

**Arrowhead Library System
Librarians Meeting
Wednesday, March 21 2018
Edgerton Public Library
101 Albion Street, Edgerton**

9:30 a.m.

This meeting is being held at the [Edgerton Public Library](#), 101 Albion St, Edgerton.

1. Call to order 9:30a.m. – Chair – Kirsten Almo
2. Secretary – Tovah Anderson
3. Additions to Agenda
4. Approval of the February 2018 Minutes
5. Unfinished Business
 - a. Shared System
 1. Share update
 - b. Technology
 1. BadgerNet – Router updates
 - c. Hoopla
 - d. WPLC/Overdrive
 - e. Gale Courses
 - f. Budget 2018
 - g. Youth Services update- Jeni Schomber
 - h. Public Library System Redesign Project
 - i. ALS Board Report – Sarah Strunz
6. New Business
 - a. SHARE Deduplication App – Jim Novy
 - b. Circulation Reports
 - c. April Librarians' meeting – final location
7. ALS Activities
8. Activities in Member Libraries
9. Adjourn

Dates to Remember:

ALS Board Meeting – April 11 – 6:00 pm @ BPL

Arrowhead Library System

Librarians Meeting Minutes

Wednesday, February 21 2018
At Arrowhead LS/Milton Public Library
430 E High St. Milton
9:30 a.m.

In attendance: Steve Platteter, Tovah Anderson, Mary Beiber, Lisa Brooks, Michael DeVries, Jeni Schomber, Nick Dimassis, Kirsten Almo, Charles Teval, Guests: Leadership Development Academy participants from Team Mosaic

1. Call to order 9:30 a.m. – Chair – Nick Dimassis
2. Secretary – Tovah Anderson
3. Additions to Agenda
 - a. Move Leadership Development Academy up
 - b. Add Gale Courses and Website to new business
 - c. Add Seed Library under ALS activities
4. Approval of the January 2018 Minutes – Approved unanimously
5. **Unfinished Business**
 - a. Leadership Development Academy – Youth Literacy Project
 - i. Team Mosaic (from Leadership Development Academy) is partnering with Family Services to give out a book they wrote
 1. Created a book to get books in hands of children at an early age
 2. Library Participation wanted to:
 - a. Give out library cards and a second book (provided by library)
 - b. Possibly host storytimes led by Team Mosaic members
 - c. Activities should occur before May 10th if possible
 - d. Jeni will be the liaison between ALS libraries and Team Mosaic
 - b. Shared System
 - i. SHARE update:
 1. De-Dup was completed last week. Any items in transit or checked out weren't de-duped, nor were same items with slightly different records.
 - a. Lots of duplicates exist in LLS, and in items that weren't caught making holds not work properly for many popular items. **Steve will look in to the process for reporting/resolving these issues**
 2. Delivery continues to be busy – anything that was out is still coming back. Will reevaluate delivery in beginning of March.
 3. January stats will be coming – waiting on credentials for dashboard
 - c. LSTA
 - i. Nothing new to report.

- d. Technology
 - i. Hoopla
 - 1. HPL jumped from 700 circs in Dec. to 1,100 in January
 - 2. Discussion about dual card holders from separate systems continued, was also discussed at SHARE Directors Council. Nothing finalized. May need to revised intersystem agreements. Discussion about legality of denying second cards.
 - ii. BadgerNet – Router updates
 - 1. Friday morning head-end cutover will take the internet down system-wide from 7:00-10:00 a.m.
 - a. The support engineers at the router company have business hours so we need to do it while they're there.
 - b. Also need to have someone in each library to reboot the router
- e. WPLC/Overdrive
 - i. WPLC Board passed new by-laws. Takes 2/3 board majority to over-rule steering committee recommendation. Has to be on board agenda.
 - ii. ALS will have to pay more annually. Membership cost used to be based on size, we're now equal voting members.
 - iii. Buying pool \$1,150,000 given back into advantage collections, ALS will have between 8 and 10k in advantage account. Advantage items will eventually be shared consortium wide.
 - iv. Get a library card feature: will be talked about at WPLC limit tomorrow
 - v. Hold Limits: Might change hold limits to 10 per item type instead of 10 total
 - vi. Looking at a cost per circ lending model
- f. Budget 2018
 - i. Rock County Participating Library Payments have gone out
- g. Youth Services update- Jeni Schomber
 - i. Leadership Development Academy – Team Mosaic was here (see above)
 - ii. CSLP not doing a printed manual. Jeni resent log-in info.
- h. Public Library System Redesign Project
 - i. The review group is being put together
 - ii. PLSR steering committee retreat going on now
- i. ALS Board Report – Steve Platteter
 - i. Already covered this meeting
 - ii. Annual report approved

