

**NFLS Advisory Meeting**  
**Friday, December 7, 2018; 9:45am – 12:30pm**  
**Shawano County Library, 128 S. Sawyer Street, Shawano, WI 54166**

**Present:** Kristie Hauer, Emily Rogers, Sarah Sugden, Kristin Laufenburg, Tina Kakuske, Jill Trochta, Jen Thiele, Joan Denis, Cathy Kolbeck, Nicole Lowery, Amy Peterson, Nancy Hammond (SHA), Paige Crawford (SHA), Kelsey Fleming (FLO), Kay Rankel, Lou Williams

**Also Present:** Megan Theys (NFLS), John Kronenburg (NFLS), Tracy Vreeke (NFLS), Holly Handt (NFLS), Lori Baumgart (NFLS)

1. **Welcome and Introductions** – Tracy began the meeting at 9:51 a.m. Introductions were made.
2. **Agenda Revisions** - Tracy added Summer Reading Program materials to the agenda.
3. **Explanation of Escape Room and determination of Group A & Group B** – Kristie, Nancy, and Paige. Group A went into the escape room while Group B had a meeting. Then Group B went into the escape room while Group A had a meeting.
4. **Staff Updates** –
  - NFLS has a new Marketing, Communications, and Continuing Education employee, Lori Baumgart. She has been working on the NFLS website and social media presence. She will be going on vacation for a month from mid-December to mid-January. Once she gets back, she'll be checking in with the libraries individually. You can contact her on Facebook, email, or phone.
  - **John** - John has a new blog post. Computer prices keep going up due to U.S. tariffs and companies raising prices. He's looking for alternatives and discounts where he can find them.
  - Microsoft 365 online is how we use email. John can also install it on your computer as well for easier to use. You can buy a license that can be used for 5 computers for \$2 a month. The software would be constantly updated. This works well for the public computers but not as well for individual accounts because it is tied to individual accounts. Contact John with questions. Kay will be trying it out on her public computers.

- **Megan/Holly** - WISCAT update won't happen until March (maybe). Her email has been a little funky lately (including Ellison Dies). Call if you don't hear from her.
- The delivery envelopes seem to be working. Joan said replacement cases can be bought through PolyCorp. She will send out information to everyone.
- Holly will be out of the office over Christmas break and the first week of January.

#### 5. **Library Happenings** -

- Door County Library asking for advice for on magazines. Joan uses EBSCO. Nicole manages it herself on Amazon which saves her money, but it is more work. Kay also uses Amazon.
- Carol can't make it today, but she did send out an email to everyone with a question about library bill paying.
- Jill said Santa's coming to Suring. This is sponsored by the Antique Tractor Association. They are also having story time and a magician come in.
- Kay has a community square space that has an ice rink next to library. Patrons can rent ice skates with their library card.
- BCL has a new director, Sarah Sugden. BCL is almost fully staffed. They are having a Santa and Reindeer event next Wednesday.
- Lou had a grand opening of Christmas. Each tribe had a Christmas tree they decorated. There are about 30 trees. DPW helped decorate the area.
- Kristie said Shawano is having a big holiday parade tonight. The hand out books along the parade. Mostly their Friends group pays for the books and she buys them through Scholastic.

#### 6. **Summer Reading Program Materials** - Holly sent out a Summer Reading Program catalog to each main library in September but NFLS has heard that the libraries didn't get them. Holly is going to order more next week, so let her know if you want to order one. Tracy also has a flash drive of the catalog that can be loaned out. Marinette is taking it today, but Lori and John will make copies of the flash drive to send out.

#### 7. **2019 Advisory Dates** -

- Friday February 1, 2019
- Friday April 5, 2019
- Friday June 7, 2019

- Friday August 2, 2019
- Friday October 4, 2019
- Friday December 6, 2019

Take a look and put them on your calendar.

8. **Presentation *Escape Room @ the Library*** – Kristie Hauer, Nancy Hammond, and Paige Crawford. Presentation was done at AARSL.

9. **Open Forum: Issues and Concerns** – Nothing was reported.

10. **Adjourn Meeting** – The meeting was adjourned at 12:40 p.m.

Megan Theys, Recording Secretary  
12/7/18