

**Arrowhead Library System
Librarians Meeting via Zoom
Wednesday, May 20, 2020
9:30 a.m.**

Join Zoom Meeting: <https://us02web.zoom.us/j/89549108644>

Meeting ID: 895 4910 8644

Dial by your location

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1. Call to order 9:30a.m. – Chair – Bryan McCormick
2. Secretary – Tovah Anderson
3. Approval of the April 2020 Minutes
4. Unfinished Business
 - a. Shared System
 1. Share update
 - a. Delivery Update
 - b. April Statistics
 - c. Items for SHARE agenda
 - b. Technology
 - c. Hoopla
 - d. WPLC/Overdrive
 - e. Gale Courses /Lynda.com/Transparent Languages
 - f. Budget 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. ALS Delivery
 - c. ALS strategic planning
 - d. CreativeBug
 - e. September Librarians' Meeting
6. ALS Activities
7. Activities in Member Libraries
8. Adjourn

Dates to Remember:

ALS Board Meeting – June 10 – 6:00 pm @ EFPL or remote

**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

One tap mobile

+13126266799,,515079430# US (Chicago)

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Dial by your location

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Attendees: Kirsten Almo, Ashlee Kunkel, Tovah Anderson, Steve Platteter, Bryan McCormick, Jim Novy, Jenni Schomber, Sarah Strunz, Michael DeVries, Steve Ohs, Megan Kloeckner, Mary Bieber

- 1) Call to order 9:30a.m. – Chair – Ashlee Kunkel at 9:36 am
- 2) Secretary – Tovah Anderson
- 3) Approval of the February 2020 Minutes
 - a) Motion Kirsten Almo
 - b) Second
 - c) Approved Unanimously
- 4) Unfinished Business
 - a) Shared System
 - i) Share update – in holding pattern waiting for info from state as far as reopening libraries
 - (1) Delivery Update
 - (a) not running any delivery services currently. Drivers and contractors still being paid as long as we can. It's already been budgeted.
 - (b) Contemplating running delivery 2 days/week initially to allow items to quarantine.
 - (c) May want to open with local materials only until libraries can get in the groove handling returned materials and sanitization routines.
 - (d) IMLS Video: <https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>
 - (e) Corona Virus can Travel 13 feet: <https://www.foxnews.com/science/cdc-study-coronavirus-can-travel-13-feet-in-air-live-on-shoes>
 - (2) March Statistics – Emailed, or see als.lib.wi.us
 - (3) Items for SHARE agenda
 - b) Technology
 - i) Steve Platteter forwarded an email about WiFi survey. All libraries should participate in survey.
 - ii) LSTA is making funds available to systems as an equal grant to facilitate communications
 - c) Hoopla

- i) Statistics attached to the meeting reminder email.
 - ii) **Look at your credit account and see where you are.**
 - d) WPLC/Overdrive
 - i) \$250,000 LSTA grant going toward additional content including temporary simultaneous use titles
 - ii) Will be discussing on demand magazines
 - e) Gale Courses /Lynda.com/Transparent Languages
 - i) Statistics emailed out
 - ii) Lynda.com has reversed requirement of a LinkedIn Account – Lakeshores holds the current contract. Don't commit to anything without decision from LLS. ALS intends to pay for subscription for our libraries.
 - f) Budget 2019/2020
 - i) We have received second state aid payment
 - ii) COVID-19 is affecting revenue. Budget repair bill expected later this year to revise 2021 budget.
 - g) Youth Services update- Jeni Schomber
 - i) DPI Compiling results of the Beanstack survey
 - (1) BPL purchased their own subscription earlier this year. Contact Katharine Clark at BPL for details. Kclark@beloitlibrary.org
 - ii) State will be discussing how to collect virtual program stats and more Friday during a virtual meeting.
 - h) Public Library System Redesign Project
 - i) Bruce Smith, formerly of WiLS, is now working at DPI coordinating the PLSR implementation
 - i) ALS Board Report – Sarah Strunz – nothing new to report
- 5) New Business
- a) Covid-19 Updates
 - i) 59 Confirmed cases in Rock County, 4 deaths, not many tests performed. No “recovered patient” data available.
 - ii) System would not be surprised if “Safer at Home” order is extended.
 - iii) ALS: Tovah working completely from home. Steve is mostly at home, goes in to office every day or so for a couple hours, Anita elects to work in the office in the mornings. Drivers and Driver contractor are continuing to be paid.
 - iv) Chat Feature: built online call center software libraries can choose to use (website chat box, calls, text messages all go into the same cue where staff can pick it up anywhere online)
 - (1) Contact LLS tech staff to get it set up
 - (2) Some libraries are setting up regular staffing rotations – formal scheduling might come later
 - v) Engaged Patron: some libraries are already set up, some still waiting. Steve Ohs sent out email with user directions.
 - vi) Are any other libraries *deep-sanitizing* before opening? Doesn't sound like it. Mostly surface *sanitization* before opening. Buildings have been mostly empty for way more than 72 hours.
 - vii) Is DPI developing recommendations on how to reopen libraries? Yes, but they don't have any infectious disease specialists on staff. State system directors will be submitting recommendations to the governor as well.
 - viii) Are all library boards meeting in April? MPL Yes, OPL Yes
 - ix) State guidelines or recommendations greatly desired: Openings, book drops, curbside pickup, etc.