6. New Business

- a. Annual Reports – Steve Platteter
 - i. Annual report has been approved
- b. Manhattan Short Film Festival – Steve Platteter
 - i. Participate if you like, no system-wide mandate to participate
- c. April Librarians' meeting
 - i. **Rescheduled for April 11, 2018 at 9:30 a.m. at TBD (MPL or HPL)**
- d. Gale Courses – stats
 - i. Reviewed monthly stats, got feedback about what data is wanted
 - ii. Word of Mouth marketing is our best way to promote – know what courses are offered and encourage patrons to signup
 - iii. If you want Tovah to speak to your staff or patrons, let her know

- iv. We'll promote the leadership/management courses during National Library Week (begins April 8). 2018 theme is "Libraries Lead".
- e. Websites – Tovah Anderson
 - i. Do we want new domains or keep the setup the way we have it now? – keep now
 - ii. Who wants to go first: EPL/MPL
 - iii. Update circ policies: Tovah will send a copy to the directors for now, will want to work with SHARE committee to revise ours
 - iv. Do we still need statistics: They are occasionally referred back to. Putting them on a jump drive would be acceptable. Or making a single downloadable file per year would work.

7. ALS Activities

- a. Seed Library
 - i. Janesville Reporter and Channel 3000 interviewed Kirsten
 - ii. Please track your statistics for planning and reporting for the program
- b. Gale Courses
 - i. Push Leadership Classes during National Library Week
- c. Fair Booth
 - i. Should we do it again (July 24-29): Yes
 - ii. Please consider paying booth workers if possible, it's library business
 - iii. 2017 Shifts filled by # and percentage: HPL 10-28%, ALS 8-22%, BPL 4-11%, MPL 4-11%, CPL 3-8%, EPL 3-8%, OPL 2-6%, EFPL 1-3%. (One shift was staffed by only one person.)
- d. SLP Deadline Reminder – March 15 unless we've already made other arrangements

8. Activities in Member Libraries

- a. EPL
 - i. Seed Library
 - ii. Kathleen Earnst coming next Wednesday for two different programs
 - iii. Last week Mourning Daze rock band event – member wrote a book
 - iv. Wrote mini grant to St. Mary hospital for a stationary bike that works as a charging station – could tie in to Gale courses charging devices
- b. HPL
 - i. Seed program next Tuesday at 6 pm with master gardeners
 - ii. Teen Tech Week Showcase Droids and Drones
 - iii. Looking at [Kanopy Streaming Service](#) for award winning art films, documentaries, classics, foreign language fills – pay per use streaming
 - 1. Excellent search functions
 - iv. Looking at [Gale Small Business Builder](#) interactive database: how to do a business plan, etc.
 - v. Looking at a [GoChip Beam](#) – basically a hot spot but only for its own content that has about 5 movies on it. Don't need wifi, just a wifi capable device. Can have 8 users at the same time. (BPL is meeting with GoChip Beam too)

- c. CPL
 - i. Thinking about a battle of the bands – looking for experiences of others
- d. MPL
 - i. A family will sponsor having PBS show “Around the Farm” come for a cooking demonstrations April 28th
 - ii. Story Gardens concept still in progress. Starting fundraising–tricky because still fundraising for the building renovation. Mosaic artist in residence coming, in contact with Eric Carle Foundation to have mosaic in his style approved. Milton Garden Guild working on planning plantings.
- e. Beloit Public Library
 - i. Seed library coming up soon
 - ii. Shelley Tougas “Laura Ingals is Ruining My Life” and Tom McBride “Bent Dead in Beloit” coming for National Library Week.
 - iii. Audio Con – 2 authors coming just won ALA media award winners (James E. Ransome and Lesa Cline-Ransome)
 - iv. Lego users group coming March 24 (11,000 attended similar event at HPL)
 - v. Also meeting with GoChip Beam

