

RECOMMENDATIONS OF THE SUBCOMMITTEE
ON A JOINT LEGISLATIVE LIBRARY

The deYoung Report, which suggests the creation of a full-scale reference library, is the most desirable approach to the establishment of such a facility. It is the consensus of the joint subcommittee, however, that a somewhat more modest library should be established prior to the 1969 Session. Such a library should be expanded subsequent to the Session after a more precise definition of the needs of the library and the requirements of the legislature are developed and additional funds become available.

It is with these thoughts in mind that the following recommendations are made:

I. Funding

The joint library should be funded at \$30,000, or \$15,000 from each House. This sum would be expended to enable the project to get underway on August 1, 1968 and would offset expenses through June 30, 1969. The monies would be expended as follows:

A. Salaries

Librarian	\$13,000	
Assistant	<u>6,000</u>	\$19,000.00

B. Materials and Supplies

Equipment	6,000	
Basic Collection	3,800	
Subscriptions	1,000	
Postage	<u>200</u>	
		11,000.00
		<u>\$30,000.00</u>

II. Personnel

A. Librarian

The person selected to serve as the librarian should have a master's degree in library science with experience in research work. He should

further have experience in the supervision and administration of a library and a minimum of four years' experience in library work. The duties of the librarian would include:

1. Assume control over the materials stored in the L.R.C. files.
2. Determine what materials are available in libraries and collections within the capitol complex and the metropolitan area.
3. Define the scope of the collection in co-operation with the joint legislative committee described below.
4. Plan the acquisition of additional materials and guide the development of the collection.
5. Identify points of legislative interest and acquire materials in those areas.
6. Supervise the assistant in carrying out of the work of the Legislative Reference Library.
7. Select materials to be added to the collection through review of bibliographic listings.
8. Develop a classification scheme and subject headings.
9. Catalog all incoming materials.
10. Supervise preparation of continuations by the assistant.
11. Assist legislators seeking information.

B. Assistant

This individual would serve under the direction of the Librarian. In addition to performing clerical duties, the Assistant would aid in cataloging, would process continuations (materials which supplement or replace materials previously filed) and would assume other responsibilities as determined by the Librarian. The person selected should have an ability to type and take shorthand and have some experience in library work.

III. Legislative Supervision and Control of the Library.

It is proposed that a six member joint subcommittee be designated to oversee the operation of the library and to serve as a liaison between the library and the Rules Committees. Three members from each house should be appointed by the Rules Committees to serve as members of the subcommittee. It is further suggested that a minority member be selected to serve by each Rules Committee.

The Librarian and Assistant Librarian will be hired by the Senate Counsel and the House Research Consultant after consultation with the joint subcommittee.

INTERIM

LIBRARY SUBCOMMITTEE
Meeting: May 9, 1968'
Room 238, State Capitol

ATTENDING

Senator Dosland	Rep. Frenzel
Senator Larson, L.W.	Rep. DuBois
Mr. Klein	Mr. Clifford
Mr. DeYoung	

Senator Dosland acted as Chairman of the meeting of the joint subcommittee.

Mr. Frenzel commented the House subcommittee had met with Mr. DeYoung and the consensus of the members at that time was a joint meeting should be held with the Senate subcommittee so both committees would be going in the same direction. The general tone of the meeting of the House subcommittee was that this was a good report and that there was a need for a reference library, but no specific endorsement was made of the report by the House subcommittee. One preliminary report had been made to the House Rules Committee, but that the House subcommittee had to go through their subcommittee on staffing and research before presenting the plan to the House Rules Committee.

Senator Dosland stated the position of the Senate subcommittee was similar to that of the House subcommittee in that they were a subcommittee of the Senate legislative procedures subcommittee. This matter was brought up at the Senate Rules Committee meeting on April 10th at which time the Senate Rules Committee took the following action. A motion was made and carried that -

"The subcommittee determine whether or not there is a need for a limited library, and if it is determined there is a need that the subcommittee, through the Chairman of the Committee on Rules and Legislative Expense, be authorized to engage the proper personnel to implement this program taking into consideration at all times the services and agencies that are now available."

Mr. Klein commented the strong consensus of feeling at the Senate Rules Committee meeting was that prior to the next session if a librarian were to be engaged or a library endorsed and started that it not be a library in the sense of a collection of books, but rather that it be a library with a very limited collection at this time directed primarily to the analysis of existing collections; that the subcommittee look into the possibility of acquiring existing material for the legislative library; that the subcommittee study the relation of this library to other legislative services; and that the library at this time be more a cataloguing of existing material.

Commenting on Mr. Klein's statement, and in response to a question by Mr. DeYoung as to the scope of the library at this time, Chairman Dosland

stated the legislature has material in various places that should be identified, catalogued, indexed and put together in one place in useable fashion, and also that any other material that is purchased should be integrated into this collection in a useable fashion, plus ascertaining what materials are located in the Capitol complex that might be useful to the legislature and how it can be obtained.

The subcommittee discussed necessary personnel for a legislative library and inquired of Mr. DeYoung his suggestions for proper procedure for staffing. Mr. DeYoung suggested inasmuch as consideration was not being given to setting up the library as a whole, that the subcommittee consider constituting this subcommittee as the legislative control of the library, secondly that a part-time consultant supervisor be engaged, third a cataloguer be employed and that such cataloguer be informed he or she was hired as a cataloguer and not as a legislative librarian so that if in the future it became necessary to hire a librarian, there would be no personnel problem.

A question was raised as to whether or not if a cataloguer were to be employed July 1st or August 1st there would be sufficient work to keep such person busy until session time. Mr. DeYoung commented this would depend on the amount of material available, but he felt that working out a system and setting up a structure into which material can be fitted and retrieved in the easiest manner would take at least four, five months. One of the important things to have in mind was that this is a legislative library and that whoever is employed to catalogue this material should have that firmly in mind.

It was questioned whether or not legally a cataloguer could be employed and a library established before the 1969 session, or if the subcommittees were limited, under the law, to making a recommendation to the next session of the legislature that a library be started.

Mr. Klein and Mr. Clifford indicated under the resolutions passed at the close of the last session the Rules Committees had the authority to employ personnel and purchase materials etc., and it was their feeling no legal technicality was involved.

Mr. Frenzel commented that if the Rules Committees should determine that the program is good but that implementation of the same should start after the session convenes, then the subcommittees should be prepared with some program that could be started at a more modest expense prior to the session as it was his feeling the members of the legislature wanted something prior to the session "however skimpy it might be".

Mr. DuBois suggested these subcommittees report to the Rules Committees that:

1. If a legislative library is to become a reality, it should be the best one possible and one that will be as convenient as possible to the legislature, well managed and staffed to provide quickly legislative needs.
2. Recommend that the library be established and that it be an on-going proposal, and further that the 1969 session appropriate monies specifically for this project.

There was discussion as to needs for and financing of a legislative library. It was the consensus it would be necessary to provide for (1) staff, (2) equipment such as desks, typewriters, filing cabinets, index files etc., and (3) supplementary materials that would have to be purchased.

Mr. DeYoung was questioned as to whether or not he was interested in assisting in setting up a legislative library serving in the capacity of a consultant or supervisor on a part-time basis. He indicated at the present time he was interested. If Mr. DeYoung was employed to work in this capacity, his rate of compensation would be worked out by Mr. Klein and Mr. Clifford in consultation with Mr. DeYoung and in line with guidelines set down by this joint subcommittee.

The members referred to the report prepared by Mr. DeYoung and discussed the cost items listed on page 16 thereof. It was the consensus the following recommendations should be made to the Rules Committees.

The formula for a legislative library as set out in Mr. DeYoung's report is the one the subcommittees would like to recommend, but for the time being inasmuch as it would appear a limited program would be more acceptable, the subcommittees would recommend that:

I. The following staff be employed -

1. One fourth time consultant (annual salary)	\$ 3,500	
2. Full time cataloguer	" "	10,000
3. Clerical help	" "	<u>6,000</u>
		\$19,500

II. Equipment such as - 7,000

1. Typewriters
2. Shelving
3. Desks
4. Index equipment, files etc.

III. Supplementary materials 4,000

For a total initial cost of \$30,500

This would be the absolute minimum needed just to get a library started. This amount would be budgeted against unallocated House and Senate interim funds, \$15,250 from House funds and \$15,250 from Senate funds. When the session convenes there would be a need for additional research analysts as well as other staff personnel to help service the legislature so that the costs would escalate at this time. This additional cost would be charged to session monies and as the program grows the cost of operating the library would be out of legislative funds the year around.

The subcommittees would stress the importance of going into the program as laid out in Mr. DeYoung's report at the earliest possible time.

The subcommittees would also recommend that the control of the library be under the joint control of the House and Senate Rules Committees through whatever mechanism they decide.

