

DIRECTOR'S REPORT

**Northern Lights Library Network
Governing Board Meeting
December 10, 2011
10 a.m. – 12 noon p.m.**

**Minnesota State Community
And Technical College, Detroit Lakes
Room 103**

ADMINISTRATION AND GOVERNANCE

Audit – FY2011

Northern Lights Library Network (NLLN) FY2011 audit was completed and a copy was sent to governing board members electronically before the December 10, 2011, board meeting. A paper copy will be made available to any board member who requests it.

IRS 990 Form, 501.c3

The 990 IRS nonprofit status form for 2010 was completed and sent to the IRS electronically on October 24th. A copy of the completed 990 form was sent to governing board members electronically before the December 10, 2011, board meeting. A paper copy will be made available to any board member who requests it.

Four Policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Fund Balance Policy

Section B, questions 12a-14, of the IRS 990 2010 form asks if NLLN has written policies on Conflict of Interest, Whistleblowing, and Document Retention and Destruction. The answer whether NLLN has written policies is “no” for the 2010 tax year. The IRS recommends that 501.c3 organizations hold these policies, suggesting “that a well-governed charity is more likely to obey the tax laws, safeguard charitable assets, and serve charitable interests than one with poor or lax governance.” In addition, a new form from the U.S. Government Accountability Office ruling GOASB 54, as of June 30, 2011, requires a Fund Balance Policy. The four policies are written and enclosed in the Governing Board packet for approval to be noted affirmatively in the next IRS 990 form in 2011. Renee Gavalin of Eide Bailly will be attending the December 10 board meeting from 10:15 a.m. – 10:30 a.m. via conference call to address any questions the board may have about the policies (a special thank you to Renee).

NLLN Certificates of Deposit (CD's)

Two Certificates of Deposit matured, one on October 31 and another on November 5. Both were combined into one certificate with a maturity date of November 30, 2012.

Ruth Solie's Retirement Severance Pay

The Northern Lights Library Network Sick Leave Policy states the following: “Sick leave may be accumulated up to a maximum of 120 days (960) hours and may be carried over from one employment year to the next ... after 5 years of employment, any employee who is leaving employment will receive compensation for one half of their accrued sick leave up to a maximum of 480 hours.” The Northern Lights Library Network Annual Leave (Vacation Time) policy states: “A maximum of 10 days, or 80 hours will be allowed to be carried over from one year to the next. All other accrued annual leave will be forfeited at the beginning of the new calendar year.” Ruth Solie's retirement severance pay will be calculated on December 31, 2011, based on NLLN's policies.

Performance Management Leadership Institute (PMLI), Minnesota Council of Nonprofits

NLLN will be represented in the 2012 Performance Management Leadership Institute. Kathy Enger was invited to participate in the Minnesota Council of Nonprofit's Performance Management Leadership Institute (PMLI) and will attend training once a month throughout 2012 at the Initiative Foundation's offices in Little Falls, Minnesota on the following dates: January 9-11, February 14, March 13, April 10, May 15, June 19, July 17, August 15, September 11. Leaders of the PMLI ask that a member of the Board of Directors participate in the March 13, 2012, and June 19, 2012, meetings from 8:30 a.m. to 5 p.m. All expenses associated with the Institute are paid (\$6,000+) and sponsored by the following organizations: Minnesota Council of Nonprofits, Blandin Foundation, Blue Cross and Blue Shield of Minnesota Foundation, Bush Foundation, Central Minnesota Community Foundation, Corporation for National and Community Service, Lloyd K. Johnson Foundation, Northland Foundation, Northwest Minnesota Foundation, and the West Central Initiative. The training is based on the *Principles and Practices for Nonprofit Excellence* which covers the nonprofit areas of: Role in Society, governance, planning, transparency and accountability, fundraising, financial management, human resources, civic engagement and public policy, strategic alliances, and evaluation. A copy of the *Principles and Practices for Nonprofit Excellence* was sent to each board member as an electronic attachment before the December 10th board meeting. Participating agencies receive approximately \$1,000 in consulting time that can be used to implement a SMART Public Relations Plan.