9. Adjourned at 11:57 a.m.

Dates to Remember:

SHARE Directors Council – March 6 – 11:00 am @ Elkhorn

ALS Board Meeting – March 14 – 6:00 pm @ ALS

ALS Librarians Meeting – March 21 – 9:30 pm @ EPL

April Librarians Meeting Rescheduled from 18th to 11th at 9:30 a.m. Location TBD (MPL/HPL)

Arrowhead - hoopla through February 2018

Library Name	Total Registered (All Time)	New Patrons (Last Month)	Patrons Served (Last Month)	Sales (Last Month)	Circs (Last Month)	Sales (YTD)	Circs (YTD)
Beloit Public Library	494	34	126	\$762.79	368	\$1,575.77	733
Clinton Public Library	76	6	13	\$79.87	43	\$204.93	102
Eager Free Public Library	161	7	44	\$250.88	123	\$490.29	251
Edgerton Public Library	238	18	70	\$463.40	208	\$911.23	422
Hedberg Public Library	1191	105	369	\$2,257.87	1103	\$4,662.37	2218
Milton Public Library (WI)	193	11	42	\$221.50	123	\$468.37	233
Orfordville Public Library	90	6	22	\$168.05	81	\$322.17	148
Total	2443	187	686	\$4,204.36	2049	\$8,635.13	4107

ALS Hoopla for 2018

	Beloit	Clinton	Eager Free	Edgerton	Janesville	Milton	Orfordville	Total
2018 ALS will cover \$25,000 base cost which will be broken down as below. Libraries may contribute funds for additional content.								
2018 Base	6,352.72	565.95	1,347.50	1,536.85	13,522.59	1,276.98	397.41	25,000.00
2018 Contribution	2,591.00	1,500.00	2,000.00	2,000.00	8,080.00	2,000.00	1,000.00	19,171.00
2018 available for Library	8,943.72	2,065.95	3,347.50	3,536.85	21,602.59	3,276.98	1,397.41	44,171.00

ALS Circ from all libraries									
Checkouts									
		Station Library							
Item Library		BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total
All	Total circ in ALS	29187	2564	8255	5948	72787	8955	2113	129809
	BELOIT	26476	243	362	583	1884	405	108	30061
	BURLINGTON	37	13	23	30	58	19	4	184
	CLINTON	113	1653	73	86	305	62	24	2316
	CL-S	44	7	18	21	82	15	6	193
	CL-TL	23	10	9	12	74	11	4	143
	DARIEN	11	3	6	8	22	5	2	57
	DELAN	134	10	28	65	110	49	3	399
	EAST_TROY	9		7	8	26	4		54
	EDGERTON	200	64	6466	182	556	116	52	7636
	ELKHORN	91	16	24	35	130	34	4	334
	EVANSVILLE	131	47	124	3647	412	73	34	4468
	FONTANA	9	5	12	9	52	5	4	96
	GENOA_CITY	15	7	9	11	38	14		94
	JANESV_BKM					73			73
	JANESVILLE	1131	299	664	721	67191	591	235	70832
	KPL-BKM	1		1	2	5	2		11
	KPL-NS	59	7	22	29	103	34	3	257
	KPL-SI	16	5	10	8	36	10		85
	KPL-SW	120	20	24	53	202	54	11	484
	KPL-UP	5	2	1	1	11	1	1	22
	LAKEGENEVA	49	6	28	26	81	28	3	221
	MILTON	170	55	198	153	700	7271	65	8612
	ORFORDVILL	53	24	46	54	141	29	1525	1872
	RACINE_BKM	3		1	1	4	1		10
	RACINEMAIN	179	18	46	98	258	59	9	667
	ROCHESTER	10	1	5	26	29	11		82
	SHARON	8	2	4	16	28	6	1	65
	UNDEFINED							1	1
	UNIONGROVE	5	8	9	9	17	7		55
	WALWORTH	9	5	3	10	17	4	3	51
	WATERFORD	43	24	23	36	88	29	9	252
	WILLIAMSBAY	31	10	8	6	48	6	2	111
	WTFORDHS	2		1	2	6			11

