

**Arrowhead Library System
Librarians Meeting
Wednesday, January 16 2019
Milton Public Library
430 E High St. Milton
9:30 a.m.**

This meeting is being held at the [Milton Public Library](#), 430 E High St., Milton.

1. Call to order 9:30a.m. – Chair – Mary Bieber
2. Secretary – Tovah Anderson
3. Additions to Agenda
4. Approval of the December 2018 Minutes
5. Unfinished Business
 - a. Shared System
 1. Share update
 - a. Delivery Update
 - b. December Statistics
 - c. Items For SHARE agenda
 - b. Technology
 1. BadgerNet – Router updates
 - c. Hoopla
 - d. WPLC/Overdrive
 - e. Gale Courses /Lynda.com
 - f. Budget 2018/2019
 - g. Youth Services update- Jeni Schomber
 - h. Public Library System Redesign Project
 - i. ALS Board Report – Sarah Strunz
6. New Business
 - a. ZOVD-NI fines - setting a threshold to waive – Kirsten Almo
 - b. Fine amnesty week/month? – Kirsten Almo
 - c. Edgerton fines and what data to track – Kirsten Almo
 - d. 2018 Annual Reports
 - e. Hold ratio/high demand collection
7. ALS Activities
8. Activities in Member Libraries
9. Adjourn

Dates to Remember:

ALS Board Meeting – February 13 – 6:00 pm @ ALS

Arrowhead Library System
Librarians Meeting Minutes
Wednesday, December 19, 2018
Milton Public Library | 430 E. High Street, Milton, WI
9:30 a.m.

In attendance: Steve Platteter, Tovah Anderson, Charles Teval, Megan Kloeckner, Ashlee Kunkel, Kirsten Almo, Sarah Strunz, Jeni Schomber, Michael Devries, Nick Dimassis, Mary Bieber

1. Call to order 9:35 a.m. – Chair: Nick Dimassis
2. Secretary – Tovah Anderson
3. Additions to Agenda
 - a. Fines – a. new business
 - b. Seed Library Update – a. ALS Activities
4. Approval of the October 2018 Minutes
 - a. Motion by Kirsten Almo
 - b. Seconded by Sarah Strunz
 - c. Approved unanimously
5. **Unfinished Business**
 - a. Shared System
 - i. SHARE update
 1. Delivery Update: *No update*
 2. October/November Statistics: *2 months of statistics in packet*
 3. Items for SHARE agenda: *Nothing new to add*
 - b. Technology
 - i. BadgerNet – Router updates
 1. *small outage last week caused by HVAC construction at a library*
 2. CPL had bandwidth upgraded to 100mb/second
 3. EFPL will upgrade speed with TEACH request in 2019
 - c. Hoopla: *2 months of statistics in packet*
 - i. System money has been added to accounts
 - ii. EPL is updating to the budget plan, daily limit resets every morning. Has turned off notifications about remaining borrows.
 - d. WPLC/Overdrive
 - i. Transparent Languages: WPLC has secured this language learning service for 2 years at a total system cost of around \$900 dollars/year. ALS pays for this. Will use barcode authentication.
 - ii. OverDrive Instant Digital Cards: still in the discussion phase, may be moved on at February meeting.

- e. Gale Courses/Lynda.com
 - i. New Year's Campaign: Menasha Public Library is modifying our New Year's Resolution campaign. Got some media coverage on WCLO and Edgerton Reporter. EFPL wrote nice blog
- f. Budget 2018/2019
 - i. Last week ALS Board approved the budget as approved by the county board
- g. Youth Services update- Jeni Schomber
 - i. "Reach Out and Read": Steve, Tovah, Jeni & Kristi met to discuss possibility of getting more doctors on board or ways to partner with them
 - ii. BPL is really focusing on engaging with families in early literacy: should we bring in a speaker, do a workshop?
 - iii. 1,000 Books Before Kindergarten: need discussion about end of grant and do we want to put more money in to refresh that program.
- h. Public Library System Redesign Project
 - i. Report may not go to DPI until January.
 - ii. DPI will probably appoint an interim Superintendent until the next election (April 2, 2019).
 - iii. Summary:
 - 1. Recommendation 1: Develop system standards, best practices, and accountability
 - 2. Recommendation 2: Enhance Collaboration by Creating Incentives and Removing Barriers
 - a. May include ways to streamline system mergers
 - 3. Reduce the Number of Regional Systems
 - a. Budgeting for strategic planning in 2020 with PLSR report in hand
 - 4. Analyze the Current Funding Formula
 - 5. Initiate Delivery Service Pilot Projects
 - 6. Create and Effective, Well-Managed, State-scale Discovery Layer
 - 7. Implement a Learning Management System for Professional Development
 - i. ALS Board Report – Sarah Strunz: *nothing new to report*

