

REPORT OF RESULTS AND EXPENDITURES
MULTYCOUNTY MULTITYPE LIBRARY SYSTEMS
State Fiscal Year 2014 (July 1, 2013 – June 30, 2014)

A completed report includes this narrative document and the accompanying expenditures spreadsheet.

This report is submitted as required by Minnesota Statutes 134.351 subd. 7.

Name and address of multicounty multitype library systems:

Northern Lights Library Network
Townsite Center, Suite 104
810 4th Avenue South
Moorhead, Minnesota 56560

Administrator: **Kathy B. Enger**

Name: **Kathy B. Enger**

Title: **Executive Director**

Telephone: 218-477-1750

E-mail: Kathy.Enger@nlln.org

Program Results

For each of the following program areas, please provide a description of related projects and activities, including:

- An overview of each project or activity
- The strategic plan goals related to each project or activity
- Key outcomes and who benefitted from each activity
- Explain expenditures that varied 10% or more from FY 2014 state aid application

Northern Lights Library Network's Report of Results is integrated with its Strategic Plan to show ongoing State Aid Expenditures, In-kind Staff Support, Impact, and Outputs for final compilation and reporting to the Minnesota Department of Education , State Library Services, at the end of the 2014 fiscal year, June 30, 2014.

Sharing of resources among all participating libraries:

GOAL I: SHARE RESOURCES AMONG ALL PARTICIPATING LIBRARIES

- A. **Objective:** Secured needed library materials by getting them to patrons in a timely manner.

Interlibrary loan support for library systems in the region.

State Aid Expenditures: \$5,000.00 budgeted; \$5,000.00 expended.

System in-kind staff support: \$5,000.00

Output: Every-other-day service to ten member public libraries, one college, and three K-12 schools. Every day service to one public library, the bookmobile, and one college. During the 2013 calendar year, VLS delivered 226,267 items to public libraries and 1,125 items to schools, college and special libraries. The 2013 VLS budget for delivery service (\$75,301) which shows a 2.2% increase over 2012, includes driver time, benefits, gasoline, insurance and vehicle repair, maintenance and depreciation. Costs for in-house sorting and garage space as well as administrative costs are not part of the delivery budget. Items delivered by the VLS delivery system have an average delivery cost of just 33 cents each, which is considerably less than the cost of packaging, postage and the time required to mail materials.

Impact: Interlibrary loan service to patrons in the Northern Lights Library Network (NLLN) Viking Library System (VLS) region resulted in timely access to library materials by patrons in the NLLN/VLS region. The financial support of NLLN for this project continues to be essential as VLS attempts to fund the delivery program without the support of federal funding. Although every attempt is made to make this a cost efficient program, gas prices and increased demand for services continue to impact the delivery budget.

For more information, see Appendix A

State Aid Expenditures for Goal I: \$5,000.00; \$5,000.00 expended.

Long-range planning for cooperative programs:

GOAL II: LONG-RANGE PLANNING FOR COOPERATIVE PROGRAMS

- A. **Objective:** Facilitated collaboration, cooperation, and resource sharing between and among libraries throughout the NLLN region and the State of Minnesota.

Traveled to libraries throughout the NLLN region, attended local, regional, and statewide meetings and conferences, served on professional library committees, and attended MLA legislative initiatives. Served on MEMO conference planning committee; attended quarterly meetings with multi-type, multi-county library directors; attended MEMO and MLA conferences; attended MLA Legislative Days and distributed information between and among constituents, librarians, and legislators; presented at conferences; met with librarians locally and at the state level. Conducted bi-monthly NLLN Governing Board meetings

State Aid Expenditures: \$8,000.00 Director/staff travel budgeted. \$8,382.19 expended.
System in-kind Staff Support: \$5,000.00

Output: MEMO Fall Conference, October 3-5: NLLN sponsored “Community and Conversation” with illustrator Mike Wohnoutka Thursday evening from 8:30 – 9:30 p.m. NLLN also sponsored the survey evaluation that asked the following questions: I found the following learning opportunities most valuable because; I would like to see the following repeated at future conferences; the following activities were especially useful to me; I enjoyed this particular kind of food; I would like to see more of; suggestions for future keynote addresses; one change I would make to the conference for next year is; an average of 48 conferences attendees responded to the survey with valuable information for the conference next year. NLLN Executive Director, Kathy B. Enger led a break-out session on Friday afternoon from 2 – 2:45 p.m. in the Pew Research Center’s report, *Younger Americans’ Reading and Library Habits*. Conference co-chair, Dawn Nelson thanked NLLN for “Community and Conversation”, saying, “Thank you so much for such a great idea. This was a wonderful addition to the evening on Thursday. The new opportunities for activities are exciting and the different things came together nicely.” Another thank you from Donna Ohlgren: “I would like to thank you for creating our MEMO conference evaluation this year. I really appreciate your willingness to pitch in and help. We had over 40 responses by the time I checked in with great feedback.”

Meetings FY2014 (July 1, 2013 – June 30, 2014)

The following are meetings Executive Director Kathy B. Enger held or attended throughout the state, Fiscal Year 2014:

July 8: Hjemkomst Center visit (Moorhead) for information for the Historical and Cultural Organizations and Museums Directory.

July 9: Met with Cathy Bjorkland, St. Joseph’s School Library, Moorhead, delivering Caldecott books; met with David Wahlberg.

July 11: Met with Glenn Heinke at NLLN office to plan theoretical frame for media specialist and student skills program -- the metasynthesis. Phone conversation with Tammy Thomasson-Ehrhart to become alternate member of NLLN governing board representing public libraries.

July 12: Thief River Falls lunch meeting with NWRL Director, Kristi Harms. Also met museum director of the Kittson County Historical Society with visit to historical museum at Lake Bronson, along with summer intern, James Rogers, for directory. Hallock: Stopped at Kittson County school to get signatures on financial forms from NLLN’s new secretary, Charlie Lindberg.

July 15: St. Paul, picked up two items at State Surplus.

July 17: Concordia College Minitex meeting. Sent emails to NLLN members to attend July 17 Minitex planning meeting, with colleagues from the NLLN region and beyond to provide feedback to the new Minitex director on service needs in the NLLN region.

July 18: Met with Adelle Bridgeford, retired media specialist from Walker to discuss School Library Annual Report.

July 19: Browns Valley. Met with Katie Melzer, media specialist with Browns Valley Public Schools to deliver Caldecott Collection Award books; visited the Browns Valley Historical Society for directory.

July 23: Virginia, Minnesota. Attended multi-type directors meeting.

July 25: MSUM, met with Heather Maneiro to discuss K-16 Information Literacy initiatives in the NLLN region.

July 26: Met with Kevin Zepper to discuss visits to Hallock and Hancock.

July 29: Spoke with Sharon Gunkel, media specialist at Nevis about her training needs on the Destiny online catalog and paired her with Gina Drellack, media specialist with Bagley Schools.

July 30: St. Cloud. Attended MEMO/MLA Legislative Committee Meeting. Got signatures for card and displayed gift from MEMO/MLA members for retiring state librarian, Nancy Walton.

July 31: Maple Grove and St. Paul. Attended Branch Out workshop in Maple Grove and Walton retirement in St. Paul. Retirement gift was presented to Nancy.

August 1: Maple Grove. Attended Branch Out workshop and planned Train-the-Trainers with Charlie Lindberg.

August 6: Sent children's books to White Earth for the Brain Conference.

August 6: Telephone meeting with AT & T to determine if NLLN's website and email may be hosted with AT & T

August 7: Telephone meeting with Century Link to determine if NLLN's website and email may be hosted with AT & T

August 7: Conference call with Arrowhead Regional Library System staff Jim Weikum, Shari Fisher, and Mollie Stanford to discuss Spotlight on Books sponsorship. Lunch with Carol Sibley to discuss Train-the-Trainers and One-to-One, as well as other initiatives related to committee service Carol is attending.

August 8: Met with Glenn Heinke at NLLN office to discuss the data collected thus far for theoretical frame and systematic literature review.

August 9: Luke Evenson, Eide Bailly auditor at NLLN office for field work.

August 12: Telephone meeting with Alan Stevens, retired librarian from the University of Southern California, to determine how NLLN's webpage can be redesigned to fit iPhone and electronic device screens. Alan redesigned the NLLN webpage.

August 13: Met with Betsy Vinz to discuss NLLN annual meeting.

August 22: Meetings with Heather Maneiro and David Wahlberg.

August 26-September 15: Webpage and email meetings with Factor-of-4.

September 6: Conference call meeting with Kevin McHenry, Assistant Commissioner, Minnesota Department of Education.

September 9: Thief River Falls Train-the-Trainers meeting.

September 11 – 13: Lanesboro, Minnesota -- Minnesota Historical Society meeting.

September 16: New webpage up and running. Ongoing phone conversations and emails with Factor-of-4, a Minneapolis company that securely monitors NLLN's webpage and houses its email accounts.

September 18: Interview with possible NLLN intern.

September 19: Detroit Lakes, met with Amy Stoller-Sterns of Holmes Theatre to plan NLLN's Annual Meeting June 2014.

September 22: MSUM attended poetry and piano performance by Zepper for use in rural libraries.

September 24: Meeting with Suzanne Kelley New Rivers Press.

September 25: NLLN education committee met in Moorhead to propose changes to education program.

October 4: St. Cloud, presentation and illustrator sponsored at MEMO conference

October 8: Meetings with Betsy Vinz (Directory), Suzanne Kelley (New Rivers Press, and David Wahlberg (Public Relations).

October 9: Fargo, meeting with Luke Evenson at Eide Bailly to discuss FY2012 audit.

October 16: Meeting with Mark Vinz to discuss annual meeting.

October 19: NLLN Governing Board meeting.

October 22: Meeting with Suzanne Kelley, New Rivers Press.

October 29: Lunch meeting with Carol Sibley to discuss NLLN initiatives.

October 30: University of Minnesota, meeting with staff at Minitex to discuss elm4you.org access, meeting with Factor-of-4 to continue to design NLLN webpage, meeting at Apple Store (Mpls.), to order iPad Airs.

October 31: Two interviews with Communication Specialist intern candidates.

November 1: Lunch meeting with Liz Lynch, LARL director, to discuss collaboration possibilities.

November 4: Interview with one intern candidate.

November 6: White Earth, met with Barb Fabre and Terri Darco to begin planning for library services at White Earth. There are possible changes in the location of Smart Play Spot and the library collection, due to the high cost of running and maintaining the old Circle of Life School building (approximately \$150,000/yr.). We are looking into movable aluminum shelving, similar to those used for Scholastic Book Fairs, so the collection may be shared at various locations throughout the reservation. NLLN looks to White Earth to lead this project.

November 7: Two interviews with intern candidates.

November 7: Rourke Museum, Moorhead, New Rivers Press 45th celebration. NLLN sponsored survey and publicity.

November 9: Alexandria, meeting with Glenn Heineke in Alexandria to conduct systematic review.

November 12: Meeting with David Wahlberg to discuss internship applicants.

November 15: Minneapolis, attended the second annual Minnesota Archives Symposium at the Hennepin County Library Central Library in Minneapolis, sponsored by the Twin Cities Archives Round Table, on November 15, 2013: Founded in 1982, the Twin Cities Archives Round Table (TCART) includes members from the Minneapolis-Saint Paul metropolitan area, as well as greater Minnesota and western Wisconsin. Members include archivists, manuscript curators, librarians, records managers, and information specialists representing government agencies, county and state historical societies, colleges and universities, religious organizations, non-profits, and corporations. First Google Hangout meeting with Trainers for Train-the-Trainers via iPad at the Hennepin County Library, Main Branch, Minneapolis.

November 18: Perham lunch meeting with Lina Belar to discuss the next meeting with the Minnesota Historical Society.

November 19: Meeting with Dennis Warner to discuss his book, curriculum, and presentation on bullying used in elementary schools.

November 21: Meeting at LARL with Jennifer Rodger to discuss "One Book, One Community"; Google Hangout meeting with MEMO Fall 2014 Conference planning committee.

November 22: Google Hangout meeting with Trainers.

December 2: Met with Shawn, NLLN media volunteer, to view portfolio.

December 4: MLA Legislative Committee meeting online and conference call with Jennifer Hootman, Minitex.

December 5: Attended 23 Mobile Things webinar. Meeting with NLLN president, Wayne Ingersoll.

December 6: 3 p.m. Google Hangout with Trainers.

December 9: Interview with possible intern.

December 11: Sibley retirement party.

December 12: Northern Minnesota. Media Specialist interview.

December 13: Northern Minnesota Media Specialist interview. 3 p.m. Google Hangout with Trainers. MSUM in the afternoon to prepare for NLLN Governing Board meeting.

December 14: NLLN Governing Board meeting.

December 17: Intern's first day at NLLN office.

December 18: White Earth ECFE meeting..

