

**Notes of NFLS Librarians Advisory Meeting
May 13, 2015 - Green Bay, WI**

Present: Becca Berger, Joan Denis, Sue Grosshuesch, Kristie Hauer, Jennifer Thiele

Web Attendee: Nicole Lowery, Amy Peterson, Kay Rankel, Stephanie Weber

Excused: Amanda Burns, Wendy Spice

Absent: Maria Escalante, Rita Schiesser, Lou Williams

Also Present: John Kronenburg, Jamie Matczak, Mark Merrifield, Anne Miller, Kristin Tenor

1. **Introductions.** The meeting began at 9:33 a.m., and introductions were made.
2. **Agenda Revisions.** None were made.
3. **Wednesday, February 11, 2015 Notes.** No changes were made.
4. **Nicolet News.**

Jamie –

- The *Maintaining Constructive Relationships* workshop will be held at the Door County Public Library on Thursday, May 14, 2015. Stephenson Public Library, Marinette, hosted a workshop on databases on April 17, 2015. Jean Anderson, CE Coordinator - South Central Library System, conducted the workshop.

Jen Thiele arrived – 9:38 a.m.

- Jen commented that the workshop went well and that it was nice to have everyone in one location for the training. Jamie stated that she likes the regional format. Another regional workshop will be held in Shawano in the fall.

Brian Simons arrived – 9:42 a.m.

- Wisconsin Trustee Training Week (WTTW) will be held August 17-21, 2015. There will be four speakers presenting webinars on topics relevant to both trustees and library management. There will also be an online panel discussion which will allow participants to submit questions pertaining to how Wisconsin library systems function. The panelists will be Mark Arend, Assistant Director, Winnefox Library System; Krista Ross, Director, Southwest Library System and John Thompson, Director, Indianhead Federated Library System. All webinar sessions will begin at 12:00 p.m. Registration will be accessible via the Wisconsin Trustee Training Week website, which Jamie will have live by early June. The website will also include a tutorial on how to register. Jamie demonstrated the tutorial to those present. The Winnefox Library System is currently designing the WTTW brochure. Brochures will be distributed to the NFLS trustees at the upcoming June board meeting, as well as to the member libraries. Sixteen library systems will sponsor the WTTW program this year. There has been favorable response to the online trustee training format. WTTW will continue in 2016, with Jean Anderson as organizational lead.
- Jamie distributed the tentative Summer/Fall CE schedule. Jamie highlighted the *Poverty Awareness through Library Engagement* workshop being held on Tuesday, October 13, 2015 at the Shawano City-County Library. This workshop is open to all member librarians. NFLS and the Wisconsin Valley Library System collaborated on the Youth and Special Services System CE Support Project Grant, which if awarded will help fund this workshop. However, Jamie noted that the workshop will occur even without grant funding. On October 20, 2015, NFLS and NEWIL will co-sponsor the *NEWIL Super Symposium*. The workshop will include both a webinar discussion, as well as a panel discussion about the challenges faced by multi-type libraries.
- NFLS will pilot the 2015 NFLS Support Grant. Guidelines and application materials were distributed. There will be two \$300 grants awarded to library support staff members so they may attend an event or conference to further enhance their learning. Due to budget constraints, many libraries are unable to fund attendance to these events for their support staff; however, there are many support staff members who would welcome the opportunity. The deadline for

applications is June 30, 2015. Grants will be awarded by July 10, 2015. One grant requirement is that the applicant conduct a 30-minute webinar training based on what was learned during the applicant's experience and how he/she will apply that knowledge to his/her library environment. Jamie stated that she would assist the applicants with organizing the webinar, if desired.

- The 2016 Wild Wisconsin Winter Webinar Conference will take place January 20-21, 2016. The logo has been extended another three years. A Youth Services track is being considered as an addition to the conference. All sessions are recorded; therefore, participants would be able to view webinars from both tracks.
- Jamie attended the Computers in Libraries Conference (CIL) in Washington D.C. at the end of April as a conference blogger. She blogged fourteen sessions during the conference. Links to the blogs are available via NicBits. Jamie will email the link to the librarians.
- This summer, Jamie will be teaching a class at the School of Library and Information Sciences (SLIS), UW-Madison on creating a library marketing plan. The class is already full and there is a significant waiting list. Jamie stated that she would be willing to create a webinar series based on the class for NFLS member librarians. She was encouraged to do so.

