



DIRECTOR'S REPORT For the Governing Board

Northern Lights Library Network

**August 20, 2011
10 a.m. – 12:30 p.m.**

June

June 6 Met with Ruth at NLLN office
 June 13 Met with Ruth at NLLN office
 June 20 Spotlight on Books meeting at NLLN office
 June 29 Met with Ruth at NLLN office

July

July 13 MEMO/MLA Legislative Forum, St. Cloud

August

August 1 Kathy Enger began as executive director of NLLN; lunch with Ruth and Paul
 Ruth begins as consultant and special projects coordinator
 August 2 Met with Doreen Mickelson, Treasury Management Specialist, Bremer to authorize signer change and open credit card
 August 3 MLA Legislative committee meeting, online
 August 5 White Earth Early Childhood Initiative meeting in Mahnomen
 August 8 Eide Bailey yearly audit with Travis Wagner at NLLN office; lunch with Renee Gavelin, Eide Bailey partner
 Met with Doreen Mickelson, Bremer Bank
 August 9 Eide Bailey yearly audit fieldwork with Travis Wagner at NLLN office
 August 10 "Keeping Kids First" Communities Collaborative Conference, Mahnomen
 August 11 "Keeping Kids First" Communities Collaborative Conference, Mahnomen
 August 15 Sent NLLN Fall newsletter
 August 17 LM Computers Luke Mehl synchronized all computers to Windows XP
 August 20 Governing Board meeting

Narrative

New Northern Lights Library Network Executive Director

I am happy to be serving library users in the Northwest region of Minnesota as the next Northern Lights Library Network executive director! It has been a long time since I served Minnesotans and I am happy to be back in Minnesota.

I appreciate the opportunity to work with Ruth and value the time I have to learn about the extensive work that has been accomplished in this region and state. Needless to say, it is impressive, and I recognize that I have big shoes to fill. Thank you to Ruth for her generosity. I look forward to working with the board.

Background

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For the last 15 years, I worked in the North Dakota University System. I began my tenure in North Dakota as a medical librarian with the School of Medicine, University of North Dakota (UND) and moved to a position as social science librarian at North Dakota State University (NDSU) in 1997. In 2003, I completed my doctorate in education (educational leadership, higher education) from the University of North Dakota, and in 2007, I was asked to join the School of Education as an assistant professor of the new doctoral program in education. The last four years, I advised doctoral students, hooding six, with one left to go (December 2011 commencement). In addition to advising doctoral students, I taught research methods, performed and published research, and served the NDSU community in a variety of capacities, including mentoring new faculty, writing grants, and raising funds as the campus representative for the Spring, 2009 Faculty Staff Campaign. During this time, I also taught online courses and advised doctoral students at a private for-profit university located in Prescott, Arizona (Northcentral University). Prior to my work in North Dakota, I worked at Augsburg College in Minneapolis and the East Central Regional Library System in Cambridge, Minnesota. Now, I look forward to using my education and skills to serve library patrons in Minnesota, as I begin my tenure with the Northern Lights Library Network (NLLN). Thank you for giving me the opportunity to serve you.

Once I learned about my position with NLLN, I met with Ruth as much as possible throughout the summer. Since beginning as executive director on August 1, I have arrived at work in Detroit Lakes early, in order to return to NDSU late nearly each afternoon to finish advisees who have been closest to completing various aspects of their work (comprehensive exams, dissertation proposals, a dissertation defense). I am happy to say that my final obligation is August 19th (an oral examination). I will then be free to devote all of my time and energies to NLLN.

I would like to mention my beloved family who supports me in this endeavor. My daughter, Hope, is completing her final year in elementary education at Minnesota State University Moorhead (MSUM) and my son, Nick, is completing his final year at MSUM in economics. My daughter is married, and Jesse is also completing his last year at MSUM, with majors in economics and graphic design. My husband, Lin, teaches creative writing at MSUM and writes fiction. He published *Undiscovered Country* with Little Brown several years ago. Mid-August, Lin completed the second draft of his next novel.

FY 2011 and FY 2012 State Operating Grants

Bruce Pomerantz, Library Development Specialist with State Library Services, Minnesota Department of Education, sent a letter to NLLN August 1, 2011, stating the following:

"I have received and accepted the Northern Lights Library Network state aid application. I wish the governing board well for a new NLLN era with Director Kathy Enger."

On August 1, 2011, Nancy Walton, Director & State Librarian, State Library Services, Minnesota Department of Education, sent an email to Ruth stating the following:

"We just got the cost codes at the end of the day on Friday. Bruce submitted the encumbrance sheet this morning. Once the encumbrance is processed, he will have the payment vouchers ready to go. He'll do an e-mail to the multitypes once the payment vouchers are hand-carried downstairs to MDE Fiscal."

