



**DIRECTOR'S REPORT**  
**Northern Lights Library Network**  
**Governing Board Meeting**  
**October 15, 2011**  
**10 a.m. – 12 noon p.m.**

**TIMELINE**

**August**

- 20 Governing Board meeting
- 24 Edited, printed, and sent brochure to board members
- 25 Planned Ruth's retirement party
- 26 Learned how to manage listservs and other electronic resources
- 29 Wrote and submitted MINITEX report
- 30 Sent continuing education opportunities to NLLN members, joined listservs
- 31 Examined current electronic resources compared to E-Frame, conversation with E-Frame rep.

**September**

- 1 Business cards completed
- 7 Attended Minnesota Library Association Legislative Committee Meeting in St. Paul, MELSA office. Donated two book bags with books for MLA Foundation's silent auction; received final FY11 payment \$64,946.58.
- 8 Met with Brittney Goodman, MSUM library dean
- 9 Telephone conversation about webinars with Mary Ann VanCura, Library Development and Continuing Education Coordinator with State Library Services
- 12 Phone meeting with Jill Kessler, Eide Bailly for 990 non-profit tax forms; met with Doreen Mickelson regarding financial planning for CDs
- 13 Completed information for the 990 forms
- 14 Director's Continuing Education: Attended MSUM course 9 a.m. – 4 p.m. "Essentials of Nonprofit Administration"
- 15 Attended Minnesota Council of Nonprofits Performance Management Leadership Institute (PMLI) informational meeting, Great River Regional Library, St. Cloud
- 21 Repaired remote computer access to secure sites
- 22 Lunch with Patricia Post, CMLE, St. Cloud; received FY 12 1<sup>st</sup> payment \$43,363.76
- 26 Reviewed, mailed, and uploaded Report of Accomplishments, mailed to Dept. of Education, along with the NLLN membership list; met with Paul Weber about NLLN's insurance policy

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- 28 Multitype library director's meeting, St. Cloud  
 29 Sent educational material to listservs; sent Ruth's retirement open house announcement to listservs; phone conversation with Mary Ann VanCura; scheduled meetings with regional library directors

### **October**

- 6-7 Attended Minnesota Council of Nonprofits Annual Conference, St. Paul  
 8 Met with IT director of the Norwest Regional Library System. Discussed joint webinar software possibilities.  
 12-14 Attended Minnesota Library Association (MLA) Annual Conference, Duluth  
 15 NLLN Board of Directors meeting  
 17 Will attend the Northwest Service Cooperative Library Media Workshop, Thief River Falls  
 27-30 Will attend American Association of School Librarians (AASL) Annual Conference, Minneapolis

## **ADMINISTRATION AND GOVERNANCE**

### **FY 2011 and FY 2012 State Operating Grant**

The FY11 fourth quarter payment from the state operating grant was deposited into the NLLN account on September 8, 2011 (\$64,946.58). The FY12 first quarter payment was received on September 22, 2011. A special thank you to Nancy Walton and Bruce Pommeranz for their diligence in making sure the final payment came through during the implementation of a new state accounting system.

### **Audit – FY2011**

The FY2011 audit was completed, following fieldwork at the NLLN office on August 8 and 9.

### **990 Tax Preparation 501.c3**

Conducted a phone conversation with Jill Kessler from Eide Bailly concerning the 990 audit took place on September 12 and the paperwork necessary for it was completed on September 13.

### **NLLN Certificates of Deposit (CD's)**

Two CD's #710 (\$25,770.32) and #766 (\$31,250.39) were due on September 3 and September 5 respectively (\$57,020.71 total).

The two CD's (#710 and #766) were reinvested in two CD's at \$25,000 each. The balance of \$7,020.71 was transferred to the General Fund until the next State Operating Grant was received.

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CD 710 (\$25,000) was reinvested in a 13 month CD at .90% interest, due October 2, 2012 and CD 766 (\$25,000) was reinvested in a 23 month CD at 1.05%, due August 2013.

The next two CD's are due on October 31 (CD 482, \$31,634.13) and November 5 (CD 767, \$41,381.67). Since State Operating funds have been received, it is anticipated that the full amount of the CD's, along with interest, will be reinvested.

### **Mileage Rate Increase**

The Internal Revenue Service increased mileage rate for the period of July 1, 2011 through December 31, 2011 from \$.510 to \$.555. Since the increased rate was discovered August 25, mileage reimbursements from August 25, 2011, forward were reimbursed at \$.555.

