



GENERAL INFORMATION

Library System

Nicolet Federated Library System

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

The State of Wisconsin Demographic Services Center, which maintains and updates the 2010 census information for the state, estimates that the 2013 population for the area served by the System is 436,739. According to the breakdowns from the 2010 census (the latest figures available), 6,844 residents are African American, 15,217 are Native American or Alaska Native, 22,457 are Hispanic, and 8,277 are Asian/Pacific Islander, with "other" races totaling 3,413 residents. Of the eight counties that comprise the Nicolet System service area, only Brown County is considered an urban area, according to the Census Bureau. The System service area covers approximately 5,000 square miles. Brown County is the largest county in the system, with 251,495 residents. Menominee County and Florence County are the two smallest, with populations of 4,221 and 4,381 respectively.

There are approximately 220,127 registered library users in the System, which is just over 50% of the System population. In 2013, System member libraries circulated 3,724,094 items. This equals approximately 17 items per registered borrower, or just over 9 items per resident of the System area. NFLS member libraries added 102,310 volumes to their collections in 2013. Volumes owned, including books, audio, video and DVD titles were 1,105,954, or nearly 2.5 items per resident. During 2013, the NFLS ILL service handled 46,469 ILL requests either to or for NFLS and OWLS member libraries. All the NFLS member libraries have their usage statistics generated either from the Innovative Interfaces "InfoSoup" automation system of OWLSnet (the joint NFLS/OWLS automation system), or from Sirsi Dynix, the automation system utilized by the Brown County Library. NFLS and OWLS continue to work collaboratively on a variety of other projects benefiting their member libraries.

Describe significant needs and problems that influenced the development of this and other system plans.

The decrease in System Aids over the past several years has created a challenge for NFLS to continue to offer the same level of services that has been provided to its member libraries for some time. In addition, all NFLS member libraries continue to find their services stretched, having either minimal increases, no increases, or decreases in their budgets. Declines in book purchasing by the member libraries, coupled with increased demand by library users for library materials, continues to swell the number of items being shipped between member libraries to meet the demand. In 2013, 1,467,517 items were loaned among the member libraries in the OWLSnet consortium. The increased growth in borrowing since the migration of the NFLS/OWLS shared automation system to the new Integrated Library System continues to be a concern in regards to member libraries being able to sustain such growth, and the System's ability to underwrite the delivery costs

.NFLS and the Brown County Library continue to work together to improve the overall relationship between the two parties, including the role the Brown County Library plays as Resource Library for the system.

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

The NFLS Technology Plan was adopted by the NFLS Board in February 2014, and will be current through 2016.. A System Plan of Service was adopted in early 2012. This latter plan was developed with the assistance of the NFLS librarians, and will be current through 2015. In addition, a new Special Needs Plan was adopted in August 2012, which will be current through 2014. All current planning documents have been submitted to DLT. A strategic plan will be developed with the assistance of WiLS starting in late 2014, and will include the results of the SRLAAW systems discussions as well as the LEAN document developed by the Division.

NFLS continues to plan internally with its staff, and externally with member librarians as well as with NEWIL (Northeast Wisconsin Intertype Libraries) consortium members. NEWIL is the statutorily mandated multi-type consortium of public, academic, school and special libraries that is required of all library systems. NEWIL activities are coordinated by the NFLS CE Coordinator, who works with the NEWIL board to discuss cooperation, and to plan for continuing education activities for librarians throughout the System area.

The NFLS librarians meet quarterly as an Advisory Committee, to provide input to System staff on a variety of issues. In addition, the OWLSnet consortium members meet five to six times per year to discuss issues related to automation and the online services offered through the automation partnership to libraries in both systems (including the Brown County Library). Planning is continuous with both these groups.

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2015**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

- (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.
 - A copy of the agreement with a list of all members signing that it will be provided to the division by January 15.
-

Resource Library Agreement

- (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
 - A signed copy of the resource library agreement will be provided to the division by January 15.
-

Reference Referral, Interlibrary Loan, and Technology

- S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement.

- NFLS will continue to work with the Brown County Library by checking their current Sirsi-Dynix online automation system for materials not owned by NFLS member libraries, and requested by them via ILL.
- NFLS will continue to work with OWLS to provide cataloging and circulation services to the other NFLS member libraries that use the Innovative online system. NFLS and OWLS librarians will continue to be trained in the use of the "InfoSoup" catalog and associated products.
- NFLS staff will continue to work closely with the Brown County Central Library reference staff to fill subject requests (second level reference service) for other NFLS member libraries.
- NFLS will continue to use WILS and WISCAT resources in order to fill the ILL needs of NFLS member libraries and their users..
- NFLS will continue in its role as lead agency to assist with ILL for libraries in the system, and will be responsible for training NFLS librarians in how to use WISCAT.
- NFLS will continue to be responsible for handling all OCLC and Minitex ILL requests for NFLS member libraries.
- NFLS will continue to participate in the WPLC electronic books and digital audio/video projects.

Indicate new or priority activities relating to this requirement for the plan year.