December 19: Conference call with Jennifer Hootman, Minitex.
December 20: Meeting with Suzzanne Kelley, New Rivers Press.
January 6: Meeting with LARL director, Liz Lynch.
January 8: MLA Legislative Committee meeting online; lunch meeting with Concordia library director, Laura Probst.
January 9: Thief River Falls Google workshop; brief meeting with Kristi Harms, director of NWRL.
January 10: Meeting with LARL director, Liz Lynch; lunch with Zepper; Google Hangout.
January 14: Minneapolis, meeting at Apple Store, Southdale.
January 15: St. Paul multi-type directors meeting.
January 22: Fargo meeting with poet Denise Lajimoidiere about reading and event at Spirit Room, also representing artist from Mille Lacs Lake reservation. 3 p.m. Google Hangout.
January 23: Detroit Lakes, picked-up tax materials at Mosaic in Detroit Lakes; 10 year celebration of the Minnesota Early Childhood Initiative for Becker County and Detroit Lakes. Lunch with board member Betsy Vinz in Moorhead, earlier.
January 24: Google Hangout meeting with Trainers.
January 30: Probstfield Education Center, Moorhead Town Hall meeting with Ben Lien.
February 1: Mahnomen Shooting Star Casino, "Festival for Fathers and Families". NLLN and White Earth Early Childhood Initiative had a book booth. I read and gave books away to children.
February 4: Interview with Katelyn Ostby for summer internship; two meetings with event services at MSUM to plan the Library Luncheon with Legislators.
February 5: Dennis Warner at Osakis Public Schools, NLLN sponsorship, "Beads on One String" anti-bullying curriculum; MLA Legislative Committee meeting online
February 6: Online Meeting with Jennifer Hootman, Minitex
February 10: Meeting with Lina Belar, Perham, Historical Directory
February 11: Lunch with Betsy Vinz in Moorhead, Secretary
February 12: Meeting with Wayne Ingersoll, President
February 13: Meeting with Patty Kratsky, president, Moorhead Library Friends, to review 501.c3 application.
February 15: NLLN Governing Board Meeting; Library Luncheon with Legislators
February 19: ITEM/MEMO meeting.
February 23: Destiny Training, Bagley, Minnesota.
February 28: Meeting with David Wahlberg, Jordan, and Melissa Duncan, Community Relations Specialist, Fargo Public Library
March 5: Meeting with the Minnesota Historical Society
March 11: Lunch with Betsy Vinz
April 2: Meeting with Amy Stearns, Holmes Theatre to plan annual meeting
April 5: Attended the Minnesota Book Awards
April 7: Meeting with Holly Witt, Lakes Country Service Cooperative
April 8: Week of the Young Child event at Shooting Star Casino, Mahnomen; read books to children and gave away books
April 11: Meeting at the Smart Play Spot, White Earth, to plan the new community library; Zepper reading at MSUM.
April 14: Factor-of-4 meeting, Mpls. (website development); MDE meeting, St. Paul
April 15: Quarterly multi-type meeting, Rochester
April 17: Moved library furniture from MSUM to storage at Townsite
April 21: Destiny training, Pequot Lakes
April 22: Move library furniture from MSUM to storage at Townsite

April 23: 30 CD book donation from Carol Sibley
April 24: NLLN Education committee meeting
April 25: Media specialist interview in Northern Minnesota; Read Aloud committee meeting at MSUM.
April 26: NLLN Governing Board meeting and Read Aloud Committee meeting, MSUM
May 6: Meeting with summer intern, Katelyn Osteby.
May 7: Maamigin Achigaade (Gathering Place) meeting about IMLS grant and Little Free Libraries at White Earth. Meeting with new Bremer representative in Detroit Lakes. Beads on One String in Solway.
May 9: Visit to Kittson Central School in Hallock to discuss the value of research in college education (K-16 information literacy).
May 13: Visit with Suzanne Kelley, editor, New Rivers Press, MSUM.
May 14: Visit at Concordia College Moorhead with Professor Susan Ellingson regarding her Reading Readiness research. Terry Shoptaugh, Archivist, MSUM, retirement party.
May 15: Moved library furniture from MSUM Livingston Lord Library to storage at Townsite.
May 16: Meeting in Thief River Falls with Kristi Harms and Pauline Helgeland of Northwest Regional Library System; Alice Hofstad of Northwest Service Cooperative, and two library media specialists to discuss how to bring the Overdrive Initiative from NRLS to school media centers in the region.
May 22-23: Moved NLLN office from Suite 254 to Suite 104 at Townsite.
May 28-30: Book Expo America, Javitz Center, New York.
June 5: First meeting with summer intern, Kimberley Henze.
June 10: Detroit Lakes NLLN Annual Meetings, “Poetry and Jazz in the Park”.
June 10 & 11: Summer intern, Katelyn Ostby at MINITEX to learn ELM to teach to paras in the region.
June 11: St. Paul meeting at Macalester College, “Lunch for Libraries” fundraiser for the Minnesota Library Foundation.
June 16: Meeting with Cathy Bjorkland at NLLN office in Moorhead to learn 23 Mobile Things (Train-the-Trainers).
June 17: Meeting with Cathy Bjorkland to learn 23 Mobile Things.
June 18: St. Cloud meeting to plan Fall 2014 ITEM conference.
June 19: Park Rapids training with Laurie Conzemius for Train-the-Trainers.
June 20: Summer intern, Katelyn Ostby at Concordia, Moorhead.
June 23: Meeting with summer interns at MSUM; meeting with Cathy Bjorkland to learn 23 Mobile Things.
June 25: Meeting with Glenn Heinke, media specialist in Rosseau to work on research, a review and analysis of the literature on what media specialists impart to students. Open House at NLLN.
June 26: Meeting at MSUM with David Wahlberg
June 28: Birch bark art opening and display from Ojibwe artists, Denise Lajimodiere, Moorhead and Pat Kruse, Onamia.

Impact: Support of libraries throughout the State of Minnesota ensured ongoing funding, built a strong library infrastructure throughout rural Minnesota, and gave constituents access to knowledge and the information they needed to lead healthy lives and build strong communities.

- B. **Objective**: Facilitated better communication about the purpose and benefits of libraries to citizens of the region.

Ongoing public relations efforts based on a SMART public relations plan through public service announcements and publicity in newspapers, radio and television stations. Collected, prepared, and distributed library public relations materials through libraries and media outlets in the region. Developed consistent message and branding and developed materials used locally, such as radio, television, newspapers, social media, and online samples. Distributed NLLN's brochure and Annual Report; send instructional and informative packets to media centers in the region.

State Aid Expenditures: \$2,500.00 budgeted. \$2,054.44 expended.
System in-kind staff support: \$2,000.00

Output: Brochure completed. Along with David Wahlberg and intern, Jordan Schoerer, wrote and distributed a Media Advisories, resulting in media coverage. See:

<http://www.wday.com/event/article/id/93527/>
<http://www.youtube.com/watch?v=N4h7Kp6qN1Q>
<http://lptv.org/musician-shares-anti-bullying-message-with-solway-school/>

Impact: Multiple press releases, radio interviews, television stories, ads, Northern Lights Library Network brochure and its ongoing distribution, distribution of annual report increased awareness among Minnesota citizens of the purpose and benefits of libraries, resulting improved standard of living for constituents in the region.

Completed and utilizing SMART public relations plan (See Appendix B).

C. **Objective:** Supported library advocacy activities.

The following six activities are library advocacy initiatives of Northern Lights Library Network:

- 1. Provided added civic support for citizen engagement activities** with member libraries to activate the constituent base, increase support, and elect public officials who care about libraries. As a valued and trusted civic resource, libraries are in key to empowering citizens to become actively engaged in the democratic process. Community engagement leads to optimism, individual well-being, and overall civic health. Libraries bring people together in a nonpartisan way, and provide them with un-biased facts in an impartial environment. As publically supported entities, libraries are uniquely positioned to address information needs of the people they serve through the use of physical space, red between and among libraries. technology, and skilled staff. Developed talking points and library stories that can be shared.

State Aid Expenditures: \$1,000.00 budgeted; \$1,000.00 expended.
System in-kind staff support: \$3,000.00

Output: Held Library Luncheon with Legislators; created a directory of the legislators in the NLLN region; sent emails and a packet of information to legislators in the NLLN region in December, including an RSVP card, inviting them to the Library Luncheon with Legislators to be held following the NLLN Governing Board meeting, February 15, 2014. Eight librarians from all types of libraries spoke about issues important to them and two legislators also spoke. The following people attended the luncheon:

Kent	Eken	Senator District 4
Ben	Lien	Representative District 4A
Laura	Probst	Concordia College Library Director
Liz	Lynch	Lake Agassiz Regional Library Director
Peg	Werner	Viking Library System Director
Terri	Darco	White Earth Early Childhood Program
Owen	Williams	University of Minnesota Crookston Library Director
Perry	Werner	MState Libraries Director
Kathy	Enger	Northern Lights Library Network Executive Director
Betsy	Vinz	Northern Lights Library Network Treasurer, Governing Board Moorhead Public Library Representative
Jenna	Kahly	Northern Lights Library Network Governing Board Public Library Representative
Tammy	Thomasson-Ehrhart	Northern Lights Library Network Governing Board Public Library Representative alternate
Gay	Galles	Northern Lights Library Network Governing Board School Library Representative
Charlie	Lindberg	Northern Lights Library Network Secretary, Governing Board Northwest Regional Library Representative
Ruth	Holmgren	Northern Lights Library Network Governing Board Viking Library System Representative
Jordan	Schroeer	Northern Lights Library Network Intern, MSUM
Paul	Bursik	LARL Board

Linda	Bates	Parkers Prairie Schools Media Specialist
Wayne	Ingersoll	Northern Lights Library Network President, Governing Board Clay County Commissioner

Impact: Civic engagement activities with regional libraries resulted in healthy rural communities.

For more information, see Appendix C.

- 2. Developed activities that bring all libraries together** by creating and sustaining ongoing internships for graduates interested in a career in Library and Information Science and undergraduates interested in a career in Advertising, Communication, Film, Graphic Design, Journalism, or Media through the learning opportunities engaged in by NLLN interns.

State Expenditures: \$1,000.00 budgeted; \$1000.00 expended

System in-kind staff support: \$5,000.00

Output: Posted an internship announcement with MSUM Career Services to develop social media and public relations for NLLN. Hired Jordan Schroeer, a Communication Specialist Intern to work 10 hours a week for ten weeks at \$10/hr, Winter 2014. Jordan is expected to complete his Bachelor of Science in Mass Communications with an emphasis in Broadcast Journalism May, 2015, from MSUM, 4.0 GPA. Jordan completed a Communications Internship at the United States Senate Office of Senator Al Franken, Washington, D.C. Jordan came to NLLN with experience in writing and monitoring news stories and created NLLN's first Facebook page, wrote press releases, and promoted NLLN.

Hired a Summer 2014 intern, Katelyn Osteby, to work with libraries in the region and to support ongoing projects at NLLN, including the *Directory of Historical and Cultural Organizations and Museums*, ELM training for area library paraprofessionals, and ongoing social media support. Katelyn is completing her undergraduate degree in English at North Dakota State University, Winter 2014, and plans to get a graduate degree in Library and Information Science. Hired Summer 2014 intern, Kimberley Henze, a recent graduate of St. Olaf College in Art History. Kimberley is a National Merit Scholar pursuing two graduate degrees in the fall at the University of North Carolina. Kimberley will write the comprehensive Ojibwe bibliography, create a directory of art museums and artists in the region, and write and illustrate a children's book. Both summer interns will work 16-20 hours weeks and receive a \$1,000 stipend each.

Hired volunteer Iseun-Ife Oyebanjo who has a background in graphic communication and 3D animation. Shawn took pictures for the NLLN Facebook page, designed the poster for NLLN's annual meeting, among other duties as they arose.

Impact: The ability for libraries of all types in the region to communicate freely with each other and to collaborate on projects that enhance services of libraries in the region resulted in broader representation of NLLN members throughout the network.

See Appendix D for more information.

- 3. Joining together Historical and Cultural Organizations and Museums and designing a strategy to approach the organizations to become NLLN members** in order to strengthen their collections, support professionals managing their collections, and make the collections more easily accessible to citizens of the region. Developing strong ties with the Minnesota Historical Society in order for consistent information dissemination throughout the region.

State Aid Expenditures: \$500.00 budgeted; \$500.00 expended.

System in-kind staff support: \$5,000.00

Output: Developed a *Directory of Historical and Cultural Organizations and Museums in North-central, North-west, and West-central Minnesota*: 2013 summer intern, James Harrison Rogers, developed a directory of historical and cultural organizations and museums of the NLLN region. A collaboration with "Explore Minnesota" possible. Betsy Vinz, NLLN's treasurer, edited the directory and it will be completed Summer 2014 by summer intern, Katelyn Osteby.

Submitted a proposal with Lina Belar, Director of the Wadena County Historical Society, that was accepted to present at the American Association for State and Local History (AASLH) Annual Meeting in St. Paul September 17-20, 2014.

Impact: As Historical and Cultural Organizations and Museums in the region become members of NLLN and receive the benefits of membership, citizens throughout the region and beyond will increase their understanding of Minnesota rural history through access to and awareness of rural historical, cultural, and museum collections.

See Appendix E for details.

- 4. Conducted interviews of library media personnel in the region;** transcribing and analyzing the interviews; will report results through presentations and publication. Increasing awareness of the importance of and need for library media centers and addressing concerns about the loss of certified teacher librarians managing library media centers.

State Aid Expenditures: \$0.00

System in-kind staff support: \$5,000.00

Output: Completed eight interviews and transcription, two more planned. Met with Glenn Heinke, media specialist from Rosseau, at the NLLN office July 11, August 8, November 9 for conducting a systematic review of the literature on the Internet and published literature to determine the skills library media specialists teach students by developing a conceptual framework that may be presented to school board members at the annual Minnesota state meeting in October, to principals and superintendents taking coursework at colleges and universities in the region, and publication in school and library literature. Completed printing over 100 documents from literature on the Internet and 53 published academic articles.

Impact: Planning 10 interviews; two publications; two presentations and reassignment of librarians from classrooms back to library media centers will result in qualified teacher librarians

managing media centers, students learn the reading and research skills they need to be successful life-long learners and know how to determine between information that is reliable and unreliable. Students and teachers will have access to library collections that are well developed and maintained.

- 5. Called all school library media centers in the NLLN region and used existing electronic communication in the NLLN region** and offered assistance to complete the Minnesota Department Education (MDE), Library Services Annual Report. Wanted to show relationship on reading score results between schools that have teacher librarians compared to those that do not by increasing data collection results for the State of Minnesota Library Services School Library Annual Report. Between 2008-2011, the MDE showed a positive correlation between library programs and student achievement, as school library media hours went up or stayed the same, reading scores increased. Investigate training workshop at MEMO and TIES.

State Aid Expenditures: \$0.00

System in-kind staff support: \$1,000.00

Output: July 18, met with Adelle Bridgeford, retired media specialist, at NLLN office. Adelle called the media specialists in May and continues to volunteer on NLLN media center related projects. State Library Services has placed the survey on hold.

Impact: More completed surveys from school library media centers in the NLLN region with enough reliable data to draw correlations at the state level will result in improved and informed decision making at the state and local level concerning library media center services.

- 6. Participated in the library advocacy activities** of the Minnesota Library Association.

State Aid Expenditures: \$0.00

System in-kind staff support: \$1,200.00

Output: July 30, attended Minnesota Library Association Legislative Forum in St. Cloud. November 15, attended MLA Legislative Committee meeting in St. Paul at MELSA meeting room. Importance of meeting with legislators at the local level emphasized. Attend monthly MLA Legislative meetings electronically.

Impact: Ongoing, sustainable, and continuous library funding at the local, state, and national level results in community optimism, individual well-being, and overall civic health.

See Appendix F for the MLA/MEMO Legislative Platform

- D. Objective:** Brought professional library expertise into the region.

Professional engagement and support was given to individual library professionals in the region who devote their time and service to the ongoing work of the profession above and beyond their daily job. Professionals in the region contributed to the library profession by presenting at a conference or by participating in a professional committee.

State Aid Expenditures: \$2,000.00 budgeted. \$2,000.00 expended

Output: Connie Jones Anne of Green Gables presentation July 2013. Gail Nordstrom attended the national Public Library Association conference.

Impact: Professional engagement at the state and national level improves the library profession and benefits the entire library community.

E. **Objective:** Stay current on library developments.

Maintained memberships in library organizations, subscribe to library publications.

State Aid Expenditures: \$500.00 budgeted. \$292.00 expended.

