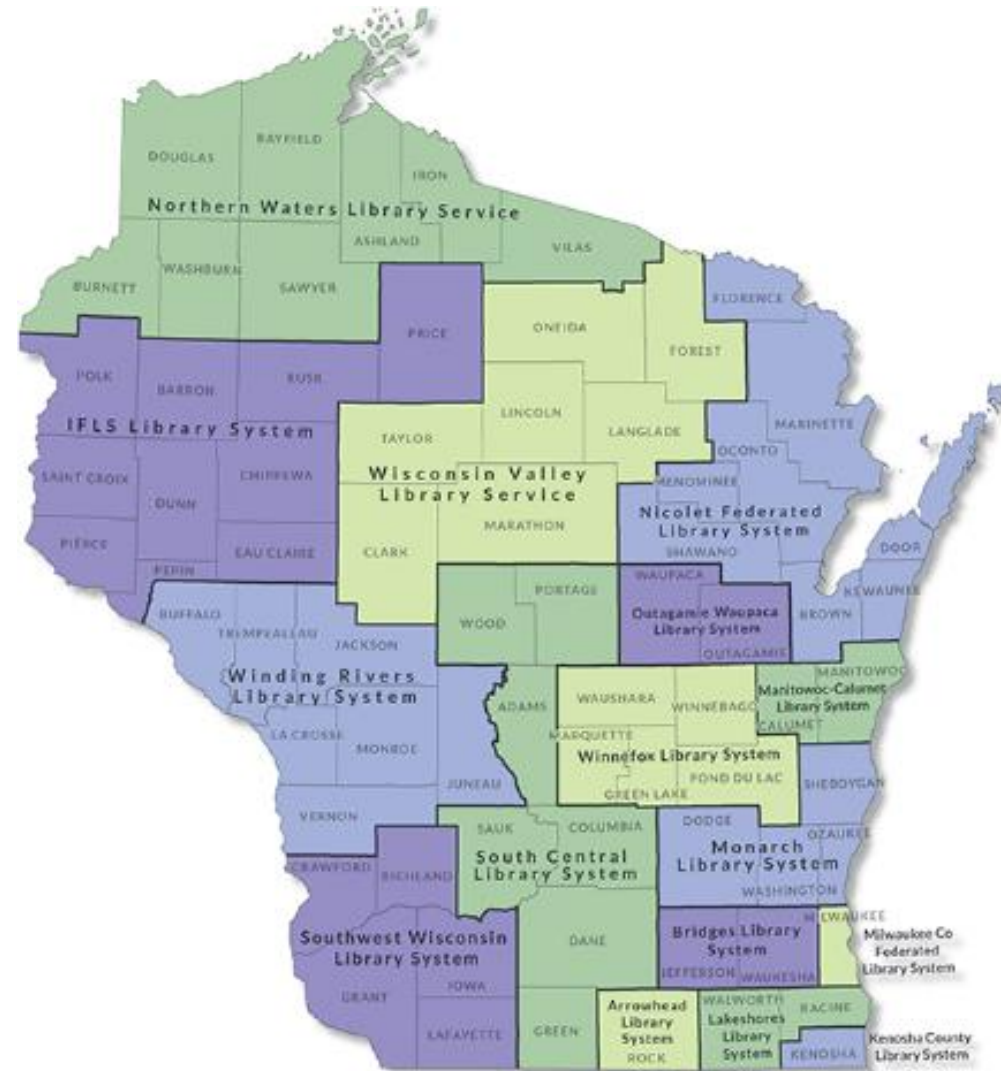


# Nicolet Federated Library System (NFLS)

Trustee Training  
February 2021



# NFLS – 1 of 16 Systems in Wisconsin



<b>System</b>	<b>2019 System Budgets</b>	<b>Counties</b>	<b>Libraries</b>	<b>Square Miles</b>	<b>Population Served</b>
Milwaukee County Federated Library System	\$ 2,855,319.00	1	15	241	949,885
South Central Library System	\$ 2,199,966.00	7	54	5,617	835,668
Bridges Library System	\$ 1,297,789.00	2	24	1,106	498,281
IFLS Library System	\$ 1,200,056.00	10	53	7,969	463,025
Monarch Library System	\$ 1,140,891.00	4	31	2,051	419,579
Nicolet Federated Library System	\$ 1,140,645.00	8	42	5,490	432,678
Winnefox Library System	\$ 944,892.00	5	30	2,585	328,402
Wisconsin Valley Library Service	\$ 908,691.00	7	25	7,606	282,176
Winding Rivers Library System	\$ 818,836.00	7	34	5,303	283,101
Lakeshores Library System	\$ 680,193.00	2	15	888	286,338
Outagamie Waupaca Library System	\$ 647,980.00	2	16	1,385	244,555
Northern Waters Library Service	\$ 564,347.00	8	28	8,318	151,402
Arrowhead Library System	\$ 467,820.00	1	7	718	160,096
Kenosha County Library System	\$ 425,230.00	1	2	272	167,487
Southwest Wisconsin Library System	\$ 387,543.00	5	28	370	138,745
Manitowoc-Calumet Library System	\$ 332,902.00	2	6	907	117,660

# Mission Statement

- NFLS provides member libraries cost effective and efficient **access to resources, support, and expertise**, resulting in vibrant community resources that better serve member library patrons.

# Summary of Goals/Purposes

- NFLS provides growth and development of member libraries through long-range planning and resource sharing between member libraries.
- NFLS also coordinates central support services (to avoid duplication of cost and effort of member libraries) and research and development of new services for member libraries so they can provide quality information and services to their communities.
- Each member library is funded and governed locally, but contracts with NFLS for the purpose of coordinating and strengthening services.



## DPI (Division of Libraries and Technology)

- Sets state budget and distributes funds to library systems
- Oversees libraries and systems to ensure compliance with state library law
- Supports public libraries and regional systems to ensure equitable access to library services



