Arrowhead Library System
Librarians Meeting
Wednesday, May 15 2019
Edgerton Public Library
101 Albion Street, Edgerton
9:30 a.m.

This meeting is being held at the <u>Edgerton Public Library</u>, 101 Albion St, Edgerton.

1. Call to order 9:30a.m. – Chair – ?

2. Secretary – Tovah Anderson

3. Additions to Agenda

4. Approval of the April 2019 Minutes

5. Unfinished Business
    a. Shared System
        1. Share update
            a. 2020 SHARE Budget (tentative)
            b. April Statistics
            c. Items for SHARE agenda
    b. Technology
        1. BadgerNet – Router updates
    c. Hoopla
    d. WPLC/Overdrive
    e. Gale Courses /Lynda.com/Transparent Languages
    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. WiLS Cooperative Purchasing – Sara Gold
    b. Rock County Jail Outreach – Rene Bue
    c. ALS Technology & Resource Sharing Plan
    d. Libraries Activating Workforce Development Skills (LAWDS) Grant

7. ALS Activities

8. Activities in Member Libraries

9. Adjourn
 Dates to Remember:
ALS Board Meeting – June 12th – 6:00 pm @ EFPL

Arrowhead Library System
Librarians Meeting
Wednesday, April 17 2019
Beloit Public Library
605 Eclipse Blvd., Beloit
9:30 a.m.

In attendance: Steve Platteter, Charles Teval, Ashley Kunkel, Kirsten Almo, Sarah Strunz, Jenni Schomber, Michael Devries, Nick Dimassis, Mary Bieber, Jim Novy, and Steve Ohs

1. Call to order 9:30a.m. – Chair – Ashlee Kunkel
2. Secretary – Sarah Strunz
3. Additions to Agenda - None
4. Approval of the March 2019 Minutes – Motion to approve: Kirsten Almo; second: Nick D
5. Unfinished Business
    a. Shared System
        1. Share update - RFID tagging grant discussion. SHARE Task force recommended to start grants in 2020. There will be two grants available for $6500 each. The money will come from funding collected for the SHARE enhancement/emergency fund. The grant can be used for tags, tagging, readings, and first year maintenance costs. There will be at least one tagging station available to borrow to help complete the project. Discussion was held on the interest of libraries to participate and additional information needed to take back to library boards. Possible benefits to more libraries with RFID were a reduction in cost for yearly maintenance, better costumer experience, and quicker checkouts.
            a. Delivery Update - Nothing new to report
            b. January Statistics - SHARE statistics in packet
            c. Items for SHARE agenda - None

    b. Technology
        1. BadgerNet – Router updates - Nothing new to report

    c. Hoopla - Starting next month the Hoopla statistics will be sent in email due to size of document
        Discussion on if patrons should be blocked from HOOPLA if they have reached the fine threat hold. Each library controls this option. Also discussed the need to have the patrons HOOPLA library chose match SHARE library chose.

    d. WPLC/Overdrive - Videos are being removed due to a lack of use and outdated materials. Budget will stay the same for 2020.

    e. Gale Courses /Lynda.com/Transparent Languages – statistics in packet for March and 1st quarter 2019

    f. Budget 2018/2019 - ALS fund balance is reaching a place where funds need to be used. Steve P stated the funds will be used in ways that will positively impact all of Arrowhead libraries. Steve is working on the proposed budget numbers for 2020.

g. Youth Services update- Jeni Schomber
   State of State: Update
       Act 31: American Indian Studies information about the website was presented.
       New director boot camp – DPI website
       Admin 202 Bootcamp – New discussion
   Discussion of customer engagement and how the customer experience looks at each library.

h. Public Library System Redesign Project – Nothing to report

i. ALS Board Report – Sarah Strunz – Nothing additional to report.