- NFLS will complete all WISCAT follow-up training.from
 - An updated ILL FAQ will be made available on the NFLS website, and continued ILL training on WISCAT will be offered in 2015.
 - A reorganization of staff work flow and tasks, will continue into 2015, with a goal of streamlining ILL functions.
 - NFLS will work with OWLS, the Brown County Library, and member library staffs to respond to WPLC-related questions and problems related to using the electronic books and video collections..
-

Inservice Training

- S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

List ongoing activities related to this requirement.

- A wide variety of continuing education opportunities will continue to be offered to member libraries, library staffs, as well as to the Trustees of member libraries. Collaborative programs with OWLS and other regional library systems, as well as with NEWIL (North East Wisconsin Intertype Libraries) the multitype consortium, will also be offered. NFLS uses GoToMeeting and other webinar software to supply training in areas of library and technology skills.
 - On-call consultations by NFLS staff are provided to all member library staff and Trustees in the areas of general planning, building and space planning, Board governance, fundraising, "InfoSoup" catalog training, and financial management, to name just a few.
 - Librarian's Advisory Committee meetings are held quarterly and time is often allocated during these meetings for continuing
-

ASSURANCES (cont'd.)

education activities.

- NFLS provides continuing education funds for state, regional and national conferences to the staff of member libraries.

Indicate new or priority activities relating to this requirement for the plan year.

Additional webinars are planned for 2015, based on the success and positive feedback of the webinars offered in 2014. A full day series of 5 webinars planned by NFLS on a variety of topics, will be the third such "mini conference" of its type offered in Wisconsin, and it is being supported financially by a number of other library systems. This "Wild Wisconsin Winter Webinar" series has proven to be popular statewide.

Following the success of a week long one hour webinars offered to Trustees, a new series of brief webinars is also being developed by the NFLS CE Coordinator, and will be offered to Trustees statewide, with support being sought from the other library systems.

For 2015, targeted CE training will be offered regionally, to be delivered to library staff members to meet their specific local training needs. .

Delivery and Communication

S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement.

- Delivery service is provided to all member libraries by NFLS as a means of supporting resource sharing, as well as the automation collaborative with OWLS. NFLS maintains a contract with Waltco, with most libraries receiving five day per week delivery. All libraries receive at least three-day per week delivery depending on when they are open. The Brown County Library, which has its own separate Sirsi-Dynix automation system, maintains a separate contract with Waltco for delivery service between its branch libraries. NFLS supplements this with additional delivery service from Waltco, at a level that is equal to that received by the other NFLS libraries.

- NFLS has a contract with the South Central Library System to provide four-day per week delivery between Madison and the NFLS office in Green Bay. This enables NFLS to provide out-of-System materials requested by NFLS library users to those users in a timely fashion.

- NFLS has an arrangement with OWLS to provide e-mail access for all NFLS libraries participating in OWLSnet. The Brown County Library maintains its own e-mail system for the staff through Brown County government.

- Web development firms will continue working with NFLS and its member libraries.

- The NFLS website (<http://www.nfls.lib.wi.us>) provides links to information for the NFLS librarians as well as Trustees.

- Two electronic newsletters (blogs) are maintained by the Continuing Education, Youth, Special Needs and Public Information Coordinator. NicBits is sent out whenever there is general library news to share, and Little NicBits is sent out with information specifically targeting the children's librarians. These electronic newsletters focus on timely issues and concerns as well as news about what is happening in other System member libraries. As blogs, they also invite and encourage feedback, which is useful for planning purposes.

Indicate new or priority activities relating to this requirement for the plan year.

- A continuing priority for NFLS will be to upgrade and refresh the NFLS and member library websites. The NFLS website will provide links to library-related information based on the interests expressed by member librarians, as well as provide links to NFLS-related services and information. Web development firms will continue working with NFLS and its member libraries.

- NFLS will continue to use webinar technology to provide expanded opportunities for member librarians to meet together online and stay informed on a wide variety of topics. The GoToMeeting technology will be used to hold the "Wild Wisconsin Winter Web Conference" in February 2015. An all day series of 5 webinars on a variety of topics has been lined up, and is in the final stages of development by the NFLS CE Coordinator. Most other systems are pooling financial resources to underwrite this third all day webinar mini-conference held in Wisconsin. Use of webinar training has been growing, and will continue to be relied on, since the costs of the programs and corresponding travel expenses for attendees are significantly lower. In addition, more offerings can be made during busy times of the year, and planning around inclement weather is no longer a major factor.

- .

Service Agreements

S.43.24(2)(g) Service agreements with all adjacent library systems

A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.

ASSURANCES (cont'd.)

Other Types of Libraries

- S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
 - The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
 - Other types of libraries in the system area have had an opportunity to review and comment on the plan.
-

Library Technology and Resource Sharing Plan

- S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
 - Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
 - By January 1, 2015, the system's current plan for library technology and resource sharing will be submitted to the Division.
-

Professional Consultation

- S. 43.24(2)(h) Professional consultant services to participating public libraries.

List ongoing activities related to this requirement.