6. New Business

- a. Fines
 - i. Barred: Manual blocking. Blocking: automatic due to fines
 - ii. Looked at statistics of total blocked/barred patrons and overdue fee only blocks
 - iii. Most people are blocked for not returning materials. Very small percent blocked for overdue fees.
 - iv. If we had waived OVERDUE fees before the merge, we'd know that the ZOVD-NI fees are lost materials.
 - v. CPL Board wants to raise blocked fee to \$25 and add book drop on the other side of town, and automatic renewal. Wants librarians to reach out to patrons to return materials, not waive them.
 - 1. Each renewal is counted as a circ and that charges counties extra money for non-township patrons – ALS does not support automatic renewal
 - vi. **Steve and Kirsten will look into Developing a Month-long, email-targeted material recovery amnesty program system wide. Probably March.**

1. This is complicated with ZOVD fines
 2. Will be a data gathering mission
- vii. HPL offers a FINE FREE print only, kids/YA material CARD. 3 item limit. No parent required. No computer access.
- b. Blocking Overdrive Due to Fines – Kirsten Almo
- i. ALS (not LSS or KCLS) blocks OverDrive if patrons have more than \$10 in fines
 - ii. Motion: Kirsten Almo: “I make a motion we no longer block patrons from OverDrive due to fines and fees.”
 - iii. Seconded : Megan Kloeckner
 - iv. Vote: Unanimous approval
- c. Wild Wisconsin Winter Web Conference – January 23-24, 2019
- i. Sessions are free because we are a sponsor
 - ii. Sessions count as CE credit
- d. WCLO Changes
- i. Announcement format is changing and a couple programs a week will be selected to do a 1-minute radio interview over the phone.
- e. Library Legislative Day – February 12, 2019
- i. Register on the WLA website
- f. 2019 Meeting Dates: *in packet*
- i. Will probably need to change the October Board meeting, it currently falls during WLA
 - ii. May 15th Librarians Meeting needs a new location: Edgerton Public Library

7. ALS Activities

- a. Seed Library
 - i. Seeds have been ordered. Doing two seed packing parties for teens and adults
 - ii. Master gardeners don't have the grant money they thought they had. Will need to look at funding options. EPL spent about \$200 for labels, seeds, and envelopes. Think about if you want to keep doing it in 2020 or each do our own.
- b. MCFLIS interested in programming with schools using BiblioBoard, PressBooks, SELF-e
- c. System Marketing Cohort Update
 - i. 2 WAPL Programs submitted – “Video for Beginners” and “Library Marketing Trends as presented at LMCC 2018 “
- d. BiblioBoard author Issue – Thomas Murn Book
- e. Library Marketing and Communications Conference: November 13-14, 2019 St. Louis (<http://www.librarymarketingconference.org/>)
- f. Facebook Events - Discuss adding ALS as a co-host
- g. Website Update:
 - i. MPL Launched
 - ii. WP updated, not working super awesomely with our builder
 - iii. CPL and OPL are up next
 - iv. Would like all ALS-updated sites to have Google calendars for their events so they can be updated independently while I'm out on leave
- h. Summer Library Program/Maternity Leave Schedule (Est. March 12- April 22)
 - i. **Get Spring Library program guide info in as soon as possible** – it takes a long time to make the guides, get on websites & calendars, and write into radio ads
 - ii. CSLP Artwork: Did everyone receive the artwork jump drives?
 - iii. ALS purchased rocket stand up for library and County Fair use

- iv. Discuss Timeline for materials
 - 1. What and when are things needed
 - 2. What possibilities for templates exist – preferred program?