Output: Updated MLA and MEMO memberships. Added NLLN membership to Lakes Country Service Cooperative.

Impact: Memberships and subscriptions to professional library organizations and publications results in up-to-date library knowledge among NLLN membership.

Continuing education for NLLN Executive Director.

State Aid Expenditures: \$500.00 budgeted. \$646.00 expended.

Output: Took an online course and attended MEMO conference. Purchased two books about apps. and Ebooks.

Impact: Participation in continuing education activities for NLLN executive director resulted in ability of NLLN executive director to share up-to-date knowledge with NLLN membership.

State Aid Expenditures for Goal II: \$16,000.00 budgeted; \$15,874.63 expended.

Development of a delivery system for services and programs:

GOAL III: DEVELOPMENT OF A DELIVERY SYSTEM FOR SERVICES AND PROGRAMS

A. **Objective:** Support literacy initiatives among all types of libraries in North-central, North-west, and West-central Minnesota through the *Minnesota Literacy Initiative*. From early reading activities to advanced literary discussions, library literacy initiatives bring people together to get to know books in enjoyable and satisfying situations. Literacy promotes personal improvement and enlightenment, insures equality, dignifies, and creates prosperity.

The following six activities are programs or services of NLLN's *Minnesota Literacy Initiative*:

- 1. Career development scholarships** for staff and library board member participation in continuing education programs and events. Continuing education scholarships were awarded as incentive for individual growth and development in order to enhance library services throughout the NLLN region. Scholarships were available to all employees of NLLN member libraries. Scholarships were used for the following purposes: Registration or tuition; Lodging; Meals; Transportation (mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage); Parking; Required books or educational materials; Cost of a substitute to cover while applicant is at an event (applicant must have paid the cost of a substitute before requesting reimbursement). Reports summarizing the benefits of receiving the scholarships were required upon completion of continuing education opportunities and published on NLLN's website blog.

State Aid Expenditures: \$22,000.00 budgeted; \$22,229.07 committed; \$22,086.92 expended.
System in-kind staff support: \$10,000.00

Output: Fifty three scholarships were approved: Mountain Plains Library Association Conference (1); Minnesota Library Association Fall Conference in St. Cloud (13), Branch Out 2013 (2); 10th IBBY Regional Conference, “Book Joy Around the World” in St Louis, Missouri (1); American Association for State and Local History Annual Conference (1); “What’s New in Children’s Literature” (2); MEMO Fall Conference (1); TIES 2013 (3), Library Technology Conference Macalaster College March 2013 (1); Copyright and Electronic Resource Management eCourse, ALA (1); “Power Children’s Program (1); Spotlight on Books 2014 (19); One Stop Shop course from NDSU (1); Public Library Association national conference (2); Online Apps. Course (1); First Annual CYP Conference (1); Minitex ILL Conference (2).

Impact: Library staff attendance at local, regional, national, and international conferences generated new ideas and best library practices, resulting in enhanced library services throughout the NLLN region and access to a broad spectrum of information and knowledge resources. Some comments from the scholarship reports:

- “I returned from the conference refreshed and energized. I have already used the book I purchased on policy development. I thank NLLN for the support it provided me to attend the Public Library Association 2014 Conference. I greatly appreciated the financial assistance that made conference participation possible for me.”
- “I fully enjoyed this unconference and am so happy I got a chance to attend. Besides being able to network and connect with other youth librarians, I walked away with new ideas to bring back to my library, practical tips and useful resources.”
- “I want to thank NLLN for making my attendance at the conference possible. If not for the scholarship, I would not have been able to attend.”
- “Thank you so much for the scholarship to attend the Library Technology Conference in St. Paul this week! It was a wonderful event that gave me the opportunity to meet many new contacts, which for a new librarian to the region such as myself, made the trip even more fulfilling both professionally and personally. The major takeaway of the conference for me was that libraries are becoming more than the information access providers of the past. Because technology has made information more prevalent, people are now (or will be) coming to libraries for information creation opportunities. People are using the library’s technology for their own ends. This paradigm shift is different, but still very much in our professional wheelhouse. We are still the institutions connecting patrons to what they need, even as those needs change ...”
- “I greatly appreciate NLLN’s commitment to professional development. The availability of scholarships for a district where staff development money is limited is priceless. Thank you for the opportunity to better myself and, in turn, my students, staff, and school.”
- “I truly appreciate the opportunity to have attended MLA 2013 in St. Cloud, where much of my own foundation, my ancestors, established themselves generations ago. Thank you to NLLN for providing me with the resources to go, I sincerely value the experience.”

For all reports, see NLLN’s website at: www.nlln.org.

For background information on career development scholarships and the education committee, see Appendix G.

- 2. Ongoing library administrative and technical support** for the White Earth Child Care/Early Childhood Program (WECC/ECP) as they prepare a new community library (Maamigin Achigaade, Gathering Place) and design a Smart Play Spot.

State Aid Expenditures: \$700.00 budgeted; \$757.30 expended

System in-kind staff support: \$6,000.00

All other revenue expenditures: \$150,000 IMLS grant, \$121,224.00 funded ; \$150,000 BCBS Foundation Grant, not funded; donation of 150 pieces of library furniture from Minnesota State University Moorhead Livingston Lord Library for the Maamigin Achigaade (Gathering Place), which is in storage at NLLN headquarters in the basement of Townsite (810 4th Avenue South, Moorhead) until White Earth can move the furniture.

Other in-kind support: \$5,000.00 reserve funds.

Output: Sponsored a book bag of children's books at the Annual Communities Collaborative Conference (www.whiteearthchildcare.com) for the Silent Auction with proceeds going to the Autism Foundation. Distributed and read books to children at "Festival for Fathers and Families" at Shooting Star Casino in Mahnommen February 1 and "Week of the Young Child" April 8. Purchased iPad for Terri Darco to learn up-to-date mobile technologies through Train-the-Trainers and 23 Things. Moved 150 library furniture items to storage at Townsite from the MSUM Library, following their renovation, that will be used for the new library at White Earth. Kathy assisted in writing the goals for the IMLS grant for \$121,224.00 that was approved on September 26, 2013. A Maamigin Achigaade (Gathering Place) committee has been formed and the first phase of the IMLS grant is underway for placing Little Free Libraries throughout White Earth.

Impact: The grant affords physical space for a community library, computers and desks for circulation of books and public use of the space, and books and library materials for the community library space resulting in a new community library at White Earth and access to other literacy rich materials for people in the region, including books and access to electronic resources; increased use of information sources among the local population. The goal of the grant is to have a place, Maamigin Achigaade, where people can gather to share stories and keep Ojibwe stories and customs alive. Children at the 17 early childhood centers throughout the White Earth reservation will be prepared to begin school and people of all ages will have access to reading material. As a result, literacy rates should improve.

See Appendix H for more information.

- 3. "Poets Across Minnesota":** Encouraged the love of reading, literature, and the spoken word by sponsoring poetry readings and events for regional poets in and through libraries in the region. Sponsoring poetry in and through libraries promoted the value of libraries. "Poets Across Minnesota" is a program initiated by Northern Lights Library Network FY13 and in its early stages of development.

State Aid Expenditures: \$1,500.00 budgeted; \$1,500.00 expended.

System in-kind staff support: \$5,000.00

All other revenue expenditures: \$2,000.00, other grants

Other in-kind support: \$10,000.00 poet professors

Output: Poet Zepper, Professor, Minnesota State University Moorhead (MSUM), visited Kittson Central School District in Hallock, Minnesota December 18, 2013 and Hancock Public Schools in Hancock, Minnesota December 20, 2013. Each school is on extreme ends of the NLLN region -- Hallock in the far northern part of the region and Hancock in the far south. Zepper applied work in area schools through Compas. Collaboration between Compas and Northern Lights Library Network would be beneficial to the region. Enger and Zepper also visited Hallock Schools on May 9, 2014, and presented important points for college success to nearly 100 students in 10th, 11th, and 12th grades. Enger concentrated on the value of academic libraries and access to research in relation to academic success.

Output: NLLN sponsored *Beads on One String* books for Dennis Warner presentation (<http://beadsononestring.net>) at Osakis Public Schools February 5 by purchasing 25 *Beads on One String* books for the elementary classrooms. *Beads on One String* is an anti-bullying campaign, based on a curriculum designed by a professor at St. Cloud State University. All students learned the song and were able to sing it at the two concerts held in the Osakis School Auditorium at 12:45 and 1:45 p.m. All the elementary school classrooms created their own beads on one string and posted them outside each individual classroom in the Osakis Schools.

Beads on One String presentation at Solway Elementary May 7, along with art class beads that were used to design individual necklaces for each individual student. 160 students and 30 teachers and staff participated. 60 minutes beading time, 60 minutes music time, 30 minutes story and internet viewing time, 50 minute concert, 50 minute author visit to classrooms. Solway Media Specialist, Julia Simons responded, "The kids related to the beads and loved the artwork of beading, singing the song with lots of energy. The book wrapped them up in a message of caring and peace. I think the lessons and joy of the concert will go beyond today and help us all care a little bit more for the people in our world. Thank you, Dennis, for sharing the message of hope and diversity." Media coverage:

<http://lptv.org/musician-shares-anti-bullying-message-with-solway-school/>

Output: The Annual Meeting June 10, 2014. The itinerary for NLLN's annual meeting includes:
4 – 5 p.m. NLLN's Governing Board meeting in the Pavilion at D.L.'s City Park
5 – 6 p.m. Picnic lunch (catered by La Barista)
7 p.m. "Poetry and Jazz in the Park" by Vinz, Ferreira, and Law
NLLN's president, Wayne Ingersoll, will introduce the artists.

Poetry and Jazz in the Park

7 p.m. June 10, 2014

- Mark Vinz
- David Ferreira
- Bill Law
- City Park Bandshell, Detroit Lakes, Minnesota. The intersection of Washington Avenue and North Shore Drive.

Impact: Poetry in and through libraries extended literacy because it is linguistically rich and as a genre that is read aloud, made literature a public event. While it is understood that poetry is currently taught, poetry excited students and others about the richness of language. Improved reading scores on standardized test in the region may be the result. The backbone of "Poets

Across Minnesota” is its close partnership with libraries. The act of writing created empowered readers and writers and promoted the value of libraries in civic life. “Poets Across Minnesota” placed the value of libraries in front of citizens by teaching students to learn, write, and speak poetry through libraries. Literacy promoted democracy and dignified. Through collaborative poetry readings and workshops for at least 3 school library media centers and libraries of all types in the NLLN region and one public event featuring poetry at a central location in the region, poetry became accessible to high school students and others who may not always think of themselves as potential poets, allowing them to move beyond observing and reading to actually engaging in the writing process and speaking what is written.

For more information on “Poets Across Minnesota” see Appendix I.

- 4. Technology training** for librarians in the region assisted librarians in keeping up with rapidly changing technology with a focus on best practices. Efforts focused on ‘train the trainers’, whereby those learning developed and taught workshops of their own, in collaboration.

State Aid Expenditures: \$4,500.00 budgeted; \$4,852.69 expended.

System in-kind staff support: \$1,200.00

Other in-kind support: \$600.00

Output: Developed Train-the-Trainers program whereby trained media specialists in the region taught and give on-going support to a group of media specialists they were responsible for training and supporting in three areas: 1. Electronic Library of Minnesota resources. 2. Apps. for librarians and educators. 3. Device usage, including iPads, Nooks, and Kindles. Four iPads were purchased for four trainers. Two iPads were purchased for the NLLN office staff. Seven media specialists trained up to 3 media specialists or paraprofessional each. The trainers met every Friday at 3 p.m. via Google Hangout. Submitted eLearning Summit that was accepted as a panel presentation, with five trainers presenting proposal (July 2014).

Impact: People in the NLLN region became more technologically literate.

See Appendix J for more information.

- 5. Supported *Spotlight on Books*** conference through fiscal year 2014 for people interested in youth literature from around Minnesota.

State Aid Expenditures: \$1,000.00 budgeted; \$1,000.00 expended.

System in-kind staff support: \$12,000.00

All other revenue expenditures: \$10,000.00 through conference registrations.

Other in-kind support: \$12,000.00

Output: Spring conference with approximately 100 in attendance.

Impact: More knowledge of literature available for children and young adults by professionals working with them improved the services offered to them and resulted in more reading. Adults who are excited about literature for children and young adults come away from *Spotlight* with a

renewed sense of excitement about literature and share what they learn with the children and young adults they serve.

See Appendix K for more information.

6. eBook access for middle and high school students throughout the NLLN region.

Many students living within the counties served by Lake Agassiz Regional Library (LARL) and Northwest Regional Library (NWRL) have been issued iPads or tablets by their schools. LARL and NWRL have seen a steady increase in the use of eBook and eAudiobook collections. Teachers and media specialists from across the region have contacted LARL and NWRL, asking how their students can obtain access to eBooks and eAudiobooks. LARL and NWRL will encourage schools, teachers, and students to register for LARL and NWRL library cards to access the eBook services provided to them through their public library. Each LARL and NWRL received \$1,500 from NLLN to promote, market, and advertise the eBook initiative in FY14/15.

State Aid Expenditures: \$0 budgeted

System in-kind staff support: \$5,000.00

Output: The Lake Agassiz Digital Library and NWRL Overdrive School Initiative: Along with Northern Lights Library Network (NLLN), LARL and NWRL will purchase eBooks and eAudiobooks concentrated on literature for middle and high school students.

Impact: eBook and eAudiobook access for students, enhancing efforts schools are making to provide content rich materials to students through their iPads or tablets.

See Appendix O for more information.

B. Objective: Met local library needs collaboratively, as resources and needs arise.

Support special programming as needs and resources arise.

State Aid Expenditures: \$10,945.69; \$11,000.12 expended.

System in-kind staff support: \$5,000.00

Output: Caldecott Award Collection: Completed delivering 420 Caldecott Award Collection books to the six media centers receiving them. 50 books delivered to Browns Valley on July 19 and Caldecott Honor books delivered to St. Joes School Library July 9. Intern payments, Beads on One String books; marketing for LARL/NWRL initiative. See more details associated with projects under other headings in this document. Received a donation of 30 children's book CDs from Carol Sibley that were donated to the Northwest Regional Library System.

Carol Sibley, Professor and Curriculum Materials Center Librarian at MSUM, served on the 2013 Caldecott Award Committee. As a result of her service, she received over 500 picture books from children's book publishers. Since Carol is already received similar books for the Read Aloud program at MSUM

(<http://web.mnstate.edu/cmcc/ComstockReadingAloudInitiative.cfm>), she donated most of the books she received for the 2013 Caldecott Award six elementary school libraries who are members of the Northern Lights Library Network. NLLN also gave a copy of the 2013 Caldecott award winning book and the Caldecott honors books to the libraries receiving the collection. The following schools received 110 books each: Bagley Elementary (Gina

Drellack); Horace May Elementary School, Bemidji (Debra Rossman). The following four schools received 50 books each: Browns Valley Elementary School (Katie Meltzer), Henning School (Susan Bode), Brandon Elementary (Mary Klimek) Warren Alvarado Oslo Elementary (Jeanne Johnson). Decisions were based on need and on the creative programming involved in promoting the collection. Fifteen schools applied.