Ruth Solie's Retirement Open House

NLLN is sponsoring Ruth Solie's open house on December 10, 2011, in Room 101 of the Conference Center (West entrance) of the Minnesota State Community and Technical College, Detroit Lakes campus (Address: 900 Highway 34 East) from 1 p.m. – 3 p.m. Everyone interested is invited to attend. 100 copies of a flyer announcing the event were sent to 55 member libraries and approximately 140 invitations were sent to professionals associated with Ruth's tenure at NLLN. Cake, coffee, mints, mixed nuts, and water will be served at the open house, and lunch for the Governing Board members and friends or relatives will be served at noon. Central Market is providing the cake, coffee, ice, and lunch buffet and has been asked to donate the items. The program for the open house is as follows: Introduction (Kathy Enger); Greetings (Nancy Walton, State Librarian); Tribute (Joan Larson); Multitype Reflection and Door Prizes (Partricia Post); Closing Remarks (Kathy).

NLLN's Insurance Policy

NLLN's current insurance policy does not include some important coverage. A new policy is being evaluated with Bremer Bank.

SHARING OF RESOURCES AMONG ALL PARTICIPATING LIBRARIES

School Library Data Project and the National Center for Education Statistics (NCES)

Along with Bruce Pomerantz, Library Development Specialist with State Library Services, Minnesota Department of Education, NLLN is represented on a committee to design, collect, and disseminate school library media data for the State of Minnesota. Kathy Enger will be serving on the committee on an ongoing basis as the data is collected and analyzed and will be contacting school library media specialists in the NLLN region to assist them in completing the online survey. Kathy also joined Bruce in two meetings with state library media directors from around the country (via conference call and at the AASL annual conference), to investigate the possibility of using the NCES database for extrapolating data to support the use and continuance of library media centers in Minnesota and around the country.

LONG-RANGE PLANNING FOR COOPERATIVE PROGRAMS

A Planning Guide for Empowering Learners: Guidelines for School Library Programs from the American Association of School Librarians (a division of the American Library Association) available through Encyclopedia Britannica Digital Learning (\$35/yr.)

NLLN subscribed to the *Planning Guide* in order to provide a resource for school library media specialists in the region for collecting and reporting with data that shows the effectiveness of

school library media programs. Resources are diminishing at some school library media centers in the NLLN region and it was learned at the AASL national conference in October that media centers around the country are closing, or that school media specialists are becoming more responsible for managing media centers with fewer resources. The *Planning Guide* is a rubric, with measurable outcomes, (including outcomes, or research objectives, planning charts, and action plan worksheets) that media specialists can use to show the effectiveness of their programs. NLLN also purchased the book, *Something in Common: The Common Core Standards and the Next Chapter in American Education* (Harvard Education Press), which provides theoretical and background information for the *Planning Guide*.

Minnesota Book Awards

Northern Lights Library Network is again participating in the Minnesota Book Awards. Kathy Enger will be serving as a final round judge for the General Nonfiction category of the Minnesota Book Awards, will receive the four finalist books in the General Nonfiction category on January 30, 2012, and will attend a meeting at the Open Book, The Loft Literary Center on March 3, 2012.

Advisory Committee of The Minnesota Braille and Talking Book Library

Kathy Enger applied to be a member of the advisory committee for the Minnesota Braille and Talking Book Library to work on long-range plans for the library. The Commissioner of Education makes the appointment and there is a \$55 per diem plus expenses. Meetings are held on a quarterly basis in Faribault or the Twin Cities.

Library Strategies

Kathy Enger spoke with Sue Hall, a coordinator with Library Strategies, a library consulting firm in St. Paul (see: <http://www.librarystrategiesconsulting.org>). Sue is developing a strategy for the Northern Lights Library Network to engage NLLN members in actively participating in future NLLN initiatives.

DEVELOPMENT OF A DELIVERY SYSTEM FOR SERVICES AND PROGRAMS

NLLN Continuing Education Scholarship Program

Sixteen scholarship recipients received remuneration for attending the Minnesota Library Association (MLA) annual conference in Duluth, October 12-14 (10 paid); the American Association School Librarians (AASL) conference in Minneapolis October 25-30 (3 paid); Branch Out (2 paid); iPads for Educators (1 paid). The total support for continuing education in the region to date is \$5,250.28.

Portable U Winter Event sponsored by Minnesota Educational Media Organization (MEMO) January 27, 2012

NLLN is working with Sally Mays, president of MEMO, to bring the Keynote address and Wrap-up session of the Portable U event in a live stream to members of the NLLN region.