(<http://www.irs.gov/newsroom/article/0,,id=240903,00.html>)

### **Ruth's Retirement Open House**

Options for Ruth's Retirement Open House, December 10, 2011, included Holiday Inn, Historic Holmes Theatre, Detroit Lakes Public Library, or Minnesota State Community and Technical College, Detroit Lakes (M-State, D.L.). Paul and Kathy toured the facilities and decided on M-State. The contract to reserve the space has been signed and returned, including a copy of NLLN's insurance policy and 501.c3 status. The board will be meeting before the open house in classroom 103 from 10 a.m. – 12 p.m., with lunch from 12 – 1 p.m. Room C101 (conference center) has been reserved from 1 – 4:30 p.m. for the tribute and open house. The rates at M-State totaled \$299: Classroom 103 \$8/hr. x 3 = \$24; Conference Room 101, \$100; Custodial overtime at \$25/hr., \$175.

Kathy has asked Mary Haney if she is interested in working on a committee to plan Ruth's Retirement Open House.

Cake and refreshments will ordered from Central Market for approximately \$50/cake for 50-90 guests (delivered) or from Lake Country Bakery in D.L. serving 50-90, at approximately \$50/cake.

Mark Vinz and John Coy, among others, will write a tribute to Ruth. NLLN is reserving approximately \$400 for a gift for Ruth.

## **SHARING OF RESOURCES AMONG ALL PARTICIPATING LIBRARIES**

### **North Star Library Consortium**

No report.

## **LONG-RANGE PLANNING FOR COOPERATIVE PROGRAMS**

### **Spotlight on Books**

See report Ruth's report for Consultant for Transitions and Special Projects.

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### **Professional Engagement Funds**

While several librarians in the region are interested in applying for professional engagement funds, no applications have been received to date.

### **Minnesota Library Futures Initiative**

Members of the Library Futures Initiative (MLFI) team met over the summer to write and edit the MLFI report. Information on the Minnesota Library Futures Initiative was presented at the Minnesota Library Association (MLA) Annual Conference on the last day of the conference, October 14, (along with a video that will be accessible on their website, <https://sites.google.com/site/mnlfi2025>). The final report will be released at a special event at the Minnesota Arboretum in Chanhassen on November 3<sup>rd</sup>.

## **DEVELOPMENT OF A DELIVERY SYSTEM FOR SERVICES AND PROGRAMS**

### **Continuing Education Scholarship Program**

Since the beginning of the FY12 on July 1, fourteen applications for continuing education have been approved. Nine scholarships were awarded for attendance at the Minnesota Library Association (MLA) annual conference in Duluth, October 12-14; four scholarships were awarded for attendance at the American Association School Librarians (AASL) conference in Minneapolis October 25-30; and one scholarship was awarded for a professional completing the Public Library Association Administration Certification (CPLA) program. Thank you to Erika Rux for her work on the NLLN Committee for Scholarships and Professional Engagement.

### **Continuing Education Workshops, Conferences, and Special Events**

NLLN will be supporting the Northwest Service Cooperative's Fall Library Media Workshop held in Thief River Falls on October 17. Alice Hofstad will be introducing Kathy, who will be presenting information on NLLN's future initiatives and on the scholarship program.

### **Director's Continuing Education: MSUM "The Essentials of Nonprofit Administration: Enhancing Skills—Improving Programs" and the Performance Management Leadership Institute, Minnesota Council of Nonprofits**

Kathy will be attending an MSUM continuing education course on nonprofit administration the 2<sup>nd</sup> Wednesday of each month at MSUM through May, 2012. The course covers nonprofit governance, legal issues facing nonprofits, financial management (raising revenue, expenditures, and controls), human resource management (staff and volunteers), marketing programs and services, program development and collaborative relationships, strategic planning, and leadership. This course is in addition to the application Kathy is submitting for acceptance to the Performance Management Leadership Institute with the Minnesota Council of

Nonprofits. Kathy attended the first session on September 14<sup>th</sup>. Material in the first session included internal and external environments, board recruitment and training, and the 501.c3 in legal context.

#### **Minnesota Council of Nonprofits Annual Conference, October 6-7**

Kathy attended “Great Expectations: Our Communities, Our Future”, receiving resource material and background information for NLLN.

#### **Minnesota Library Association Annual Conference, October 12-14**

Ruth worked with Gretchen Wronka of Hennepin County Libraries to support a display at the conference for children of incarcerated parents. More information on the display is in the Report to the Governing Board, Consultant for Transition and Special Projects.

#### **Web and Video Conferencing**

Kathy is examining software and hardware that will increase NLLN’s ability to provide remote access to educational services for library staff in the region. More to come.

