

**Arrowhead Library System
Librarians Meeting via Zoom
Wednesday, April 15, 2020
9:30 a.m.**

Join Zoom Meeting: <https://zoom.us/j/515079430>

Meeting ID: 515 079 430

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1. Call to order 9:30a.m. – Chair – Ashlee Kunkel
2. Secretary – Tovah Anderson
3. Approval of the February 2020 Minutes
4. Unfinished Business
 - a. Shared System
 1. Share update
 - a. Delivery Update
 - b. March Statistics
 - c. Items for SHARE agenda
 - b. Technology
 - c. Hoopla
 - d. WPLC/Overdrive
 - e. Gale Courses /Lynda.com/Transparent Languages
 - f. Budget 2019/2020
 - g. Youth Services update- Jeni Schomber
 - h. Public Library System Redesign Project
 - i. ALS Board Report – Sarah Strunz
5. New Business
 - a. Covid-19 Updates
 - b. How staff are working and being compensated – Kirsten Almo
 - c. Municipal relations during the pandemic
 - d. ALS strategic planning
6. ALS Activities
7. Activities in Member Libraries
8. Adjourn

Dates to Remember:

ALS Board Meeting – May 13 – 6:00 pm @ EPL or remote

**Arrowhead Library System
Librarians Meeting
Wednesday, February 19, 2020
Milton Public Library | 430 E. High St., Milton | 9:30 a.m.**

Attendees: Steve Platteter, Tovah Anderson, Sarah Strunz, Ashlee Kunkel, Michael DeVries, Jeni Schomber, Nick Dimassis, Charles Teval, Kirsten Almo, Mary Bieber
Guest: Paula Schutt, Rock County Council on Aging

1. Call to order 9:30 a.m. – Chair – Sarah Strunz
2. Secretary – Tovah Anderson
3. Approval of the January 2020 Minutes
 - a. Motion: Charles Teval
 - b. Second: Kirsten Almo
 - c. Approved unanimously
4. Unfinished Business
 - a. Shared System
 - i. SHARE Update – Huge order of RFID tags has been placed. ALS will have 4 tagging stations.
 1. Delivery Update
 2. January Statistics – in packet
 3. Items for Share Agenda
 - a. Please go over the Damaged/Missing Parts/Items Protocol – does it stay on patron card or go to a problem card. How does it get billed then? What are the implications for the Library of Things?
 - b. Technology
 - i. BadgerNet – Router Updates
 - c. Hoopla – statistics in packet
 - d. WPLC/OverDrive
 - i. KKR investment firm bought out OverDrive
 - ii. BiblioBoard discontinued as of March 31, email from WPLC going to users
 - iii. Lucky Day Collection: 2477 unique titles and 2979 copies, 2/patron
 - iv. Holds Redelivery goes live the week of March 2
 - e. Gale Courses/Lynda.com/Transparent Language
 - i. Gale stats handed out. Transparent Language stats in packet. Lynda N/A.
 - f. Budget 2019/2020
 - i. SHARE lost items reconciliation charges handed out – invoices/checks coming
 - ii. Participating library checks passed out
 - g. Youth Services Update – Jeni Schomber
 - i. Jeni passed out notes she took at the Kids Summer Library Club programming workshop in Mukwonago. Recording will be available on SEWI later.

- ii. Homeless Librarian Training coming up in March. Have about 100 total participants so far.
- h. Public Library System Redesign Project
 - i. Copy of DPI blog post about where we are in implementation process included in packet.
- i. ALS Board Report – Sarah Strunz
 - i. Sarah shared an interesting thread from a listserve discussing getting library cards in the hands of all the students in a school district.
 - 1. Milwaukee and DPI already figured out the privacy issues and the more seamless transfer of data
 - 2. Racine was also involved in something similar, Jim Novy may be a good resource to talk with first.

5. New Business

- a. Aging Mastery Program – Paula Schutt, Rock County Council on Aging
 - i. For people 50 and older. Free. Ends with graduation ceremony.
 - ii. Learn best ways to age and lifelong learning. 5-week, 10 lessons (2/day with lunch break scheduled at MPL) program to make small life-changes. Speakers, peer support, discussions, evidence-based research: Finances, Sleep, Nutrition, Exercise, Medication Medicine, Advanced Planning, Healthy Relationships, Falls Prevention, Community Engagement
 - iii. Minimum # of participants: 10-15, but flexible.
 - iv. Open to local speakers for each lesson, but also has speakers normally works with
 - v. Holding an informational meeting for prospective participants to show what it is
- b. 2019 ALS and member library annual reports
 - i. System report approved last week, some libraries reports are still awaited
 - ii. EBSCO numbers are down, could be for several reasons
 - iii. Audiobook use has really gone up
- c. DPI digitalization kit update
 - i. Pilot going with MPL and Milton College. Did a large slide collection so far.
 - ii. Eager Free is next on list, then EPL.
- d. Strategic planning meeting instead of March 18 librarian's meeting (9:00-3:00@ EPL)