Bruce called the office on August 2, noting that with the end of the State of Minnesota shutdown, the vouchers for payment to end FY 2011 and to begin FY 2012 were completed and awaiting fund numbers. (In addition to the shutdown, the state is undergoing a change in the accounting system.) Over the phone, Bruce noted that the final FY2011 payment should be completed in two weeks, with the beginning FY2012 payment to follow two weeks later.

On August 8, 2011, I received the following email from Nancy Walton:

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"I check every morning to see if the encumbrance paperwork is finished. Since the entire state government is moving from one accounting software system to another, everything is slowed down by the transition. The MDE Fiscal people are working very hard on the transition -- glad that I don't have to deal with the project beyond waiting for funds to be set up. We have the payment vouchers sitting and waiting for when we get the "all clear." We hope that it will be very soon. We'll let you know when we know. Thanks. –Nancy."

Audit – FY2011

Travis Wegner of EideBailey performed fieldwork for the FY2011 audit at the NLLN office in Detroit Lakes on August 8 and 9. Travis has all of the files and paperwork he needs to complete the audit. Renee Gavelin will be at the October 15, 2011, board meeting to report on the FY2011 audit.

NLLN Certificates of Deposit (CD) and August Cash Flow

The general fund as of August 5, 2011, was \$14,620.79. I met with Doreen Mickelson, Treasury Management Specialist with Bremer Bank on August 9, 2011, to discuss the maturation and reinvestment of CD #551491 (\$27,159.57, matured August 6, 2011). Due to concerns regarding cash flow, the decision was made to move \$10,159.57 from CD #551491 to the General Fund and reinvest \$17,000 in a 23 month CD at 1.25% interest. The current balance in Bremer Bank CD's is \$304,544.63. Two CD's will mature in September: #510710, \$25,236.39, 9-3-2011; #511766, \$30,309.40, 9-5-2011.

New Business VISA card through Bremer Bank

A new Visa Platinum Business Credit Card was activated with Bremer Bank on August 9, 2011, with a credit limit of \$16,200.00 and an annual percentage Rate of 9.99%.

Legislative Update

The following notes are from the August 3, 2011, Minnesota Library Association (MLA) Legislative Committee meeting (online).

The Minnesota state government shutdown ended on Thursday, July 21, 2011.

The special legislative session included a **bonding bill** of \$498 million that included an appropriation to Minnesota State University's (MSUM) Livingston Lord Library of \$14.9 million. (The second session of the biennium is usually the bonding session.)

The shift in funding from 30/70 FY11 to 40/80 FY12 occurred. NLLN is still waiting for the final 30% payment from the state for FY11. There were no cuts in the **k-12 bill**, but there will be a 10% delay of payment to schools. The k-12 bill included a \$50 per pupil increase: from \$5,124/pupil FY11 to \$5,174/pupil FY12 beginning July 1, 2011.

MINITEX received a 7.2% cut in the **higher education bill** (\$406,000/yr.) and MnLink received a %5 cut (\$25,000/yr.)

Library Maintenance of Effort was frozen at 90% of the 2011 level, for 2012, and future years (with individual variations) in the **tax bill**.

Nancy Walton, the state librarian, spoke about changes at the Minnesota Department of Education. There is a shift to "reinventing government" and a move to a literacy initiative within the Department of Education. A new accounting system is being implemented. Discussion is taking place to merge multitype systems with regional library systems that have contiguous borders (two systems in Minnesota). It is possible that state law may need to be changed to

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allow the merger to take place, or the Department of Education may be able to make the shift without legislation. An attorney with the state is reviewing a draft of legislation at the moment. The Northwest Regional Library System and the Lake Agassiz Regional Library System received a LSTA grant to study a merger of the two systems.

Communities Collaborative Brain Development Conference White Earth Child Care/Early Childhood Program

The Communities Collaborative Brain Development Conference "Keeping Kids First" was held at the Shooting Star Casino Hotel & Event Center in Mahanomen August 9-11, 2011. Along with the White Earth Child Care Early Childhood Program, Northern Lights Library Network sponsored John Coy, a children and young adult author who has published *Night Driving*, *Strong to the Hoop*, *Vroomaloom Zoom*, *Two Old Potatoes and Me*, and *Around the World*. John's two presentations were well attended and very well received. For the silent auction, NLLN donated a book bag (with miscellaneous items remaining from promotional events at NLLN) with the latest copy of Louise Erdrich's book (received from the Minnesota Book Awards), along with a handmade star quilt by Kari Anderson (donated by Kathy Enger). NLLN also collaborated on a book table at the event.

North Star Library Consortium

Members of the North Star Library Consortium met in Detroit Lakes on July 29, 2011. Gay Galles (NLLN Governing Board, Moorhead Public Schools), Patricia Post (CMLE), Ruth Solie (NLLN), and Bob Wheeler (Region 1) attended the meeting. Ruth took notes from the meeting and I will distill them yet further for the director's report.