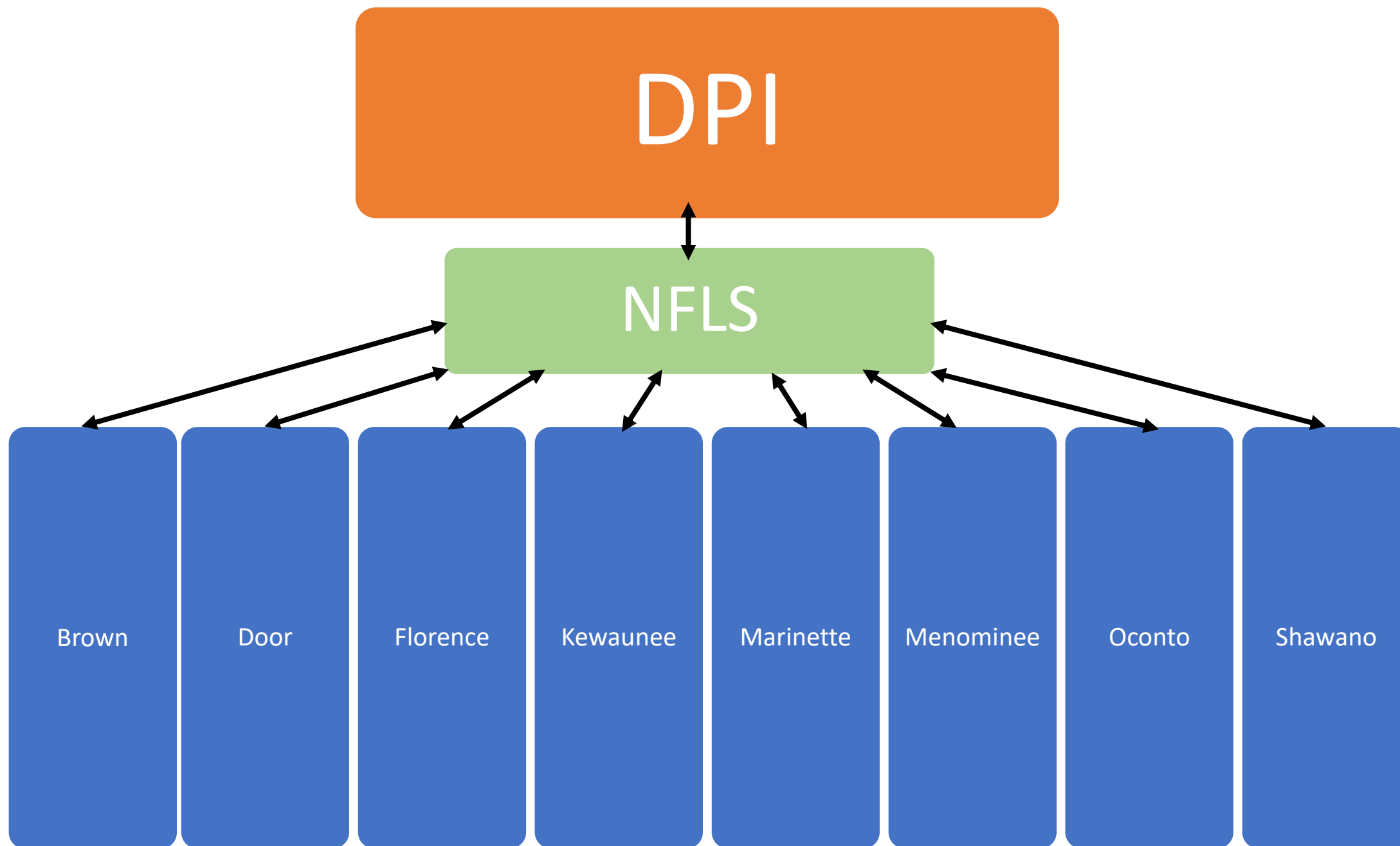
## NFLS

- Acts as an intermediary between DPI and member libraries
- Distributes state funding to compliant member libraries
- Aids member libraries in meeting state standards of service
- Provides technology and delivery services to libraries



## Libraries (from the Library Bill of Rights)

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.



# Who You Are

- The NFLS Board of Trustees is represented by members of each county it serves.
- Board representation is based on population.
- The Board is comprised of:
  - Eight (8) members from Brown County
  - One (1) member from Florence County
  - One (1) member from Door County
  - One (1) member from Kewaunee County
  - Two (2) members from Marinette County
  - One (1) member from Menominee County
  - One (1) member from Oconto County
  - Two (2) members from Shawano County



# Roles and Responsibilities of the Library System Board

- As a library system Trustee, you occupy a unique position in that you represent the library system, not just a particular town or county.
- In your role, you must consider the entire region served by the library system and the many libraries and users of this region.
- A public library system board has the same legal powers with respect to system-wide functions and services as a municipal library board has with respect to local functions and services.

# Roles and Responsibilities of Library System Board

- Library system boards have significant responsibilities for fiscal policy making, fiscal planning, and fiscal oversight.
- Effective Trustees should be willing to assume a leadership role in legislative lobbying or advocacy at the state and federal level.
- Like your counterparts at other service levels, you are policy-makers. As a Trustee, however, you cannot make policies for any individual libraries and you avoid any unnecessary interference with the autonomy of member libraries.

# Roles and Responsibilities of Library System Board

- Trustee Job Description