It was suggested that the House subcommittee report back to their committees as soon as possible the proposed recommendations to see whether or not the House Rules Committee would approve these recommendations prior to the next meeting of the Senate Rules Committee on July 19th so that the joint subcommittee, through its staff, could proceed to hire the necessary personnel. Senator Dosland commented he would like to take this matter back to the Senate Rules Committee on July 19th inasmuch as he was not sure the motion covered the purchasing of equipment and the basic collection. In the meantime Mr. DeYoung was requested to try to locate qualified cataloguers and report back to Mr. Klein and Mr. Clifford whose responsibility it would be to interview and screen any applicants. Mr. Klein suggested Mr. DeYoung prepare a job description for use by prospective employees. Mr. DeYoung called attention to his general description of a librarian which he felt would cover what the subcommittee would want.

DA

MINUTES

Representatives of Subcommittee on
Legislative Reference Library

A meeting of the Chairmen of the Subcommittee on Legislative Reference Library was held in the Library, February 4, 1969 at 1:15 P.M. Present were Senator William Dosland; Representative William Frenzel; Blair Klein, Senate Counsel; Thomas Clifford, House Research Consultant; and Raymond Lindquist, Library Director.

The matter of joining an Interstate Exchange Program for documents was discussed. This is an agreement worked out through the Council of State Governments, wherein the states that join agree to exchange copies of reports, etc. from interim and other committees, from legislative research workers, etc. The decision was that the Librarian was to secure full information as to what would be necessary for Minnesota to join and participate. Through the Research Counsel for the Senate and House, the information would be reported to the Chairmen of the Senate and the House representatives on the subcommittee.

The Librarian reviewed the procedure for purchasing that had been worked out. He was authorized to make purchases direct (within the limits of the budget) and then submit the bills to the office of the Secretary of the Senate for payment.

Arrangements had earlier been made to have the Senate make payments, under the budget situation in the current biennium, with the House having agreed to reimburse the Senate for the House's share of half. The Chairmen asked that lists of proposed purchases be sent them in advance for awhile so they would be informed of the types of materials being ordered.

The budget for the current biennium was reviewed. This had been fixed by the Subcommittee last Spring. It provides for the following:

Salaries	\$19,000
Equipment	6,000
Books	3,800
Subscriptions	1,000
Postage	200
	<hr/>
	\$30,000

The Librarian suggested reducing the equipment item to \$3,000, freeing the balance of the present \$6,000 item for reappropriation for other needs later in the year. Permission was granted for him to purchase book shelves and library reading tables and chairs from the \$3,000 equipment appropriation.

The hours of opening for the Library were set officially as 8:30 A.M.- 5:00 P.M. Monday through Friday.

The Librarian agreed to prepare a draft of a letter that the Subcommittee could consider sending to all members of the Legislature to inform them of services available.

The Subcommittee Chairmen directed that a proposed budget request for the next biennium should be prepared soon by the Library Director. Recommendations for salaries could be considered by the Subcommittee when the budget request is considered. Representative Frenzel suggested that consideration be given to providing in the budget request for an intern during the actual session of the next Legislature.


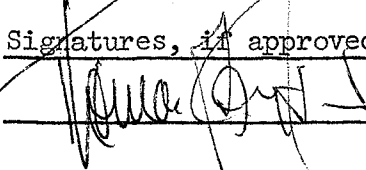
Senator Dosland presented a draft of a proposed bill that would officially create a Legislative Services Commission, provision for the Legislative Library, and related matters. It was referred to Mr. Klein with the request he have copies made and distributed to those at the meeting.

The meeting was then adjourned.

Verification of Minutes

Please sign to show agreement that the Minutes as recorded are correct. If corrections are necessary, please inform the Librarian.

Signatures, if approved

PROPOSED AGENDA

SUBCOMMITTEE ON LEGISLATIVE REFERENCE LIBRARY

April 11, 1969

- I. Review of Temporary Budget for Current Year
- II. Authorizations Requested under Current Budget
 1. Personnel
 - a. Clerk-typist
 - b. Student pages
 2. Policy on Authorizing Deposit Accounts and on Lost Books:
 - a. Deposit with U. S. Government Printing Office
 - b. Deposits for Photocopies etc. at other Libraries
 - c. Policy on Replacing Borrowed Books that are lost
 3. Joining Interstate Exchange of Legislative Service Publications
- III. Consideration of Proposed Budget Request for 1969-1971

REVIEW OF
TEMPORARY BUDGET
FOR
LEGISLATIVE REFERENCE LIBRARY
FOR YEAR ENDING JUNE 30, 1969

AGENDA ITEM I
April 11, 1969

The budget approved by House and Senate chairmen of the Subcommittee on Legislative Reference Library on February 4, 1969 is noted below. This was a revision of an earlier budget approved last spring or summer by the Subcommittee. A budget for eleven months worked out then amounted to \$30,000, half to be paid by each house. It provided: Salaries - \$19,000; Materials and Supplies - \$11,000 (of which \$6,000 was for equipment); Total \$30,000.

Budget fixed February 4, 1969:

Salaries	\$ 19,000
Equipment	3,000
Subscriptions	1,000
Books	3,800
Postage	200
Undesignated	3,000
	<hr/> \$ 30,000

At this time the Director was given authority to use \$3,000 (of the former \$6,000 equipment appropriation) to purchase book shelves and other library furniture and equipment. No disposition of the \$3,000 withdrawn from the former \$6,000 equipment appropriation was made at that time.

REASSESSMENT OF ANTICIPATED BUDGET EXPENDITURES AS OF APRIL 1, 1969

SALARIES

Director (3 months)	\$ 8,666.00	
Assistant (7 months)	3,791.62	
Clerk-typist (2½ months)	1,000.00	
Student pages	400.00	
Retirement, insurance, Social Security	1,374.29	
		\$ 15,231.91

EQUIPMENT

Bookshelves, reading tables, chairs, etc.	3,000.00
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<u>SUBSCRIPTIONS</u> (newspapers and magazines)	1,200.00
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<u>BOOKS AND BINDING</u> (including advance deposits to Government Printing Office and at local libraries)	850.00
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<u>OTHER ITEMS</u> (Telephone, Supplies, Postage, Local travel reimbursement, etc.)	700.00
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\$ 20,981.91

PROSPECTS:

Approximately \$21,000 will be expended of the \$30,000 current authorization through June 30, 1969.

AUTHORIZATIONS REQUESTED

UNDER

CURRENT BUDGET - YEAR ENDING JUNE 30, 1969

I. PERSONNEL

a. Clerk-typist.

Authorization is requested to employ one clerk-typist to start work immediately on typing order and catalog cards and assist with other typing and clerical work. This is an urgently needed position on a permanent basis, as the flow of work of this kind will increase and continue as the Library develops.

This authorization for this position is requested to start as soon after this date as an appropriate person can be found and to continue through June 30, 1969 only. However, the hope would be that the person could continue on a permanent basis if the position is approved in the budget request for the next biennium. A salary rate of \$400 per month is suggested. The cost to the current budget would be \$1,000 maximum. For this two and one-half month period this would be considered a temporary job, so no provision is made for Social Security, retirement, or insurance costs.

- Cost - \$1,000.00

b. Student Pages.

Increasingly it is difficult to secure sufficient legislative page help to do the newspaper clipping work. After the Legislature adjourns the end of May there will be no possibility of that help at all. Authorization to pay \$1.50 per hour and to expend a maximum

of \$400.00 from now through June, 1969 for one or more student pages is sought. No fringe benefits are involved for such temporary help.

- Cost - \$400.00

II. POLICY ON AUTHORIZING DEPOSIT ACCOUNTS AND ON LOST BOOKS.

a. U. S. Government Printing Office, Superintendent of Documents, Washington, D. C.

Amount proposed to be deposited now (and renewed
when needed) \$200.00

Explanation: There are a number of U. S. Government reference books and other publications that should be purchased, as well as continuing need for many Government documents that must be purchased. The Government has no arrangements whereby a purchaser can be billed for publications ordered. They do provide, however, for deposit accounts. Under this plan a purchaser makes an advance deposit of an appropriate sum. Deductions are made from the deposit for whatever is purchased. Periodic statements of the account are received from the Superintendent of Documents.

Approval of the Subcommittee is sought for making a deposit of \$200.00 with the Superintendent of Documents at this time, with approval as well of the idea of making subsequent deposits of a like amount in the future when needed, subject always to budgetary limits of the amount available for books at the time. Such deposits would be charged to the Book appropriation.

b. Policy on Deposits for Photocopy and Other Charges at Other Libraries.

Permission is requested to make deposits of \$50.00 each at the St. Paul Public Library and at the Hill Reference Library.

Almost entirely these sums would be used for having photocopies made for the Legislative Reference Library of materials that can be acquired most advantageously in that form from those libraries. In addition, it is suggested that small fines on books borrowed for reference users who need to keep them overtime be charged to this fund. Only very occasionally does this occur, but there should be some way to take care of it.