8. Activities in Member Libraries

- a. CPL
 - i. Building: FEH is hired to do a feasibility and cost study for both the new building on the new lot and for converting the electric building. Study expected to be completed in January.
- b. MPL
 - i. Outreach/Technical services position still open, extended deadline to 1/4/19
 - ii. Susan Young “Goat Getting Success” speaker coming 1/12/19
- c. OPL
 - i. Holiday program was fun
 - ii. \$2,000 Budget Cut
 - iii. Looking for another Board Member
- d. EPL
 - i. New Board Member
 - ii. Getting Bids for HVAC work, 2 units and control panel getting replaced, stair carpeting, and painting upstairs
 - iii. Won small grant from Edgerton Community Foundation for a wind tunnel
 - iv. New Teen programmer trying to start a teen advisory board
- e. EFPL
 - i. CONSTRUCTION: elevator should be back in operation after the holiday. Whole project should be done mid-February.
 - ii. DISCOVERY KITS: first batch has been cataloged and is out and available
 - iii. Hiring to fill a position vacated by retirement
- f. BPL
 - i. Continuing to implement new strategic plan

9. Adjourn 11:45 a.m. – Lunch to Follow

Dates to Remember:

SHARE Directors Council – Tuesday, January 8 – 11:00 am @ Matheson Memorial Library

ALS Board Meeting – Wednesday, January 9 – 6:00 pm @ ALS

ALS Librarians Meeting – Wednesday, January 16 – 9:30 am @ ALS

2018 December ALS Circ

ALS Circ from all libraries									
Checkouts									
Station Library									
Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total	
All	20013	1883	6870	4982	53671	6282	1623	95324	
BELOIT	17303	153	354	403	1389	272	118		
BURLINGTON	36	12	41	39	120	18	10	276	
CLINTON	87	1099	91	75	288	52	25		
CL-S	77	12	38	20	169	35	13	364	
CL-TL	39	3	30	23	131	21	10	257	
DARIEN	39	8	57	26	95	16	6	247	
DELAVAN	69	13	38	65	229	58	10	482	
EAST_TROY	21	7	31	11	58	9	5	142	
EDGERTON	111	34	4597	98	394	127	33		
ELKHORN	102	14	38	64	342	35	16	611	
EVANSVILLE	114	37	135	2958	330	71	51		
FONTANA	36	12	40	18	106	33	5	250	
GENOA_CITY	28	11	30	23	118	22	8	240	
JANESV_BKM						1		1	
JANESVILLE	850	206	609	466	46601	423	120		
KPL-BKM	21	1	14	12	39	1	1	89	
KPL-NS	120	18	34	53	250	26	16	517	
KPL-SI	31	1	7	10	64	6	11	130	
KPL-SW	237	29	80	91	454	61	9	961	
KPL-UP	4	2	7	2	21	2	1	39	
LAKEGENEVA	61	15	57	39	155	46	13	386	
LAKESHORES				2	3			5	
MILTON	140	46	170	138	844	4718	44		
ORFORDVILL	73	19	39	66	222	48	1040		
RACINE_BKM	10	4	5	8	27	1	2	57	
RACINEMAIN	185	47	126	160	591	87	18	1214	
ROCHESTER	32	7	35	18	92	13	6	203	
SHARON	24	9	16	12	80	12	5	158	
UNIONGROVE	17	14	15	16	43	9	2	116	
WALWORTH	26	15	31	8	70	6	4	160	
WATERFORD	84	14	51	43	197	38	9	436	
WILLIAMBAY	32	17	36	15	131	12	12	255	
WTFORDHS	4	4	18		18	3		47	
							Total Non-ALS	7643	

