



**USL Staff Reports to the  
State Library Board  
May 13, 2014 - September 2, 2014**

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

The newest member of the State Library Board is Jon Ostler, Director of Libraries, Karen H. Huntsman Library, Snow College. He was appointed by the Governor to replace the seat vacated by the retirement of Michael Freeman.

Department of Heritage and Arts (DHA) Executive Director, Julie Fisher, and State Library Director, Donna Jones Morris, attended and participated in groundbreaking activities surrounding the beginning of construction of the Davis County Library in Farmington, Utah.

Ms. Fisher, Ms. Morris, and Innovative Technology Coordinator, Kristen Stehel, met with John Spears, Executive Director, Salt Lake City Public Library (SLCPL) and Lisa Curt, Assistant Director for Main and Collections. They met with staff members and toured the library. As a result of this meeting, SLCPL will be holding their board meeting at the Utah State Library and the Utah State Library Board has been invited to hold a State Library Board meeting at SLCPL, so that each entity can learn more about the other.

Saratoga Springs Public Library met the requirements of full Utah Public Library Certification on May 30, 2014. This reflects years of work, financial commitment, and compliance with Certification requirements. Utah now has 58 Certified Public Libraries. Staff from all parts of USL supported this certification.

**Employee Recognition**

Support Services Coordinator Ron Van Harten and Bookmobile Program Manager Britton Lund completed the Certified Public Manager (CPM) course and are now CPM Graduates.

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

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| May - Innovative Technology Coordinator Kristen Stehel | Facilitated Build-a-Lab, an online Makerspace training series with nationwide instructors. This gained the attention of the Institute of Museum and Library Services (IMLS) which led to an invitation to IMLS Focus Strategic Priorities 2014: Learning Spaces in Libraries, held in San Francisco.   |
|  | As the Project Director for ILEAD 2014-2015, she is participating in the ILEAD sessions in Illinois to learn the Illinois techniques that will enable the Utah State Library to conduct ILEAD in 2014-2015.  |
| August - Accounting Technician Tony Mirabella          | The Department of Heritage and Arts / State Library Division proudly honors Accounting Tech II Tony Mirabella in the Finance Office. Tony has been a dedicated hard working part-time member of the finance team for seven and a half years. He has brought a bright positive outlook to his work. Every report Tony has compiled has been done with accuracy and integrity. |

His wife Irene has been a constant support and great partner. Tony has always been willing to complete any assignment and learn new skills. He is encouraging to all and working with Tony is an opportunity to smile

### **Staff Changes**

Library Resources Program Manager Craig Neilson, retired on August 16, 2014  
Library Technician, Debra Mortensen, resigned in June, 2014  
New Bookmobile Librarian, Joe Ballard, started on June 9, 2014  
Library Technician, Taliah Erickson, resigned on August 7, 2014  
New Library Technician, Mindy Gallardo, started on August 20, 2014

### **Library Development Donna Jones Morris**

#### **Consulting**

State Library consultants were busy certifying public libraries in July. This included making sure the libraries filled out the online certification forms, applied for the Quality Library Award (if applicable), and determining their unmet needs. And, of course, helping them meet those needs! Library board training has been scheduled since the consulting visits, and other training sessions as well. Library Directors have had instruction in meeting the Board Meeting recording requirements and a host of other things.

#### **Youth Services**

Youth Services Coordinator and Librarian III Sharon Deeds continued to network and meet with various groups. She attended two Children's Literature Association (CLAU) meetings and an UELMA board retreat. During this reporting period, Ms. Deeds convened 2 Utah Kids Ready to Read meetings, and represented USL at an outreach event.

#### **Outreach / State Data**

Program Specialist, Jeri Openshaw, and Youth Services Coordinator, Sharon Deeds, managed an outreach booth at the KSL TV Family Fair and Book Festival at the Gateway Mall.

State Data Coordinator Juan T. Lee promoted USL services, public libraries and reading at the following outreach events: Utah Home Education Association (UHEA) Curriculum Fair, Asian Festival, Peru Fest, and Native American Summit.

Mr. Lee submitted Utah's FY2013 Public Library Services statistical report to the Institute of Museum and Library Services (IMLS) and the US Census Bureau.

#### **LSTA**

Ms. Morris has announced results of the 2014 Library Services and Technology Act (LSTA) sub-grant awards. This year 22 Utah libraries (which includes public libraries, school libraries and academic libraries) are able to expand their services thanks to over \$300,000 in grants allocated through the [Institute of Museum and Library Services \(IMLS\)](#), a federal agency which supports Utah libraries through LSTA and administers grant dollars through the Utah State Library Division. The Utah Department of Heritage & Arts has also elected to fund the newspaper digitization projects proposed in the applications from Springville Public Library and Park City Library.

#### **ILEAD updates**

Planning for the ILEAD 2015 program is ahead of schedule. ILEAD Program Director (and new State Data Coordinator) Kristen Stehel, has traveled to Illinois twice in the past six months to learn from the ILEAD Illinois cohort how to direct the program. She will make one final trip there in October.