Ultimately, smaller deposit accounts (as for \$10.00 or \$25.00) may be desirable at such libraries as the Minneapolis Public Library or the University of Minnesota Library or at some college library, but they are not needed now. Authorization is requested now, however, while this matter is being considered, for the Director to make such deposits when and if they become necessary to pay for photocopy work or to pay postage or other charges due such libraries.

c. Policy on Replacing Borrowed Books that are Lost in the Course of the Legislative Research Work.

Every effort is made to hold borrowers individually responsible for books or magazines they borrow. If the book happens to be one borrowed from another library, the matter of replacing it or paying for it if it is lost must be faced.

Where a book has been borrowed by a legislator or a research worker as a part of his official duty and it disappears from his office or is lost within the activities of the work, it is suggested that the Library be authorized to pay the bill due to the Library that had lent the material. Every effort would be made to retrieve books. However, there is now one such missing book this Session. Policy direction is needed.

III. INTERSTATE EXCHANGE OF LEGISLATIVE SERVICE AGENCY PUBLICATIONS.

It is apparent after the experience of the current Session, so far, that one of the most important needs of the Library is to secure ^{from other states} the reports of legislative and other research and study on topics of legislative activity or possible interest.

Fortunately, an arrangement for the exchange of such documents among the states is well established. Sponsored by the National Legislative Conference, the plan was started a number of years ago. It is unified and administered by the Council of State Governments. There are now 38 states that are members of the plan. Minnesota is one that has not yet joined.

To join, a state legislative agency (or agencies) must:

1. Agree to send a minimum of one (and a maximum of two) copies of legislative service agency publications to:
 - a. Each of the 38 (or more) states that have joined the plan.
 - b. Send 3 copies to the Council of State Governments (for their Interstate Loan Library) and 1 copy to the Library of Congress.
2. The type of report to be sent to others is:

"All final reports of studies prepared by legislative service agencies, including interim legislative study committees and commissions, when such reports are published...and such other published reports as, in the opinion of the legislative service agency of the state, may have interstate interest."
3. The agreement shall be in the form of a Letter of Notification sent to the Council of State Governments and

shall continue in effect until a Letter of Discontinuance is filed with the Council of State Governments.

The plan envisages that all the legislative service agencies of the state should cooperate in developing the plan for participation of that state. They would agree as to which agency would be the depository and which would send out the reports, etc. At least 16 states have only one participating agency. Others who would have an interest here in Minnesota would be the Senate Counsel's office, the House Research unit, and the Revisor of Statutes. The State Library here is really in the law field rather than the legislative. Thus it would seem appropriate for the Legislative Reference Library to join this plan if the Subcommittee approves and authorizes the Director to prepare and sign and submit to the Council of State Governments the required "Letter of Notification" (which is the only agreement to be signed).

If this is approved by the Subcommittee, they may want to insert in S.F. 1111 and H. F. 1641 (creating a Legislative Services Commission) a provision that one hundred copies of all processed or printed reports published by Interim or other Legislative committees be supplied to the Legislative Reference Library for distribution in the Interstate Exchange of Legislative Service Agency Publications, and that other legislative or other reports may be supplied also for such distribution if deemed likely to be of interest in other states and the issuing body has sufficient stock available.

SUMMARY
OF
BUDGET REQUEST
FOR
LEGISLATIVE REFERENCE LIBRARY
FOR 1969-1971 BIENNium

		<u>For Year Ending</u> <u>June 30, 1970</u>	<u>For Year Ending</u> <u>June 30, 1971</u>
Subdivision 1	Salaries	\$ 43,523.20	\$ 48,140.00
Subdivision 2	Supplies and Expense	3,750.00 *	3,750.00 *
Subdivision 3	Books and binding	5,600.00 for biennium	

Any unexpended balance remaining in the first year shall not cancel but shall be available for the second year of the biennium.

* - An item for Commission Expense is to be added here at meeting of Subcommittee on April 11, 1969.

DETAIL
OF
BUDGET REQUEST FOR
LEGISLATIVE REFERENCE LIBRARY
FOR 1969-1971 BIENNium

	<u>Year Ending</u> <u>June 30, 1970</u>	<u>Year Ending</u> <u>June 30, 1971</u>
<u>Subdivision 1. Salaries.</u>		
Director	\$ 13,000	\$ 13,000
Administrative Assistant	7,000	7,000
Assistant Director	9,000	9,000
Clerk-typist	4,800	4,800
Student pages	2,800	2,800
Legislative intern (1971 session)	-	3,000
Salary increments(proposed to be on same basis as set for other State employees)	3,000	4,000
State insurance, retirement, Social Security	3,923.20	4,540
	\$ 43,523.20	\$ 48,140
<u>Subdivision 2. Supplies and expense.</u>		
Equipment	2,000	2,000
Supplies	300	300
Postage & Express	350	350
Travel	500	500
Telephone	600	600
	\$ 3,750 *	\$ 3,750 *
<u>Subdivision 3. Books and binding.</u>		
Books and binding	1,500	1,500
Subscriptions	1,300	1,300
	\$ 2,800	\$ 2,800
	\$ 50,073.20 *	\$ 54,690.00 *

* - An item for Commission Expense is to be added here at meeting of Subcommittee on April 11th, 1969.

PROPOSED

WORK PROGRAM AND BUDGET FOR 1969-1971

To complete the organizational work will be the primary aim of the year and one-half in the interim. At the same time, the Library would expect to work closely with the Interim Committees and their staffs as they study subjects assigned to them.

Organizationally, the work to be done consists of:

1. Acquiring materials. Major emphasis will be on finding materials that will be useful in this particular service agency and then purchasing them or, where possible, securing them as gifts. The aim will be to build a collection of real strength in providing information that it is anticipated will be needed. Part of this will be in the form of reference directories and books, and part will be reports from legislative research staffs in other states. It is hoped that the latter material can be secured through an exchange of publications as worked out through an arrangement called the Interstate Exchange of Legislative Service Agency Publications, which is sponsored by the Council of State Governments. Thirty-eight of the states are members of this Exchange. The work of sending materials to them, and of processing for use publications received from them, is a sizable undertaking. It is recommended as essential because what members of the Legislature ask for repeatedly is what other states are doing on subjects in which

they are concerned. To receive such publications routinely as they are issued is an ideal opportunity for this type of Library.

2. Cataloging and Indexing Materials. A prime purpose of a library is to organize the publications it has in an orderly manner so that information in them can be found efficiently when wanted. Careful cataloging and indexing is the key to retrieving information that lies within printed publications. Since virtually none of this work was done in the past, there is a great backlog of indexing the publications already in the Library. To this will be added the same kind of work on the flow of new publications that are received.
3. Reference Work is a library term referring to the search for specific information that readers request. In the interim this would chiefly be for those involved in committee studies. Mail inquiries may also come from individual members on occasion. Although the volume of this activity would be considerably less than when the Legislature is in session, it is still a matter of urgency at the time it is needed. A certain amount of use of other libraries is needed at such times. The more the resources of other libraries of all kinds in the Twin Cities are known, and the more informal working relations are developed, the more useful such contacts might be during the next Session. Reference service is an on-going function that is always important to the researcher seeking information.

4. Bibliographical and Publication Work. Lists of references on subjects of Legislative interest are an activity the Library should get started in before the next Session. Individual members may ask to have such bibliographies prepared, or the Library may initiate some when a need for them is sensed.

At some point, probably, just prior to the opening of the next Session, the Library should start issuing to the members of both Houses a selected list of new acquisitions.

PROPOSED BUDGET

In order to implement this program, a budget request totaling \$50,073.20 * for the fiscal 1969-70 and \$54,690 * for fiscal 1970-71 is submitted.

PERSONNEL - As in most service agencies, the major part of the budget is for personnel.

To develop the Legislative Reference Library and get it firmly established, a staff of one librarian and one assistant is not adequate. For that reason the addition of a professional assistant to assist with the professional library work of bibliographic and cataloging and reference work is requested.

A clerk-typist is essential to the increased load of cataloging and indexing work, as index cards must be typed as directed by a professional librarian who makes the decisions as to what is to be recorded and how it is to be done.

In addition, part-time student pages are needed to do the newspaper clipping. The clipping file will be one of the areas of work turned over to the present assistant. It will be her job to check eight newspapers every day and decide what shall be clipped, marking the items. A page will then do the physical clipping. After that the assistant will have to mark each

* - An item for Commission Expense is to be added here at meeting of Subcommittee on April 11, 1969.

clipping with the subject under which it is to be filed. During the Session, pages are assigned from the House or the Senate to come to the Library to do clipping as they can be spared. During the interim such help will not be available, of course, so pages will be needed on the Library staff. In the future Sessions it would be better for the Library to employ one or two student pages to do this work and to re-shelve books that have been used. Whether one or two pages would be used would depend on the number of hours available from the student. The physical work of mailing for the exchange program would be done by the pages.

