



Minnesota Library Association
Annual Membership Meeting
Thursday, October 4, 2011 • 5:30–6:30PM
Saint Paul RiverCentre – Rooms 5-6

AGENDA

- 1. Welcome and Introductions.....Carla Urban, MLA President 5:30PM
2. Adopt Agenda.....Carla Urban, MLA President 5:35PM
3. Approval of 2011 Annual Meeting MinutesCarla Urban, MLA President 5:36PM
4. State of the Association.....Carla Urban, MLA President 5:37PM
5. Treasurer’s ReportAnna Hulseberg, MLA Treasurer 5:47PM
6. Proposed Bylaws Change Jenny Trushenski, MLA Secretary 5:50PM
7. Draft Legislative PlatformMark Ranum, MLA Legislative Committee 6:05PM
8. Plans for 2013Kristen Mastel, MLA President-Elect 6:15PM
9. MLA Board Election ResultsMaureen Bell, MLA Nominations Committee Chair 6:17PM
10. Member Questions, Memorials, Comments and Resolutions..... 6:20PM
11. Adjourn 6:30PM
Parliamentarian Don Kelsey

Next Year’s Annual Meeting scheduled for Thursday, October 10, 2013 in St. Cloud, MN

Minnesota Library Association
Annual Business Meeting Minutes

Thursday, October 13, 2011
Duluth, MN

1. **Call to Order** - The meeting was called to order at 5:03 p.m. Quorum was present with 147 members.
2. **Welcome and Introductions** – Robin Ewing introduced the 2011 Board of Directors.
3. **Adoption of Agenda** – **Mark Ranum moved to adopt the agenda – Motion passed**
4. **Approval of 2010 Annual Meeting Minutes** – **Mark Ranum moved to approve the minutes – Motion passed**
5. **Proposed Bylaw Changes** – Jenny Trushenski provided an overview of the bylaw changes to the MLA members. **Ken Behringer moved to approve the bylaw changes as proposed by the Bylaws Committee and distributed to members for review in September 2011 - Motion passed**
6. **Draft Legislative Platform** – The draft MLA and MEMO 2012 Joint Legislative Platform was adopted by the board and presented to the membership. Bob Boese provided additional explanation of the planks and fielded questions from the members.
Peg Werner moved to strike the second plank of the platform; seconded by Ken Behringer – Motion passed
Ken Behringer moved to approve the 2012 Joint Legislative Platform as amended; seconded by Ann Hutton. The membership had additional discussion – Motion passed
7. **State of the Association** – Robin Ewing provided highlights of the association activities for the past year. She mentioned the improvement of MLA communication, including the addition of the Roundup newsletter and more social media activity. Robin also informed the membership of the board activity to increase subunit participation, including the Summer Subunit Summit and the no-conflict scheduling of the subunit meetings during conference. Robin talked about the revisions the Association has made for conference planning. Finally, she recapped the work the Board has been doing with the annual bylaw review and policy and procedure overhaul.
8. **Treasurer's Report** – Mic Golden reported at the end of 2010, our net assets were \$203,891. She also provided a membership report, as of September 30, 2011 there were 726 members. The report concluded with Mic mentioning the breakdown of members and subunit/division members.

9. **Plans for 2012** – Carla Urban discussed with the membership her initial plans for her 2012 presidency and the direction of the board. She also thanked Nonprofit Solutions for their work over the year and mentioned what a good partnership it is. Carla also said Robin Ewing was willing to work with the board on strategic planning.

10. **MLA Board Election Results** – Mary Parker thanked all the candidates for their willingness to serve the organization and congratulated the following:

- Kristen Mastel – President-Elect
- Anna Hulseberg – Treasurer
- Mark Ranum – Legislative Committee Vice-Chair

11. **Member Questions, Memorials, Comments, and Resolutions** –

- **Carla Urban moved to accept a Memorial Resolution honoring Edward Swanson; seconded by Gretchen Wronka – Motion Passed**

Whereas, Edward Swanson, retired Manager, Minitex Contract Cataloging Program, University of Minnesota, and retired Coordinator of Library Cataloging and Principal Cataloger, Minnesota Historical Society, died on Friday December 10, 2010, after a brief illness; and

Whereas, He had a lifelong love of libraries, joining the Minnesota Library Association while he was still in high school, serving as President, Vice President, Treasurer, Board Member, and Parliamentarian extraordinaire, as Chair of the Technical Services Section, Editor of its *Bulletin*, recipient of the Centennial Medal in 1991 and in many other leadership roles; and

Whereas, He was lifetime member of the American Library Association, serving on ALA Council 1979-83, and later on the International Relations Committee planning group; and

