

Notes of the NFLS Librarians Advisory Meeting
April 15, 2016
NFLS Mtg. Room, 1595 Allouez Ave., Suite 4, Green Bay, WI

Present: Becca Berger, Joan Denis, Amanda Burns, Amy Peterson, Jennifer Thiele, Kristin Laufenberg, Kristie Hauer, Brian Simons

Excused: Stephanie Weber, Sue Grosshuesch, Jill Trochta

Unexcused: Kay Rankle, Maria Escalante, Nicole Lowery

Also Present: Holly Handt, Jamie Matczak, John Kronenburg, Mark Merrifield, Megan Theys

1. **Introductions.** The meeting began at 9:37 a.m., and introductions were made.
2. **Agenda Revisions.** None were made.

3. Updates from Staff.

Jamie

- Spring events: The “Can’t We All Just Get Along?” presentation in Marinette last week went well and was well received by the staff. Next week, the CCBC workshop will be held in Neenah on Friday (April 22) and in Door County on Saturday (April 23). There will be a poverty awareness presentation in Door County on May 12. Anyone is welcome to attend. The poverty awareness presentation is the last workshop for the spring series.
- Jamie is working on the fall schedule. In addition to webinars, the tentative schedule includes:
 - a) A Brown County workshop by Sally Ijams about hospitality on September 16.
 - b) A Milwaukee bus trip to Tippecanoe library (which was just renovated), the main Milwaukee branch, and Cedarburg Library on September 29. Lunch is on your own. Manitowoc Calumet Library System and NFLS will cover the bus fee.
 - c) A grassroots meeting on October 4.
- Because Wisconsin Valley Library Services (WVLS) has been piggybacking on so many NFLS CE events, they created a partnership with NFLS. WVLS will be funding Jamie’s attendance at the Massachusetts Library Association conference next month. Jamie will be blogging along the way and will be on the lookout for potential speakers.
- The support staff grant deadline has passed. Two people from Algoma applied for the grant. Kristin Laufenberg asked if the deadline could be extended, but Jamie already awarded the money.
- Bouncin’ Bus promotional material will be sent out today. Reminder: the library will need two responsible volunteers to help with bus on the day of the event.
- Jean Anderson, the South Central Library System CE consultant, is working on the Trustee Training webinars. They are tentatively set for August 22-26. The recordings are still available from last year’s programs. The Wild Wisconsin Winter Webinar is tentatively set for Jan 25 and 26 for next year.
- NFLS is working on a 40th anniversary brochure. Graphic designers are available through Jamie for small projects if you want (brochure, logos, posters).
- If you’ve heard of any good CE speakers, let Jamie know.

John

- It has been decided that only a few staff computers will be updated to Windows 10 (rather than all computers in the system) because Windows 7 will be supported until 2020. When a new computer is ordered, it will have Windows 10 and by 2020, most computers will have been replaced. Staff members will need to do the upgrades themselves. Directions have been sent out. Amy Peterson has done the updates. She said the directions are good but it takes time (about 2.5 hours) to do the complete upgrade.
- Upgrades are being made to SAM 10. John will contact the libraries individually a few days before to prepare--public computers can't be used during updates, and possibly no WiFi either.
- A new model of computer is out (H.P. G2). Any new computers purchased will be this model. There are no major changes in this model. It costs \$594.83.
- There has been interest in wireless printers. A PrinterOn representative hosted a webinar that included John Kronenburg, and Marinette and Shawano staff. Kristie Hauer said there are so many options it can be confusing. Brian Simons said Verona uses PrinterOn where patrons pay at desk. This would work at Shawano but Marinette was not sure it would work because they would have to find a different coin machine. There was confusion as to whether or not the Jamex brand machines were compatible. Becca Berger is interested in a presentation on this. John will get in contact with presenter for Becca. It costs about \$595 a year for one printer with a startup fee of about \$695. BCL is also looking into it, but currently has some other printer issues they are working through.
- John bought a new wireless projector adapter gadget libraries can check it out to use. Just connect the USB to the laptop and the USB wirelessly connects a receiver which connects to the projector, thus eliminating the need for the video cable connecting laptop to projector. It does take time to upload software on the computer so it was suggested to upload the software the day before, not right before presentation.

4. NFLS Personnel Changes.

- Anne Miller was terminated as an NFLS employee effective March 18, 2016. The position of Resource Sharing Coordinator will be eliminated. Anne's duties have been absorbed by Holly Handt in Delivery and Megan Theys in ILL.
- Mark Merrifield has made a proposal to the Personnel Committee to create a position of Associate Director/CE, which would be filled by Jamie Matczak. Anne had been second in command at NFLS, but since she has been terminated Jamie will be second in command with her new position.