Ten ILEAD 2015 Steering Committee members from across Utah will have a telephonic meeting for their first planning session on Thursday, September 11, 2014. This meeting will cover an introduction to the ILEAD program and steering committee members, a review of the program schedule and budget, and an overview of the 21 individuals who have thus far applied to become team participants, mentors, and instructors. There will be five ILEAD teams formed, comprised of 25 individuals, leading up to March 2015. Each of these five teams will be assigned one mentor. The

instructors chosen will guide the participants in training on leadership, collaboration, and technology. The deadline for our Steering Committee to recruit the remaining 14+ applicants is Wednesday, October 23, 2014.

**Bookmobile Program  
Britton Lund**

Bookmobile Librarian, Jim Ericksen (Sanpete County), provided outreach at two Pioneer Day parades. The first was at Spring City in the morning - they threw candy and gave away pencils and bookmarks (around 7,000 in attendance) and the second was in Fairview in the afternoon - they threw candy and gave away pencils and bookmarks (around 12,000 in attendance). He had two volunteers walk alongside the truck - his daughter and her friend. Mr. Ericksen was also in the Sanpete County Fair Parade on August 23, 2014.

Bookmobile Librarian, Judy Moore (Carbon County), was in a Pioneer Day Celebration Parade in Wellington City on July 19, 2014. They threw candy and treats donated by local stores. USL Relief Driver, Carrie Perea, rode along with Judy to throw the goodies!

Bookmobile Librarian, Jennifer Tolbert, and Bookmobile Technician, Sherry Dutton (Millard County), took the Bookmobile for a "Show-and-Tell" at the Millard County Fair on August 8, 2014.

The Bookmobile staff are focusing on increasing ILL's, Holds, and new Facebook likes. To do this we are having three year-long contests between Bookmobiles:

- 1- ILLs - who orders the most in one month;
- 2- HOLDS - who does the most (staff and patrons totaled); and
- 3- NEW Facebook Likes - whichever bookmobile has the highest increase in likes.

**Program Specialist/Marketing  
Jeri Openshaw**

**Summer Reading Calendar**

Program Specialist, Jeri Openshaw, and Youth Services Coordinator, Sharon Deeds, sent out over 10,000 Governor's Reading Challenge Calendars to 40 Utah Libraries and Bookmobiles.

**KSL Radio – Public Service Announcement**

Paid recruitment PSA for volunteers to read and edit audio books for USL's Blind and Disabled Program ran in the month of June. Ms. Openshaw received over 50 responses to the advertisement and the USL Blind and Disabled Program now has 22 new volunteers who read and edit. The PSA ran on a free schedule that was supplemented by a paid schedule by USL.

**Governor's Literacy Commission Public Service Announcement**

Ms. Openshaw, along with a production company, produced a public service announcement at the Governor's home with his wife and grandchildren to promote reading. The team produced 15 second and 30 second PSAs that aired on KSL TV and FOX TV during the summer in early morning kids programming, <https://vimeo.com/album/2860229>. The PSA ran through July on a free schedule that was supplemented by a paid schedule by USL.

**Utah State History Partnership**

Ms. Openshaw has been working together with Kevin Fayles from State History to record the oral histories of prominent members of the community. These histories are being recorded in the Blind and Disabled Program recording booths and then archived.

**National Book Festival**



Ms. Openshaw and Ms. Deeds exhibited at the National Book Festival in Washington DC on August 30, 2014. They distributed Utah items and had contact with an estimated 50,000 of the 300,000 attendees at the Festival. USL owes a big thanks to partners the Humanities Council, REAL Salt, the Church of Jesus Christ of Latter-day Saints, the Salt Lake City Main Library and the Utah Travel Council, all of whom donated giveaway items and support. After nine

years of participation in the National Book Festival, Utah continues to be the most popular exhibit.

## Library Resources Program

### Utah Government Digital Library (UGDL) Services

Digital Library Services staff helped develop and implement an outstanding new search/navigation system using metadata browse facets. This easy-to-use interface and navigation is now being looked at as a model by other states. The Digital Library was renamed as [Utah Government Digital Library](#) to conform with its name as found in the statute (Utah Code Ann. [§ 9-7-201 to 9-7-209](#)), and the domain was changed from [utah.ptfs.com](#) to a new subdomain [DigitalLibrary.utah.gov](#) to conform with DTS domain naming rules. There are currently slightly over 60,000 government publications in UGDL (one of the largest such libraries among all the states). The number of Digital Library unique users for FY 2014 was 263,644 (up 49% over FY 2013) and their usage of the library as measured by queries was up 16.5% over FY 2013.

Digitization Librarian, Branson Larson, completed two new valuable legal collections to our [law library](#) not freely available anywhere else on the Internet: [Laws of Utah, 1851-present](#) and [Utah Code Annotated, 1851-1943](#). Digitization Librarian, Darci Card, completed dozens of new collections including UDOH [IBIS-PH Indicator Reports](#) and [Utah Health Status Updates](#), [UDWS Economic Snapshot Fact Sheets](#), and [Utah State Prison Relocation Documents](#).