  - Provide administrative oversight for system personnel and finances
  - Enter into Intersystem and Member Library Agreements
  - Review and update Board Bylaws
  - Advocate for the Library System and Libraries
  - Attend library conferences, workshops and library educational opportunities
  - Work as a team member in support of library system services
  - Provide input on library needs and interests to help guide services to meet member library needs

# Roles of Board and Director

	Board	Director
Board Meetings	Review Agenda before meeting	Prepare agenda with Board President
	Study background materials	Prepare background materials
	Know Open Meetings Law	Know Open Meetings Law
	Support Board Decisions	Support Board Decisions
	Approve Minutes	Maintain meeting records
	Be an active participant	Act as technical advisor
Planning	Provide input on library needs	Solicit library input

Source: John Thompson, Director of IFLS

# Roles of Board and Director

	Board	Director
Personnel	Hires/evaluates Director	Hires/evaluates staff
	Approves Wages	Recommends wages
Budget	Approves Budget	Drafts Budget
	Approves Expenditures	Expend Budget
	Approves Financial Report	Prepares Financial Report
Policy	Approves New Policy	Reviews policy examples and relevant laws prior to drafting new policy
	Reviews Existing Policies	Reviews Existing Policies

# Roles of Board and Director

	Board	Director
Advocacy	Supports the Library System and library issues	Informs the System Board on library issues and law
	Attends Library Legislative Day	Attends Library Legislative Day
	Attends Candidate Forums	Networks with legislators
	Contact legislators via letters, emails or phone calls	Prepares/shares talking points

# Wisconsin Library Law

- Chapter 43 of the Wisconsin Statutes
  - Contains the laws that govern Public Libraries and Library Systems
- Wisconsin Statutes are available in print and online in PDF format <http://legis.wisconsin.gov/rsb/Statutes.html>.
- A searchable database is also available at <http://legis.wisconsin.gov/rsb/stats.html>.