2018 Jan ALS items Circ to LLS & KCLS

ALS Items to LLS & KCLS								
Checkouts								
Item Library								
Station Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total to LLS & KCLS
BURLINGTON	127	22	36	27	129	39	12	392
CL-S	95	12	29	25	88	37	7	293
CL-TL	74	8	12	19	48	14	3	178
DARIEN	26	3	5	2	21	5	1	63
DELAVAN	84	12	34	18	101	28	26	303
EAST_TROY	42	16	7	6	25	11	2	109
ELKHORN	305	33	62	41	274	70	19	804
FONTANA	17	1	1	2	16	5		42
GENOA_CITY	55	5	6	5	38	7	3	119
KPL-AD	5	2	1		9	3		20
KPL-BKM	28	6	6	7	20	3	7	77
KPL-NS	220	44	60	39	213	53	15	644
KPL-SI	71	12	16	7	73	18	1	198
KPL-SW	612	79	134	77	490	139	43	1574
KPL-UP	71	8	9	4	60	7	1	160
LAKEGENEVA	165	16	42	26	112	36	7	404
LAKESHORES	2					1		3
RACINE_BKM	75	14	15	17	75	28	6	230
RACINEMAIN	556	79	131	66	451	90	25	1398
ROCHESTER	17	4	3	1	20	4	1	50
SHARON	31	8	6	6	21	4	5	81
UNIONGROVE	75	13	12	11	67	14	3	195
WALWORTH	50	6	13	4	40	11	2	126
WATERFORD	133	14	41	24	140	32	10	394
WILLIAMSBAY	48	3	12	8	55	13	5	144
WTFORDHS	4		2	1	1		1	9
	2988	420	695	443	2587	672	205	8010

2018 Jan ALS Circ from LLS & KCLS

ALS Circ from LLS & KCLS									
Checkouts									
Station Library		CLINTON		EDGERTON	EVANSVILLE				
Item Library	BELOIT								
BURLINGTON	37	13	23	30	58	19	4	184	
CL-S	44	7	18	21	82	15	6	193	
CL-TL	23	10	9	12	74	11	4	143	
DARIEN	11	3	6	8	22	5	2	57	
DELAVAN	134	10	28	65	110	49	3	399	
EAST_TROY	9		7	8	26	4		54	
ELKHORN	91	16	24	35	130	34	4	334	
FONTANA	9	5	12	9	52	5	4	96	
GENOA_CITY	15	7	9	11	38	14		94	
KPL-BKM	1		1	2	5	2		11	
KPL-NS	59	7	22	29	103	34	3	257	
KPL-SI	16	5	10	8	36	10		85	
KPL-SW	120	20	24	53	202	54	11	484	
KPL-UP	5	2	1	1	11	1	1	22	
LAKEGENEVA	49	6	28	26	81	28	3	221	
RACINE_BKM	3		1	1	4	1		10	
RACINEMAIN	179	18	46	98	258	59	9	667	
ROCHESTER	10	1	5	26	29	11		82	
SHARON	8	2	4	16	28	6	1	65	
UNDEFINED							1	1	
UNIONGROVE	5	8	9	9	17	7		55	
WALWORTH	9	5	3	10	17	4	3	51	
WATERFORD	43	24	23	36	88	29	9	252	
WILLIAMSBAY	31	10	8	6	48	6	2	111	
WTFORDHS	2		1	2	6			11	
	913	179	322	522	1525	408	70	3939	