5. NFLS Strategic Plan Progress Report.—NFLS is making progress on the Strategic Plan. As we move forward, we are finding that we need to revise some dates, but definite progress is being made.

- **Resurveying ILL Questions (Goal II A 1,2,3)**—Bruce Smith gave surveyed the NFLS librarians for the Strategic Plan. Mark needs to know what ILL training needs the librarians have, particularly for WISCAT. We can get training and support from RL&LL. Contact Megan if you have a specific ILL or WISCAT training need.

- **Web Support Committee (Goal III A 1)** -- InMotion Hosting is one of the cheaper domain hosting services available. Domain registration is good for a year. Mark said what is really needed are options for website support. He would like to form a web design committee to discuss and bring these ideas to NFLS. Mark is asking for people to volunteer to be part of this committee. Think about it; he will send out an email.
- **Local Library Advocates (Goal IV A 3)** Libraries need advocates at the local library level to be a contact point. Mark will be contacting the libraries with information on what qualities a local advocate would need. The person doesn't necessarily have to be on the library board. The purpose of the local advocate will be twofold: to be a point of contact that informs the local library what's happening at the state and national levels, and to bring up local issues of the libraries to the state legislature. The network between the state legislature and local libraries needs to be built. Mark will contact some people he knows to find a model of a good legislative network (he knows someone in Pennsylvania). Then he will present this information to the librarians' advisory committee. This is a good year to do it because the next state budget is coming up. This plan should be in effect by next year. Kathy Pletcher is still a WLA legislative co-chair; Kris Adams-Wendt is no longer a co-chair.

6. Discussion of a Proposed New NFLS Staff Position.

- The Resource Sharing Coordinator position has been eliminated and a new position will be created.
- NFLS staff and the librarians present discussed and determined the new position should include the following skills/experience: web design, provide website assistance to the libraries, have an understanding of website creation/maintenance, be comfortable doing social media, and be able to train others/libraries on web programs. The position will not require an MLS. An associate or bachelor's degree would work. It will be a full time position. The person will also be trained in ILL.

7. Demonstration of the new "1000 Books before Kindergarten" app by Angela Meyers, Bridges Library System (@30 min.)

- Angela had worked with this program for several years before creating the app version. The app version was first launched in April last year. All her libraries use it, but the paper and pencil version is still available and used by some patrons. Patrons can transfer info from paper version to app. In the year since its launch, she has made modifications and is currently launching Phase II of the app. She wanted to open it up to other systems. The buy-in cost is \$850. The Phase II features include: patrons being able to add the same book multiple times, email the book list to themselves, and share the achievements on Facebook. Can add up to five children (under the age of five) to an account. South Central, Indianhead, and Lakeshores are partnered with Bridges on this already, and Arrowhead is working on it. If NFLS opts in, the app would be available for use by fall. Angela is first level tech support--she can answer most questions. Jamie handed out screen shots of the app. NFLS librarians will discuss it and get back to Angela. After the demonstration, the librarians present demonstrated a strong interest in the program.
- Discussion of other apps--Boopsie and a desire for an InfoSoup app.

8. Wisconsin Public Library Consortium.

- **Steering Committee Update.**—NFLS checks out high numbers of periodicals in OverDrive—the second most in the state behind South Central. The suggested system share will be looking at usage and NFLS will be paying about \$5,000 because of its high usage. NFLS has a database budget where this money will probably be taken out from. OverDrive is being well used by NFLS patrons. Kristie Hauer said that they will be meeting at WAPL. New budget timeline-systems should receive their cost share earlier in the year so libraries have more time to prepare budgets. A new website should be coming soon. There are 1.6 million active holds in OverDrive as of yesterday. The Steering Committee is looking at options for minimizing that number. It was clarified that the records on OverDrive arrive when a book is released, so the item can't be put on hold before the book is available. Many of the items on hold are the new and popular items. John posed the question of what is shown on the first page of OverDrive (was it the new and popular items or is it organized some other way?). The answer is unknown and is something to be looked into. There was a discussion on if patrons are canceling their requests if they no longer need the item. Audiobook usage has increased. Music and DVDs are available on OverDrive, but have low usage so the committee is not looking at buying new ones.

9. Public Library System Redesign Project Update.

- Systems have completed the surveys sent out by PLSRP. Jamie is in the CE Work group, Jennifer Thiele is on the Chapter 43 group, and Emily Rogers (of the Brown County Library) is on the ILL group. This project has only just started. There will be a town hall welcome at WAPL. After WAPL is when the next steps will happen for the groups. Jamie will continue to send out updates.

10. Open Forum Issues and Concerns.

- The Oconto Falls roof is finished.
- Jamie is teaching a social etiquette class this fall (2 weeks). She will cover personal and professional life in social media.

11. Adjourn Meeting.--Meeting adjourned at 12:28.

Megan Theys, Recorder