6. New Business
    a. LLS, ALS, SWLS WAN project – Jim Novy - Grant received, plan for crossover is in place,
       equipment is ordered and received; Clinton cut over happened last month,

    b. Fine project update -Kirsten Almo + Jim Novy - April 8, 2019 Edgerton Library went fine free for
       juvenile materials. Edgerton had an article in the newspaper and has been distributing an
       information sheet about the fine fee change. Several libraries have had the ZOVD-NI fines
       removed. Beloit and Hedberg are in the discussion stage about ZOVD-NI fines. Information
       presented about State Services that fines may be a barrier to service. Twenty percent of
       Wisconsin libraries are fine free. Edgerton is a starting point for ALS libraries moving in that
       direction.

7. ALS Activities - nothing was reported

8. Activities in Member Libraries
Edgerton – Fine free, working on HVAC timeline

Beloit - May the tree is being constructed in the children's area. The tree was funded by FABL at a cost of
$9500.00. The tree will provide an interactive play space. There will be programming presented by the
artist.

Hedberg – Construction on the renovation is moving ahead and going well. Staff did a great job of
making the collection shift. Charles appointed a lead librarian to make communication easier during the
transformation process. Patrons are adjusting to library opening at noon.

Clinton – Clinton is participating in a partnership with Sharon Library. The libraries are providing
programs to a home school geography group of 30 children. The program in on a different country each
month. This has been a very successful partnership. Discussion by the Clinton Library Board is ongoing
about the purchase and remodeling of a building available in Clinton for use as a new library facility. A
new part-time staff member has been hired.

Milton – The new staff member at Milton has a MLS and has marketing experience. Ashley and other
staff members have started a running club that is meeting on Tuesday nights. The first night there were
25 runners and 17 on the second night. The runners signed a waiver before participating.

Orfordville – Everything is going well. Staff is looking forward to summer programming.

