

**Notes of the Nicolet Federated Library System Librarians Advisory Meeting  
Friday, December 9, 2016, 9:30 a.m.  
NFLS Mtg. Room, 1595 Allouez Ave., Suite 4, Green Bay, WI**

**Present:** Amanda Burns, Sue Grosshuesch, Kristie Hauer, Emily Rogers, Jennifer Thiele, Stephanie Weber, Becca Berger, Kristen Laufenberg, Joan Denis, Nicole Lowery

**Present via GoToMeeting:** Amy Peterson

**Excused:** Jill Trochta, Kay Rankle, Brian Simons

**Also Present:** Mark Merrifield (NFLS), Jamie Matczak (NFLS), John Kronenburg (NFLS), Megan Theys (NFLS), Holly Handt (NFLS)

1. **Introductions.** The meeting began at 9:33 a.m. and introductions were made.
2. **Agenda Revisions** --The delivery update was moved to after item 3 Updates from Staff to accommodate Holly's schedule.

3. **Updates from Staff—**

**Jamie**—The 2017 Wild Wisconsin Winter Conference schedule is available on the NFLS website. This year there will be 19 sessions and 5 different tracks. There will be a keynote speaker on Tuesday and full sessions on Wednesday and Thursday. For the first time all 16 Wisconsin library systems are supporting it. Registration is looking good already.

Jamie handed out the tentative CE schedule for 2017. Highlights include: the summer planning workshop on February 2<sup>nd</sup>; the Positive Interactions Workshop hosted at Brown County Central on February 14<sup>th</sup>; and a Database training on May 3<sup>rd</sup>. The schedule should be on NFLS's website next week.

There's been a change in youth services. This year NFLS won't be hiring a summer performer. Instead the money will be used like the collection development grants: libraries will be allotted an amount of money, fill out a form describing how they plan to use the money (must be approved by Jamie) and be reimbursed. The money can be used on anything related to youth services.

Reasons for the change include the fact that performers are getting expensive, some libraries don't do the summer theme anymore, it provides little flexibility, and attendance is going down. Jamie is still figuring out the numbers and how much will be given to libraries. The application form will be due March 1 and the money needs to be spent within the year. Upstart manuals will still be provided by NFLS. The consolidated systems will get a chunk of money with a recommendation from Jamie on how much each library should get. NFLS staff are trying to do more training for the librarians. The goal is to have each staff member of NFLS do at least one training per year.

Lara Lakari will be the Youth Services Liaison for the next two years.

**Megan**—Megan and Holly hosted an ILL/Delivery workshop on November 17. Three people attended and it went well. One person who wanted to come but

couldn't make it will be coming in for a one-on-one training next week. This is always welcome if you know of anyone who wants to stop in.

**John**—The Windows 10 updates will be automatic again. Deep Freeze has been updated. The antivirus will be updated but it will be in the background and done remotely so it shouldn't affect the libraries.

Green Earth will be getting fiber installed, Egg Harbor will be getting fiber in their new library building, and NFLS will be getting fiber at their present office.

Gail's Toolkit is a good source of lesson plans, presentations, and handouts for teaching patrons on different subjects, such as selling an item on eBay and learning how to use Word or Gmail. You can put this link on your website if you want.

You can now read books in Overdrive using your browser, but be cautious; it will use data if you're not on WiFi.

**Mark**—Mark reminded the librarians that if their Friends Group is properly registered, they can manage money.

The 2017 Advisory Meetings will be on February 10, April 7, June 9, August 11, October 13, and December 8. Mark suggested that we hold the April Advisory Meeting at Options for Independent Living.

The Collection Development Grants will be the same as last year.

The 2017 WPLC budget was handed out and there was an increase from last year in the buying pool. The system cost is going up for Overdrive and the fee shares went up slightly for Nicolet. Mark will do the break down per library in our system and will send it out next week.

Kristie Hauer will be stepping down from the selection committee and is looking for someone to replace her. Let Mark know if you are interested.

4. **Updating the Technology and Resource Sharing Plan**--Mark passed out a draft of the plan. Revisions can still be made, so take a look at it and get back to Mark. Mark worked with OWLS on this because of the technology agreement. NFLS's mission statement, vision statement, and background information is new. Some of the statistics were taken out of libraries' annual reports. He will ask the board to approve it in January with the understanding that it is open for revision.
5. **Strategic Plan Update**
  - Database Standards—Megan handed out database standards for Ancestry Library, Auto Repair Reference Center, EBSCOHost, Learning Express, Newspaper Archive, and NoveList. She will be providing a database workshop on May 3 that is based off of Jean Anderson's workshop.
  - ILL Workshop—See above in staff updates.
6. **Weebly Demonstration**--Web development committee. Amanda Burns gave a demonstration of how to use Weebly. The web development committee members are available to help if you have any questions about Weebly. NFLS pays for the Weebly fees and will continue to pay hosting fees.

7. **Delivery Update**--Action Logistics and Waltco put in bids for the delivery service RFP. Waltco's bid is now at market price, which means a cost increase of 21.6 % from previous years. Mark recommended to the board that this is not sustainable. Before we do sign a contract, we need to look at alternate options, such as fewer delivery days or libraries paying the difference. NFLS will send out a 2 week survey to track what is in the bins and if items are being picked up. The survey will take place January 9—22. Becca Berger suggested sending it out to select libraries for a trial run. Mark said the survey will help with collection development as well. He will talk to OWLS to see if they can come up with an easy way to track items. After the survey, the alternate solution will be sent to Action Logistics and Waltco for revised bids. The RFP committee will meet again to look at the revised bids.
  
8. **Libraries Transform Project**—WLA is running a promotional campaign to get Senate and Assembly members in the libraries. They are invited into the libraries and have their picture taken with a poster board with the 16 systems' logos on it. These pictures need to be taken before February. There is only one poster board. Jamie will ask for more and in the meantime Mark will work with libraries to send the poster board to the libraries on the days the senate/assembly member will be at the library.
  
9. **Open Forum: Issues and Concerns**—  
Amanda Burns at Algoma is giving away two big books if you want them. Jennifer Thiele will be shadowing Josh as he plans the 2017 WLA conference because she will be part of planning the 2018 WLA Conference. If anybody is interested in helping her out, let her know. They are also still looking for vendors and technology speakers for the 2017 conference.  
There is some concern about the new OWLS Fees. It was suggested that OWLS includes a list of what is covered by the fees. The new OWLSfee formula is okay, but maybe look at how we can drop the overall costs. Mark will talk to Jen and Cheryl from Marinette about their concerns over this.
  
10. **Adjourn Meeting**-- Adjourned at 12:48 p.m.