

**Notes of NFLS Librarians Advisory Meeting
February 11, 2015 - Green Bay, WI**

Present: Becky Bartell, Becca Berger, Amanda Burns, Joan Denis, Sue Grosshuesch, Kristie Hauer, Sue Lagerman, Amy Peterson, Jennifer Thiele, Stephanie Weber

Web Attendee: Nicole Lowery, Kay Rankel, Rita Schiesser

Excused: Maria Escalante

Absent: Lou Williams

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

1. **Introductions.** The meeting began at 9:34 a.m., and introductions were made.
2. **Agenda Revisions.** None were made.
3. **Wednesday December 3, 2014 Notes.** No changes were made. The minutes were approved.
4. **Nicolet News.**

Jamie –

- Jamie distributed a handout of the 2014 and 2015 attendance numbers for the Wild Wisconsin Winter Webinar Conference (WWWWC). Attendance nearly doubled. Average attendance for 2015 was 164 per session. The session recordings are currently available on Vimeo and can be accessed on the WWWWC website via the following link <http://www.wildwiscwinterweb.com/recordings-slides-hand-outs.html>. Thus far, there have been 518 total views with an average of 51 per session. Webjunction listed the conference on their website, resulting in a number of out-of-state libraries in attendance, as well. Some of those libraries have been in contact with Jamie regarding how to set up a similar conference in their own state. Overall feedback from the conference has been positive. Jamie plans to continue WWWWC in 2016.
- The Summer Reading Program Workshop is scheduled for Friday, February 20, 2015 at the Kress Family Branch Library. Rob Reid will be the morning speaker. Kathy Prestidge will also give a 20 minute snippet of her Summer Reader Program performance.
- NEWIL has developed a new website: <http://www.newil.org>. If one goes to NEWIL tab on the NFLS website, one will be directed to the new site. NEWIL President Karen Eckberg and Jamie collaborated on the website design. Grant forms and job postings can be found on the new website.
- Jamie distributed a handout of the *What's Going On – Spring 2015* schedule. Jamie noted that the *Signature Events for Small Libraries* webinar with Cassie Guthrie on March 18th is a rescheduled event from September 2014. The CCBC meeting will be held in Appleton again this year. Also, regional workshops will be held both at Stephenson and Door County Libraries – *Decoding Databases* at Stephenson; *Maintaining Constructive Relationships* at Door County. Anyone can register for these events. Jamie is currently working on organizing regional workshops to be held in Shawano and Oconto for the Fall.
- Jamie has been in contact with Kathy Pletcher, NFLS Board Trustee and Brown County Library Board President, about organizing another Trustee Training Week webinar conference for August 2015. Please let Jamie know if you have any feedback.

Anne –

- No interlibrary news to report.

John –

- John will be having the electronic recycler come in before the move to the new NFLS office. Please let John know if you have any items to be recycled. There may be a charge for disposal of monitors.
- Java should not be updated due to compatibility issues with Sierra. If the Java update was installed in error, please contact John so that he can fix the problem.
- A new network – Library – Public Network -- has been created for the laptops purchased by the libraries for public use. This network will be part of the wired public network; however, will not be limited to the 5 MB limit imposed upon patrons using wireless service via their own electronic devices. The new network will allow John access to work on the laptops remotely. Printing can also be set up via the network.
- Two Chrome books have been purchased for the Coleman Branch Library. Chrome books are less expensive than traditional notebooks and are geared toward the Internet. They do not include Office products; however, apps can be downloaded. The Chrome books will be part of the new network. Each patron will need to sign in to their own Google account for access. Libraries will need an administrative account. Patron accounts will be deleted after usage.
- Network cable locks are being purchased to provide a level of security against patrons tampering with the network cables and/or plugging their own devices into the network. The network cable locks are fairly inexpensive and will be added to all new computer orders. Please contact John if you'd like to order additional locks.

Mark –

- Mark commented that all are keeping an eye on the State budget. Statutorily, the Division is required to *"include an amount for public library services for each fiscal year of the fiscal biennium equal to 13% of the total operating expenditures for public library services"* [WI §43.24 (6)]. As in the past, the governor is expected to reject the 13%; however, flat-funded funds for library systems is the best that can be expected. Wisconsin Library Legislative Day will be held on Tuesday, February 17, 2015. At this time, the consensus is to wait and see how the next biennial unfolds. NFLS will continue to budget the same as it has over the past two years, while looking for ways to maximize cost efficiency.
- The Universal Service Fund will continue to provide funding for its fiber project in 2015. Funds will be made available to rural schools and libraries that have not already received an upgrade.
- The Universal Service Fund will eliminate E-rate reimbursement for standard phone/copper wire service over the next five years. Beginning with the 2015-2016 funding year, the percentage of reimbursement will decrease 20% per year until funding has been diminished. The Universal Service fund will still provide reimbursement for voice over IP and internet services; however, libraries would need to provide internet filters. OWLS does not currently filter its internet. The cost of providing filtering would negate the benefit of reimbursement.
- Brown County has hired Brian Simons as its new director. He will begin March 2, 2015. Mark, Jamie and Kristin met Brian at the 'Meet & Greet' session provided by the Brown County Library. Brian is originally from the Green Bay area, and it appears that he will be a good fit for the library.