Other special projects: Summer Intern, copying expenses for brochure, transcriptions for interviews, website redevelopment, Train-the-Trainers meetings and four iPads, MEMO Fall Conference evaluation and meet the illustrator, “Community and Conversation”; Beads on One String support; support for 45th Anniversary of New Rivers Press.

Impact: Grassroots efforts at sharing resources and working collaboratively met local needs for library and collections services as needs arose.

C. Objective: Explore ways rural libraries can be served and enhanced in the North Central and Northwest region of Minnesota.

Conducted planning meetings with rural librarians to determine needs and to discover ways to make rural libraries a focus of NLLN’s efforts. Investigated more convenient technological methods for disseminating information.

State Aid Expenditures: \$0.00

System in-kind staff support: \$1,000.00

Output: Garnered representation on NLLN Governing Board from Tammy Thomasson-Erhart from Fertile Public Library as Public Library Alternate. Sent December broadcast email to all public libraries in concerning NLLN scholarships available for the Public Library Association conference in Spring 2014. Sent informational resources directly to libraries.

Impact: Directed resources to rural library needs resulted in strong libraries in rural areas of Minnesota. Improved local and regional understanding of the needs of citizens using rural libraries.

State Aid Expenditures for Goal III: \$41,197.03

Development of a bibliographic database:

GOAL IV: DEVELOPMENT OF A BIBLIOGRAPHIC DATABASE

A. Objective: Supported existing online catalog structure in regional schools by providing training to library media personnel using the Destiny catalog.

Conducted two Destiny webinars and one Destiny online catalog training in Bagley and Pequot Lakes during FY14.

State Aid Expenditures: \$1,000.00; \$998.36 expended.

System in-kind staff support: \$1,000.00

Output: Northern Lights Library Network sponsored two Destiny online catalog training sessions in 2014. Fifteen library professionals registered for the February 22nd workshop in Bagley and 15 library professionals registered for the April 21st workshop in Pequot Lakes.

The following media specialists and paraprofessionals attended the April 21st workshop in Pequot Lakes: Pam Thompson, Vivian Windhorst, Barb Peterson, and Michelle Unger, Alexandria; Adam Bjerck and Gloria Collyard, Red Lake; Linda Laager, Lancaster; Pat Kvale and 2 paraprofessionals, Pequot Lakes; Sharon Gunkel, Nevis; Linda Bates, Park Rapids, Lori Newman and Nancy Schik, New York Mills.

Impact: Training of library media personnel resulted in improved access to library materials by students and teachers using the Destiny catalog.

Comments from attendees of both workshops:

- “Gloria was great and answered many questions as she methodically went through Destiny. It was exactly the information needed for our team at Pequot! It was a true ‘shot in the arm’. My paras are charged up and are already implementing new bells and whistles that will improve the service to our patrons and help with the day-to-day operation of both our libraries.”
- “It is always helpful for those of us in libraries to hear how other libraries are handling records, book info., etc. It validates what we do when everything is piled on our shoulders. We ALL do the best that we can. We work with what we have with the time we have. The workshop also confirmed what Destiny had in mind in handling information. We enjoyed the workshop and a spring morning drive is always great!
- “I was going to email you today and thank you for putting together this workshop. It was valuable to network with other media staff and discuss details of our daily work. We learned some tips that will save considerable work time by making tasks much easier to complete. We also shared ideas that gave me some points to ponder in order to improve our media program. This was a valuable workshop!”
- “I just wanted to let you know how pleased I was with the Destiny workshop on 2-22-14. I appreciate that it was held on a Saturday which made it much easier to attend. I found that the information presented was very useful in our local library system. It isn’t easy keeping up with all the current technology information but this workshop covered a lot of this. I hope to now be able to make our library more efficient. It will also be nice to be able to combine duplicate records. Sharing information with other attendees was also fun and informative. It’s good to know that I am not alone with some of my struggles. Thank you for all of your help, it is greatly appreciated.”

For more information, see Appendix L.

B. **Objective:** Access online bibliographic materials using the OCLC union catalog

Supported cataloging fee for membership to the OCLC consortium CatExpress by libraries in the NLLN region, resulting in 1500 titles supported. The following libraries benefited from OCLC CatExpress membership: Northwest Regional Library System, Lincoln High School Thief River Falls, Kittson School Media Center, Warren/Alvarado/Oslo High School, Breckenridge High School, Clearbrook Gonvick High School, ADA-Borup Public School, Independent School Districe #435, Audubon High School Media Center, Lake Park, Perham Dent Public School, BUG-O-NAY-GE Shig School, Grygla School Media Center, Bemidji Public School, Park Rapids High School, Northland Community Schools ISD #118, Fergus Falls School ISD 544, Detroit Lakes Public School ISD#22, Circle of Life, St. Josephs School, Lancaster Public School, Tri-Cnty School, Mahnomen Public School, Frazee-Vergas School,

Pine River Backus Public School, Badger School, Blackduck Public School, White Earth Tribal & Community College Library.

State Aid Expenditures: \$600.00; \$600.00 expended.

Other in-kind support: \$1,500.00 NWRL cataloging

Output: Paid OCLC membership cataloging fees for 1,500 titles cataloged.

Impact: Cataloging of 1,600 records resulted in patron access to online catalog materials

C. **Objective:** Assisted libraries in keeping up with rapidly changing technology.

Through ongoing interaction with members, determined technology resources available in the region and linked those resources with libraries that needed them on an ongoing basis throughout fiscal year 2014. Determined supplemental funding sources available to libraries and collections in the region for hardware and software and made them available.

State Aid Expenditures: \$0.00

System in-kind staff support: \$4,000.00

Output: Train-the-Trainers and 23 Mobile Things.

Impact: Up-to-date technology in area libraries improved citizen's technology skills and ability to access electronic resources.

For more information, see Appendix M.

State Aid Expenditures for Goal IV: \$1,598.36

Communications system among all cooperative libraries:

GOAL V: COMMUNICATIONS SYSTEM AMONG ALL COOPERATING LIBRARIES

A. **Objective:** Developed and maintained electronic and social media methods for communicating with members.

Sent ongoing emails and Constant Contact and Listbox messages; maintained and updated website; developed a Facebook page and Twitter account; updated Flickr; managed and introduced emerging communication technologies. Brochure development and distribution, annual report development and distribution, various mailings.

State Aid Expenditures: \$4,200.00 budgeted. \$9,521.33 expended.

System in-kind staff support: \$5,000.00

Output: Ongoing emails are sent to members via constant Contact and Listbox. New website design (www.nlln.org). Following a website virus and malware attack in July, NLLN worked with former colleague Alan Stevens, retired librarian from the University of Southern California(USC), to redesign NLLN's website for smart phone and electronic interface (volunteered). The former NLLN website had over 100 pages that required maintenance and was streamlined for easier maintenance. The previous pages are archived and will return to the NLLN website as archived pages. NLLN worked with Factor-of-4 to place the website and email on a secure server and employs Factor-of-4 to maintain the website and improve graphics. Factor-of-4 added links to NLLN's Facebook page and Twitter account. Repairing the damage

related to the Malware on the website and subsequent redesign of the website caused NLLN to exceed the amount budgeted for FY14.

Communications Specialist Intern, Jordan Schoerer developed NLLN's Facebook page at Facebook.com/nlln.mn, Twitter account @nlln_MN, Blog <http://www.nlln.org/nlln-news.html>, Instagram nlln_MN, and Youtube account. Intern Jordan Schoerer established a "Google Alerts" account to notify NLLN of activities in libraries throughout the region. Information from Google Alerts is placed on NLLN's Facebook page and through Twitter. A new brochure and annual report were designed and distributed.

Impact: Communication between NLLN members improved the ability for libraries of all types to communicate with one another in the NLLN region.

For more information, see Appendix N.

State Aid Expenditures for Goal V: \$9,521.33

Total State Aid Expenditures for Goals I-V: \$73,191.35

Appendix A

Peg Werner, Director
Viking Library System
Special Cooperation Projects
Letter of Request for Delivery Funds
January 31, 2014

Viking Library System and Northern Lights Library Network have a long history of cooperating to provide delivery services to all types of libraries within the region. One reason for the strength of the collaboration is the shared vision of the two organizations. Both Northern Lights Library Network and Viking Library System have long supported the idea that securing needed library materials and getting them to the patrons in a timely manner is the focus of what libraries do. Being able to be flexible enough to always respond positively to requests is integral to this service.

Viking Library System provides every-other-day service to ten member public libraries, one college, and three K-12 schools. It provides every day service to one public library, the bookmobile, and one college. The every day service is provided both because of heavier use and because of geographic proximity to headquarters. The Prairie Wetlands Learning Center, a special library, receives delivery when library patrons request books from the PWLC collection, which is a part of the VLS online catalog.

Because VLS furnishes the vehicle and employs the drivers we are able to sort en route and deliver the materials more quickly than we would if they were returned to a central location for processing. This process also allows us to count materials every day and which provides for excellent statistics.

During the 2013 calendar year, VLS delivered 226,267 items to public libraries and 1,125 items to schools, college and special libraries. Many of the items delivered to public libraries are for school students who reside in these communities.

When the number of materials delivered increases, most of the increased cost is in the sorting, both en route and in-house. The VLS delivery budget does not include any in-house staff time for materials sorting and transfer, only the staff time on the road is counted.

The 2013 VLS budget for delivery service (\$75,301) which shows a 2.2% increase over 2012, includes driver time, benefits, gasoline, insurance and vehicle repair, maintenance and depreciation. Costs for in-house sorting and garage space as well as administrative costs are not part of the delivery budget.

Items delivered by the VLS delivery system have an average delivery cost of just 33 cents each, which is considerably less than the cost of packaging, postage and the time required to mail materials.

Viking Library System is requesting the same level of funding from NLLN as it has for the past several years, while keeping a wary eye on the cost of gasoline. VLS pays for the majority delivery service costs using state funds, which, by nature of the funding formula, decrease every year. Although we understand the difficulties all regional systems face, VLS does believe that interlibrary loan of materials, in this case the delivery portion, is an essential part of what all regional systems do, and hopes that NLLN will continue its commitment to this service which touches all types of libraries within at least part of its region.

While it is understandable that the bulk of the multitype resources focus on K-12 schools and collaborations among libraries, this is one program that benefits public libraries as well, while still demonstrating the value of cooperation.

VLS certainly remains committed to providing delivery service to all types of libraries within VLS. We will continue to work closely with NLLN as well as Lakes Country Service Co-op to make sure that routes are not duplicated. We will continue to provide cost efficient services and excellent customer service. Delivery service remains the number one service in our survey to local public libraries and we are assured, vocally, several times each year of its importance to schools and colleges.

Appendix B

SMART PUBLIC RELATIONS PLAN

The research-driven FY 2014 Northern Lights Library Network Strategic Plan defines a set of clear organizational priorities and goals. In alignment with its specific set of action steps, this SMART public relations plan becomes a tool to aid in the achievement of NLLN's strategic initiatives.

A SMART public relations plan is built around an organized series of actions that are Specific, Measureable, Achievable, Relevant, and 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 (financial and human) assigned to the completion of the plan. |
| Time specific | The plan has short and long term goals that are reviewed periodically by stakeholders. |

GOAL 1: Share resources among all participating libraries.

1. Career development scholarships and library funding: Disseminate the information through published reports, blogs, and website postings when scholarship recipients return from continuing education activities.

ACTION: Communications Assistant/NLLN Intern. Identify and hire a college student as a communications specialist who will be charged with maintaining the NLLN website and updating it with new content on a weekly basis. This person will use additional social media channels (Twitter and Facebook are potential venues) to encourage communications between the NLLN and its various audiences. The frequently updated content should include text, photos, and short video clips.

Other duties of the Communications Assistant/NLLN Intern will be to monitor digital media for mentions of the NLLN, member institutions, key individuals and issues. This can be accomplished using free tools such as Google Alerts. When such content is identified, it should be shared via the NLLN website and social media channels.

Requirements: 1) an intern with career aspirations that align with public relations/marketing and advocacy organizations such as the NLLN, 2) budget based on 5 – 10 hours per week at \$10/hour, 3) budget for participation in NLLN events, 4) computer station with internet access, and 5) a still/video camera.

2. Poets Across Minnesota

ACTION: Write and distribute news releases to local news outlets news when a Poets Across Minnesota event will be held. The news releases can follow a basic template and be sent two weeks in advance. The purposes of the news will be to encourage attendance, raise awareness of the NLLN and the program, and invite media coverage of the event. The news releases, subsequent media coverage, and NLLN photos from each event will be further distributed via NLLN website and social media outlets.

Requirements: intern time, news media database

3. Support Spotlight on Books: Investigate convenient technological methods for supporting information

ACTION: Explore the feasibility of using Skype, Go To Meeting, or similar video conferencing tools to conduct certain meetings. If feasible, this action will reduce travel costs, conserve participant's time and encourage communications that might not otherwise have occurred due to the restrictions of travel.

Requirements: While limited web based conferencing tools are available at no cost, more robust tools allowing larger groups to participate have subscriptions fees. Skype Premium allows up to ten individuals to video calls cost \$10/month. Final budget TBD.

GOAL 2: Long-range planning for cooperative programs

Ongoing public relations efforts based on a SMART public relations plan through public service announcements and publicity in newspapers, radio and television stations. Collect, prepare, and distribute library public relations materials through libraries and media outlets in the region and receive feedback from member libraries on their public relations needs. In collaboration with members, visit community organizations throughout the region to promote libraries. Develop consistent message and branding and develop materials that can be used locally, such as radio, television, newspapers, social media, and online samples, with a possible publicity kickoff event. Determine outreach efforts used by Friends of the Library in Minnesota and use their organizations and materials as conduits for publicity.

Anticipated outputs: Press releases, radio interviews, television stories, ads, Northern Lights Library Network brochure and its ongoing distribution, distribution of annual report.

Impact: Awareness among Minnesota citizens of the purpose and benefits of libraries, resulting in library usage and better lives.

ACTION: Goal 2 provides the foundation for the systematic elevation of the public profile of the Northern Lights Library Network through a series of integrated marketing activities. Much of the benefit of this effort will be the product of low or no cost media activities, such as news releases and digital communications (other than the requisite investment in time to envision and create these materials), while some activities may require specific funding, such as the production of printed materials.

