



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 2014 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 2014, System member libraries circulated 3,465,688 items. This equals approximately 17 items per registered borrower, or just over 9 items per resident of the System area. NFLS member libraries added 100,678 volumes to their collections in 2014. Volumes owned, including books, audio, video and DVD titles were 1,089,766, or nearly 2.5 items per resident. 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.

Two of Wisconsin's five tribal libraries are members of NFLS.

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

The decrease in System Aids by 10% in 2012, coupled with 0% increases in 2013, 2014, and 2015 have created significant challenges for NFLS to continue to be able 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 2014, 1,386,620 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 most recent 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 at least quarterly as an Advisory Committee, to provide input to System staff on a variety of issues. In addition, the OWLSnet consortium members meet as an Administrative Advisory Committee (AAC) 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 (not including the Brown County Library, which has its own Integrated Library System (ILS) through Sirsi-Dynix). Planning is continuous and ongoing 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 **2016**. 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.

- 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.
- 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. W
- NFLS and OWLS will continue to provide member libraries and their patrons with access to other area library catalogs via InfoSoup.
- NFLS and OWLS will continue to provide OWLSnet members and the Brown County Library with access to electronic resources including Ancestry Library Edition and Tumblebooks.
- NFLS, and OWLS will continue to evaluate current supplemental database subscriptions and will implement any changes resulting from the evaluation, and from changes to BadgerLink databases.
- 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.
- Continue to use WILS and WISCAT resources in order to fill the ILL needs of NFLS member libraries and their users..
- 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.
- Continue to be responsible for handling all OCLC and Minitex ILL requests for NFLS member libraries as needed.
- Continue to participate in the WPLC electronic books and digital audio/video projects.
- Continue to provide collection development grants to members to help them maintain strong collections.
- Continue to facilitate group purchases of computers, network devices, and other technology-related devices for member libraries .
- Continue to sponsor or co-sponsor a minimum of six (6) contact hours of technology-related continuing education per year.
- Continue to provide member libraries with website-related assistance bu underwriting the cost of web hosting and domain name registration, as well as contracting with local website building companies to help build and maintain member library websites.

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

- NFLS will complete all WISCAT follow-up training needed as identified in the new NFLS Strategic Plan.
 - A completely updated and revised ILL FAQ will be made available on the NFLS website.
 - A reorganization of ILL staff work flow and tasks will continue into 2016, with a goal of streamlining ILL functions.
 - NFLS will work with other systems to establish a central ILL hub in order to reduce costs and improve delivery speed.
 - The NFLS Technology Coordinator will maintain current technology related alerts and other information on a newly designed and implemented technology page on the NFLS website.
-
-

ASSURANCES (cont'd.)

- The NFLS Director will serve as a member of the Wisconsin Public Consortium (WPLC) Collaborative Digitization Work Group that will be investigating collaborative strategies for providing access to digital collections of archives and historical materials.
 - Continue to evaluate and improve the NFLS website to provide an effective means of communication within NFLS about ILL and technology-related activities.
-

Inservice Training

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

List ongoing activities related to this requirement.

- NFLS will continue to offer a wide variety of continuing education opportunities to member 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 allocated during these meetings for continuing education activities.
- Provide continuing education funds for state, regional and national conferences to the staff of member libraries.
- Provide information to its member libraries about additional sources for continuing education and training.
- Continue to validate and maintain librarian certification records.
- Continue using Go To Meeting and Go To Webinar to for online meetings and to provide online training to member libraries.

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

- A broad range of CE activities including webinars are planned for 2016, based on the success and positive feedback of the CE activities offered in 2015.
 - A three day series of webinars planned by the NFLS CE Coordinator on a variety of topics, will be the fourth such "mini conference" of its type offered in Wisconsin, and it is being supported financially by almost all the other library systems. This "Wild Wisconsin Winter Webinar" series has proven to be immensely popular statewide.
 - Following the success of a week long series of one hour webinars offered to Trustees in 2014, a new series of brief webinars is also being co-developed by the NFLS CE Coordinator, along with the several other system CE staff. Financial support will again be sought from the other library systems.
 - 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
-

ASSURANCES (cont'd.)

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.
- An new and completely updated NFLS website (<http://www.nfls.lib.wi.us>) provides links to information for the NFLS librarians as well as Trustees.
- Delivery schedules, policies and procedures will be posted on the delivery section of the NFLS website.
- Two electronic newsletters (blogs) will continue to be 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 the member libraries.
- NFLS will continue using Go To Meeting and Go To Webinar to host online meetings and to provide online training for member libraries.