- x) How do we move forward with programming and opening libraries while still modeling healthful behaviors
 - b) How staff are working and being compensated – Kirsten Almo
 - i) Is any staff laid-off or are considering laying off staff later? Money should be there this year to continue to pay staff. Fiscal landscape may be different next year. ALS doesn't fall under the County's guidelines on who gets paid.
 - c) Municipal relations during the pandemic
 - i) HPL Staff is working on training activities from home. A few people come in (wearing PPE) and do some work at home. Some are using sick leave or vacation time. Has to report the activities of 80 employees to the city. Some staff is assigned to the City's emergency response team, city hall cleaning, elections help, etc. 5 Janesville Police officers are stationed at the library so not all officers are reporting to one building.
 - ii) BPL staff is all working from home. Jeni sends out a daily list of learning opportunities (articles, webinars, Library Journal content); programmers are working on future programs, tech services placing orders and deduping; some staff helped out with election. Considering sending some staff back prior to opening to handle book drops and RFID. Weekly Go To Meeting with staff. Keeping in contact with staff for fun things too. No one is checking main phone. Nick phone meets multiple times a day with the city.
 - iii) MPL staff is all getting paid. Even part timers are making content for online channels. Ashlee goes in almost daily, doing RFID tagging (staff trades off), cataloging, ordering books. City wants MPL to have a work plan – weekly what did you do this week? City has daily meetings with department heads – they've been great to work with.
 - iv) OPL Sarah goes in pretty much every day. Working on weeding. Cleaned our closets. Some staff is helping chief of police with data entry remotely. Helped with election. Online learning. Might start weekly meetings. All staff is getting paid. Orfordville has been very supportive, OPL is considered a part of the Orfordville team.
 - v) EPL. Staff at home isn't doing too much right now. Struggling to balance the point of the Safer at Home Order with respect to tax-payer dollars. Edgerton wants library to have the plan, city isn't providing guidance specific to library. EPL doesn't have to formally check-in – never participated in formal department head meeting.
 - vi) EFPL. No staff in building. Megan goes to check on the building. Alison is working from home. Getting in touch with staff to see if they have ability to work on the chat help LLS is setting up. Evansville cancelled monthly department head meeting, didn't want check-ins.
 - d) ALS strategic planning
 - i) Doodle poll deadline: Friday, April 17
 - ii) Priorities Survey deadline: Friday May 1
 - iii) Bruce Smith left WiLS, Melissa and Melody with now be handling strategic planning
- 6) ALS Activities
- a) Working on Summer library stuff
 - b) Helping EPL work on adding blogs to their website
 - c) Don't forget
- 7) Activities in Member Libraries
- a) CPL – Jennifer Laatz from BPL got on the Clinton Village Board
 - b) MPL – Purchased a self-check-out machine – liked one-on-one interactions but with COVID-19 it might be safer for staff and patrons. \$4100 through EnvisionWare (a less expensive tabletop version is available.)

- c) LLS – System Directors List one director also on LDL committee suggested libraries reach out and engage with legislators while we're closed.
- d) OPL is considering getting book lockers similar to Milton's (MPL has 10 lockers). Could run with 1 staff member in the library at a time for longer hours – community might like it. Has a virus/bacteria purifier on furnace.

8) Adjourn

- a) Motion: Mary Bieber
- b) Second: Sarah Strunz

9) Dates to Remember:

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

2020 April ALS Circ

[illegible]

2020 April ALS circ from LLS & KCLS

ALS Circ from LLS							
checkouts							
	Station Library						
Item Library	BELOIT	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	
BURLINGTON		3	4	4	1		12
CL-S		5	1	2			8
CL-TL		3	1	2			6
DARIEN		1	3	1			5
DELAVAN		1	2	2	2		7
EAST_TROY		2	4				6
ELKHORN		1	1	1		1	4
FONTANA			4	1		1	6
GENOA_CITY		1	3	1			5
KPL-BKM		2	1		1		4
KPL-NS		1	5	3	1		10
KPL-SI		3	1	1			5
KPL-SW		7	6	8		1	22
KPL-UP			2				2
LAKEGENEVA		1	3	1			5
MACINE_BKM			1	1			2
RACINEMAIN	1	8	6	3	3	2	23
ROCHESTER		1		1			2
SHARON			2				2
UNIONGROVE				1		1	2
WALWORTH		1		1			2
WATERFORD		1		2	2	1	6
WILLIAMSBAY		3	4	3			10
	1	45	54	39	10	7	156
				Total KCLS	57	Total LLS	99