#### **Early Literacy (Pre-K through 3<sup>rd</sup> Grade)**

Kathy will continue to support and to seek opportunities in the NLLN region for early literacy initiatives for possible continuing education events and special projects.

### **DEVELOPMENT OF A BIBLIOGRAPHIC DATABASE**

#### **CatExpress**

NLLN continues to maintain a group subscription to the OCLC cataloging utility, CatExpress.

### **COMMUNICATIONS SYSTEM AMONG ALL COOPERATING LIBRARIES**

#### **Library Webpage and Listservs**

The NLLN library webpage was updated and the three listservs, NLLN, MTLTD (Minnesota Multitype Directors), and NORTHSTARUSERS continued to be maintained by NLLN.

#### **Northern Lights Library Network Membership List**

The NLLN membership list was updated and sent to State Library Services, along with the Report of Accomplishments on September 26. The membership list will continue to be updated.

### **LIBRARY ADVOCACY**

#### **Legislative Update**

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The following is a summary of the 2011 legislative session from Elaine Keefe Capitol Hill Associates, September 8, 2011:

**State Budget:** The 2011 legislative session was very contentious. Governor Dayton and the Republican majorities in the House and Senate sharply disagreed about how to solve the state's \$5 billion budget deficit. They failed to reach agreement on a new budget before the existing budget expired on June 30, causing a state government shutdown that lasted 20 days – the longest in history. A new budget was finally enacted in a special session held on July 19. The budget deficit was resolved with a combination of budget cuts, enlarging the education payment shift and borrowing against future tobacco settlement payments.

Here is a summary of legislative action affecting libraries:

**Education Payment Shift:** The education payment shift was increased from 70/30 to 60/40. This means that an additional 10% of education funding will be held back by the state in FY 2012. While not technically a cut in funding, it will cause cash flow problems for some school districts and libraries.

**Library Appropriations in the K-12 Budget:** No cuts were made in appropriations for Regional Library Basic System Support, Regional Library Telecom Aid, Multi-types, ELM or Telecommunications Equity Aid.

**General Education Formula:** The general education formula (which is the main source of funding for school media centers) was increased by \$50 per pupil from \$5,124 to \$5,174 in FY 2012 and by an additional \$50 per pupil to \$5,224 in FY 2013.

**Minnesota Department of Education:** MDE's operating budget was cut by 5%.

**Minitex and MnLINK:** The Minitex appropriation was cut by \$406,000 per year, a reduction of 7.2%. MnLINK was cut by \$20,000 per year, a reduction of 5%.

**Higher Ed Systems:** Funding for the University of Minnesota was reduced by 15% and MnSCU was reduced by 13.5%. This is the main source of funding for academic libraries at these institutions.

**Legacy Funds:** Regional Public Library Systems received \$3 million per year in order to provide arts and historical programming. The funds will be distributed using the formula for distributing Regional Library Basic System Support. The appropriation is available until June 30, 2015. The Minnesota Digital Library received \$250,000 per year. As in the past, the funds are appropriated to the Minnesota Historical Society with a directive to cooperate with Minitex and to jointly share the appropriation.

**Aid to Cities and Counties:** Aid to cities and counties will remain at the level provided in calendar year 2010 for 2011 and future years.

**Levy limits:** Levy limits for cities and counties were eliminated beginning in 2012.

**Maintenance of Effort:** Public library maintenance of effort and the minimum level of local support were set at 90% of 2011 levels for 2012 and future years. Libraries were not singled out -- all MOE provisions were treated in the same manner.

**Governor's Workforce Development Council:** Legislation initiated by MLA was passed providing for the appointment of a non-voting public library advisor to the Governor's Workforce Development Council.

**Bonding Bill:** Even though it was not a traditional year for a major bonding bill, Governor Dayton pushed for one as part of the budget agreement in order to create construction jobs. A \$98 million bonding bill was passed. Two higher education library projects that had been vetoed in 2010 by Governor Pawlenty were included in the bill:

- Hennepin Technical College received \$10.566 million for library projects at the Eden Prairie and Brooklyn Park Campuses
- Minnesota State University - Moorhead received \$14.901 million for the Livingston Lord Library and Information Center

The bonding bill also cancelled funding for the Minneapolis Planetarium, which had been authorized in a bonding bill several years ago but was never used. The planetarium was to have been housed in the Minneapolis Central Library.

**2012 Legislative Session:** The session will convene on January 24, 2012.

The Director's report is arranged by categories outlined in the State Grant Application and the Report of Results.

**Respectfully Submitted,**

**Kathy B. Enger**