6. ALS Activities

- a. Seed Library – website up to date, binder sheets out, brochures out
- b. Legislative Day – 168 attended. Double number in 2021 – make plans to attend or send staff (February 16, 2021). Gather videos of patrons extolling our virtues, Tovah will help film/edit.
- c. SLP Reminder – Mid to late March.
- d. EPL/MPL talked about and ALS pool party for all library staff families. \$1/person. Watch for an invite
- e. SHARE Patron Damaged or Missing Items – shouldn't be checked in, it should stay on the patron card. Check multi-disc items before checking in.

7. Activities in Member Libraries

- a. Clinton Public Library

- i. Village voted to pursue purchasing the building. Dream Bigger Committee had several meetings. CPL Foundation needs to vote on purchasing building.
 - b. Edgerton Public Library
 - i. Reshuffling staff.
 - c. Beloit Public Library
 - i. Hired LS1 position, Paul, started today.
 - ii. Katharine is doing a lot of SLP planning
 - d. Milton Public Library
 - i. Very successful Hoo's Woods program.
 - ii. Planning summer
 - iii. Getting into meat of strategic plan
 - e. Orfordville Public Library
 - i. Sewing event next month
 - ii. Game Night, on February 28th (Friends Group)
 - iii. Trivia Night, March 27th (Friends Group)
 - iv. Working on Strategic Plan – will form new committee
 - f. Hedberg Public Library
 - i. Posted part time YA, and part time public service associate
 - ii. Go to board to award HVAC bid soon
8. Adjourn
- a. Motion: Ashlee Kunkel
 - b. Second: Charles Teval
 - c. Approved unanimously

Dates to Remember:

- **SHARE Meeting – Tuesday, March 3 – 9:30 am @Matheson Memorial Library**
- **ALS Board Meeting – Wednesday, March 11 – 6:00 pm @ Milton Public Library**
- **Strategic Planning Meeting in Lieu of ALS Librarians Meeting**
Wednesday, March 18, 9:00 am to 3:00 pm at Edgerton Public Library

2020 March ALS Circ

ALS Circ from all libraries										
Checkouts										
		Station Library								
Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total	
All		11694	2034	4553	2920	329	35326	5514	1283	63653
	BELOIT	9864	128	281	210	26	914	191	64	
	BURLINGTON	26	7	16	21	1	106	18	4	199
	CLINTON	105	1358	58	52	5	204	62	27	
	CL-S	47	5	18	13	1	103	16	10	213
	CL-TL	28	12	11	11	4	71	11	8	156
	DARIEN	15	12	12	20	1	41	9	3	113
	DELAVAN	48	23	28	19		113	14	8	253
	EAST_TROY	17	6	5	6	1	50	8	4	97
	EDGERTON	97	31	3216	46	5	275	87	26	
	ELKHORN	46	13	25	33		180	37	3	337
	EVANSVILLE	69	35	75	1859	4	252	55	36	
	FONTANA	22	11	13	11		53	28	8	146
	GENOA_CITY	19	11	17	12	2	68	10	3	142
	JANESV_NS	10	1	3		198	74	2	1	
	JANESVILLE	510	132	342	218	42	30647	300	79	
	KPL-BKM	6	6	4	4		18	10	1	49
	KPL-NS	53	19	26	23	2	155	35	7	320
	KPL-SI	17	6	7	7	1	36	8	3	85
	KPL-SW	127	25	68	57	9	271	47	13	617
	KPL-UP	5	6	1	6	1	5	1	1	26
	LAKEGENEVA	41	21	23	18	2	114	15	6	240
	LAKESHORES						1	1	1	3
	MILTON	115	45	138	70	5	613	4370	43	
	ORFORDVILL	80	10	24	30	3	148	30	871	
	RACINE_BKM	3	1	4	3		7	6	1	25
	RACINEMAIN	161	43	62	94	10	408	69	21	868
	ROCHESTER	25	11	13	16		54	11	11	141
	SHARON	17	6	6	5		39	4	1	78
	UNIONGROVE	20	12	4	6		54	10	4	110
	WALWORTH	15	4	13	9	1	39	11	3	95
	WATERFORD	50	22	28	25	3	126	28	10	292
	WILLIAMBAY	29	9	11	15	2	76	9	2	153
	WTFORDHS	7	3	1	1		11	1		24
								Total Non-ALS		4782