Whereas, He served the ALA Resources and Technical Services Division, later to become the Association for Library Collections & Technical Services, as a Board Member, Parliamentarian, and on Nominating, International Relations, and 40th Anniversary Celebration Committees; and

Whereas, He contributed to the professional literature of cataloging, not only in his editing of manuals to assist catalogers in AACR2 application, but also as *LRTS* Editorial Board Member, Best of *LRTS* Committee Member, Special Editor, Book Review Editor, and Indexer of *LRTS*, and as Interim Editor of the *ALCTS Newsletter*; and

Whereas, He served on the Freedom to Read Foundation Board, representing the International Relations Round Table; and

Whereas, He was a contributor to librarianship on a world scale, serving on the Governing Board and in many leadership positions in the International Federation of Library Associations, with special focus on Cataloguing, Classification and Indexing, and Bibliographic Control; and

Whereas, He was active in many organizations, from local to international, from grassroots to government, with the purpose of increasing library access, library use, library quality, library standards, library cooperation, and library community; and

Whereas, He was ever gracious in his interactions with colleagues at all levels; and

Whereas, He was renowned for his dry wit, his generous celebrations, his kindness, his wisdom in deliberations, and his unceasing intellectual curiosity;

Therefore be it Resolved, That the Minnesota Library Association, on behalf of its members, (1) recognizes the remarkable achievements of Edward Swanson and gratefully acknowledges his many contributions to the profession of librarianship; and (2) expresses its sincere sympathy to the family of Edward Swanson, including his partner, Carsten Slostad of St. Paul, Minn., brother and sister-in-law David and Vivian Swanson of Willmar, Minn., sister and brother-in-law, Mary and Bob Rolfes of Mankato, Minn., and sister-in-law Mitsuko Swanson of Oak Harbor, Wash.

- **Bill DeJohn moved to approved the Resolution on Government Documents; seconded by Ann Hutton – Motion Passed**

Whereas, no-fee public access to government information is the foundation of an informed citizenry, and;

Whereas, the preference of this informed citizenry and of government agencies for digital government information has been shown in the movement of many governmental services and information to online formats, and;

Whereas, key access points to this government information are all Minnesota libraries, including the regional federal depository library at the University of Minnesota and selective federal depository libraries across the state of Minnesota, and;

Whereas, the University of Minnesota (UMN) regional federal depository library provides support not only for depository libraries in Minnesota, but depository libraries in South Dakota as an approved multi-state regional, and;

Whereas, the UMN regional federal depository library, in conjunction with the State Library of Michigan and the Government Printing Office, has worked for over a year to extend their regional service to the state of Michigan following the stepping down of the State Library as the Michigan regional federal depository library, and;

Whereas, the creation of a new extended model for multi-state regionals provides support for developing efficiencies and added value of virtual support of libraries separated by geographic distances, and such new models are imperative for streamlining operational environments for depository libraries, and;

Whereas, the success and potential of use of network technologies for access to digital content and virtual services not only enhances the work of libraries in Minnesota but also provides economic-based collaborative potentials within the Midwest, and;

Whereas, the University of Minnesota, in conjunction with the Committee on Institutional Cooperation (CIC), and the HathiTrust, is fulfilling a critical role of digitizing the corpus of legacy government publications in print furthering access and collection management savings;

Be It Resolved That, The Minnesota Library Association through the passing of this resolution show support for the UMN regional federal depository library in working with the United States senators of Minnesota in their being designated the regional library for Michigan, and;

Be It Further Resolved that a copy of the resolution be sent to the Minnesota's United States senators' offices.

12. **Adjournment** – The meeting adjourned at 6:02 pm. **Michael Scott moved to adjourn the meeting – Motion passed**

PROPOSED MLA/MEMO Library Legislative Platform: 2013

Second DRAFT: September 2012

MLA/MEMO support the following legislative priorities for library services in Minnesota:

Library System Support Grants and Legislation

1. Regional Public Library Basic System Support appropriation at current level of \$13,570,000 each year of the biennium.
2. Multicounty, Multitype Regional Library System appropriation at current level of \$1,300,000 each year of the biennium.
3. Legislation creating Regional Public Library System Common Funds, a funding stream of equal amounts to be paid to the regional public library systems.
4. Regional Public Library Common Funds appropriation of \$1,200,000 for each year of the biennium to support strong, efficient regional public library systems and services.

Telecommunications

5. Continued funding for both the Telecommunications Equity Aid (TEA) and Regional Library Telecommunications Aid (RLTA) programs to ensure equitable access to high-speed broadband and Internet services for K-12 schools and public libraries. This support includes the further development, by the service providers, of fiber optic network connections to public libraries, school media centers and publicly-supported academic libraries.

Governance

6. Changes to MS134 establishing a process for transferring responsibility for library governance between local units of government.