### Pioneer

For Utah's Online Library, there were 560,000 downloads of eBooks and Audiobooks in FY 2014. There were over 200,000 unique visitors to [pioneer.utah.gov](#).

In FY 2014, USL sponsored over 10,000 hours of training to library workers throughout the state, 64% of which were offered online, which saved over \$100,000. Highlights include:

- Thursdays with Pioneer (online training sessions, held weekly)
- 3 Cataloging topics: UPLIFT course on cataloging, RDA Cataloging, and Non-Dewey Cataloging
- Turning the Page 2.0 Advocacy Training
- Strategic Planning
- Digital Media Lab Training (Makerspaces)
- Dealing with Angry Customers
- Grants Training
- Trustee Training

### Training

USL staff received over 1,700 hours of training.

## Blind and Disabled Program

Lisa Nelson

The Multistate Center West (MSCW) annual contract compliance visit from the National Library Service's Derek Barnes took place in July, 2014. Mr. Barnes responded positively in his summary report to the changes implemented by Scott Brooks, Interim Director of MSCW.

The Blind Program recruited 22 new volunteers to narrate and edit books for the locally produced audio book collection after running a public service announcement on KSL Radio during the month of July.

Currently the Online Book Club has 11 patrons of the Blind Program registered to participate, surpassing eight individuals who participated in previous book club programs.

The SHELF site, where patrons of the Blind Program are able to access downloadable, locally produced audio books, now contains over 1,100 USL produced titles. The total number of locally produced audio books in the USL collection is 2,281, a new high for the program.

**Finance**  
**Paul Kroff**

<b>FINANCIAL REPORT STATE LIBRARY</b>				
<b>FISCAL YEAR FY2015 YTD THRU 07/30/2014</b>				
			Percent of Year:	9.00%
	<b>FY2014</b>	<b>FY2015</b>	<b>FY2015</b>	
<b>Revenue by Source</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	
General Fund Base Appropriations	\$ 4,215,400	\$ 4,342,600	\$ 4,342,600	100.00%
General Fund Carryover from FY2013	\$ 291,900			
General Fund Carryover from FY2014	\$ -230,000	\$ 230,000	\$ 230,000	100.00%
Federal Funds LSTA	\$ 1,686,500	\$ 1,875,400		
Library of Congress Multi State Contract	\$ 636,500	\$ 705,300		
County Revenue for Bookmobile Services	\$ 827,000	\$ 848,100	\$ 410,200	48.37%
Other Blind and Disabled Revenue	\$ 224,100	\$ 279,100	\$ 175,300	62.81%
Non-Federal Grants	\$ 34,300			
Sale of Surplus Property	\$ 1,600			
<b>Total</b>	<b>\$ 7,687,300</b>	<b>\$ 8,280,500</b>	<b>\$ 5,158,100</b>	
	<b>FY2014</b>	<b>FY2015</b>	<b>FY2015</b>	<b>Percent</b>
<b>Expenditure by Program</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Expended</b>
Library Administration	\$ 1,391,300	\$ 1,478,600	\$ 8,700	.59%
Library for the Blind and Disabled	\$ 1,620,800	\$ 1,771,700	\$ 60,700	3.43%
Library Development	\$ 2,128,300	\$ 2,361,600	\$ 36,400	1.54%
Library Resources	\$ 2,546,900	\$ 2,668,600	\$ 466,300	17.47%
<b>Total</b>	<b>\$ 7,687,300</b>	<b>\$ 8,280,500</b>	<b>\$ 572,100</b>	<b>6.91%</b>
<b>UTAH STATE LIBRARY BUDGET REDUCTIONS FY10-FY13</b>				
<b><u>ADMINISTRATION</u></b>				
	<b>TOTAL</b>			
Previous Other Reductions	\$ 31,400			
<b>Total Administration</b>	<b>\$ 31,400</b>			
<b><u>BLIND AND DISABLED</u></b>				
Warehouse Worker	\$ 58,400			
Previous Other Reductions	\$ 219,300			
<b>Total Blind and Disabled</b>	<b>\$ 277,700</b>			
<b><u>LIBRARY DEVELOPMENT</u></b>				
Librarian III Position	\$ 85,600			
Automotive Technician	\$ 6,500			
Previous Other Reductions	\$ 190,200			
<b>Total Library Development</b>	<b>\$ 282,300</b>			
<b><u>LIBRARY RESOURCES</u></b>				
CLEF Grant Reductions	\$ 291,900			
Lending Support Program	\$ 26,000			
Pioneer Database	\$ 98,300			
Previous Other Reductions	\$ 69,600			
<b>Total Library Resources</b>	<b>\$ 485,800</b>			
<b>Total Library Reductions</b>	<b>\$ 1,077,200</b>			
Cumulative Percentage of Reduced General Fund Appropriation	<b>20.36%</b>			
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