2018 ALS Circ

ALS Circ from all libraries										
Checkouts										
		Station Library								
Item Library		BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESV_BKM	JANESVILLE	MILTON	ORFORDVILL	
All		284596	28046	95919	64160	1005	746929	93965	24844	1339464
	BELOIT	246527	2616	4448	4766		18913	3901	1280	
	BURLINGTON	721	181	446	429		1619	357	105	3858
	CLINTON	1449	17211	838	815		3234	720	348	
	CL-S	900	151	447	472		1992	373	137	4472
	CL-TL	607	117	315	334		1369	271	90	3103
	DARIEN	322	113	237	189		672	147	55	1735
	DELAVAN	1787	278	634	708		3206	594	149	7356
	EAST_TROY	273	63	169	138		661	137	53	1494
	EDGERTON	1667	500	72056	1324		5133	1318	370	
	ELKHORN	1799	314	575	772		3301	609	203	7573
	EVANSVILLE	1075	315	830	40127		2987	573	273	
	FONTANA	429	73	259	215		990	198	49	2213
	GENOA_CITY	431	96	219	287		981	191	70	2275
	JANESV_BKM	1		2		979	1923	4		
	JANESVILLE	11674	2577	6983	5518	26	664557	5979	2260	
	KPL-AD						3			3
	KPL-BKM	120	31	75	70		268	42	17	623
	KPL-NS	1437	226	565	526		2568	456	138	5916
	KPL-SI	373	81	142	174		734	111	60	1675
	KPL-SW	2633	409	903	1060		4803	840	227	10875
	KPL-UP	87	26	45	45		191	29	8	431
	LAKEGENEVA	1050	198	429	523		1848	496	103	4647
	LAKESHORES	6			3		17	11	1	38
	MILTON	1944	772	2035	1592		8773	73698	528	
	ORFORDVILL	895	302	498	584		2421	516	17487	
	RACINE_BKM	112	23	53	68		279	43	22	600
	RACINE_RR						4			4
	RACINEMAIN	3262	521	1298	1805		6948	1168	326	15328
	ROCHESTER	429	79	213	249		880	192	62	2104
	SHARON	315	92	131	131		749	120	57	1595
	UNDEFINED		1	1			1		3	6
	UNIONGROVE	263	166	115	184		510	101	43	1382
	WALWORTH	255	118	151	154		557	103	42	1380
	WATERFORD	1153	243	569	637		2517	448	175	5742
	WILLIAMSBAY	538	129	202	230		1183	204	95	2581
	WTFORDHS	62	24	36	31		137	15	8	313
									Total Non-	89322

2018 December ALS circ from LLS & KCLS

[illegible]

2018 ALS circ from LLS & KCLS

ALS Circ from LLS & KCLS									
Checkouts									
Station Library									
Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total	
BURLINGTON	721	181	446	429	1619	357	105	3858	
CL-S	900	151	447	472	1992	373	137	4472	
CL-TL	607	117	315	334	1369	271	90	3103	
DARIEN	322	113	237	189	672	147	55	1735	
DELAVAN	1787	278	634	708	3206	594	149	7356	
EAST_TROY	273	63	169	138	661	137	53	1494	
ELKHORN	1799	314	575	772	3301	609	203	7573	
FONTANA	429	73	259	215	990	198	49	2213	
GENOA_CITY	431	96	219	287	981	191	70	2275	
KPL-AD					3			3	
KPL-BKM	120	31	75	70	268	42	17	623	
KPL-NS	1437	226	565	526	2568	456	138	5916	
KPL-SI	373	81	142	174	734	111	60	1675	
KPL-SW	2633	409	903	1060	4803	840	227	10875	
KPL-UP	87	26	45	45	191	29	8	431	
LAKEGENEVA	1050	198	429	523	1848	496	103	4647	
LAKESHORES	6			3	17	11	1	38	
RACINE_BKM	112	23	53	68	279	43	22	600	
RACINE_RR					4			4	
RACINEMAIN	3262	521	1298	1805	6948	1168	326	15328	
ROCHESTER	429	79	213	249	880	192	62	2104	
SHARON	315	92	131	131	749	120	57	1595	
UNDEFINED		1	1		1		3	6	
UNIONGROVE	263	166	115	184	510	101	43	1382	
WALWORTH	255	118	151	154	557	103	42	1380	
WATERFORD	1153	243	569	637	2517	448	175	5742	
WILLIAMSBAY	538	129	202	230	1183	204	95	2581	
WTFORDHS	62	24	36	31	137	15	8	313	
	19364	3753	8229	9434	38988	7256	2298	89322	

2018 December ALS items to LLS & KCLS

ALS Items to LLS & KCLS							
Checkouts							
Item Library							
Station Library	Beloit	Clinton	Edgerton	Evansville	Janesville	Milton	Orfordville Total
Burlington	158	34	37	13	273	23	3 541
CL-S	108	11	27	17	177	17	6 363
CL-TL	63	10	8	6	68	11	3 169
Darien	14		3	3	20	2	42
Delavan	92	25	7	13	283	31	4 455
EAST_TROY	45	4	21	9	79	5	2 165
Elkhorn	355	60	54	34	413	62	11 989
FONTANA	38	1	5	6	38	7	3 98
GENOA_CITY	55	5	6	1	69	4	2 142
KPL-AD	4		1		5	1	11
KPL-BKM	43	7	20	6	49	10	4 139
KPL-NS	241	25	51	26	350	48	13 754
KPL-SI	67	12	12	9	133	11	3 247
KPL-SW	588	64	94	57	843	92	29 1767
KPL-UP	8	3	1	1	14	1	28
LakeGeneva	191	19	24	29	226	28	1 518
LAKESHORES	1				1	1	3
RACINE_BKM	101	16	21	13	126	15	8 300
RacineMain	785	65	121	136	1242	128	54 2531
ROCHESTER	49	2	6	3	48	9	5 122
SHARON	25	8	2	5	35	5	1 81
UnionGrove	48	5	12	10	100	12	187
Walworth	72	5	3	10	118	12	220
Waterford	173	11	23	28	246	36	4 521
WillamBay	77	5	13	9	111	16	1 232
WTFordHS	2				8	1	11
	3403	397	572	444	5075	588	157 10636