9. Adjourn

(DRAFT) 2020 LLS and SHARE Budget

Lakeshores LIBRARY SYSTEM

SHARE
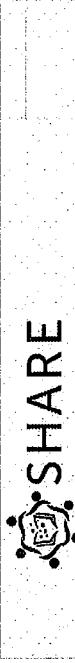
Vendor or Organization	Ancestry.com	Delivery	Gale Courses	WiscNet	Lease Collection	Movie License USA	OverDrive Buying Pool	Marketing and PR	WPLC Membership	Digital Magazines	Automation Annual Maintenance (SirsiDynix)	Automation Reserve Fund	NoveList Select	Bibliographic Utility (SkyRiver)	Lynda Learning Library (ALS & KCLS Portions)	Freegal (Tentative)	Total Contribution
Amount Budgeted	$12,942	$23,857	$13,400	$11,000	$6,282	$3,500	$47,222	$10,000	$4,246	$19,000	$155,900	$32,500	$12,359	$42,679	$16,866	$69,000	$412,453
Contract or Subscription Note	Calendar Year	Calendar Year	March 31, 2018 - March 30, 2019	Calendar Year	Calendar Year	Dec 1, 2017 - Nov 30, 2020	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Nov 1, 2017 - Oct 31, 2018	Jan 5, 2018 - Jan 4, 2020	June 15, 2018 - June 14, 2019	June 15, 2018 - June 14, 2020	
Aram Public Library	$782	$1,441	$809	$664	$379	$211	$2,852	$604	$256	$1,147	$4,007	$835	$318	$1,097	$434	$1,775	$17,612
Barrett Memorial Library	$548	$1,009	$567	$465	$266	$148	$1,998	$423	$180	$304	$2,807	$585	$223	$769	$304	$1,243	$12,339
Beloit Public Library (ALS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$11,186	$2,332	$887	$3,062	$1,211	$4,954	$23,633
Brigham Memorial Library	$148	$273	$153	$126	$72	$40	$541	$115	$49	$218	$760	$158	$60	$208	$82	$336	$3,339
Burlington Public Library	$1,197	$2,206	$1,239	$1,017	$581	$324	$4,367	$925	$393	$1,757	$6,136	$1,279	$486	$1,680	$664	$2,717	$26,966
Clinton Public Library (ALS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,032	$215	$82	$283	$112	$457	$2,180
Community Library (KCLS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,910	$1,232	$468	$1,618	$640	$2,617	$12,485
Darien Public Library	$100	$185	$104	$85	$49	$27	$367	$78	$33	$148	$515	$107	$41	$141	$56	$228	$2,265
Eager Free Public Library (ALS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,322	$484	$184	$636	$251	$1,028	$4,905
East Troy Public Library	$257	$475	$267	$219	$125	$70	$939	$199	$84	$378	$1,320	$275	$105	$361	$143	$584	$5,800
Edgerton Public Library (ALS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,408	$710	$270	$933	$369	$1,509	$7,199
Fontana Public Library	$190	$351	$197	$162	$92	$51	$694	$147	$62	$279	$975	$203	$77	$267	$106	$432	$4,286
Genoa City Public Library	$295	$544	$306	$251	$143	$80	$1,077	$228	$97	$433	$1,513	$315	$120	$414	$164	$670	$6,650
Graham Public Library	$423	$781	$438	$360	$206	$115	$1,545	$327	$139	$622	$2,171	$453	$172	$594	$235	$961	$9,541
Hedberg Public Library (ALS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$27,920	$5,820	$2,213	$7,643	$3,022	$12,365	$58,984
Kenosha Public Library (KCLS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$33,810	$7,048	$2,680	$9,256	$3,660	$14,974	$71,429
Lake Geneva Public Library	$883	$1,627	$914	$750	$428	$239	$3,221	$682	$290	$1,296	$4,526	$943	$359	$1,239	$490	$2,004	$19,892
Matheson Memorial Library	$1,663	$3,065	$1,721	$1,413	$807	$450	$6,066	$1,285	$545	$2,441	$8,524	$1,777	$676	$2,333	$923	$3,775	$37,463
Milton Public Library (ALS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,000	$625	$238	$821	$325	$1,329	$6,338
Orfordville Public Library (ALS)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$859	$179	$68	$235	$93	$380	$1,814
Racine Public Library	$4,761	$8,776	$4,929	$4,047	$2,311	$1,288	$17,371	$3,679	$1,562	$6,989	$24,409	$5,088	$1,935	$6,682	$2,642	$10,810	$107,280
Rochester Public Library	$198	$364	$205	$168	$96	$53	$721	$153	$65	$290	$1,013	$211	$80	$277	$110	$449	$4,453
Walworth Memorial Library	$308	$568	$319	$262	$150	$83	$1,124	$238	$101	$452	$1,580	$329	$125	$433	$171	$700	$6,944
Waterford Public Library	$1,189	$2,192	$1,231	$1,011	$677	$322	$4,339	$919	$390	$1,746	$6,097	$1,271	$483	$1,669	$660	$2,700	$26,796
Waterford High School	$0	$700	$0	$0	$0	$0	$0	$0	$0	$0	$102	$21	$8	$28	$0	$0	$859
Contracted Amount	$12,942	$24,557	$13,400	$11,000	$6,282	$3,500	$47,222	$10,000	$4,246	$19,000	$155,900	$32,500	$12,359	$42,679	$16,866	$69,000	$412,453

Waterford HS total: $859
Arrowhead total: $105,053
Kenosha Co total: $83,913
Lakeshores total: $291,628