Kristin –

- Kristin reminded the librarians to continue sending in phone bill copies for E-rate purposes.

Anne –

- Anne stated the ILL Department is currently reviewing the results of the WiLS Strategic Planning Survey.

John –

- John reviewed the Wi-Fi network access guidelines for NFLS office visitors.
- Librarians are encouraged to send any electronics equipment they would like recycled to NFLS. John will wipe the hard drives before the items are recycled. There is no charge for monitors as long as they are matched to a PC.
- Please notify John and/or OWLS when your library has an unscheduled closure. Mark suggested that the closure procedure be reviewed with OWLS at the upcoming AAC meeting on Friday, May 15, 2015.
- John noted that the cost of new HP computers remains at \$595.00. Please contact John if your library is interested in purchasing a computer. John encouraged the librarians to maintain a regular replacement schedule. Please contact him if you'd like a report on the age of any current computers owned by your library.
- NFLS has a magnetic eraser. If you have any tapes you'd like erased, please send them to NFLS.
- John attended two tech conferences in early spring and would like to share the information with the libraries. John discussed the possibility of creating a tech blog, similar to NicBits.
- Cable locks are still available. Cable locks deter patrons from unplugging the network cables. Please let John know if you'd like to order cable locks for your library.

Mark –

- Mark stated that Kymberley Pelky has been appointed as NFLS' Youth Services Liaison. She will attend both the special services and youth services meetings. Kymberley will also meet with Mark and Jamie on a quarterly basis. Jamie stated that she will continue to organize programs such as the Summer Reader Program, etc; however, it is beneficial to have someone working in the library environment available to assist in developing youth and special needs programming.
- Mark announced that Terrie Howe's mother passed away.
- Mark received a letter from the Wisconsin State Historical Society encouraging libraries and other non-profit organizations to include special collections preservation to their missions. Mark will send an email to the librarians with more information.

- The Association for Rural & Small Libraries (ARSL) has three conference scholarships available for their upcoming conference being held October 1-3, 2015 in Little Rock, Arkansas. They are the Dr. Bernard Vavrek Scholarship; the Founders Scholarship; and the Ken Davenport Scholarship. More information and application materials can be found at the ARSL website: <http://arsl.info/annual-conference-awards-calendar/award-scholarship-info/>. Jamie will be speaking at the conference.
- Applications are being accepted for the 2015 Youth Services Development Institute until Friday, May 29, 2015. This opportunity is designed for youth services staff who have no graduate degree in librarianship and/or work in a rural library environment.
- Mark will be attending the AAC meeting on Friday, May 15, 2015. Mark would like input from the NFLS librarians about which databases their libraries find useful and would like the topic to be discussed at the AAC meeting.
- COLAND will be meeting at West De Pere High School on Friday, May 15, 2015. The meeting is open to the public.
- Mark stated that OWLS is currently working on its strategic plan, in partnership with the Winnefox System. The systems are also utilizing Bruce Smith, WiLS, as consultant. NFLS will also be part of this planning process, since NFLS and OWLS share services.
- Mark and Gerri Moeller will be meeting to review the NFLS/OWLS system agreement. Contracts with member libraries are due to be renewed as well.

5. **Open Forum Issues and Concerns**

- Joan Denis inquired as to whether the other NFLS libraries back date items dropped off after hours. Oconto Falls currently charges a late fee for such items. Both Lakewood and Lena back date items as long as they are in the drop box before opening. Other libraries charge a late fee and feel the end of the day is appropriate.
- Joan also commented that Oconto Falls Genealogical Society has a scan day coming up. The society is working on the digitization of the Oconto Falls newspapers up to 1923.
- Joan also reported that Oconto County is in the process of strategic planning and has been informed to expect cuts in library funding. Forty-five percent of county library funding is based on circulation; however, no library is held harmless. As a result, library budgets may be frozen.
- Becca Berger commented that Door County is interviewing candidates for county administrator.