2018 ALS items to LLS & KCLS

ALS Items to LLS & KCLS													
Checkouts	Item Library												
	Station Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILLE	Total				
	BURLINGTON	2176	319	506	313	3127	510	101	7052				
	CL-S	1700	190	357	228	2277	364	91	5207				
	CL-TL	807	106	174	129	1012	175	36	2439				
	DARIEN	190	30	70	45	469	60	9	873				
	DELAVAN	1353	195	270	195	2440	356	97	4906				
	EAST_TROY	539	87	150	86	717	139	33	1751				
	ELKHORN	4257	562	846	529	5059	863	188	12304				
	FONTANA	293	52	53	48	405	84	12	947				
	GENOA_CITY	822	76	112	77	1063	108	27	2285				
	JANESV_BKM					26			26				
	KPL-AD	90	6	8	6	126	29	2	267				
	KPL-BKM	729	98	165	97	925	136	47	2197				
	KPL-NS	3992	485	731	483	4949	617	170	11427				
	KPL-SI	1014	105	198	107	1600	155	23	3202				
	KPL-SW	8751	934	1674	1037	11252	1526	406	25580				
	KPL-UP	426	33	110	102	504	57	12	1244				
	LAKEGENEVA	2031	231	426	277	2537	422	81	6005				
	LAKESHORES	4				4	6		14				
	RACINE_BKM	1786	229	435	288	2587	413	127	5865				
	RACINEMAIN	10283	1035	1855	1378	13492	1753	450	30246				
	ROCHESTER	362	32	99	51	477	98	23	1142				
	SHARON	507	88	108	67	565	104	37	1476				
	UNIONGROVE	1182	112	272	163	1409	231	60	3429				
	WALWORTH	833	120	201	94	1386	150	19	2803				
	WATERFORD	2086	280	501	419	3092	566	95	7039				
	WILLIAMSBAY	1012	119	193	192	1444	303	40	3303				
	WTFORDHS	54	17	18	15	78	8	1	191				
		47279	5541	9532	6426	63022	9233	2187	143220				