All Checkout Measures (Historical)									
Checkouts		Station Library							
Item Library		BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total
All	Total Circ in ALS	23948	2224	7236	4874	57339	7504	1909	105034
	BELOIT	20145	213	355	405	1523	393	156	23190
	BURLINGTON	78	15	40	43	138	36	6	356
	CLINTON	141	1319	46	40	212	56	6	1820
	CL-S	112	16	32	60	177	37	14	448
	CL-TL	56	18	16	20	129	30	7	276
	DARIEN	42	6	15	15	60	11	7	156
	DELAVAN	330	20	50	61	280	90	18	849
	EAST_TROY	31	7	15	17	56	11	3	140
	EDGERTON	146	27	5469	167	389	44	22	6264
	ELKHORN	246	33	39	60	263	76	13	730
	EVANSVILLE	91	29	53	2856	239	40	18	3326
	FONTANA	41	8	21	17	91	15	4	197
	GENOA_CITY	37	7	19	17	91	21	4	196
	JANESVILLE	907	232	507	413	50882	548	195	53684
	KPL-AD					1			1
	KPL-BKM	8	2	4	2	22	4		42
	KPL-NS	136	16	44	31	223	42	16	508
	KPL-SI	46	7	24	18	64	13	6	178
	KPL-SW	348	40	73	111	423	84	15	1094
	KPL-UP	6	5		4	25	4		44
	LAKEGENEVA	113	18	36	52	180	44	9	452
	LAKESHORES					2			2
	MILTON	110	34	161	99	591	5696	31	6722
	ORFORDVILL	57	12	11	16	100	13	1303	1512
	RACINE_BKM	14	1	1	9	26	3	1	55
	RACINE_RR					2			2
	RACINEMAIN	342	57	118	162	558	88	22	1347
	ROCHESTER	72		12	40	75	26	3	228
	SHARON	33	5	6	17	60	13	4	138
	UNIONGROVE	15	13	10	15	45	11		109
	WALWORTH	22	9	6	16	57	9	5	124
	WATERFORD	146	42	36	68	229	31	15	567
	WILLIAMSBAY	71	9	17	20	115	15	5	252
	WTFORDHS	6	4		3	11		1	25

2018 Feb ALS Circ from LLS & KCLS

ALS Circ from LLS & KCLS									
Checkouts									
Station Library									
Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total to ALS	
BURLINGTON	78	15	40	43	138	36	6	356	
CL-S	112	16	32	60	177	37	14	448	
CL-TL	56	18	16	20	129	30	7	276	
DARIEN	42	6	15	15	60	11	7	156	
DELAVAN	330	20	50	61	280	90	18	849	
EAST_TROY	31	7	15	17	56	11	3	140	
ELKHORN	246	33	39	60	263	76	13	730	
FONTANA	41	8	21	17	91	15	4	197	
GENOA_CITY	37	7	19	17	91	21	4	196	
KPL-AD					1			1	
KPL-BKM	8	2	4	2	22	4		42	
KPL-NS	136	16	44	31	223	42	16	508	
KPL-SI	46	7	24	18	64	13	6	178	
KPL-SW	348	40	73	111	423	84	15	1094	
KPL-UP	6	5		4	25	4		44	
LAKEGENEVA	113	18	36	52	180	44	9	452	
LAKESHORES					2			2	
RACINE_BKM	14	1	1	9	26	3	1	55	
RACINE_RR					2			2	
RACINEMAIN	342	57	118	162	558	88	22	1347	
ROCHESTER	72		12	40	75	26	3	228	
SHARON	33	5	6	17	60	13	4	138	
UNIONGROVE	15	13	10	15	45	11		109	
WALWORTH	22	9	6	16	57	9	5	124	
WATERFORD	146	42	36	68	229	31	15	567	
WILLIAMSBAY	71	9	17	20	115	15	5	252	
WTFORDHS	6	4		3	11		1	25	
	2351	358	634	878	3403	714	178	8516	

2018 Feb ALS items to LLS & KCLS

[illegible]

ALS Librarians Meetings 2018
9:30 a.m.

Meeting Date	Location	Chair
Wednesday, Jan 17	ALS	Mary Bieber
Wednesday, Feb 21	ALS	Sarah Strunz
Wednesday, March 21	EPL	Kirsten Almo
Wednesday, April 11	?	Lisa Brooks
Wednesday, May 16	HPL	Bryan McCormick
Wednesday, June 20	BPL	Nick Dimassis
Wednesday, July 18	EFPL	Megan Kloeckner
Wednesday, Aug 15	CPL	Mary Bieber
Wednesday, Sept 19	OPL	Sarah Strunz
Wednesday, Oct 17	ALS	Lisa Brooks
Wednesday, Nov 21	ALS	Bryan McCormick
Wednesday, Dec 19	ALS	Nick Dimassis