To summarize the personnel needs, a staff of four full-time workers, plus part-time pages, is requested. To review, the full-time staff would be the Director and the present assistant (who would be Administrative Assistant), the proposed additional librarian (to be called Assistant Librarian) and one clerk-typist.

LIBRARY MATERIALS - Subscriptions to periodicals and newspapers are currently approximately \$1,200 annually. A similar sum is needed each of the next two years, with an increase of \$100 per year each year for anticipated price increases.

Book purchases vary from a directory that can cost \$25.00 or more; to hard-cover books that cost \$5.00 to \$10.00; to pamphlets that may cost less than \$1.00.

When a library is in routine running order it is desirable to schedule purchasing as a steady flow so as to minimize overloads of work with incoming materials.

The budget estimate is based on an allowance of \$125. per month for purchase of books and pamphlets - - or \$1,500 per year.

From the book purchase funds, deposit accounts would be maintained with the Government Printing Office (to pay for Government publications that are sold for relatively small amounts) and deposits for photocopying work etc. from other libraries.

Postage and Shipping - Book deliveries often involve express charges. In addition there will need to be provision for mailing of Minnesota legislative study reports to states in the Legislative Exchange for service agency publications. Normal postage is used in requesting gift copies of publications, ordering publications, and answering inquiries.

Travel - Provision is included for attendance of a staff member at one or more national conferences in the library or legislative field to the extent of \$300 per year. An additional \$200 per year is requested for any other trips (as to state or nearby states to visit other legislative libraries or library or other conferences appropriate to the work) as well as local mileage for trips to other libraries to secure material.

Equipment - Because additional space is an urgent necessity, and because space available is likely to be in the nature of additional small work rooms or vaults made available, provision has been made for purchase of shelving and work tables and chairs as well as for file cabinets and a typewriter.

Supplies and Telephone - These essential items complete the statement of budget needs of the Library.

Note: Final copy will add an item for Legislative Service Commission expenses, the sum to be determined at the meeting on April 11, 1969. This would be for travel expenses of the members, as apart from the Library staff.

Legislative Reference Library
Minnesota State Legislature
April 11, 1969

BACKGROUND ONLY
Not an Agenda Item

A REPORT ON THE FOUNDING
OF THE LEGISLATIVE REFERENCE LIBRARY

The Legislative Reference Library was started in November, 1968 to meet a need for informational service for both Houses of the Legislature. Under the sponsorship of both the House Rules Committee and the Senate Rules Committee a Subcommittee on Legislative Library was created to undertake to start such a Library. Early in 1968 that Subcommittee had engaged a consultant to make recommendations for such a library.

The files and equipment of the Legislative Research Committee were assigned to the new library, and a librarian was appointed in November, 1968, and one assistant was appointed starting December, 1968.

In January the Legislature convened, and the job of the Library became one of utilizing its inherited resources in providing information for research and staff workers as well as for individual members who made requests. This direct reference service has taken virtually all of the time of the staff, with the result that the work of purchasing basic reference and other works, and of cataloging materials, has had mostly to be postponed until after the Session. In the meantime, the Librarian has secured excellent inter-library loan and reference use cooperation from the Hill Reference Library, the St. Paul Public Library, the State Law Library, the State Education Department's Public Library Division library, and others. Putting first things first, securing information needed for Legislative work this session was given top priority. The volume has been such that the job of expanding and developing the Library has not yet been given the time that is needed.

Nonetheless, the Library has gotten off to a good start organizationally. Starting January 1, 1969 subscriptions were placed for the four Twin City daily

newspapers, and the following newspapers with national news scope: New York Times, Washington Post, Wall Street Journal, Christian Science Monitor, and National Observer. Current issues are kept for ten days and then old issues are clipped. The result to date is a file of clippings that is already well established. Reports of legislative news are preserved by subject, and items on subjects of Legislative interest from all these newspapers are filed.

Many documents have been secured from the Federal government and other sources, but there still has not begun to be enough time to spend on acquisition and cataloging of materials.

Quarters for the Legislative Library were found in three small rooms on the first floor of the Capitol - - very appropriate space, but any visitor can see that space is already a problem. The largest of the three rooms was set aside as a reading room, where researchers and members can sit and work with library materials. This meets the needs of the current session and the coming interim. By the next session the Library will have a good reference collection ready for intensive use. The need for more adequate reading space will be urgent then.

Of the other two rooms, one is a work room and the other an office, the bulk of the subject files being located in these rooms.

An urgent need faced immediately is more work space and more storage space. One vault has been assigned to the Library off of Room 112 (a Senate Hearing Room). There are other vaults there that are not yet in use. If one or more of these could be assigned to the Library, it would fill the need for additional storage space as the Library grows, at least for a few years. A work room is needed urgently for the work of clipping and typing. A lounge room next to the women's lavatory just across the hall from the Library would be an excellent solution during the interim.

Financially the status of the Library in the current year is this: a budget of \$30,000 was provided for the year July 1, 1968 - June 30, 1969, the House and the Senate each supplying half of this amount. Because it was not possible to employ personnel and start operations as early in the fiscal year as hoped, and because the Legislative Research Committee's equipment became available, it is anticipated that \$9,000 of this year's funds will not be needed.

With a cash expenditure this year of \$21,000, then, the Legislative Reference Library will have become an actively working service agency for the Legislature. It is fortuitous that the Session occurred so soon after the Library's founding. The experience of receiving the many requests from research workers and members is providing excellent background for the developmental work that will take place in the interim year and one-half between sessions.

MINUTES

SUBCOMMITTEE ON LEGISLATIVE LIBRARY

April 11, 1969

The Subcommittee on Legislative Library met on April 11, 1969 at 8:00 A.M. in Room 120C at the Capitol. Present were Senators Dosland (who presided), Lew Larson, and Novak; Representatives Frenzel, Albertson and Norton; Blair Klein, Senate Counsel; Thomas Clifford, House Research Consultant; and Raymond Lindquist, Library Director.

The first matter of business was a review of the proposed budget request submitted by Mr. Lindquist. A copy of the request as presented is appended. After discussion of each position in the salary budget, and then of the items for supplies, books and other items of expense as presented, it was decided that the total budget request for the biennium should be set at \$108,000.00, which would provide \$3,236.20 for other expense of the proposed Legislative Services Commission meeting expense during the biennium.

This was followed by a review of the status of the current budget for the year ending June 30, 1969.

Approval was given for the employment of the following personnel from now through June 30, 1969:

1 Clerk-typist (at a proposed rate of } \$1,000.00
\$400 per month)

Student pages (@ \$1.50 per hour) 400.00

These positions would be temporary only until the end of the current appropriation. Requests for the same positions after July 1, 1969 are incorporated in the budget request for the next biennium.

The matter was raised of replacing books borrowed from other libraries in case they are lost in the course of Legislative business. The policy was approved of the Director purchasing another copy and giving it to the lending library in settlement in such cases.

Authorization was requested for making deposits with the U. S. Government Printing Office and with local libraries. Government pamphlets and other publications would be charged against a deposit, ^{which} ~~with~~ the Government Printing Office will not bill. At the St. Paul Public Library and at the Hill Reference Library deposits would be used to pay for photocopies. At the Public Library fines for books kept overtime in the Legislative process could also be charged to the deposit.

The question of legally making advance deposits was raised. It was decided to defer action. The Director was asked to make the necessary inquiries within the State fiscal system and find out whether such deposits could be made legally.

The principle of accepting responsibility for material borrowed from other libraries was approved by the subcommittee, however.

The final item on the agenda was the question of joining the Interstate Exchange of Legislative Service Agency Publications, sponsored by the National Legislative Conference and the Council of State Governments. The Director was authorized to send the Letter of Notification that would make the Library a member. An appended sheet presents the information on this subject as it was presented to the Subcommittee.

The meeting adjourned shortly after 9:00 A.M.

LEGISLATIVE SERVICES COMMISSION

Friday, July 18, 1969 - 1:15 P.M. - Room 238, State Capitol

A quorum was present as follows:

Senator N. D. Coleman
Senator Stanley W. Holmquist

Representative Aubrey W. Dirlam
Representative Edward J. Gearty
Representative Charles R. Weaver

Also present:

Mr. Raymond Lindquist, Director of the Legislative Reference Library
Mr. H. Blair Klein, Senate Counsel

Senator Holmquist called the meeting to order, stating the first order of business would be the election of a chairman.

**ELECTION OF
CHAIRMAN**

Senator Holmquist nominated Mr. Dirlam. There being no further nominations, REPRESENTATIVE GEARTY MOVED a unanimous ballot be cast for Representative Dirlam as chairman of the commission. MOTION PREVAILED.

CHAIRMAN DIRLAM instructed the clerk to note members present.

Nominations for vice chairman were called for. After discussion it appeared to be the consensus of the members present that there was no need for a vice chairman.