$481,453

ALS Circ from all libraries	Station Library								
Checkouts									
Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESV_BKM	JANESVILLE	MILTON	ORFORDVILL	Total
All	21372	2595	9096	6236	109	54050	8058	1869	103385
BELOIT	18267	268	581	497		1523	371	113	
BURLINGTON	54	21	50	40		125	34	12	336
CLINTON	126	1510	121	105		360	101	58	
CL-S	83	30	50	47		140	36	12	398
CL-TL	58	11	48	20		102	25	12	276
DARIEN	31	11	46	26		64	17	4	199
DELAVAN	124	21	79	68		195	64	14	565
EAST_TROY	28	3	21	18		59	17	9	155
EDGERTON	98	46	6028	95		352	167	41	
ELKHORN	114	30	74	53		365	63	26	725
EVANSVILLE	138	55	199	4027		335	102	41	
FONTANA	40	4	44	23		121	31	11	274
GENOA_CITY	36	14	47	22		90	19	5	233
JANESV_BKM					97	6			
JANESVILLE	1012	263	722	392	12	46825	518	154	
KPL-BKM	5	1	12	1		32	5	1	57
KPL-NS	99	33	72	61		230	56	13	564
KPL-SI	25	6	13	16		76	10	2	148
KPL-SW	205	32	119	137		459	86	33	1071
KPL-UP	8	4	12	7		17	1	2	51
LAKEGENEVA	65	12	45	31		126	59	10	348
LAKESHORES							1		1
MILTON	215	65	193	170		862	5965	31	
ORFORDVILL	96	27	74	76		233	49	1182	
RACINE_BKM	17	6	17	8		26	7	4	85
RACINEMAIN	226	52	180	141		690	125	34	1448
ROCHESTER	33	14	34	24		104	30	14	253
SHARON	15	5	18	17		63	9	5	132
UNIONGROVE	20	10	36	8		48	8	5	135
WALWORTH	14	14	25	14		54	20	4	145
WATERFORD	77	14	79	48		206	37	6	467
WILLIAMBAY	36	11	47	38		140	24	8	304
WTFORDHS	7	2	10	6		22	1	3	51
								Total Non-ALS	8421

2019 April ALS circ from LLS & KCLS

ALS Circ from LLS & KCLS								
Checkouts								
	Station Library							
Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	54	21	50	40	125	34	12	336
CL-S	83	30	50	47	140	36	12	398
CL-TL	58	11	48	20	102	25	12	276
DARIEN	31	11	46	26	64	17	4	199
DELAVAN	124	21	79	68	195	64	14	565
EAST_TROY	28	3	21	18	59	17	9	155
ELKHORN	114	30	74	53	365	63	26	725
FONTANA	40	4	44	23	121	31	11	274
GENOA_CITY	36	14	47	22	90	19	5	233
KPL-BKM	5	1	12	1	32	5	1	57
KPL-NS	99	33	72	61	230	56	13	564
KPL-SI	25	6	13	16	76	10	2	148
KPL-SW	205	32	119	137	459	86	33	1071
KPL-UP	8	4	12	7	17	1	2	51
LAKEGENEVA	65	12	45	31	126	59	10	348
LAKESHORES						1		1
RACINE_BKM	17	6	17	8	26	7	4	85
RACINEMAIN	226	52	180	141	690	125	34	1448
ROCHESTER	33	14	34	24	104	30	14	253
SHARON	15	5	18	17	63	9	5	132
UNIONGROVE	20	10	36	8	48	8	5	135
WALWORTH	14	14	25	14	54	20	4	145
WATERFORD	77	14	79	48	206	37	6	467
WILLIAMBAY	36	11	47	38	140	24	8	304
WTFORDHS	7	2	10	6	22	1	3	51
	1420	361	1178	874	3554	785	249	8421

2019 April ALS items to LLS & KCLS

ALS Items to LLS & KCLS

Checkouts

Station Library	Item Library							
	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	183	35	42	31	265	30	21	607
CL-S	146	9	27	22	207	24	6	441
CL-TL	79	11	11	10	104	10	3	228
DARIEN	16	2	4	3	31	9		65
DELAVAN	141	31	26	20	186	30	5	439
EAST_TROY	33	3	8	3	65	11	1	124
ELKHORN	316	30	64	38	462	55	14	979
FONTANA	22	5	8	5	32	4		76
GENOA_CITY	57	5	9	17	79	11	7	185
KPL-AD	11	1			10	3		25
KPL-BKM	76	6	14	12	85	10	4	207
KPL-NS	307	35	53	32	362	54	12	855
KPL-SI	94	12	12	6	89	8	2	223
KPL-SW	624	86	92	65	800	116	32	1815
KPL-UP	22	7	5	5	29	4	1	73
LAKEGENEVA	179	21	40	33	273	27	12	585
LAKESHORES					1			1
RACINE_BKM	162	23	30	21	209	37	6	488
RACINEMAIN	816	96	171	124	1144	123	58	2532
ROCHESTER	25	2	6		29	3	5	70
SHARON	37	15	6	4	39	7	3	111
UNIONGROVE	89	19	7	15	97	5	6	238
WALWORTH	65	12	13	8	115	15	6	234
WATERFORD	197	26	34	17	305	34	17	630
WILLIAMBAY	99	26	17	27	153	55	3	380
WTFORDHS	4	3	5	5	7	1		20
	3800	521	704	518	5178	686	224	11631