Setting the strategic direction of public relations plan is equally as important as the actual execution of the plan. To coordinate and evaluate the activities, a **Monthly Planning Meeting** should be held between the Executive Director of the NLLN, the Communications Assistant/NLLN Intern, and Communications Consultant. A critical topic at this one -hour planning meeting will be upcoming activities within the NLLN region that may provide content for distribution. Other topics may include website improvements, review of previous month activities, and defining further service needs for the NLLN and its members.

At the end of each planning meeting, a project list will provide the Communications Assistant/NLLN Intern with a work plan. As the Communications Assistant/NLLN Intern conducts the activities of the work plan, draft materials will be reviewed by the executive director and communications consultant to align the work with anticipated outcomes, as well as enrich the learning opportunity for the student through professional feedback and mentorship.

1. Provide added civic support for citizen engagement activities.

ACTION: Under the guidance of the executive director and communications consultant, talking points and library stories will be drafted by the Communications Assistant/NLLN Intern.

Goal V Communications systems among all cooperating libraries

- A. **Objective:** Develop and continue to maintain electronic and social media methods for communicating with members.

Send ongoing emails and Constant Contact and Listbox messages; maintain and update webpage; develop a Facebook page and Twitter account; update Flickr; manage and introduce emerging communication technologies. Brochure development and distribution, annual report development and distribution, various mailings. It should be noted that too many messages sometimes create a situation whereby the emails are automatically discarded, without being read. Therefore, it is necessary for NLLN to find the balance between information that is valuable and ‘information overload’.

Anticipated outputs: Communication between NLLN members.

Impact: The ability for libraries of all types to communicate with one another in the NLLN region.

ACTION: Under the guidance of the executive director and communications consultant, the Communications Assistant/NLLN Intern work plan will include a set of activities defined at the Monthly Planning Meetings to build community within the NLLN membership.

SCHEDULE OF ACTIVITY

Event	Description	Consultant Time
Research/Preparation/ Consultation	Consultation via telephone, email, Skype with Executive Director. Review of existing information including strategic planning documents, reports, research. Preparation by Consultant for Foundational Discovery meeting	Five hours

	with stakeholders	
Foundational Discovery meeting	Consultant conducts moderated group exercise with stakeholder group in Detroit Lakes.	Two hours
Draft #1	Consultant writes first draft of SMART Public Relations Plan that addresses goals, tactics, audiences, measurements for evaluation.	Eight hours
Draft review	Executive Director, stakeholders respond to Draft #1	
Final draft	Consultant prepares final plan	Three hours
Plan incorporation	NLLN staff	
Plan review	Consultant and stakeholders conducts six month review of outcomes based on data provided by NLLN, makes recommendations based on audience behaviors.	Four hours

Appendix C Library Luncheon with Legislators

Letter sent to legislators, signed by NLLN Governing Board members:

The Governing Board of Northern Lights Library Network, along with librarians throughout the region, invite you to a:

Library Luncheon with Legislators

February 15, 2014

Room 101

Comstock Memorial Union

Minnesota State University, Moorhead

12 p.m. – 1 p.m.

We would like to introduce you to librarians in the region and give them a few moments to briefly describe their work to you in order to prepare you for the Minnesota Library Legislative Day March 5, 2014.

Come join us in celebrating the work we all do for libraries in our region.

Wayne Ingersoll, President
Clay County Commissioner
Richard D. Anderson, Vice President
Beltrami County Commissioner
Betsy Vinz, Treasurer
Lake Agassiz Regional Library
Charlie Lindberg, Secretary
Northwest Regional Library
Ruth Holmgren
Viking Library System

Carol Sibley, Academic Library Representative
Minnesota State University Moorhead
Jenna Kahly, Public Library Representative
Lake Agassiz Regional Library
Gay Galles, School Library Representative
Moorhead Public Schools
Tammy Thomasson-Ehrhart, Public Library Alt.
LARL, Crookston Branch

Northern Lights Library Network is a cooperative network of members in academic, public, school, and special libraries in 23 counties of North-central, North-west, and West-central Minnesota. We work at the grassroots level to bring together all types of libraries and collections in the region to discover, enhance, and share resources through administrative, technological, and educational support. When libraries work together, communities grow stronger and the lives of Minnesotans are enriched.

NLLN serves the following counties: Becker, Beltrami, Cass, Clay, Clearwater, Crow Wing, Douglas, Grant, Hubbard, Kittson, Mahnomon, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Traverse, Wadena, Wilkin

Northern Lights Library Network receives funding from the Minnesota State Legislature through the Minnesota Department of Education as mandated by Minnesota Statute 134

RSVP card sent to legislators, along with letter:

The Northern Lights Library Network Governing Board invites you to:

Library Luncheon with Legislators

February 15, 2014

**Room 101, Comstock Memorial Union
Minnesota State University, Moorhead**

12 p.m. – 1 p.m.

You will be introduced to librarians in the region who will briefly describe their work to you in order to prepare you for the Minnesota Library Legislative Day March 5, 2014.

RSVP

I WILL ATTEND

A representative from my office will attend

I cannot attend

NAME: _____

**Appendix D
Internships and Media Advisories**

**Northern Lights Library Network
Internship for Undergraduate Students
Interested in a Career in**

Advertising, Communication, Film, Graphic Design, Journalism, or Media

Northern Lights Library Network (NLLN) is a cooperative network of members in academic, public, school, and special libraries in 23 counties of North-central, North-west, and West-central Minnesota working at the grassroots level to bring together all types of libraries and collections in the region to discover, enhance, and share resources through administrative, technological, and educational support. NLLN is geographically the largest of the 7 multi-type, multi-county library cooperative systems in Minnesota, mandated by Minnesota Statute 134.35, and supported by the Minnesota Department of Education.

Title: Communication Specialist

Hours: 10 Hours a week. To be arranged.

Stipend: \$10/hour. College credit to be arranged

Qualifications: An undergraduate student with career aspirations that align with public relations or marketing and advocacy organizations such as Northern Lights Library Network.

Description: The Communication Specialist will be charged with maintaining the Northern Lights Library Network (NLLN) website and updating it with new content. This person will use additional social media channels to encourage communication between NLLN and its various audiences (Twitter and Facebook). The content should include text, photos, and short video clips.

The Communication Specialist will write and distribute news releases to local news outlets news when a Northern Lights Library Network event will be held. The news releases can follow a basic template and be sent two weeks in advance. The purposes of the news will be to encourage attendance, raise awareness of the NLLN and the program, and invite media coverage of the event. The news releases, subsequent media coverage, and NLLN photos from each event will be further distributed via NLLN website and social media outlets. The Communication Specialist will also explore the feasibility of using Skype, Go To Meeting, or similar video conferencing tools to conduct certain meetings.

Other duties of the Communication Specialist will be to monitor digital media for mentions of the NLLN, member institutions, key individuals and issues. This can be accomplished using free tools such as Google Alerts. When such content is identified, it should be shared via the NLLN website and social media channels.

To coordinate and evaluate the activities, a Monthly Planning Meeting should be held between the Executive Director of the NLLN, the Communication Specialist, and Communications Consultant. The Communication Specialist work plan will include a set of activities defined at the Monthly Planning Meetings to build community

within the NLLN membership. At the end of each planning meeting, a project list will provide the Communication Specialist with a work plan. As the Communication Specialist fulfills the activities of the work plan, draft materials will be reviewed by the executive director and communications consultant to align the work with anticipated outcomes, as well as enrich the learning opportunity for the student through professional feedback and mentorship. A critical topic at this one-hour planning meeting will be upcoming activities within the NLLN region that may provide content for distribution. Other topics may include website improvements, review of previous month activities, and defining further service needs for the NLLN and its members. Under the guidance of the executive director and communications consultant, talking points and library stories will be drafted by the Communication Specialist. A computer workstation and a still and video camera will be provided for the intern to accomplish required duties.

**Northern Lights Library Network
Internship for Undergraduate Students
Interested in a Career in**

Advertising, Communication, Film, Graphic Design, Journalism, or Media

Northern Lights Library Network (NLLN) is a cooperative network of members in academic, public, school, and special libraries in 23 counties of North-central, North-west, and West-central Minnesota working at the grassroots level to bring together all types of libraries and collections in the region to discover, enhance, and share resources through administrative, technological, and educational support. NLLN is geographically the largest of the 7 multi-type, multi-county library cooperative systems in Minnesota, mandated by Minnesota Statute 134.35, and supported by the Minnesota Department of Education.

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**Northern Lights Library Network
Library and Information Science
Summer Internship for Undergraduate and Graduate**

Students Interested in a Career in Library and Information Science

Northern Lights Library Network (NLLN) coordinates services and shares resources among all types of libraries and collections in 23 counties of North Central and Northwest Minnesota through administrative, technological, and educational support. With a membership of over 300 academic, school, public, and special libraries, NLLN is geographically the largest of the 7 multi-type, multi-county library cooperative systems in Minnesota. NLLN is mandated by Minnesota Statute 134.351.

Hours

Summer

30 hours per week for 10 weeks

Stipend

\$1,000

College credit can be arranged

Description

In order to gain an understanding of library and information science as a career, 2013 summer interns will be involved in a variety of ongoing projects at Northern Lights Library Network. A three-hour diversity training will be included and library skills training will occur throughout the internship. The internship is designed as a learning experience in order to extend educational opportunity and develop occupational interest. Duties are not related to the everyday operation of NLLN. Some NLLN projects include:

- Build a comprehensive bibliography of Ojibwe books related to Ojibwe language and customs.
- Update social media for Northern Lights Library Network.
- Design an online pathfinder or wiki for Apps. and eBook resources for use by libraries.
- Learn cataloging with the Destiny system and assist school libraries in the region with cataloging and inventory responsibilities.
- Other duties depending on the interests of interns and regional needs.

Qualifications

Pursuit of Bachelor of Science or Bachelor of Arts degree at an accredited college or university.

Pursuit of a Master of Library and Information Science degree at an accredited college or university.

Excellent oral, written, and communication and presentation skills.

An interest in Library and Information Science as a career.

Ability to work with a diverse group of people.

To Apply

Send email and cover letter and resume to: Kathy.Enger@nlln.org

Interns will be supervised by Kathy B. Enger, Ph.D., Executive Director of Northern Lights Library Network (NLLN).

Media Advisories Northern Lights Library Network Media Advisory “Library Luncheon with Legislators”

Libraries are at the core of a democratic society, defending the freedom of all citizens to access information to make informed decisions. Without a well-funded library system, Minnesotans would not have access to the print and electronic resources available free at libraries. As government looks to trim budgets and cut spending, it is crucial funding for Minnesota libraries remain sustainable.

The Northern Lights Library Network (NLLN) has invited local Minnesota legislators to attend the “Library Luncheon with Legislators”.

DATE: Saturday, February 15

TIME: Noon-1 p.m.

PLACE: Minnesota State University Moorhead, Comstock Memorial Union Room 101

Conversations with legislators, such as “Library Luncheon with Legislators”, forms positive working relationships among legislators and librarians, ensuring ongoing library support for constituents in the region. Librarians and legislators representing the local region will discuss funding and other issues affecting libraries throughout the region.

For more information, call Executive Director Kathy Enger at 218.477.1750 or email kathy.enger@nlln.org

Media Advisory
Northern Lights Library Network
“Poetry and Jazz in the Park”

Grab your lawn chair and finally enjoy the summer weather with “Poetry and Jazz in the Park,” a performance including award-winning poet Mark Vinz and jazz musicians Bill Law and David Ferreira.

Poet Mark Vinz will bring the written word to life as he reads his work with backup from jazz musicians David Ferreira on keyboard and Bill Law on bass. The combination of the written word and jazz music will be an enriching and entertaining experience for the listener.

DATE: June 10

TIME: 7:00 p.m.

PLACE: City Park Bandshell in Detroit Lakes at the intersection of Washington Avenue and North Shore Drive

Northern Lights Library Network (NLLN) invited Vinz, Ferreira and Law to perform at its annual meeting to bring people together and showcase the beauty of the written word and its connection to literacy, while taking in the smooth sounds of jazz for free.

Contact Executive Director Kathy Enger at 218.477.1750 or kathy.enger@nlln.org for more information.

Facebook.com/nllnMN
@NLLN_MN

Northern Lights Library Network
Media Advisory
“Beads on One String”

With the rise of cyber-bullying in k-12 education, it is important students learn there is never a time or place for hate or discrimination. Students need to learn the virtues of acceptance, peace, and equality and children’s book author and musician Dennis Warner is doing that with his book “Beads on One String.”

Warner visited the Solway Elementary School to engage students while reading his book and singing a song of the same name, “Beads on One String.”

Date: Wednesday, May 7

Time: 1-1:50 p.m.

Place: Solway Elementary School

With the help of Northern Lights Library Network, Warner is traveling to schools in Minnesota and having the students read “Beads on One String” to understand while their peers may be different, it is not cause for bullying. “Beads on one string, we’re one world.”

Contact NLLN Executive Director Kathy Enger at 218.477.1750 or kathy.enger@nlln.org for more information.

Facebook.com/nllnMN
@NLLN_MN

Summer 2014 Interns
Report from Katelyn Ostby, Intern, Summer 2014
Northern Lights Library Network

Through my time as an Intern at Northern Lights Library Network, I have been able to absorb educational one-on-one experience in the library profession. Through those experiences, I was able to learn and understand the ELM database system through the staff at Minitex in Anderson Library at the University of Minnesota Minneapolis. I then was able to implement that information to the Heart of Lakes Elementary School, where I placed the ELM Personalized link into their online library website. Another experience I was able to have through this internship included my ability to job shadow at both Concordia College and Minnesota State University Moorhead, as a way to visualize their day-to-day job requirements. As well, I was also given the opportunity to help edit, organize and assemble NLLN's Directory of Historical and Cultural Organizations and Museums in North-central, Northwest, and West-central Minnesota. Through that job, I contacted these organizations and museums to receive the correct information that would go into their description within the directory. Then, after receiving all of this information, I made sure to categorize them alphabetically, as well as tag them through their specific exhibits, their access to genealogy help, their extensive collection of county records and archives, and any festivals or events that they hold at their property. Among having a printed version of this Directory, I also placed all of this information on a web page, which will be of access to the community through a link on NLLN's online website. The last experience that I have been able to have through my internship at Northern Lights Library Network is the ability to update their social media pages. This included adding status updates to Facebook, tweets on Twitter, and photos through Instagram. Overall, I have been able to have a successful experience through NLLN's internship. This job has been a wonderful opportunity for me to gain knowledge in librarianship and attain many helpful contacts for my future. I am greatly appreciative to Kathy Enger and the NLLN Governing Board for all of their help and guidance through this experience.