**ELECTION OF
SECRETARY**

Nominations for secretary were called for. Senator Holmquist nominated Senator Coleman. There being no further nominations, REPRESENTATIVE GEARTY MOVED a unanimous ballot be cast for Senator Coleman as secretary of the commission. MOTION PREVAILED.

**EXPENSES OF
COMMISSION
MEMBERS**

After discussion, it was agreed expenses of commission members should be paid on the same basis as those of legislators attending other commission meetings. SENATOR HOLMQUIST SO MOVED. Seconded by Representative Weaver. MOTION PREVAILED.

POSTAGE

Senator Holmquist advised that cash and postage in the sum of \$126.93 had been turned over to the Senate Committee on Rules and Legislative Expense by the Legislative Research Committee. The Rules Committee had directed this money and postage be held until the organization of the Legislative Services Commission was completed, at which time it should be turned over to the commission to be disposed of as they saw fit.

REPRESENTATIVE GEARTY MOVED the cash and postage be turned over to the commission for its use. MOTION PREVAILED.

COMMITTEE
CLERK

There was discussion as to designation of a clerk to do what clerical work was necessary for the commission during the interim. It was suggested Mrs. Dorothy Abell should continue in this capacity. SENATOR COLEMAN MOVED Mrs. Abell continue as clerk to the commission. MOTION PREVAILED.

MEETING
SCHEDULE

After discussion, it was agreed quarterly meetings would be sufficient at this time unless something developed that would necessitate calling an earlier meeting. REPRESENTATIVE GEARTY MOVED the next meeting of the commission be held on Friday, October 17, 1969, at 10 o'clock a.m. MOTION PREVAILED. There was discussion as to where the meeting should be held. It was agreed this would be determined at the time notices are sent out.

Chairman Dirlam called attention to the memorandum in the folders giving a brief history of the Legislative Reference Library.

He stated that the next item of business for the commission would be the employment of library personnel, such as the Director of the Legislative Reference Library, the Administrative Assistant, a clerk-typist, and a page. Mr. Lindquist was asked to comment on the library personnel.

MR. LINDQUIST: "The library was started under the Rules Committees of both houses with subcommittees representing the two houses. I was the first person employed last November. Mrs. DeWitt was added in December. Early this spring there was a meeting of the subcommittees and permission was given to employ a clerk-typist and page personnel. Miss Zaske was employed as clerk-typist in June. We did have another clerk-typist at the close of the session and then Miss Zaske was employed the middle of June. The other clerk-typist was Miss Nancy Batcheller, whose employment terminated the end of June. Miss Zaske is still with us. We had to get a page, and in June we employed James Abell. He will be with us until August 1, so that we have three continuing people, the three mentioned, and the page would be changed, but that might be one or two persons because that is a part-time job. We will get somebody going to school to come in a few hours a day. The page does the clipping, all the messenger work, puts away books, such things as a library page does.

"With reference to a bookkeeper. The bookkeeping has been done by the Secretary of the Senate's office. The first year we had a budget of \$30,000 allocated by the two Rules Committees, \$15,000 from each house, but the actual paying of bills was handled by the Senate office with the understanding that the House would reimburse the Senate for what they paid over their half of the \$30,000 budget."

The chairman stated the question before the commission at this time was the employment of library personnel, and invited a motion or motions authorizing such employment.

DIRECTOR OF
LEGISLATIVE
LIBRARY

SENATOR COLEMAN MOVED Mr. Lindquist be employed as Director of the Legislative Reference Library, seconded by Representative Weaver. MOTION PREVAILED.

ADMINISTRATIVE
ASSISTANT TO
THE DIRECTOR

SENATOR COLEMAN MOVED Mrs. DeWitt be employed as the Administrative Assistant, seconded by Representative Gearty. MOTION PREVAILED.

CLERK-TYPIST

SENATOR COLEMAN MOVED Miss Zaske be employed as clerk-typist, seconded by Representative Gearty. MOTION PREVAILED.

LIBRARY PAGE

SENATOR COLEMAN MOVED the employment of Mr. Abell be authorized from July 1, 1969 through August 1, 1969, seconded by Representative Gearty. MOTION PREVAILED.

BOOKKEEPER

There was considerable discussion relative to various ways the bookkeeping work could be handled. This would be a part-time job and the workload not too heavy. Mr. Lindquist felt two or three days a month would be all the time necessary for this work. He also felt he would like to have someone who was knowledgeable in state procedure and rules do the bookkeeping for the library. Mrs. Edythe Leahy was mentioned. Mrs. Leahy has been doing most of the bookkeeping for Legislative Research Committee during the past interims and was familiar with state procedures. There was further discussion. SENATOR HOLMQUIST MOVED Mrs. Leahy be employed as a bookkeeper on a part-time basis for the Legislative Reference Library. MOTION PREVAILED.

The chairman next called on Mr. Lindquist to present the budget for the Reference Library. (Copy of budget as presented is attached to these minutes marked Exhibit "A").

MR. LINDQUIST: "This is the budget request worked out by the subcommittees last spring, presented to the various committees of both houses, and approved by the Legislature with a total appropriation of \$108,000. On the summary you will see there are two columns, one for 1970 and the other for the year ending 1971. The amounts indicated are for salaries, supplies and expenses, books and binding and commission expenses.

"On the following page there is a breakdown of all expenses. Here again, we have two columns, one for each year. Here the salaries as given are the salaries that were in effect last spring and are still in effect. I recommended to the subcommittee last spring that Mrs. DeWitt's salary should be based on \$7,000 rather than \$6500 after an evaluation of the work, and the subcommittees approved this figure. These were the basic salaries. This was made up in April when it wasn't known what the Legislature would do about salary increases, so 8% was provided in a fund entitled "salary increments" that would allow us to make an 8% adjustment. The following year the same figures are given and that salary increment is \$4,000 which would provide the \$3,000 for this year plus an additional \$1,000 for increases in salaries for the following year.

(Mr. Lindquist, continuing)

"The list of positions shows one more position than we have now. It was my recommendation we should have a second professional librarian on the staff. I don't think it is necessary to fill that immediately, but it is something we will want to talk about as the year progresses, because at the end of the next school year we might want to add a second professional person. I think we will need it to cover the work as it increases, and always it is safe in any organization to be prepared for someone to take over if need be if something did happen that would require it. That position is in there, but it is not filled and there is no thought at this moment of filling it.

"Student pages are a flexible thing. I hope we can get students from nearby high schools. We might have two or three, somebody who can work two, three days a week, anyone we can get. There is an overall authorization in this budget of \$2800 for that type of work.

"The next category listed is a legislative intern for the 1971 session, \$3,000. It was felt by the subcommittees it would be wise to add an intern next session who could do more concentrated research.

"Salaries are, of course, the major part of the budget. We hope we will get some additional space and if we do, we will have to purchase some additional equipment. The travel item is mostly for the possibility of going to a library conference each year if that were approved by the commission.

"This kind of library is one that will use more reports as they are published by legislative agencies and departments of one kind and another rather than books as such, so this budget was planned on the basis of \$125 per month for the purchase of books.

"This budget was approved by the subcommittees, and they added the sum of \$3,236.80 for commission expenses, not knowing what the expenses would be. At the bottom of the second page you will note the recapitulation showing a total of \$108,000 which was approved by the Legislature to the commission."

In response to Senator Coleman's observation that the budget was very low for subscriptions, books, etc., Mr. Lindquist responded in part -

MR. LINDQUIST: "One thing we did this last spring with the blessing of the subcommittees was to join an interexchange program through the Council of State Governments. Under this plan, legislative agencies of each state send their documents to the other states, so we will be getting a lot of documents from some of the other states. We get a lot of federal documents, our own state documents. A lot of material comes to us without cost, and it is the basic material used in the Legislature because it is up to date. We don't really need a lot of books because our collection should be geared to the changing interests of the Legislature as reflected in legislation, and I think we can do quite nicely on this. This year I believe we spent about \$3600, but this was the first year, and the second year I don't believe it has to be quite that much."

MR. DIRLAM: As time goes on and if you feel you need more in this fund, we could authorize a transfer from one fund to another.

There was some discussion as to the legislative intern. It was felt this position should not be implemented without direct authorization from the commission.

Mr. Lindquist requested authorization to employ student pages as the need arises within the limits of the amount budgeted for pages.

REPRESENTATIVE GEARTY MOVED adoption of the budget with the understanding the assistant director and the legislative intern not be employed without authorization from the commission, but that the Director be authorized to employ student pages within the limits of the budget. MOTION PREVAILED.

SALARY SCHEDULE

A salary schedule for library personnel was next discussed. Mr. Lindquist questioned at what point the library should start to do its own bookkeeping. It was agreed inasmuch as the month of July was more than half over and there were still outstanding bills to be paid that were contracted before July 1, that the bookkeeping would be handled as it is now through the month of July, and that on August 1 the library would implement its own program.