2020 March ALS circ from LLS & KCLS

ALS Circ from LLS													
Checkouts													
		Station Library											
Item Library	BELoit	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total				
BURLINGTON	26	7	16	21	1	106	18	4	199				
CL-S	47	5	18	13	1	103	16	10	213				
CL-TL	28	12	11	11	4	71	11	8	156				
DARIEN	15	12	12	20	1	41	9	3	113				
DELAVAN	48	23	28	19		113	14	8	253				
EAST_TROY	17	6	5	6	1	50	8	4	97				
ELKHORN	46	13	25	33		180	37	3	337				
FONTANA	22	11	13	11		53	28	8	146				
GENOA_CITY	19	11	17	12	2	68	10	3	142				
KPL-BKM	6	6	4	4		18	10	1	49				
KPL-NS	53	19	26	23	2	155	35	7	320				
KPL-SI	17	6	7	7	1	36	8	3	85				
KPL-SW	127	25	68	57	9	271	47	13	617				
KPL-UP	5	6	1	6	1	5	1	1	26				
LAKEGENEVA	41	21	23	18	2	114	15	6	240				
LAKESHORES						1	1	1	3				
RACINE_BKM	3	1	4	3		7	6	1	25				
RACINEMAIN	161	43	62	94	10	408	69	21	868				
ROCHESTER	25	11	13	16		54	11	11	141				
SHARON	17	6	6	5		39	4	1	78				
UNIONGROVE	20	12	4	6		54	10	4	110				
WALWORTH	15	4	13	9	1	39	11	3	95				
WATERFORD	50	22	28	25	3	126	28	10	292				
WILLIAMSBAY	29	9	11	15	2	76	9	2	153				
WTFORDHS	7	3	1	1		11	1		24				
	844	294	416	435	41	2199	417	136	4782				
						Total KCLS	1466	Total LLS	3316				

2020 March ALS items to LLS & KCLS

ALS Items to LLS & KCLS									
Checkouts									
	Item Library								
Station Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILLE	Total	
BURLINGTON	121	20	29	27	149	30	7	383	
CL-S	66	9	15	8	103	14	5	220	
CL-TL	33	2	5	5	56	6	3	110	
DARIEN	10	1	7	2	15	4		39	
DELAVAN	44	3	15	8	137	11	1	219	
EAST_TROY	37	9	8	3	45	3		105	
ELKHORN	321	31	83	46	415	100	16	1012	
FONTANA	14	2	5	2	18	4		45	
GENOA_CITY	51	4	12	5	96	5	4	177	
KPL-AD				1	6		3	10	
KPL-BKM	44	1	13	11	64	7	3	143	
KPL-NS	178	25	46	27	237	28	8	549	
KPL-SI	46	5	9	9	59	6	2	136	
KPL-SW	305	48	56	34	450	69	15	977	
KPL-UP	3		1		14	1		19	
LAKEGENEVA	116	12	23	20	126	28	6	331	
LAKESHORES						6		6	
RACINE_BKM	49	8	7	6	106	16	6	198	
RACINEMAIN	288	55	67	58	558	48	15	1089	
ROCHESTER	38	3	7	4	25	3	3	83	
SHARON	7		2	1	7	3		20	
UNIONGROVE	58	8	14	6	106	15	5	212	
WALWORTH	39	12	15	8	72	4		150	
WATERFORD	84	25	19	11	171	18	4	332	
WILLIAMSBAY	35	13	17	7	64	7	5	148	
WTFORDHS	8	2	4	5	11	4		34	
	1995	298	479	314	3110	440	111	6747	
					Total KCLS	2164	Total LLS	4583	

Arrowhead - hoopla March 2020

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	1186	55	230	\$1,584.71	789	\$4,419.32	2148
Clinton Public Library	203	8	43	\$282.34	134	\$766.74	341
Eager Free Public Library	352	22	95	\$505.03	283	\$1,499.70	785
Edgerton Public Library	499	21	97	\$579.04	317	\$1,515.06	760
Hedberg Public Library	3104	117	650	\$3,948.01	1967	\$11,407.06	5503
Milton Public Library (WI)	454	18	106	\$659.65	331	\$1,812.15	888
Orfordville Public Library	153	5	34	\$206.80	105	\$602.32	303
Total	5951	246	1255	\$7,765.58	3926	\$22,022.35	10728