Arrowhead - hoopla December 2018

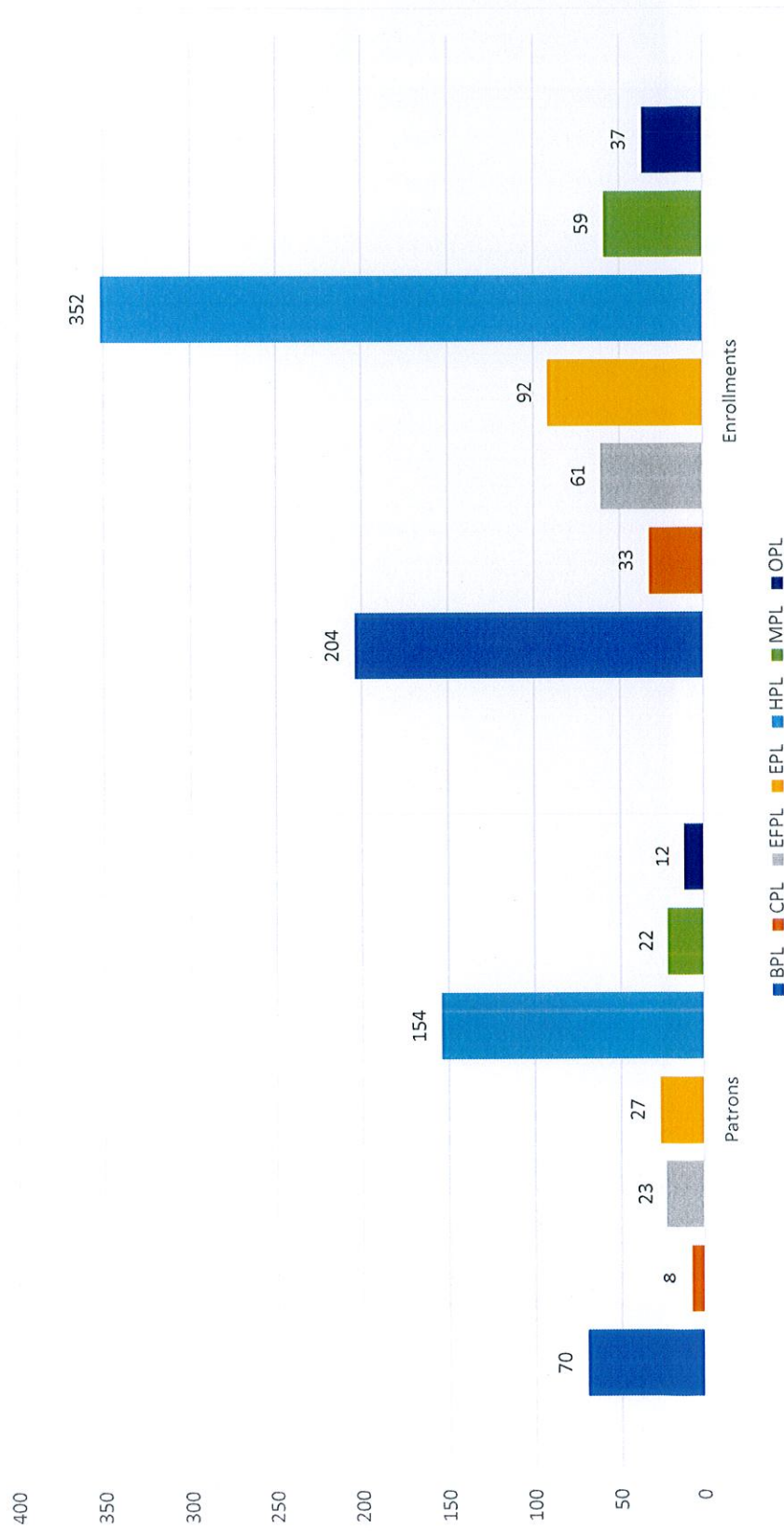
Library Name	Total Registered (All Time)	New Patrons (Last Month)	Patrons Served (Last Month)	Sales (Last Month)	Circs (Last Month)	Sales (YTD)	Circs (YTD)
Beloit Public Library	784	24	159	\$ 1113.42	526	\$ 12067.19	5571
Clinton Public Library	113	5	23	\$ 132.70	53	\$ 1342.73	582
Eager Free Public Library	223	10	60	\$ 410.14	202	\$ 3756.31	1849
Edgerton Public Library	343	4	66	\$ 487.17	209	\$ 5949.72	2693
Hedberg Public Library	1992	70	482	\$ 2950.15	1451	\$ 32910.92	15238
Milton Public Library (WI)	300	11	59	\$ 426.23	198	\$ 4198.17	1943
Orfordville Public Library	120	2	33	\$ 195.76	99	\$ 2308.55	1105
Total	3875	126	882	\$ 5715.57	2738	\$ 62533.59	28981

2018 Gale Courses Statistics

	Patrons	Enrollments	Verified	% Verified	Minutes	Completed	% Completed	% Verified Completed
BPL	70	204	94	46.08	110921	47	23.04	50
CPL	8	33	20	60.61	20245	10	30.3	50
EFPL	23	61	17	27.87	28312	8	34.78	47.06
EPL	27	92	48	52.17	57880	31	33.7	64.58
HPL	154	352	190	34.42	185531	80	14.49	42.11
MPL	22	59	40	67.8	33998	17	28.81	42.5
OPL	12	37	22	59.46	18746	5	13.51	22.73
ALS	316	838	431	51.43	455633	198	23.63	45.94