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

- A continuing priority will be to keep the NFLS website fresh and relevant. 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 fourth "Wild Wisconsin Winter Web Conference" in February 2016. Use of webinar training continues 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.
-

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.
-

ASSURANCES (cont'd.)

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, 2016, 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 2015, the NFLS Director and staff consulted with 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.

- Consulting will be offered in the areas of: public library administration and governance, advocacy, intellectual freedom and challenges, adult services, youth services, building/remodeling, staff development, planning/evaluation/standards, collection development, legal issues, fundraising and fund development, and special needs.
- Provide information on possible grant funds that might be available from federal, state, and foundation sources, as well as provide grant-writing guidance and support.
- As building consultant for both NFLS and OWLS, the NFLS Director provides space planning and library building/remodeling consulting
- The NFLS Technology Coordinator will consult with member libraries on technology-related issues, and will provide technical assistance, computer purchasing assistance, and computer configuration and installation assistance.
- Will continue 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 2016:

- Continue working 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, Menominee County, and Division staff to develop a county library Plan of Service that recognizes the integral role of the Menominee Tribe.
 - Continue to provide technical assistance, computer purchasing assistance, and computer configuration and installation assistance to member libraries
-

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.

- Continue evaluating the survey information collected from the member libraries for the 2015 LSTA Planning Grant.
- Provide member libraries with access to expertise and consulting to assist them in planning, developing, and evaluating services for special populations.
- Offer CE opportunities to raise awareness of special needs issues.
- Facilitate regional collaborations with member libraries, appropriate agencies, and other systems on services to special populations.
- Seek LSTA funding for System-wide activities related to Special Needs.
- 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.
- 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.

- Utilizing the data gathered from the 2015 LSTA Special Needs Planning Grant, NFLS staff and member librarians will develop a new Special Needs Plan for the system.
-

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.)

Library Services to Youth

- NFLS will continue an agreement with the Oneida Community Library to have the Youth Services Librarian serve as the NFLS representative at DLT Youth Services meetings.
 - NFLS will continue to support and update Little NicBits, a blog targeted specifically to youth librarians to share information.
 - NFLS will provide supplementary materials in support of summer library programs, including purchasing a limited amount of the Collaborative SLP materials from Upstart.
 - NFLS will provide financial support for the summer library program performers.
-

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 2015 system audit will be submitted to the division no later than September 30, 2016.
-

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 2016 resource library contract.*

There are several activities that NFLS shares with other agencies to benefit NFLS and its member libraries. The primary activity is the WPLC consortium, which involves all 17 library systems. Funds from all systems are pooled to purchase \$1,000,000 in electronic titles annually. The second service is the OWLSnet automation collaboration with the Outagamie Waupaca Library System. Finally, a growing activity is the shared CE programs developed by NFLS and subsidized by other library systems.



COLLABORATIVE ACTIVITIES (cont'd.)

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

Activity	Amount
1. WPLC	\$932,815
2. OWLSnet	\$809,381
3. CE	\$5,500
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	\$1,747,696

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 2016.

Name of System Director Mark D. Merrifield	Signature of System Director 	Date Signed 10/6/15
Name of System Board President Ken Harter	Signature of System Board President 	Date Signed 10/6/15

**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved See Comments. <input type="checkbox"/> Not Approved See Comments.	DLT Assistant Superintendent Signature 	Date Signed 10-30-15
--	--	-------------------------

Comments

PUBLIC LIBRARY SYSTEM 2016 ANNUAL PROGRAM BUDGET					
Program	2016 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	\$241,376	\$74,032	\$29,200	\$289,204	
2. ILL & Reference	\$147,237				
3. Multitype	\$7,237				
4. Electronic Resources	\$30,000				
Program Total	\$425,850	\$74,032	\$29,200	\$289,204	\$818,286
Continuing Education and Consulting Service*					
1. C.E. & Training	\$110,899				
2. Consulting Services	\$98,407				
Program Total	\$209,306	\$0	\$0	\$0	\$209,306
Delivery Services	\$197,942				\$197,942
Library Services to Special Users	\$438		\$1,000		\$1,438
Library Collection Development	\$66,646			\$71,222	\$137,868
Direct Payment to Members for Nonresident Access					\$0
Direct Nonresident Access Payments Across System Borders					\$0
Library Services to Youth	\$12,998				\$12,998
Public Information		\$20,670			\$20,670
Administration	\$156,233				\$156,233
Subtotal	\$434,257	\$20,670	\$1,000	\$71,222	\$527,149
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$1,069,413	\$94,702	\$30,200	\$360,426	\$1,554,741

* 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).