6. **WPLC Update.**

- The WPLC annual meeting was held on Wednesday, May 6, 2015. Discussion included WPLC participation in the Digital Public Library of America (DPLA) by creating a service hub for Wisconsin. Access to the Recollection Wisconsin portal would be expanded by partnering with DPLA.
- The WPLC Steering Committee has been very busy. The 2016 Buying Pool will be 1 million dollars. Nicolet's portion will be slightly less than last year. WPLC would like to attribute more funding toward magazines and audiobooks and eliminate collecting entertainment media materials. In 2016, WPLC will also pilot a small Spanish collection. There continues to be debate as to how to handle high demand items within the collection.

7. **NFLS Strategic Planning Update.** Mark distributed a copy of the *NFLS Planning* document. The document was created based on the discussions between Bruce Smith (WiLS) and the NFLS librarians, board and staff. Five "Identify" items were highlighted in the document. Mark stated that he would like to meet with the librarians to further discuss these items in an effort to better understand the needs of the member libraries. The librarians agreed to meet on Tuesday, June 2, 2015 – 1-3 p.m. at the NFLS office. The NFLS board and staff will meet on Tuesday, May 19, 2015 to review the progress of the strategic plan, as well as to develop mission and vision statements. An agenda for the meeting was distributed.

- LEAN Study/COLAND Task Force Update. Brian Simons commented that the basis of the LEAN Study was to measure system services based on performance, time, cost, etc. to determine how services could be redirected and/or consolidated. A steering committee is being formed to help review/redesign the current system services. The steering committee will be comprised of volunteer members from a variety of library sizes and regions, as well as members of the LEAN Study and COLAND work groups. Service work group committees will also be formed to work on the implementation of the COLAND initiatives. Implementation is scheduled to occur from July 2015 through June 2017. Brian encouraged the librarians to recommend anyone who may be available to serve on either the steering committee and/or service work group committees. Interested individuals can contact either Brian or John De Bacher (WI-DLT).

8. **Discuss the 2015 Serving Special Populations Planning Grant.** NFLS has been awarded a 2015 LSTA grant in the amount of \$1000 to be spent toward special needs planning. Tessa Michaelson-Schmidt, Public Library Youth and Special Services Coordinator, will be working with NFLS during this planning process. Mark reviewed the goals and objectives as listed on the LSTA grant application. Among the goals are development of an autism resource listing, as well as collaboration with Options for Independent Living staff to identify relevant adaptive devices that would be beneficial for member libraries to acquire as needed. Mark stated that the librarians will need to meet approximately 3-4 times within the next six months to help identify the needs of the NFLS special needs population. “Go-to-meeting” access will be available for the meetings.

9. **Discuss Online Databases.** Mark met with two EBSCO representatives to discuss the online magazine database Flipster. He was impressed with the demo and will email a copy to the librarians for viewing. Mark asked the librarians if there were any online databases that they find particularly useful and/or would like to further explore. Reference USA, Reference A-Z, and Mango were all mentioned. Brian Simons stated that Brown County may discontinue Freegal, since free music streaming options, such as Pandora or Spotify, exist. Mark would like to discuss online database interests at the next AAC meeting.

10. Other Information to Share.

- Kay Rankel commented that the Gillett Community Center will have an open house on Saturday, June 13, 2015.
- Joan Denis stated that Oconto Falls had trees removed from the property in back of the library. The trees were obstructing the view of the river. During the removal process, it was discovered that the property is owned by the WI DOT.
- Brian Simons stated the Brown County Library has converted three existing windowed office spaces into study rooms or “Think Tanks.” The “Think Tanks” are free to the public; however, must be reserved ahead. Thus far, they have been well received by patrons.
- Brian also stated that the 3rd floor office space still remains vacant; however, there has been outside interest. There has been discussion of possibly using the space to create a business accelerator program.

11. **Adjourn Meeting.** Meeting was adjourned at 12:33 p.m.

Kristin Tenor, Recorder