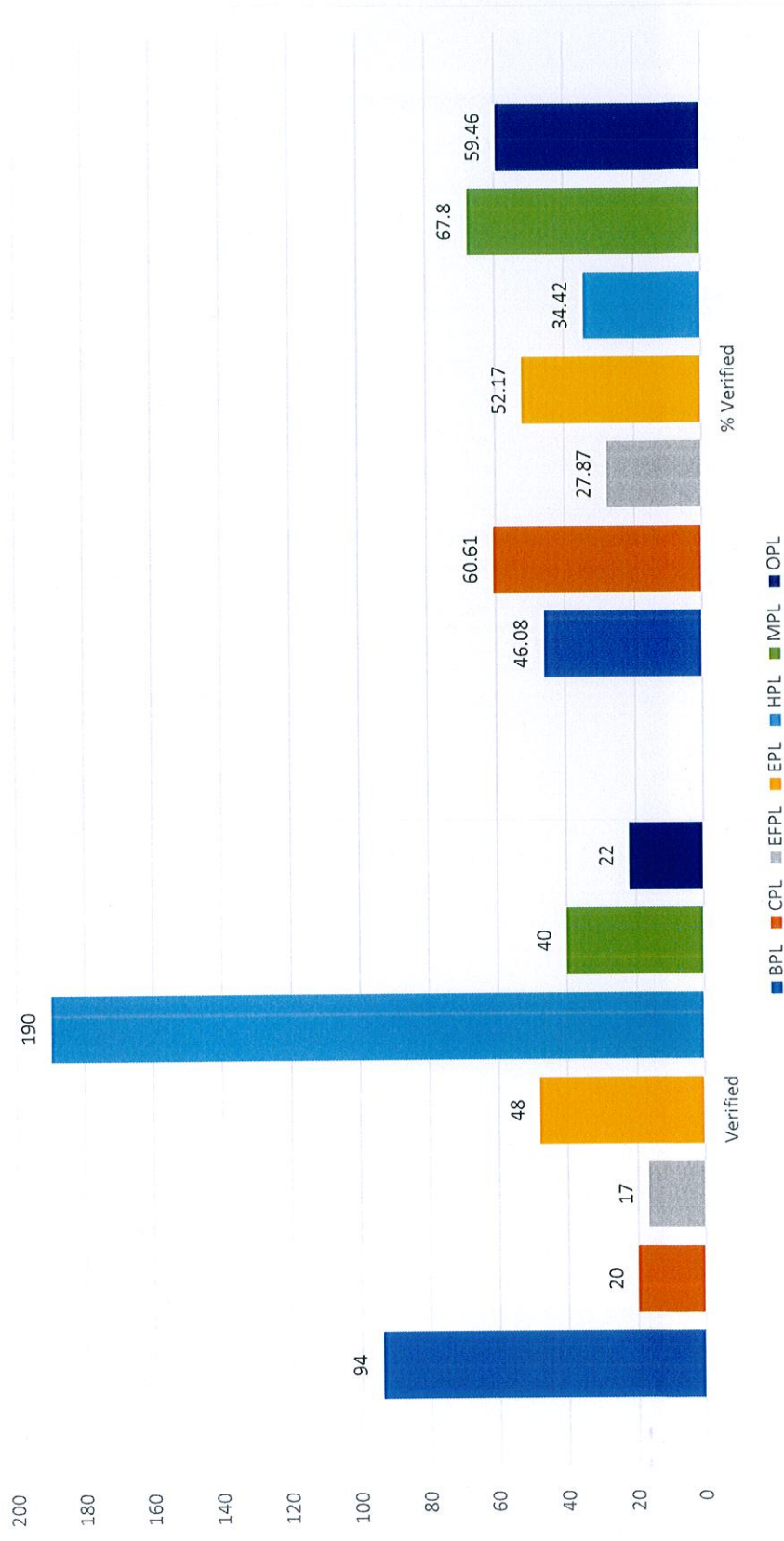
*Does not include statistics from HPL's own subscription.