Katelyn Ostby
July 2014

NLLN Summer 2014 Internship
Kimberley Henze

My summer working as an intern with the Northern Lights Library Network has been wonderfully productive and educational. My experiences here will be invaluable as I continue to graduate school at the University of North Carolina – Chapel Hill this fall to pursue master's degrees in Art History and Library Science.

I've worked on several projects over the summer, which are outlined below.

Norwegian Book Collection: NLLN had a collection of Norwegian culture and language books from the Ellingson family, cultivated by Dr. R. Warren Pierson and given to us by his daughter Dr. Susan Ellingson, Professor of Education at Concordia College in Moorhead. As a first task upon arriving at NLLN, I categorized and catalogued this collection for the purpose of finding new homes for the books. I inventoried 76 titles with dates ranging from 1877 to 2001 and catalogued their bibliographic information, with extra descriptions and notes where necessary. I then sent this to appropriate institutions which have a vested interest in Norwegian culture and where the books could find both use and preservation.

The collection was distributed between the Department of Scandinavian Studies at Concordia College in Moorhead, the Norwegian-American Genealogical Association in St. Paul, and the Norwegian-American Historical Association at St. Olaf College in Northfield. With a short biography composed by Dr. Ellingson and her mother, we sent out the books to each institution, thanking them for offering a place where the items will be used to advance understanding and appreciation of the Norwegian and Norwegian-American past and present.

Regional Art and Artists Database: Another project I undertook was the creation of an inventory-database of regional art and artists in the Northern Lights area. The explicit goal of the site was to create a comprehensive inventory of art and artists hailing from, exhibiting in, or taking subject matter from the NLLN region. I was purposefully inclusive when deciding what “kinds” of art to incorporate into the site because I hoped to maximize the geographic array of available art. Through the site we hope to encourage awareness, visitation, patronage, and appreciation of local art communities.

The final site (nllnart.omeka.net) has 201 works included, from outdoor sculpture to watercolor paintings to birchbark creations. I’ve also organized a couple collections from the included works: one for Ojibwe art and artists, another for women artists. Visitors to the site can browse these collections specifically as well as using the advanced search or tag search options outlined on the site’s About page.

By using Omeka as a host site, I was able to incorporate Dublin Core metadata for each item, which includes fifteen standard data fields approved by the OCLC/NCSA Metadata Workshop in 1995. Dublin Core standards are used in professional librarianship, computer science, text encoding, museums, and others fields of scholarship and practice, so using this system lends reputability and professionalism to our NLLN database.

Comprehensive Ojibwe Bibliography: Another project I worked on during my time with NLLN was an Ojibwe bibliography which could function as a resource for building the Maamagin Achigaade “Gathering Place” Library on the White Earth Indian Reservation. Some goals associated with the Maamagin Achigaade project include storytelling, passing on Ojibwe ways through library programming, and building an inventory of books and reading materials across the age spectrum. While the bibliography I crafted was most directly an answer to the last-listed goal, it will also assist the library’s efforts at storytelling and passing on Ojibwe ways through its function as a literary and cultural reference.

This bibliography is comprised of 301 titles, including works of fiction, nonfiction, poetry, and drama for children, young adults, and adults. Titles include books by Ojibwe/Anishinaabe authors; books on Ojibwe/Anishinaabe history, culture, folklore, and language; as well as early-reader books and series for children on subjects of regional natural interest, such as bald eagles, frogs, bears, rivers, and insects. I’ve also included some prominent Native American authors who are not Ojibwe or Anishinaabe, with the intention of incorporating works of Native American fiction and nonfiction that may resonate across tribal lines.

Academic Librarianship Informational Interviews: Facilitated by Kathy Enger, Katelyn Ostby and I have been able to set up and attend information meetings and interviews with area librarians at both Minnesota State University-Moorhead and Concordia College. These sessions have proved incredibly helpful in firming up my resolve to pursue academic librarianship and expose me to some of the inner perspectives of the career.

Children’s Book: Finally, I’ve also had time to formulate ideas about my own children’s book. My exposure to cultural and historic items via the Norwegian collection, local art and artists via the Omeka site, and Native American literature via the bibliography have had lasting effects on how I want to build my book and the types of subject matter I want to include. I understand more than ever the power and importance of localized and regional creative works, and I hope to craft

a children's book that is at once particular to the place where I grew up (northern Minnesota/North Dakota) and universal (through relatable motifs).

I am exceedingly grateful for my time with the Northern Lights Library Network. I've learned so much about working with outside library institutions (Concordia, NAHA, and NAGA), about the large efforts necessary behind establishing new library systems (through reading grants and proposals for the Maamagin Achigaade project and the history of the White Earth reservation), and the importance/difficulty of cultivating resources not yet available to local patrons (through the art and artist database).

Appendix E

Submitted a proposal with Lina Belar, Director of the Wadena County Historical Society, that was accepted to present at the American Association for State and Local History (AASLH) Annual Meeting in St. Paul September 17-20, 2014.

ABSTRACT: In 1998, the Friends of the History Museum of East Otter Tail County began a multi-year collaboration with libraries, first at the regional level with Viking Library System, and then with Northern Lights Library Network, a multi-type library system in northwest Minnesota. Later, in 2001, several members of the VFW approached the Friends of the History Museum of East Otter Tail County in Perham with a new idea. WWII veteran Sherman Mandt, shared his thoughts, "We want a way to preserve our stories, but we don't just want to see a bunch of guns and uniforms." And with that heartfelt statement, the vision for a new museum was created. In Their Own Words (ITOW) Veterans Museum opened in 2006 and is still the only museum in the country based entirely on the oral history of veterans. Designed as collaboration between veteran's organizations and the Friends of the History Museum, the concept for ITOW grew beyond the geographic boundaries of the original collaborators as evidenced by the state and federal appropriations that it received. Through that collaboration, this small rural museum in Perham was able to digitize important historic records and create online access to them for anyone in the world. These two examples of collaboration in a small rural community provide excellent examples of what can happen when organizations join together to create something greater than themselves. The roundtable discussion will focus on what worked and what didn't and, more importantly, what lessons have been learned that can be applied to future collaborations. 249 words

SESSION DESCRIPTION : "And Then a Miracle Happens" – Take a 60's idealist, a couple of battle-scarred veterans, and several gifted geeks and stir them all together. This unlikely collaboration was the basis for the ITOW Veterans Museum in Perham, a state-of-the-art veteran's museum unlike any other in the country. In this session, participants will learn and discuss the opportunities for collaboration around ideas that emerge at the grassroots level.

At the end of the session, participants will know how to bring together disparate agencies around a common idea that emerged at the grassroots level and find the means to organize and fund new ideas locally.

Session Chair

Name: Lina Belar

Title: Retired Executive Director Friends of the History Museum of East Otter Tail County

Address: 349 2nd Avenue SE

City, State, Zip: Perham, MN 56573

Phone: 218 849-1454

Email: lbelar@eot.com

Chair: Lina Belar is the founder and retired director of two museums in Perham, the History Museum which opened in 1998 and the ITOW Veterans Museum which opened in 2006. Inspired by mentors from the Minnesota Historical Society she has consistently believed in setting the highest goals and then finding ways to combine people resources to make them possible. She is a published writer of numerous non-fiction articles and is currently at work on a memoir about her experiences in the museum world. She brings years of practical knowledge and a wealth of resources to the session as well as some fascinating stories. 102 words

Session Participant

Name: Kathy Enger

Title: Executive Director

Institution: Northern Light Library Network

Mailing Address: Townsite Centre, Suite 254, 810 4th Avenue South

City, State, Zip: Moorhead, Minnesota 56560

Phone: 701-429-1857

Email: Kathy.Enger@nlln.org

Kathy B. Enger is executive director of Northern Lights Library Network (NLLN), a multi-county, multi-type library system serving libraries and collections of all types in 23 counties of North-central, North-west, and West-central Minnesota. NLLN works at the grassroots level to discover, enhance, and share resources and provide administrative, technological, and educational support for all types of agencies supporting collections in the region. NLLN is mandated by Minnesota Statute 134.351 and funded by the Minnesota State Legislature through the Minnesota Department of Education.

Minnesota Historical Society: Kathy, Lina Belar, and Mark Ranum met with statewide library leaders from the Minnesota Historical Society in St. Paul, May 2013, to discuss creating a system for historical and cultural organizations and museums like the regional library systems in Minnesota. There is a keen interest from leaders at the Minnesota Historical Society to develop an infrastructure. Another meeting is scheduled with the Minnesota Historical Society and library leaders to continue the discussion March 5, 2014. This initiative came about as a result of meetings between Lina Belar and Kathy.

Appendix F

Minnesota Library Association • Minnesota Educational Media Organization 2013 Legislative Platform

Education Funding

1. Fund Regional Public Library Basic System Support grants at the current level of \$13,570,000 each year of the biennium.
2. Fund Multicounty, Multitype Regional Library System grants at the current level of \$1,300,000 each year of the biennium.
3. Fund the Telecommunications Equity Aid and Regional Library Telecommunications Aid programs to ensure equitable access to high-speed broadband and Internet services for K-12 schools and public libraries.
4. Fund Minitex at \$5,631,000 each year of the biennium.
5. Fund MnLINK at \$400,000 each year of the biennium.

6. Fund Electronic Library for Minnesota (ELM) at current levels each year of the biennium.
7. Dedicate the entire proceeds of the Permanent School Fund for school technology and library media resources to support Common Core Standards and other initiatives.
8. Appropriate \$750,000 in the first year and \$600,000 in the second year of the biennium to subscribe, implement, and promote free, online homework help for all MN students. Appropriate \$750,000 in the first year and \$600,000 in the second year of the biennium to subscribe, implement, and promote free, online homework help for all MN students.

Legacy Funding

9. Change the Regional Public Library Legacy funding formula by replacing the equalization factor in the formula with a “qualifying system entities” factor.
10. Fund Regional Public Library Legacy initiatives at \$4,250,000 for each year of the biennium from the Arts and Cultural Heritage Fund.
11. Fund the Minnesota Digital Library at \$750,000 to expand into a statewide digital preservation initiative from the Arts and Cultural Heritage Fund.

Policy

12. Add data privacy protection for electronic materials and services to MS13.40.

Appendix G Career Development Scholarships Education Committee

Education committee met September 25, 2013, and proposed the following: Change “Scholarship Committee” to *Education Committee*. Include in Professional Engagement Award Guidelines, “In addition, professional engagement awards encompass opportunities to support library professionals in the region who wish to attend national and international conferences who may not be able to attend without the support of Northern Lights Library Network.” At the end of the fiscal year, merge budget items 6022 “Professional Engagement/Support” and “6110 Scholarships” into one fund, *Educational Support* and make it a Committed Fund Balance that continues from year-to-year. Approved by the NLLN Governing Board at the October 19, 2013 board meeting.

Educational Support Fund for Professional Development Collection: Purchase library professional development books to be housed and circulated at Lake Agassiz Regional Library (LARL), including interlibrary loan to other systems in the NLLN region. The following titles for a total of \$2,321.06 are proposed for funds at year-end:

- *The Library Marketing Toolkit*
- *Digital Libraries*
- *Google Search Secrets*
- *The Comparative Guide to WordPress in Libraries: A LITA Guide*
- *Expert Internet Searching; 4th Edition*
- *Planning Our Future Libraries: Blueprints for 2025*
- *Technology for Small and One-Person Libraries: A LITA Guide*

- *Library and Information Science: A Guide to Key Literature and Sources*
- *Fundamentals for the Academic Liason*
- *Building and Managing E-book Collections: A How-To-Do-It Manual*
- *Challenges in E-Resource Management: A Practitioner's Guide*
- *Practical Cataloguing: AACR2, RDA and Marc21*
- *Metadata, Second Edition*
- *Booklist's 1000 Best Young Adult Books since 2000*
- *Successful Enquiry Answering Every Time, 6th Edition*
- *The Newbery & Caldecott Awards: A Guide to the Medal and Honor Books, 2013 Edition*
- *The Readers' Advisory Guide to Historical Fiction*
- *The Readers' Advisory Guide to Horror, 2nd Edition*
- *The Readers' Advisory Guide to Science Fiction*
- *Caldecott Fun: Poems, Songs, and Games with Caldecott Winners*
- *Poetry Aloud Here2: Sharing Poetry with Children*
- *Picture Books for Children: Fiction, Folktales, and Poetry*
- *Transforming Preschool Storytime*
- *The Whole School Library Handbook 2*
- *Book Repair: A How-To-Do-It Manual, Second Edition Revised*
- *Book Repair: A How-To-Do-It Manual, Second Edition Revised*

Appendix H

Support for White Earth

Community Library Maamigin Achigaade

IMLS Grant approved on September 26, 2013, for \$121,224.00. The awarded IMLS of \$121,224.00 will be used to create library services, purchase books, technology equipment, software, furniture, STEM toys & education, subscribe to Zinio and eBooks, and catalog records.

From the granting letter: "It gives me great pleasure to notify you that the proposal submitted by Minnesota Chippewa Tribe/White Earth Band has been selected to receive a 2013 Native American Enhancement Grant. Congratulations on your award!" 42 applications were received requesting almost \$5.5 million and 11 projects were selected to receive funding totaling \$1,464,905.00. Northern Lights Library Network worked with White Earth to develop the following goals for the grant:

Goal #1: Keep Ojibwe ways alive through storytelling. The library will be a place where all people of the White Earth Nation gather and assemble altogether, where Ojibwe stories are told and preserved.

Goal #2: Pass Ojibwe ways on to future generations through meaningful, purposeful, and effective library programming.

Goal #3: Keep the Ojibwe language alive and pass it on to future generations through electronic access to White Earth's Modaa curriculum.

Goal #4: Establish an inventory of books and reading materials, both in paper and electronically, to be housed in and accessed through the library across the age spectrum. Books and reading materials serving all generations will include picture books for early reading readiness, early childhood development, and parenting effectiveness.

Goal #5: Integrate new library services into the newly developed “Smart Play Spot Early Literacy Environment Opportunity” which is being built to be housed in the new White Earth Child Care/Early Childhood Initiative building and will be moved into the new community library space. SMART moveable materials, such as a SMART Board, STEM educational toy lending items, educational tables, and activity centers will be available.

Goal #6: Distribute paper books throughout the White Earth reservation through the 17 Early Childhood Centers by placing a Little Free Library at each of the 17 centers and keeping collections at each of the Little Free Libraries. The Little Free Libraries will be built on the reservation and will be in the shape of wigwams.

Goal #7: Dedicate .50 FTE from existing Early Childhood staffing to manage library operations, expanding as dollars become available.

Goal #8: Establish and maintain an up-to-date and usable online catalog through the Destiny system.