Arrowhead - hoopla April 2019

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	905	29	192	$ 1316.70	600	$ 5595.63	2550
Clinton Public Library	147	8	36	$ 304.54	126	$ 1044.43	432
Eager Free Public Library	255	4	60	$ 464.32	218	$ 1791.03	857
Edgerton Public Library	390	9	79	$ 494.29	206	$ 1982.45	850
Hedberg Public Library	2312	75	558	$ 3571.43	1652	$ 13662.84	6412
Milton Public Library (WI)	348	8	70	$ 492.91	224	$ 2079.98	947
Orfordville Public Library	131	2	35	$ 278.44	141	$ 1044.98	505
Total	4488	135	1030	$ 6922.63	3167	$ 27201.34	12553

2019 April Overdrive Statistics

Library	eBooks	Audiobook/Music	Video/Streaming Video	Total by Library	OD Users	Holds (5-6-19)
Clinton Public Library	95	134		229	41	121
Orfordville Public Library	122	73		195	39	109
Eager Free Public Library	360	329	1	690	128	417
Milton Public Library	380	142	1	523	116	367
Edgerton Public Library	387	427	2	816	140	470
Beloit Public Library	933	800	6	1739	312	1043
Hedberg Public Library	3236	2618	4	5858	1018	3236
Total by type	**5513**	**4523**	**14**	**10050**	**1794**	**5763**

2020 Budget Preparation Calendar

Time Frame	Activity	Assigned to
May 2	Budget Calendar sent to Department Heads & County Board.	Administrator
May 3	H.R. sends memo to depts. describing the procedures for making personnel requests.	H.R.
May 17	I.T. sends memo to depts. notifying them as to the procedures for making I.T. equipment requests.	I.T.
May 31	All Department Head meeting regarding next year's budget. Instructions given and forms provided on intranet.	Administrator H.R., Finance
May 31	Send H.R. completed forms as described in HR memo. (electronic copies to Alyx Brandenburg).	Department Heads
June 14	Send I.T. equipment requests to Information Technology	Department Heads
June 3 Through July 22/July 29	Preparation of Management Charters, budget request worksheets and forms.	Department Heads
July 12	Send instructions for how to run PO3 reports to all departments.	Finance
July 22	Departments responsible for cross-charges submit documentation to appropriate departments	Select Department Heads
July 12-July 29	H.R. completes Form A and sends to Departments	H.R.
July 22/July 29	Submit completed Management Charters, budget request worksheets and supplemental forms to County Administrator.	Department Heads
July 30 Through September 27	Analysis and review of department budget requests. Administrator meetings with Department Heads.	Administrator Admin. Staff Finance, H.R. Department Heads
October 2 Through October 10	Preparation and printing of Recommended Budget document.	Admin. Staff Central Duplicating
October 10	Presentation of County Administrator's Recommended Budget to the County Board	Administrator County Board
October 11	Notice of Public Hearing on County Budget.	Finance Dir. County Clerk
October 14 Through October 30	Review and consideration of department budget/requests by Governing Committees. Formalization of action by Committee.	Governing Committees
November 4	County Administrator's review and explanation of the Recommended Budget with questions from the County Board.	County Board Administrator
November 6	Public Hearing on the Recommended Budget.	County Board
Nov. 7	Conducts Governing Committee appeals and Finance Committee makes recommendations on appeals for submission to the County Board.	Finance Committee
November 12	Adoption of County Budget and setting of the tax rate. Statutory annual meeting.	County Board