There was discussion as to salary for a bookkeeper. It was the consensus this salary should be set by the commission. SENATOR HOLMQUIST MOVED the bookkeeper be paid \$3.27 per hour. MOTION PREVAILED.

SENATOR HOLMQUIST MOVED that the salaries for the library personnel, effective July 1, 1969, be as follows:

Director of the Legislative

Reference Library. Mr. Raymond Lindquist. . . \$ 14,060.80 per year
1,171.733 per month

Administrative Assistant to the Director

Mrs. Zona DeWitt \$ 7,571.20 per year
630.933 per month

Clerk-Typist Miss Norma Zaske \$ 5,196.00 per year
433.00 per month

Student Page Mr. James Abell. \$ 1.65 per hour
(July 1, 1969 through August 1, 1969)

Bookkeeper Mrs. Edythe Leahy. \$ 3.27 per hour

MOTION PREVAILED.

STATIONERY

There was discussion as to whether or not the commission wanted to have special stationery prepared. It was the consensus this was not necessary.

ABSTRACTS

There was discussion as to who would sign the expense abstracts. SENATOR COLEMAN MOVED the Chairman be authorized to sign expense and salary abstracts. MOTION PREVAILED.

(Mr. Lindquist submitted to the commission a statement showing expenses for the library for the year ending June 30, 1969. There was a discussion as to the transfer of funds from the House of Representatives (Rules Committee) to the Senate (Rules Committee) so that each house would be sharing equally in the expenses of the library.

SENATOR COLEMAN MOVED that in keeping with the understanding that the library expenses be shared on an equal basis, that a transfer abstract be prepared as soon as possible transferring such funds from the House of Representatives (Rules Committee) to the Senate (Rules Committee) to adjust the expenditures as indicated.
MOTION PREVAILED.

Senator Coleman again called attention to the memorandum in the folder and MOVED that such memorandum together with a cover letter be sent to all members of the Legislature. MOTION PREVAILED.

The Clerk was instructed to see this matter was taken care of as soon as possible.

At this point, Senator Holmquist invited Mr. Lindquist to meet with the Senate Rules Committee at its next meeting to take about 15 or 20 minutes to inform the committee about the work that is being done in the library. Mr. Lindquist accepted the invitation.

Chairman Dirlam questioned whether or not there were any other matters to be brought to the attention of the commission. Not hearing any, he declared the meeting adjourned.

Respectfully submitted,

Nicholas D. Coleman
NICHOLAS D. COLEMAN, Secretary
LEGISLATIVE SERVICES COMMISSION

Approved: AUBREY W. DIRLAM, Chairman

da

EXHIBIT "A"

SUMMARY
OF
BUDGET REQUEST
FOR
LEGISLATIVE REFERENCE LIBRARY
FOR 1969-1971 BIENNIUM

			<u>For Year Ending</u> <u>June 30, 1970</u>	<u>For Year Ending</u> <u>June 30, 1971</u>
Subdivision	1	Salaries	\$ 43,523.20	\$ 48,140.00
Subdivision	2	Supplies and Expense	3,750.00	3,750.00
Subdivision	3	Books and binding	5,600.00	for biennium
Subdivision	4	Commission expense	3,236.80	for biennium

Any unexpended balance remaining in the first year shall not cancel but shall be available for the second year of the biennium.

TOTAL FOR BIENNIUM

THE TOTAL BUDGET RECOMMENDED BY THE JOINT SUB-COMMITTEE
ON LEGISLATIVE LIBRARY AT ITS MEETING ON APRIL 11, 1969
WAS \$108,000 FOR THE BIENNIUM 1969-1971.

DETAIL
OF
BUDGET REQUEST FOR
LEGISLATIVE REFERENCE LIBRARY
FOR 1969-1971 BIENNIAL

	<u>Year Ending</u> <u>June 30, 1970</u>	<u>Year Ending</u> <u>June 30, 1971</u>	
<u>Subdivision 1. Salaries.</u>			
Director	\$ 13,000.00	\$ 13,000.00	
Administrative Assistant	7,000.00	7,000.00	
Assistant Director	9,000.00	9,000.00	
Clerk-typist	4,800.00	4,800.00	
Student pages	2,800.00	2,800.00	
Legislative intern(1971 session)	-	3,000.00	
Salary increments(Proposed to be on the same basis as set for other State employees)	3,000.00	4,000.00	
State insurance, retirement, Social Security	3,923.20	4,540.00	
	\$ 43,523.20	\$ 48,140.00	
<u>Subdivision 2. Supplies and expense.</u>			
Equipment	2,000.00	2,000.00	
Supplies	300.00	300.00	
Postage & Express	350.00	350.00	
Travel	500.00	500.00	
Telephone	600.00	600.00	
	\$ 3,750.00	\$ 3,750.00	
<u>Subdivision 3. Books and binding.</u>			
Books and binding	1,500.00	1,500.00	
Subscriptions	1,300.00	1,300.00	
	\$ 2,800.00	\$ 2,800.00	
	\$ 50,073.20	\$ 54,690.00	
<u>Subdivision 4. Legislative Services Commission</u>			
Members travel expense for biennium.	3,236.80		

RECAPITULATION

FOR YEAR ENDING June 30, 1970	\$ 50,073.20
FOR YEAR ENDING June 30, 1971	54,690.00
FOR LEGISLATIVE SERVICES COMMISSION EXPENSE	<u>3,236.80</u>
	\$ 108,000.00

For meeting of
Legislative Services Commission
July 18, 1969

LEGISLATIVE REFERENCE LIBRARY EXPENSES

FOR YEAR ENDING JUNE 30, 1969

	As reported by Senate Off. 7/16/69	Outstand- ing orders	Total for year
PAID BY SENATE			
Salaries and matching funds	\$ 11,178.42	\$ 0	\$ 11,178.42
Postage	176.00	0	176.00
Telephone	177.04	0	177.04
Telegrams	7.20	0	7.20
Office Supplies	450.12	175.55	625.67
Subscriptions & Books	1,563.52	2,052.41 *	3,615.93 *
Duplicating	17.06	0	17.06
Maintenance	27.50	0	27.50
Equipment	<u>0</u>	<u>3,388.68</u>	<u>3,388.68</u>
	\$ 13,596.86	\$ 5,616.64 *	\$ 19,213.50 *
PAID BY HOUSE			
Salaries and matching funds	<u>4,156.31</u>	<u>0</u>	<u>4,156.31</u>
Total	\$ 17,753.17	\$ 5,616.64 *	\$ 23,369.81 *

* Outstanding orders for books are approximate figures that vary because of change of prices or amounts of discounts and shipping charges. The total book bills to June 30, 1969 will probably end about \$300.00 higher than shown here.

LEGISLATIVE
SERVICES
COMMISSION

Meeting: Room 111
Friday, October 17, 1969

A G E N D A

1. Progress Report Mr. Lindquist
2. Problems of space for -
 - (a) Work room
 - (b) Storage
3. Problem of heat
4. First Publication: (See Sample Bibliography)
5. Annual Report - include list of periodical subscriptions, and
to be submitted for Commission approval at its
next meeting. (Note sample list submitted)
6. Possibilities of Legislative exhibit at State Fair.
7. Personnel: Mrs. Leahy
8. Resolution of sympathy on death of Mr. Dorweiler
9. Date of next meeting.

INTERIM

LEGISLATIVE SERVICES COMMISSION

Friday, October 17, 1969 - 1:00 P.M. - Room 111, State Capitol

A quorum was present as follows:

Representative Aubrey W. Dirlam, Chairman
Representative Edward J. Gearty
Senator Stanley W. Holmquist
Senator William B. Dosland

Also present:

Mr. Raymond Lindquist, Director of the Legislative Reference
Library

Chairman Dirlam called the meeting to order at 1:00 o'clock p.m.

APPROVAL OF MINUTES

The Chairman asked if there were any changes or corrections to be made with reference to the minutes of the July 18th meeting.

A MOTION was made by Representative Gearty, seconded by Senator Holmquist that the minutes be approved. MOTION PREVAILED.

Mr. Lindquist called attention to the new furniture and shelving that had just been installed commenting he felt the arrangement would make for a brighter, more cheerful place for those using the facilities of the reference library.

PERSONNEL

Mr. Lindquist reported Mrs. Edythe Leahy, pursuant to committee authorization, had been employed to handle the bookkeeping.

Mr. Lindquist further reported student pages had been employed on a part-time basis, one from Macalester College, one from Mechanic Arts, one from the University of Minnesota and that he hoped to have one more. The pages were working a total of 30 hours a week at a cost of approximately \$50. Mr. Lindquist said this procedure was working out very well. They were being kept very busy not only with the inflow of new materials and back work they have been trying to catalog and file but they are also called upon to do considerable work for the various research groups of the legislature. He commented that the first part of the week the entire House research unit had met with him so he could show them what was available and they would be better able to utilize the resources of the library.