Goal #9: Expand existing partnership with Northern Lights Library Network (NLLN) for technical assistance, training and consulting on library operations.

Met with Barb Fabre, Terri Darco, and committee to begin planning for library services at White Earth. There are possible changes in the location of Smart Play Spot and the library collection, due to the high cost of running and maintaining the old Circle of Life School building (approximately \$150,000/yr.). We are looking into movable aluminum shelving, similar to those used for Scholastic Book Fairs, so the collection may be shared at various locations throughout the reservation. NLLN looks to White Earth to lead this project. Kathy and Terri Darco wrote a request for a donation of the moveable aluminum shelving to Scholastic Books January, 2014, that was not funded. Shelving for the new community library was donated to White Earth from MSUM library as a result of their library renovation. The furniture is stored in the basement at Townsite until it can move north.

Press Release

The White Earth Reservation in rural Minnesota received a grant worth over \$120,000 from the Institute of Museum and Library Services (IMLS) for building a community library on the White Earth Reservation.

The White Earth Reservation is one of 11 applicants out of 42 to receive to receive IMLS funding. The new community library will be called Maamigin Achigaade – meaning gathering place in the Ojibwe language. Leaders on the reservation chose the name as they envision the

library to be a place where people of all ages keep Ojibwe ways alive through storytelling. The community library is seen as a place to pass Ojibwe ways onto future generations through meaningful, purposeful and effective library programming, preserving language and rich history.

Part of the money awarded will go toward building little free libraries. Some of these small libraries will be made in the shape of a wigwam and placed throughout the reservation. People will be able to take a book for free from these libraries and urged to replace it with a different book. The free little libraries will bring literacy to the people of the White Earth nation and foster a culture of education and sharing.

The library will be a pillar of the community and a beacon for life-long learning. The closest library is over 30 minutes to an hour away from most of the 4,200 American Indians on the reservation. A bookmobile quit servicing the area, leaving many without access to books or reading materials. This coupled with a high unemployment rate of 42.8 percent didn't leave many options for the people of the White Earth Nation.

The new library is envisioned to be a primary source of information and will develop and reinforce cultural history through storytelling, language programming and books representing Ojibwe culture.

A library committee of White Earth Reservation members and leaders are working on plans and details of the community library. If you would like to participate, please contact Barb Fabre at 218.280.4372.

Appendix I

“Poets Across Minnesota”

Hancock December 20 sophomore English class visit: included relatively short lecture based on Emily Dickinson, the unit the Hancock students were currently involved with. Points made: Dickinson wrote for herself, rarely published in her lifetime, and could have lived in Hancock, just as well as Amherst, Massachusetts; spoke about sense imagery and figurative imagery, putting examples on the whiteboard; handout created prior to visit; read through two Dickinson poems, and used an exercise completing Dickinson poem; students were paired off and asked to fill in the blanks based on their ideas. The results were all over map in a very positive way. Some students really took off with the piece, really “owning” the work. In a few cases, the students were quite close in syntax and meaning to the actual poem. The piece was read afterwards to illustrate how this can be used as a small group writing exercise. Students tackled a “Dickinson-poem” and reviewed the metaphors and personification present in Dickinson’s work. Students were given the option of writing about: Hancock, gratitude, a personal attribute or quality, like love, joy, anger, etc. All of the students were able to write something about one of the topics and had some time to read through a few of the pieces.

Kittson Central School visit December 18 through media specialist and English instructor Tina Turn with Language Arts classes grades 10-12: Each class was given a brief lecture about poetry and immediately talked about some ideas about poetry. A handout including brief warm-up writing exercise involving “personification of a human quality or attribute.” Each student brought a canned-good to class. Students were asked to begin their piece of creative writing with ‘what the product was not’, and then continue with the piece. For example, “This is NOT a can of Dole Ringed Pineapple in Heavy syrup...it is a trip to Hawaii dancing on my tongue. The smell of pineapple fills the air on a great cliff overlooking a deep green ocean where curls of surf caress the beach...etc. Everyone shared his or her work afterwards. There were some truly humorous works and some lush examples of place associated with the food. At the end of class, each student turned in their canned good and picked up a Dragons backpack sponsored by

Northern Lights Library Network and Minnesota State University Dragons. Each pack also contained the Dover Thrift Addition Poetry Anthology. There are many terrific schools in small or isolated districts that simply do not have resources available to celebrate poetry and the arts.

Poetry and Jazz in the Park is a performance of Just Friends, a collaboration between poet Mark Vinz and jazz musicians David Ferreira and Bill Law.

The rhythmic presentation of poetry along with the lyrical composition of jazz creates an experience for the listener that is enriching, imaginative, and beautiful.

The poetry of Mark Vinz draws on his experiences in rural Minnesota. His contributions include: *Inheriting the Land: Contemporary Voices from the Midwest*, *The Party Train: An Anthology of North American Prose Poems*, and many other publications that include his own prose poems. Bassist Bill Law hosts the weekly Prairie Public Radio program, *The Law of Jazz*, and pianist Ferreira is a published composer-arranger, with credentials from Illinois Wesleyan, Union Theological Seminary School of Sacred Music in New York City, and the College Conservatory of Music at the University of Cincinnati.

Beads on One String

<http://lptv.org/musician-shares-anti-bullying-message-with-solway-school/>:

“Picture a necklace where every bead is a different size, shape, and color, but all held together by one string. This is the concept Dennis Warner used to create the “Beads On One String” project, a curriculum that uses music and art to teach kids about bullying. Warner described the message of the project saying, “It’s about our connectedness in the world like beads on a necklace. So, we may be all different sizes, shapes, and colors, but we’re all held together by one string.”

What began as a song and children’s book about diversity and tolerance has now grown into a strong message about bullying. Warner hopes that by sharing his message, he will be able to teach young kids a sense of community. “If you feel connected, if you feel like someone is really a part of you and you have these things in common, you’re less likely to want to fight with them.”

Warner has shared this message with thousands of students nationwide, and Julia Simons decided to bring the program to the Solway School so he could share it with 160 more. Simons said, “We wanted to reinforce with the kids positive behavior and to be friendly, and care about each other.” She hopes that today’s show will help students continue to demonstrate positive behavior in the future. “If they wear their beads it kind of reminds them of the book, the theme, and taking care of each other,” said Simons.

“Beads On One String” is now celebrating it’s 10th anniversary and Warner hopes to continue spreading his message to schools nationwide. For more information on the “Beads On One String” project, visit www.BeadsOnOneString.net.”

Appendix J Train the Trainers

The following trainers and partners are meeting, learning and training:

Mentor **Adell Bridgeford**
Partner Rita Berry
Partner Chris Chastek

Laurie
Mentor **Conzemius**
Partner Dory Zothman
Partner Sherill Miller
Partner Shelley Peterson
Mentor **Gina Drellack**
Partner Sharon Gunkel
Partner Elsie Ballard
Mentor **Kathy Enger**
Partner Cathy Bjorkland
Partner Terri Darco
Mentor **Alice Hofstad**
Partner Linda Laudal
Partner Beth Strum
Partner Bridget Sather
Mentor **Charlie Lindberg**
Partner Becky Lehrke
Partner Tina Turn
Partner Peggy Pearson
Mentor **Glenn Heinecke**
Partner Susan Leiberg

**Northern Lights Library Network
Train-the-Trainer Model
2013**



Needs Analysis: The need for technology training in the Northern Lights Library Network region was determined through a survey of members in the Spring of 2013 and through a listserv discussion among over 30 media specialists and paraprofessionals in the NLLN region, December 2012. The survey was used to design NLLN's strategic plan for FY14. The following needs were determined:

1. Apps. for libraries and schools.
2. Electronic devices, such as smart phone, iPads, Nooks, and Kindles.
3. The Electronic Library of Minnesota (ELM).

Design: The Northern Lights Library Network Train-the-Trainers model is based on practical adult learning principles linked to skill building, whereby:

- Learning is self-directed.
- Learning fills an immediate need and is highly participatory.
- Learning will be helpful and applicable in the work setting.
- Learning is experiential whereby participants and trainers learn from one another.
- Training encompasses time for reflection and feedback.
- A mutually respectful environment is created between trainers and trainers-in-training.
- A summary of the learning that takes place will be completed at the end of the training.

Develop and Deliver: An essential core group of library trainers will learn three primary areas of technology used to train 3 librarians or paraprofessionals in the region on an ongoing basis per fiscal year. Training of the trainers will occur in three locations: Thief River Falls, Bagley or Bemidji, and Fergus Falls. Once trained, the trainers will individually train guide each of the three librarians/paraprofessionals in the areas of: 1. Apps. for libraries and schools. 2. Electronic devices, such as smart phone, iPads, Nooks, and Kindles. 3. The Electronic Library of Minnesota (ELM). Individual needs for training the 1.

Apps. for libraries and schools. 2. Electronic devices, such as smart phone, iPads, Nooks, and Kindles. 3. The Electronic Library of Minnesota (ELM) will be determined by the trainer and trainee. Once the needs are determined, trainers will fill-out a training work plan and submit it to Northern Lights Library Network (NLLN) Executive Director and the training will begin.

Evaluate: When training is completed, the completed work plan will be sent to NLLN's Executive Director. A stipend of \$250 will be paid to each trainer when the training is completed. Mileage at the federal rate will be reimbursed to both participants, when applicable. A brief report on what each learned will be sent to NLLN when the training for each year is completed and a certificate will be awarded.

Submitted eLearning Summit proposal that was accepted for a panel presentation (for July 2014):

Session Description (up to 150 words): Over the last decade there has been a decrease in the number of media specialists running school libraries. At the same time, we are moving rapidly toward mobile technologies. Professionals who work in school libraries need training in existing and movable technologies. NLLN developed a Train-the-Trainers (TtT) model where seven professionals work one-on-one teaching apps. for libraries and schools, electronic devices for content use, and the Electronic Library of Minnesota (ELM). NLLN's TtT is based on Vygotsky's (1978) Social Constructivist Theory and adult learning principles that employ problem solving skills and introduce ideas to achieve an understanding of new technological skills. This panel of trainers discusses how they effectively employ adult learning strategies to directly improve practice.

Appendix K Spotlight on Books

Held phone conference meeting with the director, assistant director, and youth services librarian of Arrowhead Regional Library System August 7 to discuss the possibility of Arrowhead Regional Library System sponsoring and hosting *Spotlight*. Previous and current chairs and organizers (Joan Larson and Ruth Solie) have stated that NLLN does not sponsor *Spotlight*, but that the agencies on the *Spotlight* committee sponsor it, that NLLN is only a fiduciary agent. NLLN actually does all conference registrations, local arrangements, advertising and marketing, book ordering and invoices/payments, and other items. Arrowhead Regional Library System cannot take *Spotlight* on at this time because they don't have enough personnel to commit to it. As fiduciary agent, NLLN is processing all financial records for *Spotlight on Books 2014*, including w-2 forms for presenters and conference registration. As of February, 22 people registered for *Spotlight*.

Letter from NLLN President, Wayne Ingersoll, August 20, 2013:

Dear Joan Larson and *Spotlight* on Books Committee:

At the August 17th Northern Lights Library Network Board meeting, the Governing Board decided that the yearly *Spotlight* on Books conference requires more resources to manage than available to NLLN. In 2012 and 2013, NLLN staff advertised and marketed the conference, managed all aspects of registration, made local arrangements, oversaw brochure creation and distribution, ordered books and reconciled invoices and returns, and assumed other duties associated with running the conference. All the while, it was understood that Northern Lights Library Network is not a sponsor of the conference, but only its fiduciary agent. In addition to the labor required to run the conference, NLLN has contributed an average of \$1,000/year to conference operations, which is the only pure fiduciary function NLLN oversees. The labor and funds associated with the conference are allocated to NLLN by the State of Minnesota.

In order to continue to support *Spotlight* on Books, the Northern Lights Library Network Governing Board decided at the August 17, 2013, board meeting that members of the committee

and their sponsoring agencies become responsible for advertising and marketing the conference, managing all aspects of registration, making local arrangements, overseeing brochure creation and distribution, ordering books and reconciling invoices and returns. If this occurs, Northern Lights Library Network will truly be only a fiduciary agent for the conference.

If the committee and its sponsoring agencies choose not to assume responsibility for all conference functions, the Northern Lights Library Network Governing Board will withdraw its support in 2015. Please let the Northern Lights Library Network Governing Board know your decision no later than our next Governing Board meeting, which will be held on October 19, 2015. The decision of our board was unanimous.

Sincerely,

Wayne Ingersoll
President, Northern Lights Library Network
Clay County Commissioner
1324 5th Avenue South
Moorhead, Minnesota 56560
218-233-0116 Home
701-361-1333 Cell

The NLLN Governing Board voted to add \$1,000 to the Spotlight on Books fund at the October 19, 2013, meeting.

Appendix L Destiny Catalog Workshops

Destiny Refresher Workshop “What We Need to Operate Destiny During the School Year”

This will be a ‘hands-on’ working session

Bring your Destiny login information.

Saturday, February 22, 2014

8:30 a.m. – 12 p.m.

Bagley High School Computer Lab

1130 Main Avenue North

Bagley, Minnesota

by Gina Drellack, Media Specialist

No Registration Fee

8:30-9:00	Registration and Refreshments
9:00-10:30	Circulation
10:30-10:45	Break
10:45-11:30	Cataloging
11:30-12:00	Open Forum and Lunch

Destiny from the Circulation Point of View

Assuming patrons and materials are loaded already...

Checkout Flow

Daily Function:

- checking out (by homeroom, too)
 - set due dates
 - set calendar
 - class lists of checkouts
 - checkin
 - paid lost booksnotes
- on patron *and* book

Checkout Flow

Seasonal Function:

Adding new students

- Is Destiny synced with your SIS?
 - auto updates new students
 - otherwise manually add students

Adding books to collection

- random, individual
 - add title, copies
 - labels (barcode, spine)
- filled order from a company
 - upload MARC file

Uploading patron pictures

- print out help sheets!
- zip file
 - images
 - map file (idlink.txt)

Inventory

Yearly Function

Preparing patrons for the next academic year

- synced? autoupdate
 - K added, 7 added (2 schools)
 - delete 6th grade, seniors
- before new SIS year!! Whoops!
 - what to do if not synced
 - Homeroom (elementary)

- our field isn't mapped, so we do that manually

Destiny from the Catalog Point of View

Review how to add a file of MARC records and adding individual books
How do students access the online catalog?

- elembookmark

on library computers, up all the time

- hsicon

on student logins

- linked to library website(s)

Resource Lists

Searching

Results by (call number, for us)

Patron accounts

The following media specialists and paraprofessionals from the NLLN region attended the Destiny Refresher Workshop: Deb Rossman, Gloria Collyard, Jane Vigness, Julia Simons, Laurelie Priewe, Stephen Pflieger, Gretchen Rusch, Sue Bode, Paige Stewart, Linda Laager, Sheila Billings, Terri Darco, Kathy Enger, Beth Strum, Elsie Ballard, Dory Zothman.