From what I understand, the Follett system can be difficult to use for media personnel new to the system and ongoing training is necessary. NLLN has jointly sponsored a Back-to-School workshop in the past for library media personnel that will not take place this year; however, Ruth and Patricia (and I?) may put together a Back-to-School message for those in the consortium and link them to Follett's page on Back-to-School resources. A Mid-winter workshop for the North Star Library Consortium may be more feasible than a fall workshop, but there are also other conferences that might be attended instead, such as: Minnesota Library Association (MLA) annual meeting, October 12-14; American Association of School Librarians (AASL) Annual meeting in Minneapolis October 27-30; Library Futures Initiative meeting, November 3 or 4; TIES education technology conference December 10-13. Perhaps a webinar could take place. Currently, Ruth and Bob are the two super administrators who have access to the system to gather statistics and generate reports for the consortium, usually twice a year. Recruiting new members is important and there is ongoing discussion about consortium access to e-books.

Committee for Scholarships and Professional Engagement

Over the last three weeks, one scholarship was approved, and another was paid. Connie Jones, Curriculum Librarian at Concordia College was approved to receive \$500 to attend the AASL National Conference "Turn the Page" October 27-30, 2011. Karen Zwirtz, Library Assistant at the Park Rapids Area Library, was paid \$495.31 to attend "Branch Out 2011" at St. Olaf College in Northfield, Minnesota, August 2-3, 2011.

Performance Management Leadership Institute

I would like to attend the Performance Management Leadership Institute sponsored by the Minnesota Council of Nonprofits for nonprofits in Northern and Central Minnesota. Applications are due October 27, 2011, and all participants will receive a full scholarship to participate (\$2,250). The following information is taken from the website:

At its core, the Performance Management Leadership Institute intertwines principles of nonprofit organizational management and leadership development into a training program that guides participants toward implementing a performance management strategy or system. The Institute uses the [*Principles and Practices for Nonprofit Excellence*](#) as a guide to develop effective strategies and tools. This interactive model of learning ultimately leads to strong benefits for community stakeholders. From the Institute, I would do the following: participate in focused monthly trainings on performance management strategies and leadership tools for nonprofits; be a part of a cohort of diverse leaders at different stages in their leadership career, engaging in frank discussion and sharing mutual issues and interests, resulting in the emergence of new views, ideas and solutions; lead a team of colleagues or stakeholders and the Institute to outcomes to our community; acquire specific tools and guidance so that to track performance management benchmarks at NLLN; receive ongoing support from trainers and MCN staff, including an on-site team meeting at NLLN and regular one-on-one conversations; access up to \$1,000 to pay for consulting services or technology upgrades to support the implementation of a performance management strategy or system. (<http://www.minnesotanonprofits.org/performance-management-leadership-institute>).

Institute trainings would take place in the Brainerd-Little Falls area. Each session will take place 9 a.m. – 5 p.m. throughout 2012 on the following dates: January 9-11 (Overnight retreat begins 4:30 p.m. January 9 and ends 5 p.m. January 11. Two nights of lodging are covered for this opening retreat.), February 14, March 13, April 10, May 15, June 19, July 17, August 15, September 11. On March 13 and June 19, participants will be invited to bring a board member or team member to attend the training session and I must identify a supportive team of colleagues who will support participation (i.e. board members).

Work Plan for FY12

(From FY12 State Grant Application and Minnesota Statute 134.351, Subdivision 3)

Share Resources Among All Participating Libraries – Add 5 new NLLN members to the North Star Library Consortium (NSLC); Provide support to NSLC members via online tools; Provide 2 professional development events for NSLC members: Midwinter, Spotlight on Books

Long-Range Planning for Cooperative Programs – Provide 4-6 Professional Engagement Fund awards to staff in our area doing the work of the profession; Provide for the travel and expenses of the Executive Director and NLLN Staff for the planning and development of NLLN services and programs; Provide for institutional memberships and subscriptions to groups and publications in which NLLN is involved in planning and development of services.

Development of a Delivery System for Services and Programs – Provide a variety of continuing education events including teleconferences, workshops, and training events; provide up to 50 scholarships to individuals working in NLLN member libraries to participate in continuing education activities; provide up to 20 NLLN special scholarships for individuals wishing to attend the national AASL conference; provide 10 Special Cooperation Projects.

Development of a Bibliographic Database -- to sponsor a group subscription to OCLC's CatExpress cataloging utility to make 2500 or more high quality catalog records available for inclusion in regional shared library catalogs; underwrite the cost of the subscription for those libraries not participating in a MnLINK Gateway.

Communications system Among All Cooperating Libraries – Continue to provide, develop, and expand the forms of electronic communication available to the NLLN Library community, including listservs, electronic newsletters, blogs, wikis, email, webconferencing opportunities, and various forms of brief communication including chat, text messaging, instant messaging, and microblogging. Print communication will include mailings related to events and the informational publications of NLLN; continue to support a toll-free number.

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Respectfully Submitted,

Kathy B. Enger