PROBLEMS OF SPACE

Mr. Lindquist called attention to the space needs of the library for storage room and for a staff work-room. Room for staff would be

particularly pressing when it became necessary to move out of the two rooms off of the House hearing room which they were presently using. In addition to this space Mr. Lindquist said they had use of the vault in room 112 for storage purposes. Also the library shared space in the subbasement with the building commission.

Senator Dosland stated in the plans now under consideration 1300 square feet had been earmarked for storage space for the library in the subbasement. However, the critical need seemed to be for office space and that need would be difficult to take care of inasmuch as minimum office space was available.

A question was raised as to when the library functions would have to be moved out of the House committee rooms in order that the proposed remodeling could be completed. Mr. Lindquist questioned whether they could stay in this space except when the remodeling was being done. Mr. Dirlam said he would find out and let Mr. Lindquist know.

Senator Dosland called attention to the space to be vacated in the subbasement by the Capitol building and maintenance staff. The committee instructed Mr. Lindquist to look at these rooms in the subbasement to see whether or not he felt any of them would be suitable for work space at least on a temporary basis. Mr. Lindquist was further instructed to consult with the architect to see whether or not any of these rooms could be made into a suitable work room for the library and if so, what the cost would be.

HEATING PROBLEM

Mr. Lindquist said he had a very real heating problem. There was no thermostat in his office. The heat was controlled by the thermostat

in the Senate hearing room (112). He has been informed by the maintenance staff that the only way to correct this problem is to make some changes in the Senate hearing room. In order to install a thermostat in Mr. Lindquist's office, part of the ceiling would have to be removed as well as part of the wall.

The committee requested Mr. Lindquist to get a cost estimate and to let the members of the commission know exactly what is involved and what the cost would be.

FIRST LIBRARY PUBLICATION

Mr. Lindquist presented to the commission members copy of a bibliography showing materials available in the library on air pollution from auto exhaust emission. This

bibliography had been prepared at the request of a member of the House of Representatives. Mr. Lindquist inquired as to whether or not the members felt bibliographies of this type would be of value to members of the legislature. He suggested one bibliography a month dealing with a subject under consideration by a committee be prepared and distributed to legislators. He felt this would give legislators an idea of the material available in the library and make the library seem a little more concrete to them. It was the consensus this was an excellent idea, and that Mr. Lindquist should pursue this idea of preparing and sending out one bibliography a month keeping in mind the suggestions made that an index should be prepared first and thought should be given to supplying binders, preferably three-ring binders, so that each legislator can keep a "running account of what is available in the library". (copy attached)

ANNUAL REPORT

Mr. Lindquist inquired as to whether or not an annual report should be put out in January of 1970 or at the close of the fiscal year.

He further suggested appending to the report a list of periodicals available in the library. Mr. Lindquist submitted to the members a 15 page listing of periodicals now available, copy of which has been placed in each member's file.

The recommendation of the committee was that the annual report be made as of June 30th, 1970 to coincide with the fiscal year but that the report not be released until July or August of 1970.

LEGISLATIVE EXHIBIT AT STATE FAIR

Mr. Lindquist presented the idea of having a legislative exhibit at the Minnesota State Fair. After discussion it was the consensus this

would be an excellent way to communicate with people and that the idea was worthy of exploration. Mr. Lindquist was asked to look into this matter and see if he could come up with some good ideas to present to the commission at its next meeting.

PERSONNEL

Mrs. Leahy who is doing the book-keeping for the commission, has also been requested to do the book-

keeping for the Claims Commission and the Indian Affairs Commission all on a part-time basis. There is no problem so far as the Claims Commission is concerned, but the Indian Affairs Commission is budgetary and deductions must be made for social security, retirement, etc. Inasmuch as Mrs. Leahy is now on social security, she would prefer not to have these deductions made. Mr. LaVelle of the budget division of the department of administration was consulted and he advised the department would approve the following procedure if the commission would also approve. (See M.S. Secs. 15.51-53; 16.135) (1) Mrs. Leahy would be paid by the Legislative Services Commission for the time spent on work for the Indian

Affairs Commission or like commissions. (2) A bill for services would be submitted to such commission. (3) A transfer abstract would be made transferring funds back to the Legislative Services Commission. This had been the procedure used by the Legislative Research Committee.

After discussion Senator Holmquist MOVED the recommended procedure be approved. Seconded by Representative Gearty. MOTION PREVAILED.

RESOLUTION OF SYMPATHY
MRS. DORWEILER

Mr. Lindquist commented it had occurred to him the commission would like to send Mrs. Dorweiler a resolution of sympathy on the death of Mr. Dorweiler. After reading the proposed resolution SENATOR HOLMQUIST MOVED proper resolution be prepared and sent to Mrs. Dorweiler together with a letter of transmittal. Seconded by Representative Gearty. MOTION PREVAILED. (Copy of such resolution and letter of transmittal are hereto attached.)

The next meeting of the commission will be held at the call of the Chair.

Respectfully submitted,

Nicholas D. Coleman

NICHOLAS D. COLEMAN, Secretary
LEGISLATIVE SERVICES COMMISSION

Approved: AUBREY W. DIRLAM, Chairman

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October, 1969

MATERIALS AVAILABLE IN THE LIBRARY
on
AIR POLLUTION FROM AUTO EXHAUST EMISSION

SECTION I - SOME BACKGROUND ON AIR POLLUTION GENERALLY

Ask
for
Item
No.

A. VERY BRIEF PRESENTATIONS ON AIR POLLUTION GENERALLY

1. "Air Pollution; the Facts". Leaflet published by National T. B. Assn. 1967.
2. "Take Three Giant Steps to Clean Air". Leaflet. U. S. Public Health Service. 1967.
3. "The Battle for Clean Air". Public Affairs Pam. No. 403. 28p. 1967.
4. "Clean Air for Your Community". U. S. Public Health Service Pub. No. 1544. 1967. 13p.

B. PUBLICATIONS THAT INCLUDE MENTION OF POLLUTION FROM AUTOMOBILES

5. "Clearing the Air; a Layman's Guide to Atmospheric Purity", by Wallace West. Published by American Petroleum Institute. Pp. 13-14 re automobile exhaust control, with mention of California. 1967.
6. "The Effects of Air Pollution". U. S. Department of H. E. W., Public Health Service Pub. No. 1556. 18p. 1967. At p. 8: "The Pollutants".
7. "Today and Tomorrow in Air Pollution". U. S. Department of H. E. W., Public Health Service Pub. No. 1555. 28p. 1967. (Note pp. 10, 16, 17, 19).
8. "The Sources of Air Pollution and Their Control". U. S. Department of H. E. W., Consumer Protection and Environmental Health Services. Public Health Service. 15p. 1968 revision. (Pp. 5-7, Motor Vehicles).
9. "Air Pollution Control;" a symposium. Partial contents: "The Health Effects of Air Pollution and Their Implications for Control; Air Pollution Control Technology: Research and Development on New and Improved Systems; State Control of Interstate Air Pollution; Incentives to Air Pollution Control; Legislating for Air Quality Management: Reducing Theory to Practice. "Law and Contemporary Problems" (Duke University School of Law) Spring, 1968.

C. MINNESOTA PUBLICATIONS ON AIR POLLUTION

10. "An Appraisal of Air Pollution in Minnesota". Minnesota Department of Health. 1961. 73p.
11. "A Report on Air Pollution in Minnesota". Prepared by the Minnesota State Board of Health for Governor Rolvaag and the Minnesota State Legislature. July 31, 1966. 73p. plus attachments.
12. "Minnesota Air Pollution; the Report of the Governor's Committee on Air Resources", November, 1966. 52p.
Partial contents: p. 18, Gasoline as a pollutant; p. 20, Photochemical smog; Appendix B (at p. 34): Existing Federal legislation; Existing statutory authority in Minnesota to enact air pollution control legislation (Needs updating from 1969 Session Laws)
13. "Statewide Study of Air Pollution for the Minnesota Pollution Control Agency", by Dr. Harold J. Paulus (professor, University of Minnesota). February, 1969. 24p. plus 37p. of appendices. (Appendix A, Proposed ambient air quality standards; Appendix B, Proposed Air Pollution Control Regulations; note Regulation XVI, Emission of visible air contaminants from internal combustion engines, p. 29.

SECTION II - THE PROBLEM OF AUTO EXHAUSTS

14. "Air Pollution and Transportation", by Dr. John T. Middleton (Director, National Center for Air Pollution Control) and Wayne Ott (staff adviser at the National Center for Air Pollution Control). Photocopy from "Traffic Quarterly Magazine", April, 1968.
15. "The Automobile as an Air Pollution Source". Newark Commerce, Fall, 1965. p. 20.
16. "Smog: the Deadly Poisons Peril Life in All City Areas. "More and more, the finger points at auto exhaust as a big killer..."
Reprint from Product Engineering, Dec. 19, 1966. 8p.
17. "The Automobile Internal - Combustion Engine and the Interests of the American People Are on a Collision Course"...Just how dangerous is pollution from car engines? What can be done about it? By Dr. John Middleton, Director, National Center for Air Pollution Control. Photocopy from Popular Science, May 1967. p. 96.