Top to Bottom

Nuts and bolts session of the Destiny Library System

April 21, 2014

9 a.m. – 2 p.m.

Presenter: Gloria Collyard, Media Specialist (Gloriac@redlake.k12.mn.us; 218-679-2700)

Also sponsored by Pat Kvale, District Media Specialist, Pequot Lakes and Northern Lights Library Network

**Training will be held at the Pequot Lakes District #186/High School
30805 Olson Street, Pequot Lakes, Minnesota**

- **Overview of Instruction**
 - Admin Page
 - Setup – Explore tabs
 - Library Home Page
 - Marquis
 - Links
 - Dashboard
 - Catalogue
 - Main Screen option
 - Problems

- Circulation
 - Options
 - Report Options
- Back Office Tasks
- Odds and Ends
 - Duplicate Copies

There is no charge for the training and lunch will be served at the Pequot Lakes Public School, with the selection of a salad bar, taco bar, soup and sandwich bar, and main entrée.

To register, contact Kathy Enger at:

Kathy.Enger@nlln.org or 218-477-1750

Directions to the Pequot Lakes District/High School Office:

Turn off of Hwy 371 on to Olson Street. Go one block to stop sign. Turn right into school parking lot and park wherever you find a spot.

Main doors of school are located and labeled District Office/High School Office (by flag pole)

Stop at the District Office and pick up your visitor passes .

The Media Center is located straight ahead from the main doors in the center of the corridor on the right. For questions regarding arrangements and travel, please contact Pat Kvale at: pkvale@isd186.org ; 218-562-6119; or 218-ht-9221. *Sponsored by Northern Lights Library Network with funding from the Minnesota State Legislature through the Minnesota Department of Education.*

Appendix M

23 Mobile Things

23 Mobile Things Website

23mobilethingsmn.org

Sponsored by the Multi-type library systems

23 Mobile Things Began January 15, 2014 and ran through July 15, 2014

23 Mobile Things is an online learning opportunity for library staff and others who want to increase and share their knowledge of mobile devices and the powerful apps that make finding, managing, and manipulating information a snap. 23 Mobile Things will help participants explore the potential of mobile devices for their professional and personal growth.

The directors and staff of the seven Minnesota Multicounty Multitype Library Systems are the core of the 23 Mobile Things team, with additional coaches in some regions. This group has worked together to create content and instructions for the Things, and will track progress shown

in participants' blogs. This team will also provide helpful hints, encouraging words, and will post comments on participant blogs from time to time, in addition to answering questions received through email.

The Multitypes respond to the needs of librarians by providing them with library support services and also believe that knowledgeable library staff are better able to meet the needs of their library users. The Multitypes connect library staff in all types of libraries to professional and staff development opportunities.

The following people from the NLLN region are participating in 23 Mobile Things:

First Name	Last Name	Library/Organization Name (For example: Roseville Public Library, Central HS, Arrowhead Library System)
Jennifer	Beck	Detroit Lakes High School
Christine	Boike	Crookston Public Library
Ann	Campbell	Northwest Technical College
Laurie	Conzemius	Park Rapids High School
gina	drellack	Bagley Elementary & High School
Janet	Gerla	Climax Library
Mary	Haney	Detroit Lakes Public Library
Pauline	Helgeland	Headquarters
Theresa	Higman	Cass Lake-Bena Schools
Alice	Hofstad	NW Service Cooperative
April	Ide	Globe University Moorhead Campus Library
Connie	Jones	Carl B. Ylvisaker Library/Concordia College
Kristi	Karels	Northwest Technical College
Deb	Keena	NLLN
Chris	Kelly	Forestvie Middle School Library
Charlie	Lindberg	Northwest Regional Library System
Marlene	Peterson	Richmond/John Clark Elementary Schools
Judy	Pulczynski	Northwest regional library system
Tammy	Smith	Morris Public Library
Tamera	Thomasson-Ehrhart	Crookston Public Library
Deb	Wahl	Detroit Lakes Public Library
Kelly	Weets	Lincoln High School Media Center
Donna	Yliniemi	Sebeka Public School

Appendix N Communications

NLLN Executive Director, Kathy B. Enger sent a packet of information to all media specialists in the NLLN region January 24, 2014, introducing them to valuable information:

“January, 2014

Greetings to you from Northern Lights Library Network (NLLN)! Our best wishes to you for a prosperous and productive new year.

Enclosed you will find valuable information you can use for free to enhance your service to students, teachers, and staff:

23 Mobile Things <http://23mobilethingsmn.org/>

Online self-paced tutorial covering all things mobile related to libraries and education, running from January 15 through June 15 -- open for registration until February 15. Based on using an Apple-based device, such as an iPhone or iPad or an Android-based device, such as Google Nexus or Samsung Galaxy, simply begin by connecting to the website and registering with ‘Thing 1’.

ELM Electronic Library of Minnesota www.elm4you.org

Free access to 40+ databases for any Minnesotan -- instructions for access are enclosed. Anyone with an IP range in Minnesota can access the databases, simply by going to www.elm4you.org. Resources for K-12 aficionados include full text articles on just about everything, points of view essays, and the Britannica, among other remarkable resources. Check out the enclosed brochure for more information.

Continuing Education Scholarships from NLLN www.nlln.org

Northern Lights Library Network awards up to \$500 in scholarships per person per year to attend continuing education events, such as workshops, conferences, continuing education courses. If you are planning to attend a continuing education event, complete the enclosed application and return it to NLLN at: Townsite Center, Suite 254, 810 4th Avenue South, Moorhead, Minnesota 56560, or via email to: Kathy.Enger@nlln.org.

Beads on One String www.BeadsOnOneString.net

An effective anti-bullying curriculum, Singer, Songwriter, Storyteller, Dennis Warner will come to your school to teach his song and distribute his book. He works with schools across the country to promote healthy school environments.

Social Media from Northern Lights Library Network

Like us on Facebook at [Facebook.com/nllnmn](https://www.facebook.com/nllnmn)

Follow us on Twitter under @NLLN_MN

Follow us on Instagram under NLLN_MN

NLLN’s Blog at <http://www.nlln.org/nlln-news.html>

“Libraries are attractive, welcoming places that are friendly, open, inclusive, accessible, innovative, and a source of community pride where people can go to learn what they need to know in order to thrive and grow in their communities. When libraries work together, communities grow stronger, and the lives of Minnesotans are enriched.” From NLLN’s Vision Statement.”

Appendix O

The Lake Agassiz Regional Library (LARL), Northwest Regional Library (NWRL), and Northern Lights Library Network (NLLN) Overdrive School Initiative

by Liz Lynch, LARL Director LARL

Over the past few years, students living within the counties served by Lake Agassiz Regional Library (LARL) and Northwest Regional Library (NWRL) have been issued iPads or tablets by their schools. During this time, LARL and NWRL have seen a steady increase in the use of eBook and eAudiobook collections. In addition, teachers from schools without the issued devices are asking how their students can get connected, simply due to the number of devices in schools and homes across the region.



Media specialists from across the region have contacted LARL and NWRL, asking how their students can access eBooks and eAudiobooks. LARL and NWRL would like to encourage schools, teachers, and students to register for LARL and NWRL library cards to access the eBook services provided to them through their public library. Along with Northern Lights Library Network (NLLN), LARL and NWRL can provide eBook and eAudiobook access for students, enhancing efforts schools are making to provide content rich materials to students through their iPads or tablets. In a formative needs assessment of schools conducted by NLLN during the month of December 2012, it was learned that many students at the middle school and high school level needed more access to ‘high interest’, ‘modern fiction’, or current fiction to download to their mobile devices.

Together, LARL and NWRL will receive \$5,000 each year for three years from NLLN to purchase eBooks and eAudiobooks concentrated toward middle and high school students. The Lake Agassiz Digital Library and NWRL Overdrive School Initiative include the following:

- LARL and NWRL is purchasing eBooks and eAudiobooks targeted toward middle and high school students, LARL is using the *eKids Reading Room* interface offered by OverDrive.
- LARL and NWRL received additional funding from NLLN to market and promote eBooks in the schools and a marketing tool kit for marketing the materials to the schools has been developed.
- LARL branches and LINK Sites are reaching out to schools and offering training on how to access and download the eBooks and eAudiobooks.
- Marketing materials are being introduced to schools, along with promotional materials for the Summer Reading Program. In the fall, LARL and NWRL staff will contact schools to actively pursue hands-on training opportunities with teachers and students.
- Data will be maintained to monitor the number of items circulating and the number of customers using the service per month and a report of activity will be provided to NLLN in April of each year in order to determine the output and impact of the initiative and to assist in preparing a budget for the beginning of the next fiscal year. The project is proposed for 3 fiscal years.

LARL *eReading Room* Promotional Plan

1. Bookmarks
 - a. One side contains the LARL, NLLN, and OverDrive logos. The other side promotes the service to teens and youth.
 - b. Hand out at schools, county fairs, expos, and the libraries.
 - c. Include in the summer reading program sign up packets.

2. Poster
 - a. 8 X 11 poster for hanging in the community and library.
3. Banner
 - a. Three fixed-stand banners will rotate throughout the region promoting the service throughout the summer months.
4. Newspapers
 - a. A press release will be sent to all local newspapers announcing the service and the gift from NLLN.
5. Social Media/larl.org/online newsletter
 - a. New titles will be promoted throughout the summer months on the LARL facebook page and on larl.org.
 - b. The service and titles will be promoted to the LARL customers who receive the LARL online newsletter.
6. School Visits
 - a. A “back to school” letter will be sent to all schools informing teachers of this resource. In addition, LARL staff will extend an offer to teach staff and youth how to use the service through an on-site school visit.

In compliance with Minnesota Rules Chapter 3530 and the Minnesota Department of Education Multicounty Multi-type Library state aid requirements, an approved three-year strategic plan with a narrative of the process used to create the plan was submitted to the State of Minnesota MDE July 1, 2013 for FY14. A new three-year strategic plan for FY14 is below, along with the measures used to achieve the objectives through the Report of Results that is integrated into the strategic plan.

The structure of the strategic plan and program and service development must fall within the parameters of Minnesota State Statute 134.351 that requires multi-type systems to: Share resources among all participating libraries (Goal I); Provide long-range planning for cooperative programs (Goal II); Develop a delivery system for services and programs (Goal III); Development of a bibliographic database (Goal IV); Maintain a communications system among all cooperating libraries (Goal V). State aid expenditures align with Northern Lights Library Network FY14 budget.

Vision Statement: Libraries are attractive, welcoming places that are friendly, open, inclusive, accessible, innovative, and a source of community pride where people can go to learn what they need to know in order to thrive and grow in their communities. When libraries work together, communities grow stronger, and the lives of all Minnesotans are enriched.

Mission Statement: Northern Lights Library Network is a cooperative network of members in academic, public, school, and special libraries in 23 counties of North Central and Northwest Minnesota. Together we work at the grassroots level to bring together all types of libraries and collections in the region to discover, enhance, and share resources through administrative, technological, and educational support.

Core Values:

In principle and practice, libraries are at the core of a democratic society, defending the freedom of all citizens to:

- Access information to make informed decisions
- Read material that interests them
- Use technology successfully to stay current and access resources.
- Engage in learning throughout the life cycle

We believe in inclusive library environments that are accessible to all persons.

We work together to ensure that all who use our libraries and collections feel welcome.

We create libraries and collections that are well organized and easy to use.

We support lifelong learning by determining our library user's interests and needs and then teaching them how to use the resources that assist them in learning what they want to know.

We build bridges between libraries and believe that libraries themselves are bridges between physical and electronic access to information; bridges between people and technology; and bridges between resources available and the community needing to use those resources.

We communicate the purpose and benefits of libraries to citizens of the region.

We believe in the inherent value of books.

We advocate for ongoing, sustainable, and continuous library funding at the local, state, and national level.

The main purpose of Northern Lights Library Network is to make all libraries in the region stronger.

Northern Lights Library Network Governing Board FY14

- Wayne Ingersoll, President, Lake Agassiz Regional Library Representative, Clay County Commissioner
- Richard Anderson, Vice President, Kitchigami Regional Library Representative, Beltrami County Commissioner
- Charlie Lindberg, Secretary, Northwest Regional Library System Representative, Kittson Central Schools, emeritus
- Betsy Vinz, Treasurer, Lake Agassiz Regional Library Representative, Moorhead Library
- Ruth Holmgren, Viking Library System Representative, Pelican Rapids Schools
- Fred Rogers, Kitchigami Regional Library Representative, Walker City Council
- Gay Galles, Moorhead Public Schools and Adell Bridgeford, Walker Public Schools, emeritus, School Library Representatives
- Chris McArthur, Ogema Schools and Glenn Heineke, Roseau Schools, Alternate School Library Representatives
- Carol Sibley, Academic Library Representative, Minnesota State University Moorhead emeritus
- Peter Bremer, Alternate Academic Library Representative, University of Minnesota Morris
- Jenna Kahly, Public Library Representative, Lake Agassiz Regional Library

- Tammy Thomasson-Ehrhart, Alternate Public Library Representative, Crookston Public Library
- Terri Darco, Special Library Representative, White Earth Early Childhood Program

Northern Lights Library Network Executive Director FY14

Kathy B. Enger

Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Certification

I certify that the information contained in this report is true and correct to the best of my knowledge.

Signature:

Name: **Wayne Ingersoll**

Chair, Governing Board

Date: **August 16, 2014**

I certify that the information contained in this report is true and correct to the best of my knowledge.

Signature:

Name: **Kathy B. Enger**

Administrator

Date: **August 16, 2014**

Definitions

Communications system among all cooperating libraries: The multiple methods by which information is shared among member libraries' directors, staffs, governing boards and auxiliary groups, such as Friends of a Library

Development of bibliographic database: Creating a set of online electronic records that differentiate among materials that comprise one or more libraries' collection(s)

Development of a delivery system for services and programs: Providing services and programs to meet member libraries' needs and facilitating opportunities for staff of member libraries to gain expertise and learn best practices. This responsibility includes continuing education, defined as providing library staff, advisory boards and boards of trustees with information and skills to enhance performance in present responsibilities and to prepare them for evolving and developing roles.

Long-range planning for cooperative programs: Determining the feasibility of either regional or statewide cooperation among libraries for a specific goal or activity

Sharing of resources among all participating libraries: Providing materials, data and information among participating libraries for the benefit of member libraries' end users. This includes such activities as interlibrary loan, document delivery, contract for delivery services and databases licensed either in whole or in part by the multitype for the use by its members.