During 2014, the NFLS Director and staff consulted with all member libraries in a variety of topics. In some cases, NFLS staff provided one-on-one assistance or training to member library staff, while in other cases, the Director worked with the library Directors and Trustees. Some examples of assistance provided in 2014 include:

- Worked with the member librarians in Oconto County and the Oconto County Library Services Board to complete a revised Plan of Service to take into account Act 420.
- Worked with the member librarians in Kewaunee County and the Kewaunee County Library Services Board to complete a revised Plan of Service to take into account Act 420.
- Worked with the librarian at the College of Menominee, along with Division staff, to bring the public library (now operated by the College) into compliance with state statutes.
- Worked with the trustees of the Lena Public Library as they worked on creating a joint library between the Village of Lena and the Town of Lena.
- As building consultant for both NFLS and OWLS, the NFLS Director completed a space planning evaluation for the Black Creek Village Library.
- All member libraries – Provided technical assistance, computer purchasing assistance, and computer configuration and installation assistance.
- All member libraries — Continued to provide member libraries with e-rate filing services.

Indicate new or priority activities relating to this requirement for the plan year.

It is anticipated that the following issues and activities will be a priority in 2015:

- Work with the Marinette County Consolidated Library Service Board to develop a new Plan of Service that takes into account Act 420.
 - Continue working with the College of Menominee and Division staff to assist the College as it continues to integrate the Menominee Tribal Library services within the College Library.
 - Continue to provide technical assistance, computer purchasing assistance, and computer configuration and installation assistance to member libraries.
 - Work with the Manawa Public Library Board and staff on space and signage planning.
-

ASSURANCES (cont'd.)

Services to Users With Special Needs

S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

List ongoing activities related to this requirement.

- NFLS staff will seek outside funding for System-wide activities related to Special Needs.
- NFLS staff will identify sources of funding for member libraries, in order that they may seek financial support for local Special Needs activities and services. Such information will also be posted on the NFLS website and blog.
- NFLS staff will maintain current information on Special Needs issues and topics on the NFLS website.
- NFLS staff will attend and participate in meetings sponsored by DLT related to Special Needs.
- The NFLS Director, in his role as building consultant for both NFLS and OWLS, will work with any library needing assistance with building planning or collection reorganization to assure that handicap accessibility issues are addressed.

Indicate new or priority activities relating to this requirement for the plan year.

- NFLS and its member libraries will utilize a hoped-for LSTA Special Needs planning grant to develop a survey of member libraries on local Special Needs interests, and with the assistance of the Division, will incorporate the results into a new NFLS Special Needs Plan.
- Based on input from the member libraries and from NFLS staff, the NFLS CE Coordinator will identify, locate, and develop continuing education activities for member librarians related to Special Needs.

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Administration

- The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- The 2014 system audit will be submitted to the division no later than September 30, 2015.

Budget

A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2014 resource library contract.*

The Nicolet Federated Library System participates in several collaborative activities. These collaboratives include the OWLSnet automation partnership with the Outagamie Waupaca Library System (OWLS), The electronic books project through the Wisconsin Public Library Consortium (WPLC), and continuing education programs supported by other Wisconsin library systems.

Cost Benefit *For each activity above, list the activity name and estimated cost benefit realized*

Activity	Amount
1. WPLC	\$939,262
2. OWLSnet	\$809,381
3. CE	\$4,700
4.	
5.	

COLLABORATIVE ACTIVITIES (cont'd.)	
6.	
7.	
8.	
9.	
10.	\$ 1,748,643
Cost Benefit Total	
\$0	

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2015**.

Name of System Director Mark D. Merrifield	Signature of System Director ➤ <i>Mark D. Merrifield</i>	Date Signed 10/7/14
Name of System Board President Cheryl Maxwell	Signature of System Board President ➤ <i>Cheryl Maxwell</i>	Date Signed 10/7/14

**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Provisionally Approved See Comments. <input type="checkbox"/> Not Approved See Comments.	DLT Assistant Superintendent Signature ➤ <i>Justin J. [Signature]</i>	Date Signed 11-21-14
--	--	-------------------------

Comments

- Must have full system board appointments
- Must have county plans in place or committees appointed and plans in development by April 1, 2015

PUBLIC LIBRARY SYSTEM 2015 ANNUAL PROGRAM BUDGET					
Program	2015 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. Technology	\$114,387	\$158,146	\$29,200	\$289,204	
2. ILL & Reference	\$174,919				
3. Multitype	\$7,137				
4. Electronic Resources	\$40,000			\$72,873	
Program Total	\$336,443	\$158,146	\$29,200	\$362,077	\$885,866
Continuing Education and Consulting Service*					
1. CE & Training	\$120,444				
2. Consulting Services	\$97,950				
Program Total	\$218,394	\$0	\$0	\$0	\$218,394
Delivery Services	\$194,092				\$194,092
Library Services to Special Users	\$438				\$438
Library Collection Development	\$147,083				\$147,083
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Library Services to Youth	\$14,110				\$14,110
Public Information		\$20,467			\$20,467
Administration	\$158,853				\$158,853
Subtotal	\$514,576	\$20,467	\$0	\$0	\$535,043
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$1,069,413	\$178,613	\$29,200	\$362,077	\$1,639,303

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).