18. "Detroit Bets It Can Clean Up Its Engines; auto makers say the answer to air pollution is not the electric car but a new breed of cleaner gasoline engines. Pollution experts seem to agree with them". Business Week, Sept. 23, 1967, p. 88 (Photocopy)
19. "The Revolt Against the Internal - Combustion Engine". Reprint from Fortune Magazine, July, 1967. 6p.
20. "Proceedings: the Third National Conference on Air Pollution". Washington, D. C., Dec., 1966. U. S. Department of H. E. W., Public Health Service Pub. No. 1669. 1967. 667p.
Panel A., Motor Vehicles (pp. 41-117). "Future air quality standards and motor vehicle emission restrictions"; "Regulation of new motor vehicles"; "Regulation of Used Motor Vehicles"; "Present approach to control of motor vehicle exhaust emissions" (starts at p. 78); "Future Automotive Powerplants - and Air Pollution"; etc.
21. "Control of Automobile Emissions -- California Experience and the Federal Legislation". Law and Contemporary Problems, Spring, 1968, pp. 297-314.

TECHNICAL REPRINTS:

22. "Photochemical Air Pollutants and Their Effects on Men and Animals". Reprint from Archives of Environmental Health, Dec. 1967. 10p.
23. "The Need for a Pollution-free Vehicle". Reprint from APCA Journal, February, 1968. 3p.
24. "Urban Haze: the Extent of Automotive Contribution". Abstract: Observation of the correlation between nitrogen oxides and the extinction coefficient of atmospheric air suggests that the automobile exhaust aerosol (non-photochemical) may be important to visibility in cities. Science. Jan. 12, 1968, p. 192 (Photocopy)

SECTION III - FEDERAL LAW

25. Leaflet: "The Air Quality Act of 1967". 1968. (The Library has the Act in slip law form, and also in Congressional bill form).
26. A Guide to the Air Quality Act of 1967. Pp. 239-274; Deficiencies in the Air Quality Act of 1967, at pp. 275-296. (Two articles that discuss Federal and State air quality standards and control plans. Both in: "Law and Contemporary Problems". Spring, 1968.

27. Automotive Air Pollution, Reports of the Secretary of Health, Education and Welfare to the United States Congress pursuant to Public Law 88-206, the Clean Air Act. The 2nd through the 6th reports are available, 1965 through 1967. (Published as Senate documents in the 89th Congress and the 90th Congress, 1st Session).
28. Rules and Regulations (Part 85): Control of Air Pollution from New Motor Vehicles and New Motor Vehicle Engines. From "Federal Register", March 30, 1966, pp. 5170-5178. (Photocopy)
29. Ibid. Revised for 1970 Models. "Federal Register", June 4, 1968, pp. 8304-8324. (Photocopy)
30. Pamphlet: "The Federal Air Pollution Program" (U. S. Department of Health, Education and Welfare, Public Health Service Pub. No. 1560). 51p. 1967. Starting at p. 43: "Control of Motor Vehicle Pollution".
31. Automobiles and Air Pollution: a Program for Progress. Part 1, Findings and recommendations to the Federal Government (55p.). Part 2, Reports of six sub-panels (160p.)
32. "Progress in the Prevention and Control of Air Pollution;" 2nd report of the U. S. Secretary of Health, Education and Welfare in compliance with Public Law 90-148. Jan. 1969, 105p. Chapter VII - "Automotive Air Pollution, Emission Standards, and Related Activities." (This report covers the period May, 1968 to Jan., 1969).

SECTION IV - STATE LAWS

- "A Digest of State Air Pollution Laws." 1967 edition. U. S. Department of H. E. W., Public Health Service. National Center for Air Pollution Control. Pub. No. 711. 1968. 556p.
See California - Sec. 4, Motor Vehicle Pollution Control, pp. 59-66.
34. "The Price of Affluence: Legislating Air Pollution Control." Wisconsin Legislative Reference Bureau. Dec. 1966. At p. 8, "Local Option and State Control - California"; P. 9. "State Control of Motor Vehicles in California."
35. "Air Pollution Control Systems"; research report. Legislative Research Commission, Kentucky. 1966. At p. 33, California and Los Angeles County. With charts re air pollution control legislation, etc.

36. California. Laws Relating to Air Pollution Control (excerpts from the Health and Safety Code, Vehicle Code, and Revenue and Taxation Code). California Air Resources Board. 1968. 92p.
37. California. Resources Agency. Air Pollution Control in California. 1968 Annual Report. 1969. 33p.
38. California. Air Resources Board. Test Procedures. July 16, 1969. Contains: California Exhaust Emission Standards and Test Procedures for 1970 - Model Gasoline Powered Motor Vehicles under 6,001 Pounds Gross Vehicle Weight; also for 1971; also for Used Motor Vehicles.
39. California Legislature. 1969 Session. Bills to ban motor vehicles powered by internal combustion engines after 1975. File folder containing: letter from Senator Nicholas C. Petris, who introduced the bill; various forms of the bill; photocopies of clippings on smog and on the proposal to ban internal combustion engines.
40. Texas Legislature. 1969 Session. Text of: "An Act relating to the maintenance and use of exhaust emission systems on certain motor vehicles..." 11p. (photocopy)

SECTION V - POSSIBILITIES OF THE FUTURE

41. "Electric Vehicles and Other Alternatives to the Internal Combustion Engine." Joint hearings before the Commerce Committee and the Subcommittee on Air and Water Pollution...Senate. 90th Congress, 1st Session. 1967. 550p.

The Future of the Automobile; excerpt from an interview with the Chairman of General Motors. Pertinent questions: "What is happening in the drive to reduce air pollution from auto exhaust?" and "Will the electric car solve our pollution problem, so far as the automobile is involved?" U. S. News, Feb. 10, 1969. p. 70. (photocopy)

43. "Why Detroit Is Wary of the 1970's". Special report. Business Week, Sept. 20, 1969, pp. 110-119. See section headed "Cleaning the Air" (starting on p. 115), which has sub-heads; Alternatives, obstacles, conflicts.
44. "Air Pollution - 1968", Part 2; Hearings before the Subcommittee on Air and Water Pollution...Senate...90th Congress, 2nd Session on Air Quality Criteria. July, 1968. Photocopy of pages on: (a) Should criteria and laws come before there is technological know-how so they can be met? and (b) The effects of carbon monoxide.

NEWSPAPER CLIPPINGS

The Library has a folder with a number of newspaper clippings on this subject from recent months. It includes items on the proposals in California.

EXHAUSTIVE BIBLIOGRAPHY

For the person who wants a wider range of materials than are included in this list, there are hundreds of additional items listed in the following publications of the U. S. Public Health Service:

AIR POLLUTION PUBLICATIONS; a selected bibliography, 1963-1966. 144p.
Ibid, 1966-1968. 522p.

WHEREAS, the important work of research for the members and committees of the State Legislature of Minnesota was for many years provided by what was called the Legislative Research Committee, and

WHEREAS, the first and only Director of Research for that Committee was Louis C. Dorweiler, Jr., who served in that post from 1947 until his retirement on January 1, 1969, and

WHEREAS, more than one hundred official reports were prepared under the direction of Mr. Dorweiler for guidance of the Legislature in its consideration of proposed laws for the people of the State, and

WHEREAS, Mr. Dorweiler and his staff provided informal counsel and assistance to individual members and to committees of the Legislature numberless times in the twenty-two years the Legislative Research Committee was in existence, and

WHEREAS, it was the hope of all that Mr. Dorweiler would have a long and happy period of retirement, a hope that was ended September 17, 1969 when he passed away,

NOW THEREFORE, be it resolved that, on behalf of the Legislature of the State of Minnesota, the Legislative Services Commission record this Resolution as a tribute of appreciation of Mr. Dorweiler's years of faithful service in important legislative work of the State of Minnesota, and

FURTHER, that this Resolution include a message of condolence to Mrs. Dorweiler, and

FURTHER, that a copy of this Resolution be sent to Mrs. Dorweiler, as well as recorded in the Minutes of this meeting.

October 24, 1969

Mrs. Louis C. Dorweiler, Jr.
6004 Halifax Avenue South
Minneapolis, Minnesota 55424

Dear Mrs. Dorweiler:

The Legislative Services Commission on October 17, 1969, adopted a resolution paying tribute to Mr. Dorweiler's many years of faithful service to the Minnesota State Legislature. A copy of this resolution is enclosed.

May I again, personally, and on behalf of the commission extend to you our sincere sympathy. The services he performed for us over these many years will always remind us of him and will be a lasting tribute to his memory.

Sincerely,

LEGISLATIVE SERVICES COMMISSION

By _____
Chairman

Enclosure