Minitex / MnLINK / ELM

7. Restoration of Minitex funding to the FY11 base budget of \$5,426,000 for each year of the biennium.

8. Restoration of MnLINK funding to the FY11 base budget \$400,000 for each year of the biennium.
9. Continued funding of the Electronic Library for Minnesota at current levels (\$900,000) for each year of the biennium.

School Media Centers and Education Resources

10. Support dedicated funding for school technology and library media resources, using all of the proceeds of the Permanent School Fund for this purpose.
11. An appropriation of \$750,000 in the first year and \$600,000 in the second year of the biennium to subscribe, implement, and promote an online, free homework help system for students of all ages across the state of Minnesota.

Legacy: Arts and Cultural Heritage Fund

12. Regional Public Library Legacy funding of \$4,250,000 for each year of the biennium.
13. Regional Public Library Legacy funding formula change which replaces the equalization factor in the formula with “qualifying system entities” factor.
14. Increase Minnesota Digital Library Legacy funding to maintain digitization services and expand into a statewide digital preservation initiative.

State Library Services

15. Full funding necessary to support a strong state library with services and activities designed to provide support for all types of library services to all Minnesotans.

Data Privacy

16. The addition of privacy protection for electronic materials and services to MS13.40 (MN Data Privacy Act)

MLA
Income Statement
For the Twelve Months Ending December 31, 2011

	Current Month Actual	Year to Date Actual	Total Budget	Variance
Revenues				
Membership Dues	\$ 2,999.00	\$ 58,851.01	\$ 45,000.00	13,851.01
Registrations	2,288.00	98,889.61	78,000.00	20,889.61
Individual Contributions	20.00	485.00	0.00	485.00
Corporate Donor/Sponsor	0.00	18,300.00	13,000.00	5,300.00
Foundation Grants	0.00	0.00	0.00	0.00
Federal Grants	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	2,500.00	(2,500.00)
Exhibitor Fees	0.00	26,800.00	30,000.00	(3,200.00)
Merchandise Sales	0.00	0.00	0.00	0.00
Advertising Revenue	0.00	1,250.00	750.00	500.00
Advocacy Support	3,443.29	45,276.12	46,263.85	(987.73)
Interest Income	19.60	323.14	400.00	(76.86)
Miscellaneous Income	0.00	1,147.00	400.00	747.00
Total Revenues	<u>8,769.89</u>	<u>251,321.88</u>	<u>216,313.85</u>	<u>35,008.03</u>
Cost of Sales				
Facility Fees	(4,541.84)	22,728.02	17,150.00	5,578.02
Catering	146.31	38,727.33	34,370.00	4,357.33
Equipment Rental	0.00	4,775.91	8,150.00	(3,374.09)
Program Supplies	(25.76)	2,314.14	5,325.00	(3,010.86)
Advertising Expense	0.00	143.99	180.00	(36.01)
Program Printing	0.00	6,272.69	5,600.00	672.69
Other Program Costs	0.00	300.00	6,135.00	(5,835.00)
Speaker Fees	(100.00)	10,442.24	18,100.00	(7,657.76)
Total Cost of Sales	<u>(4,521.29)</u>	<u>85,704.32</u>	<u>95,010.00</u>	<u>(9,305.68)</u>
Gross Profit	<u>13,291.18</u>	<u>165,617.56</u>	<u>121,303.85</u>	<u>44,313.71</u>
Expenses				
Contract Administration	4,249.84	51,527.86	52,990.00	(1,462.14)
Professional Fees	5,101.66	60,403.32	70,000.00	(9,596.68)
Website Fees	7.67	1,693.04	1,500.00	193.04
Office Supplies	0.19	3.94	100.00	(96.06)
Printing & Copying	104.18	2,309.79	1,245.00	1,064.79
Office Rent	0.00	0.00	0.00	0.00
Telephone & Fax	26.78	162.51	160.00	2.51
Postage & Delivery	407.92	2,389.80	1,640.00	749.80
Meeting Expense	66.29	899.05	220.00	679.05
Travel Expenses	10.51	6,506.99	9,300.00	(2,793.01)
Bank Fees	72.80	5,470.63	4,500.00	970.63
Dues & Subscriptions	0.00	350.00	250.00	100.00
Scholarships	750.00	2,750.00	2,580.00	170.00
Awards & Recognition	0.00	2,328.27	1,550.00	778.27
Insurance	0.00	1,263.00	1,500.00	(237.00)
Miscellaneous Expense	0.00	2,315.06	2,201.47	113.59
Depreciation Expense	0.00	0.00	0.00	0.00
Total Expenses	<u>10,797.84</u>	<u>140,373.26</u>	<u>149,736.47</u>	<u>(9,363.21)</u>
Net Income	<u>\$ 2,493.34</u>	<u>\$ 25,244.30</u>	<u>\$ (28,432.62)</u>	<u>53,676.92</u>