DEVELOPMENT OF A BIBLIOGRAPHIC DATABASE

Destiny Online Catalog

The online catalog continues to function smoothly through Region I. Destiny training will take place through Adobe Connect and with Follett trainers in February or March of 2012. Several library media specialists in the NLLN region have already expressed interest in training.

COMMUNICATIONS SYSTEM AMONG ALL COOPERATING LIBRARIES

Adobe Connect

NLLN is purchasing Adobe Connect to use for online webinars and for Follett training in early 2012.

NLLN Library Website

The NLLN library website has been updated, with more to come. Please check it out at: www.nlln.org.

Northern Lights Library Network Membership List

Members of the NLLN network will be contacted individually during the first quarter of 2012 to introduce members to the new executive director.

Creating a SMART Public Relations Plan

SMART Plan Concepts (Specific, Measureable, Achievable, Relevant, Time Specific). Specific: The plan has tangible goals and actions; Measurable: The plan is assessed through pre-defined quantitative and qualitative criteria that are regularly reviewed and may be used to generate modifications to the plan based on audience behaviors and changes in strategic direction; Achievable: The plan is realistic in scope and for the assigned budget; Relevant: The actions and goals are important and resources are assigned for the completion of the plan; Time specific: The plan has short and long term goals that are reviewed periodically by stakeholders. The SMART Public Relations Plan for NLLN can be executed by David Wahlberg, Ph.D., an expert in communication management. Dr. Wahlberg has met with Kathy once and is interested in working with her on a public relations plan for NLLN, using the funding available for a consultant from the PMLI.

LIBRARY ADVOCACY

Minnesota Council on Nonprofits Minnesota Participation Project “Get Out and Vote, 2012”

NLLN is working with Jeff Narabrook of the Minnesota Council of Nonprofits to design a program to “Get Out and Vote in 2012” for citizens in the Northwest region of the state through NLLN member libraries to educate citizens on where they vote and how they register to vote. The Minnesota of Nonprofits website states the following: “Nonprofit organizations play a central role in the democratic process by providing a means for individuals to deliberate on public policies and decisions that affect them. To the extent possible, nonprofit organizations should engage constituents in public policy and advocacy activities as a means to fulfilling their missions and promoting community interests. Open communication and consultation between policy makers and constituents of nonprofit organizations contribute to well-informed policies and effective implementation of them” (<http://www.minnesotanonprofits.org/nonprofit-resources/public-policy-advocacy>).

Member-at-Large for the Public Library Division of the Minnesota Library Association

NLLN is seeking active participation in the Public Library Division of the Minnesota Public Library Association. Kathy was on the Minnesota Library Association ballot to be one of two members-at-large for the Public Library Division executive committee the week of November 7th, with the following statement: “Local and state government aid is necessary to fund public libraries. In order to continue local and state funding at levels that sustain public libraries, constituents must become aware of the proposed cuts in state aid to cities and counties. Strong support of libraries takes place at the local level. Public libraries are in a strong position to inform citizens of the services provided to them and of the dependence of those services on local and state funding. Every citizen in our state deserves access to information in order increase knowledge and improve quality of life. If chosen as a member-at-large for the Public Library Division of the Minnesota Library Association, I would advocate for sustained and increased funding for public libraries in our state and support areas in the Public Library Division of MLA that ensure citizens find ways to support their libraries.” Election results will be announced December 15, 2011.

Publication and Presentations

Several initiatives Kathy Enger began at North Dakota State University came to fruition, recently, including one publication and two presentations:

Enger, K. B. & Lajimodiere, D. (2011). A multicultural transformative approach to learning:
Assessing attitude change in doctoral students following an online diversity course.

Multicultural Education & Technology Journal, 5, 176-193. A copy of the article is in the board packet.

Enger, K. & Walsh, L. R. (2011, October 21). E-Learning as liberation: Conveying compassion in online pedagogy. Full-paper presentation at E-Learn 2011 -- World Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education, Honolulu, Hawaii.

DeJong, J., & Enger, K. (2011). The impact of baby-friendly hospital designation and other social-ecological factors on lactation duration. The Academy of Breastfeeding Medicine Sixth Annual Conference. Miami, FL.

Please note: The Director's report is arranged by categories outlined in the Minnesota Multicounty Multitype Library Systems State Report of Results.

Respectfully Submitted,

Kathy B. Enger