# Wisconsin Library Law

- Chapter 43 Outline:
  - Overview
    - § 43.001, 43.01 – Provides the legal basis and rationale for the library laws.
    - § 43.03, 43.05 – Provides the duties of DPI and the State Superintendent.
    - § 43.07 – Provides the duties of Council on Library and Network Development (COLAND). COLAND currently is overseeing the Public Library System Redesign (PLSR).
  - Certification and Standards
    - § 43.09(1) – Provides the certification requirement for librarians.



# Wisconsin Library Law

- Chapter 43 Outline:
  - Public Library Systems and State Funding (State Aid)
    - § 43.13 – Provides requirements for establishing a library system.
    - **§§ 43.15, 43.17 – Provides requirements that library system must meet in order to function. If system fails to comply with these requirements, NFLS will lose state funding.**
    - § 43.16 – Outlines duties of Resource Libraries. Brown County is the Resource Library for NFLS.
    - **§ 43.24 – Provides the formula to determine the amount of funding (state aid) a library system will receive. This is the amount of revenue NFLS receives every year from the state. This is the only source of revenue for NFLS.**

# Wisconsin Library Law

- Chapter 43 Outline:
  - County Planning and Funding:
    - § 43.11 – Outlines the creation of a county-wide library planning committee and their duties and powers.
    - § 43.12 – Details the formula for cross-county payments for services provided. NFLS makes payments using the formula per our Intersystem Agreements.
    - § 43.64 – Outlines the power of the county to levy taxes to pay for library services.

# Wisconsin Library Law

- Chapter 43 Outline:
  - Types of Public Libraries, Powers and Duties:
    - §§ 43.52, 43.54, 43.58 - Municipal Libraries
    - §§ 43.53, 43.54(1m), 43.58 - Joint Libraries
    - §§ 43.21, 43.57, 43.58 - County Libraries and Library Services

# Wisconsin Public Library Standards

- Latest version developed by DPI in 2018
- Voluntary program is a self-evaluation tool to encourage the ongoing development of quality library service in the state by providing public libraries with a tool to identify strengths, recognize areas for improvement, and assist libraries in gaining community support.
- Three Service Levels
- Full text of the standards can be found at:

[https://dpi.wi.gov/sites/default/files/imce/pld/pdf/wisconsin\\_public\\_library\\_standards\\_6th\\_edition\\_2018\\_final.pdf](https://dpi.wi.gov/sites/default/files/imce/pld/pdf/wisconsin_public_library_standards_6th_edition_2018_final.pdf)

# Statutory Requirements of All Legally Established Public Libraries in Wisconsin

- Legally established and maintained under Chapter 43 (page 5)
- Governed by a legally appointed and constituted library board (page 5)
- Library board has exclusive control of the expenditure of all monies (page 5)
- Board hires and supervises a director, approves job descriptions, and sets rates of pay (page 5)
- Files annual report to DPI (page 5)
- Provides residents with free access to tax-supported public library services (page 5)
- The library board reviews and approves bills (page 6)
- Complies with Wisconsin laws such as open meetings, ethics, and public records (page 6)
- Complies with federal laws such as the Fair Labor Standards Act (page 6)
- Makes reasonable accommodations per ADA (page 6)

# Public Library System Membership Requirements

- Located in a county that participates in a library system (page 7)
- Director at the library at least 10 hours/week while the library is open, less leave (page 7)
- Authorized by the municipality to participate in the public library system (page 7)
- Written membership agreement to participate in the library system (page 7)
- Director appropriately certified (page 7)
- Open to the public at least 20 hours each week (page 7)
- Annually spends at least \$2,500 on library materials (page 7)

# Upcoming Trustee Training

- April Board Meeting
  - PLSR Update
  - NFLS Constitution & Bylaws
  - Robert's Rules of Order
  - Open Meeting Laws
  - Public Records Laws