5. Open Forum Issues and Concerns.

- Becca Berger commented that Rick Krumwiede has been acting as a consultant for OWLS during its transition.
- Brown County has taken legal action regarding the bill owed by OWLS for services.
- Joan Denis asked the librarians about their experiences with using the Meraki system. Oconto Falls Library is considering changing its internet service from Packerland, the current provider for the City of Oconto Falls, over to the OWLS Meraki system. The consensus was that there have been few issues with Meraki.

- Joan also asked the librarians about their experiences with the Wisconsin Summer Food Service Program. Recently, DPI sent an email regarding the possibility of libraries acting as distribution sites for the program. Sue Lagerman commented that Brown County has had success with the program and has cross-promoted it with their Children's programming. Children receive their lunch from the distribution truck, which is parked in the North lot, then eat their lunches outdoors. Other counties have had their local Y provide similar space.
 - Joan has a 4' cut-out of Otis the Tractor for anyone who would like it. Oconto Falls is remodeling its Children's Department.
6. **Annual Report Problems or Concerns.** Mark has been reviewing the Annual Reports that have been submitted to him. There haven't been too many questions from the librarians concerning the report. Some librarians have had questions regarding how to account for capital expenses. There was a discussion among the librarians concerning the ambiguity of the section concerning the attendance of Children's Programming and how one defines "unduplicated attendance." The suggestion was made to possibly bring this subject up at the Youth Services meeting.
 7. **Change Date of May 6th Meeting Due to WAPL Conflict?** The librarians decided to keep the Librarians' Advisory meeting on May 6th as scheduled.
 8. **NFLS Strategic Planning Update and Discussion.** Handouts of the *Strategic Planning Time Line* and *Explanation of the Shared System Planning Survey* were distributed. The Milwaukee County Federated, Waukesha County Federated and Winding Rivers Library Systems will take part in the strategic planning process simultaneously with NFLS. Each system will be provided with a survey beginning February 23, 2015. The survey will allow systems to share information based on common questions asked of each system. Each system will also be allowed to choose additional questions from the list provided by WiLS to survey both existing and potential services provided by the system. In addition, each system may collect data about specific concerns the library system would like to address. Overall, the survey should be approximately fifty questions. Data collected will then be used to begin the strategic planning process. The results of the survey will also be shared with the Division. The librarians reviewed the list of questions provided and chose those that they would like included in the survey. There was also discussion about potential added services that the librarians would like to see the system provide including the possibility of a travelling technology kit, as well as the development of a grantsmanship reference center. Mark will be meeting with Bruce Smith of WiLS to discuss the development of the survey and will keep everyone updated.
 9. **NFLS Office Move Update.** A blueprint of the new NFLS office space was displayed. The move is scheduled for March 14, 2015. NFLS will update the libraries as to any disruption in services due to the move. An open house will be scheduled in the Spring.
 10. **Surplus Office Supplies and Furnishings.** A handout of the *NFLS Surplus Supplies and Furnishings Available for Member Library Use* was distributed. Librarians were invited to view the items after the meeting. Mark noted that item pick-up is the responsibility of the party claiming the item. All items must be picked up no later than March 4, 2015.
 11. **Other Information to Share.**
 - Joan Denis asked whether anyone had information concerning Job Center library visits. The consensus was that Job Center outreach has been on the decrease. Suggestion was made to call the Job Center individually.
 - Amanda Burns will be participating in ILead. She and her teammates will be working on a project centered on Special Populations.
 - Kay Rankel commented that Gillett's Community Center project is going well. Building permits have been acquired and construction will begin soon.

- Amy Peterson stated that Lena is drawing closer to a joint Lena Town/Village Library. There has been huge support for the joint library.
- Becca Berger commented that Door County Reads is coming to a close. The book chosen was *Ordinary Grace* by William Kent Krueger. The book has been well received.

12. **Adjourn Meeting.** Meeting was adjourned at 12:23 p.m.

Kristin Tenor, Recorder