Notes of NFLS Librarians Advisory Meeting

**September 9, 2015 - Green Bay, WI**

**Present:** Becca Berger, Sue Grosshuesch, Kristie Hauer, Jennifer Thiele, Kymberley Pelky, Amy Peterson, Sue Lagerman

**Web Attendees:**  Kay Rankel, Joan Denis, Nicole Lowery, Amanda Burns, Stephanie Weber

**Excused:** Rita Schiesser, Kristin Laufenberg

**Absent**: Maria Escalante

**Also Present**: John Kronenburg, Mark Merrifield, Anne Miller

1. **Introductions**. The meeting began at 9:33 a.m., and introductions were made.
2. **Agenda Revisions**. None were made.
3. **Wednesday, May 13, 2015 Notes**. No changes were made.
4. **Nicolet New/Reports from Staff.**

Anne: She is working on ILL instructions on the website and trainings for fall.

John: He mentioned the website and the tech pages he is working on. Let him know if you want specific things on the Tech Blog. Wireless and mobile printing might be possible in the future. He is working with Dave on SAM upgrades. John talked about a system called Printer On. This is a good solution, but there is a high cost. There was no interest in this product expressed by the librarians

Jamie: (report via podcast) She asked to let her know about website corrections and is happy with how

 it turned out. Trustee Week went well, even though attendance was down from last year.

The Wild Wisconsin Winter Web Conference will happen again in January and she is looking for

financial support from other systems again. She will present the program line-up to the CE

Consultants in October. Other workshops that will be taking place include the Grassroots meeting on

Sept 17 and Jamie LaRue at the Brown County Library on Sept. 25. The two recipients of the support

 staff grants are Stephanie Glime of BCL and Cassie Cummings from Shawano. Jamie will be attending

 and presenting at the ARSL Conference in Little Rock at the end of the month.

Mark: Kristin Tenor resigned as Administrative Assistant, and we are interviewing for her replacement. The laminator has stopped working and NFLS does not plan on getting it replaced. The NFLS phones system has been acting up, so be patient as we get it fixed. This is the 18th year that the E-Rate program forms will be filed for the member libraries by Nicolet. Voice over IP services (VoIP) will be reimbursable in the future, but plain old copper wire telephone services will be phased out of the program for reimbursement. The problem is that fiber and DSL are not available in much of our area. The program year begins July 1, and ends June 30 of next year, with applications filed 8-9 months ahead. Please gather and copy your telephone bills if you haven't already sent them in. If you get a check directly, please photocopy and send the copy to NFLS so they know you have received funds.

Mark commented that the Algoma city administrator wanted to borrow funds from a library endowment and repay with 1% interest. This raises all kinds of issues about library funds controlled by library boards, and how donors might become hesitant to give. He told directors to be prepared when the library gets a bequest or endowment. Endowments need to be considered anyway, given the significant transfer of wealth that will be occurring in the next decade. There was some discussion about training for directors and trustees in handling bequests and endowments.

1. **Strategic Plan.**

 This was presented at the last meeting, but there is a new goal. The NFLS Board wants the adjacent systems to be approached about merging. Calumet County was thinking of joining OWLS, but it’s unclear that that is going anywhere. Recently, Waukesha County Federated Library System added Jefferson County to its system. NFLS has three adjacent systems: Manitowoc-Calumet, OWLS, and the Wisconsin Valley Library Service. Now through December, a formal letter will be sent to the three adjacent library systems to ask them to consider merging. Mark asked for input from the member librarians on the draft of the new goal for the Strategic Plan. Joan from Oconto Falls expressed concern with the amount of staff time that will be taken up by this. Mark noted that OWLS and Wisconsin Valley are going through a strategic planning process. Marla from Wisconsin Valley and Mark have talked about mutual interests. Wisconsin Valley now pays for some of Jamie's travel to conferences, so the two systems are already working together. Smaller systems need to be thinking about merging. If we were to merge with Wisconsin Valley, then we could talk with Northern Waters. We would still need to provide system services for a much larger area. Jennifer from Marinette said we don’t necessarily want a bigger system because it might not benefit our existing libraries. Mark is not concerned that efforts to meet this goal will take away from our other goals.

1. **WPLC Update.**

Mark said a couple of things have happened in the last couple of months. A subscription for digital magazines was going to be added for OWLS and NFLS libraries using $3000 from each system. However, the WPLC consortium board decided to use funds from the R & D account to subsidize a demo of digital magazines. WPLC will be picking up the entire cost instead of individual systems. The magazine project involves Overdrive, which has worked with WiLS and the WPLC for a number of years. Kristie from Shawano and Dale from Brown County are both on the steering committee. At an August 5 update, it was learned that the $15,000 platform fee will be waived if magazine titles are selected by September 30. There is discussion about the creation of new logo. Andi Coffman from WiLS will be the liaison instead of Bruce Smith. Bruce is working with six systems on their strategic plans. The question was raised whether the librarians want regular reports from WPLC and the steering committee (notes from Kristie and Dale) on the NFLS website, or by email. It was decided by the group that there would be e-mail first, with a link to WPLC website on the NFLS website. This magazine offer was neither in the WPLC budget nor on agenda of the last WPLC meeting, but we’re happy for the decision of WPLC to go in this direction.

1. **Special Needs Survey and Plan Update.**

The current plan expired in 2014. Meeting the needs of special needs library users takes much time and effort, with a small number of beneficiaries. There is a lack of understanding on how to serve local special needs. NFLS is asking for member library help in developing a survey of local needs, identifying each of our libraries local special needs. Special needs users can include the elderly, low income, handicapped, pre-K, incarcerated, health issues, autism, ESL, ADHD, deaf, blind, etc. There was a presentation by Tessa Schmidt from the DPI at our meeting in May 2015. How do we identify those who aren't using our services? Are there other systems that have surveys in place? This is the first time planning grants have been available. Sue Lagerman from Brown County will ask for input from staff familiar with special needs. Becca from Door and Kymberley from Oneida will assist in developing a survey.

1. **Schedule a Special Meeting Review the 2016 Proposed Budget.**

It was decided that a special meeting to discuss the budget will be held Sept. 30th at 9:30.

1. **Meeting Format/Topics Discussion.**

Meeting format and topics discussion will be tabled until the next regular meeting

1. **Open Forum Issues and Concerns.**

 Joan from Oconto Falls talked about community cards, which allow a 3 item checkout, no ILL, and is a patron type 3. They make up a card and mail it to the user. If it comes back, then it’s not a good address. These cards are used for homeless shelter residents and teen parents who want items for babies without a parent signature.

 John mentioned that the Roundcube webmail link can be found at the footer on bottom of every NFLS page.

 Mark said that our accounting firm recommends reducing our budget to make sure we have a $70,000 reserve. We should also build the reserve up to several hundred thousand dollars. Our reserves have been depleted due to a 10% cut four years ago, with no increases since then. There was a general discussion about the NFLS budget.

 Becca from Door asked a question about the OWLS/NFLS automation agreement extraction fees. Mark noted that if you pull out of the circulation system, you will incur the cost of extracting your records. Menominee's extraction cost nothing, but they may pass along something if someone else extracts from system and it costs the OWLSnet system to do so. There is no change in the member agreements, and Mark and a NFLS Board committee are working with Gerri and an OWLS Board committee to update the system agreements. In particular, there will be clarifications about ` governance, budget, and making the decision making process clearer for all member libraries.

1. **Adjourn Meeting.**

The meeting adjourned at 11:50.

 Kymberly Pelky, Recorder