For Management Purposes Only

MLA
Income Statement
For the Eight Months Ending August 31, 2012

	Current Month Actual	Year to Date Actual	Total Budget	Variance
Revenues				
Membership Dues	\$ 6,860.00	\$ 38,804.00	\$ 50,000.00	(11,196.00)
Registrations	5,840.00	16,140.00	87,150.00	(71,010.00)
Individual Contributions	10.00	105.00	140.00	(35.00)
Corporate Donor/Sponsor	0.00	(500.00)	12,300.00	(12,800.00)
Foundation Grants	0.00	0.00	0.00	0.00
Federal Grants	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00
Exhibitor Fees	0.00	0.00	30,000.00	(30,000.00)
Merchandise Sales	0.00	0.00	0.00	0.00
Advertising Revenue	0.00	350.00	1,200.00	(850.00)
Advocacy Support	30.00	25,038.20	48,073.32	(23,035.12)
Interest Income	21.78	213.69	250.00	(36.31)
Released from Restrictions	0.00	0.00	300.00	(300.00)
Miscellaneous Income	0.00	0.00	1,300.00	(1,300.00)
Total Revenues	<u>12,761.78</u>	<u>80,150.89</u>	<u>230,713.32</u>	<u>(150,562.43)</u>
Cost of Sales				
Facility Fees	0.00	1,800.60	15,400.00	(13,599.40)
Catering	1,019.92	7,339.46	68,465.00	(61,125.54)
Equipment Rental	0.00	42.75	10,480.00	(10,437.25)
Program Supplies	75.97	101.44	650.00	(548.56)
Advertising Expense	0.00	0.00	150.00	(150.00)
Program Printing	0.00	86.10	6,580.00	(6,493.90)
Other Program Costs	0.00	126.07	6,950.00	(6,823.93)
Speaker Fees	0.00	1,514.20	17,645.00	(16,130.80)
Total Cost of Sales	<u>1,095.89</u>	<u>11,010.62</u>	<u>126,320.00</u>	<u>(115,309.38)</u>
Gross Profit	<u>11,665.89</u>	<u>69,140.27</u>	<u>104,393.32</u>	<u>(35,253.05)</u>
Expenses				
Contract Administration	4,468.88	35,617.84	53,740.00	(18,122.16)
Professional Fees	5,101.66	44,313.28	68,030.20	(23,716.92)
Website Fees	0.00	982.73	1,830.00	(847.27)
Office Supplies	0.00	2.16	75.00	(72.84)
Printing & Copying	79.95	1,066.59	2,400.00	(1,333.41)
Office Rent	0.00	0.00	0.00	0.00
Telephone & Fax	5.85	56.14	160.00	(103.86)
Postage & Delivery	20.16	281.74	1,800.00	(1,518.26)
Meeting Expense	86.98	472.68	900.00	(427.32)
Travel Expenses	104.72	4,784.23	5,150.00	(365.77)
Bank Fees	253.29	1,604.14	5,500.00	(3,895.86)
Dues & Subscriptions	0.00	196.00	250.00	(54.00)
Scholarships	0.00	200.00	2,565.00	(2,365.00)
Awards & Recognition	0.00	361.98	2,375.00	(2,013.02)
Insurance	0.00	838.00	1,500.00	(662.00)
Miscellaneous Expense	0.00	161.00	2,485.00	(2,324.00)
Depreciation Expense	0.00	0.00	0.00	0.00
Total Expenses	<u>10,121.49</u>	<u>90,938.51</u>	<u>148,760.20</u>	<u>(57,821.69)</u>
Net Income	<u>\$ 1,544.40</u>	<u>\$ (21,798.24)</u>	<u>\$ (44,366.88)</u>	<u>22,568.64</u>

For Management Purposes Only

MLA
Balance Sheet
August 31, 2012

ASSETS

Current Assets		
Bremer Checking Acct (#2716)	\$	279,938.79
Bremer Savings Account (#8044)		1,110.90
Accounts Receivable		15.00
		<hr/>
Total Current Assets		281,064.69
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		
Prepaid Expenses		17,390.94
		<hr/>
Total Other Assets		17,390.94
Total Assets	\$	<u>298,455.63</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	75.97
Unearned Revenue		90,267.50
		<hr/>
Total Current Liabilities		90,343.47
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
Total Liabilities		90,343.47
Capital		
Restricted Funds - IFC Awards		2,333.86
Operating Reserve		105,280.00
Strategic Reserve		122,296.54
Net Income		(21,798.24)
		<hr/>
Total Capital		208,112.16
Total Liabilities & Capital	\$	<u>298,455.63</u>