Patrons and Class Enrollments: 2018 Sessions



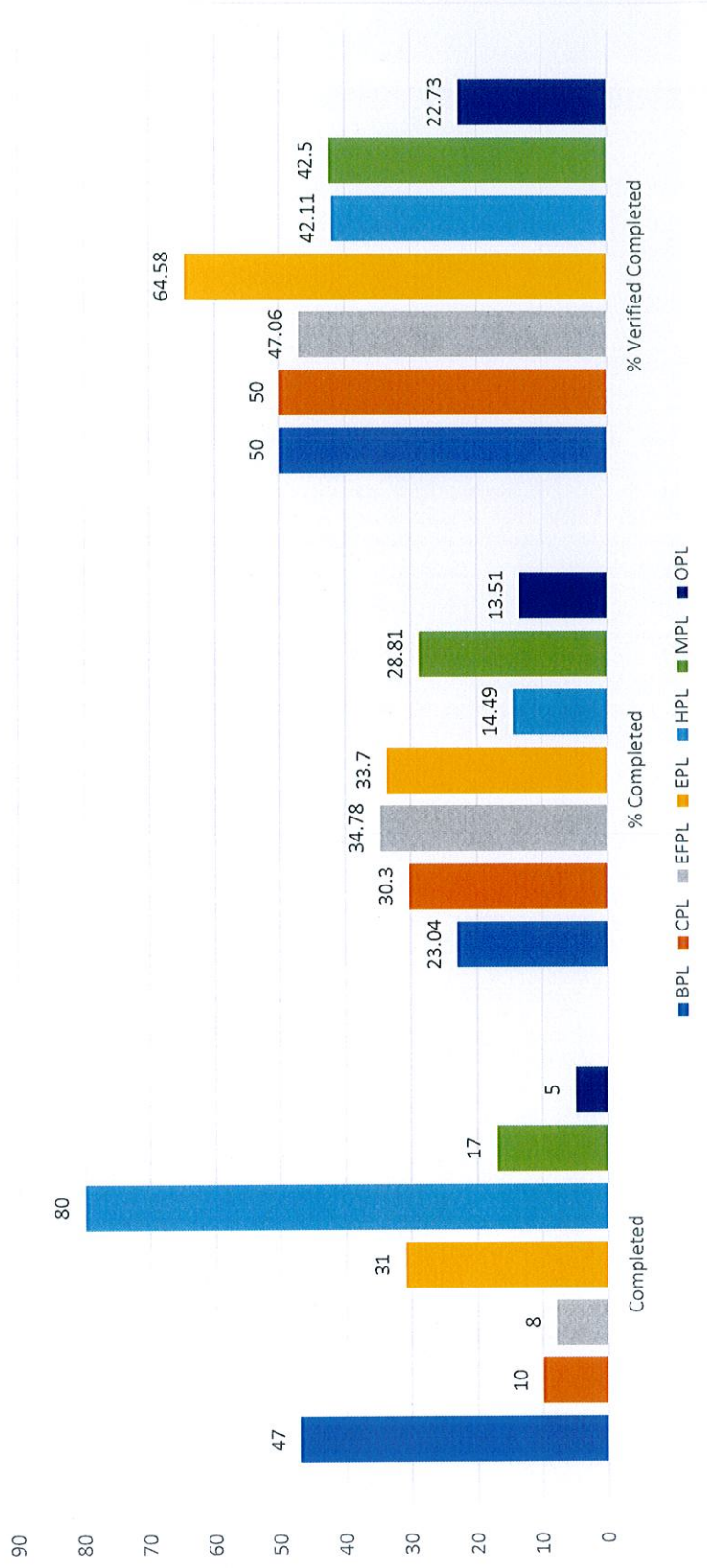
*Does not include statistics from HPL's own subscription.

Verification Rates: 2018 Sessions



*Does not include statistics from HPL's own subscription.

Completion Rates - Several Ways: 2018 Sessions



*Does not include statistics from HPL's own subscription.

Top 20 Courses

Course	Students
Speed Spanish	48
Discover Sign Language	35
Introduction to Microsoft Excel 2016	31
Accounting Fundamentals	26
A to Z Grant Writing	16
Grammar Refresher	16
Write Fiction Like a Pro	12
Keys to Effective Communication	12
Luscious, Low-Fat, Lightning-Quick Meals	11
Medical Terminology: A Word Association Approach	10
Human Anatomy and Physiology	10
Certificate in Food, Nutrition, and Health	10
Keyboarding	9
Personal Finance	9
Beginning Writer's Workshop	9
Spanish in the Classroom	9
Introduction to Microsoft Excel 2013	9
Certificate in Mindfulness	9
Project Management Fundamentals	8
Start Your Own Small Business	8

2018 December Overdrive Statistics

Library	Ebooks	Audiobook/Music	Video/Streaming Video	Total by Library	OD Users	Holds (1-3-19)
Clinton Public Library	101	101		202	37	92
Orfordville Public Library	121	71		192	34	122
Milton Public Library	326	232		558	117	359
Eager Free Public Library	347	281		628	113	417
Edgerton Public Library	456	347	3	806	127	468
Beloit Public Library	888	798	2	1688	293	976
Hedberg Public Library	3340	2495	6	5841	994	3192
Total by type	5579	4325	11	9915	1715	5626