expire this year. And the first of the new Sprinter vans has arrived and sits in our parking lot as we speak. It is scheduled to be fitted for library service in Cache County over the next few months. The new Sprinters give up interior room, but provide increased flexibility, easier and safer driving, and much better gas mileage.

- **Government Information**

Currently, we are loading the first batches of state publications into the digital library at <http://publications.utah.gov>. These publications represent two areas of high interest (legislative audits and public school evaluations).

State website archives are now available for all major state agencies at <http://publications.utah.gov/archives/index.html>. These archives represent a "snapshot" or each agency website at some point during 2007. The websites will be saved annually (some possibly more frequently) in order to make their content available to the web user, even after the agency has taken down or changed the information on the website.

- **Public Library Support**

Another round of CatExpress support is being provided by USL. CatExpress is a product that allows small libraries to easily provide quality catalog records for their materials, without exhaustive searches and without "making it up as they go along."

- **Staff Items**

**Colleen Eggett** spent the last week of October attending the prestigious MPLA Ghost Ranch Leadership Institute for Library Leaders. The weeklong retreat is a rigorous, isolated, intense exploration into leadership training.

**Betti Grow** celebrates her 30<sup>th</sup> year with USL. Betti provides interLibrary loan service to small libraries, and is the 'dean' of Resource Sharing in Utah.



Doug Livsey, bookmobile supervisor, is on extended leave for health reasons. We wish him the best.

- **Further Reading**

\*OCLC's report on "Sharing, Privacy, and Trust in Our Networked World".  
<http://www.oclc.org/reports/pdfs/sharing.pdf>

\*Future of Public Libraries? - What's in the future for public libraries? Here's one take:

[http://www.boston.com/news/local/articles/2007/10/22/libraries\\_move\\_with\\_times\\_discover\\_niches/](http://www.boston.com/news/local/articles/2007/10/22/libraries_move_with_times_discover_niches/)

## Financial Report *Bela Vastag*

% of Year: 33%

Expenditures	FY 2007 Actual	FY 2008 Budget	FY 2008 YTD Oct	% Spent
AA Personal Services	4,291,699	4,720,200	1,211,155	26%
BB Travel / In State	51,363	49,100	7,371	15%
CC Travel / Out State	46,323	52,200	7,218	14%
DD Current Expense	2,656,270	2,744,626	1,046,996	38%
EE Data Proc Current Expense	290,456	290,000	116,497	40%
GG Capital Expend (Except DP)	244,959	0	-31,850	0%
HH Other Charges / Pass Through	1,205,563	1,189,000	316,621	27%
TR Transfers To Fleet	76,604	100,000	0	0%
<b>Grand Total</b>	<b>8,863,237</b>	<b>9,145,126</b>	<b>2,674,008</b>	<b>29%</b>

Expenditures By Program	FY 2007 Actual	FY 2008 Budget	FY 2008 YTD Oct	% Spent
7103100 Library Administration	1,698,740	1,870,126	449,515	24%
7103200 Library for the Blind & Disabled	1,663,014	1,693,600	459,258	27%
7103310 Library Development	493,933	634,900	142,974	23%
7103360 LSTA Grants	576,688	600,000	311,353	52%
7103510 Library Resources	1,686,430	1,836,300	856,078	47%
7103520 County Bookmobile Libraries	2,071,003	1,856,500	437,394	24%
7103550 Uplift / CE / Spanish	108,289	88,700	17,437	20%
7103580 Community Library Enhancement Funds	565,140	565,000	0	0%
<b>Grand Total</b>	<b>8,863,237</b>	<b>9,145,126</b>	<b>2,674,008</b>	<b>29%</b>