Arrowhead - hoopla April 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	1215	29	219	\$1,353.34	864	\$5,772.66	3012
Clinton Public Library	210	7	50	\$264.72	163	\$1,031.46	504
Eager Free Public Library	362	10	85	\$498.83	341	\$1,998.53	1126
Edgerton Public Library	512	17	104	\$503.58	377	\$2,018.64	1137
Hedberg Public Library	3193	89	649	\$3,618.58	2271	\$15,025.64	7774
Milton Public Library (WI)	463	10	105	\$599.03	374	\$2,411.18	1262
Orfordville Public Library	156	3	36	\$211.74	147	\$814.06	450
Total	6111	165	1248	\$7,049.82	4537	\$29,072.17	15265

2020 April Overdrive Statistics

Library	Ebooks	Audiobook/Music	Video/Streaming Video	Total by Library	OD Users	Holds (5-4-20)
Clinton Public Library	165	112		277	48	146
Orfordville Public Library	118	65		183	40	119
Milton Public Library	491	225		716	133	439
Eager Free Public Library	431	288		719	139	466
Edgerton Public Library	643	416	1	1060	178	563
Beloit Public Library	953	657		1610	295	947
Hedberg Public Library	3980	2618	7	6605	1093	2752
Total by type	6781	4381	8	11170	1926	5432

Week 1: March 1-7

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
2	16	0	0	0
BPL	0	0	0	0
CPL	0	0	0	0
EFPL	1	11	1	1
EPL	1	1	0	0
HPL	1	1	6	3
MPL	0	0	3	1
OPL	0	0	2	1

Week 2: March 8-14

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
1	3	0	0	0
BPL	0	0	0	0
CPL	0	0	0	0
EFPL	1	1	1	0
EPL	1	1	0	0
HPL	9	21	4	1
MPL	0	0	3	3
OPL	1	2	0	0

Week 3: March 15-21

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
2	0	3	4	2
BPL	0	0	0	0
CPL	0	0	2	1
EFPL	0	0	1	0
EPL	1	1	0	0
HPL	3	7	0	0
MPL	1	1	4	2
OPL	0	0	0	0

Week 4: March 22-28

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
3	3	3	2	2
BPL	1	1	0	0
CPL	0	0	2	2
EFPL	0	0	1	1
EPL	1	1	1	1
HPL	1	1	11	1
MPL	1	1	1	1
OPL	0	0	3	3

Week 5: March 29-April 4

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
1	1	1	5	1
BPL	1	1	0	0
CPL	1	1	0	0
EFPL	0	0	0	0
EPL	0	0	1	0
HPL	7	7	5	2
MPL	1	2	0	0
OPL	0	0	0	0

Week 6: April 5-11

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
2	4	1	1	0
BPL	0	0	0	0
CPL	0	0	0	0
EFPL	0	0	0	0
EPL	0	0	2	2
HPL	9	12	2	1
MPL	0	0	1	0
OPL	0	0	0	0

Week 7: April 12-18

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
4	6	5	3	0
BPL	0	0	0	0
CPL	0	0	0	0
EFPL	3	3	2	0
EPL	0	0	2	1
HPL	6	6	16	2
MPL	2	5	0	0
OPL	0	0	0	0

Week 8: April 19-25

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
1	1	1	1	0
BPL	0	0	0	0
CPL	0	0	7	1
EFPL	1	2	1	1
EPL	1	1	0	0
HPL	3	3	3	1
MPL	0	0	0	0
OPL	0	0	0	0

Week 8: April 26-May 2

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
2	2	1	1	0
BPL	0	0	0	0
CPL	0	0	0	0
EFPL	0	0	0	0
EPL	0	0	0	0
HPL	8	8	2	1
MPL	1	1	0	0
OPL	0	0	0	0

Week 8: May 3-9

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
1	1	2	1	0
BPL	0	0	0	0
CPL	0	0	0	0
EFPL	0	0	0	0
EPL	0	0	0	0
HPL	12	14	7	1
MPL	0	0	0	0
OPL	0	0	0	0

Week 9: May 10-16

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
4	6	0	0	0
BPL	0	0	0	0
CPL	0	0	0	0
EFPL	1	1	0	0
EPL	0	0	1	1
HPL	3	3	1	1
MPL	0	0	2	1
OPL	0	0	0	0

Week 10: May 17-23

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
3	4	1	1	0
BPL	0	0	0	0
CPL	0	0	0	0
EFPL	2	3	0	0
EPL	0	0	1	1
HPL	1	1	2	2
MPL	0	0	0	0
OPL	0	0	0	0

Week 11: May 24-30

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
		0	0	0
BPL		0	0	0
CPL		0	1	1
EFPL		1	3	1
EPL		3	1	0
HPL		1	0	0
MPL		0	0	0
OPL		0	0	0

Week 12: May 31-June 6

GALE Courses		Transparent Language		
Patrons	Enrollments	Total Sessions	Total Unique Users	Total User Registrations
		0	0	0
BPL		0	0	0
CPL		0	0	0
EFPL		5	2	1
EPL		4	1	1
HPL		3	2	2
MPL		0	0	0
OPL		0	0	0

2021 ALS ROCK COUNTY FUNDING REQUEST

[illegible]

2021 ALS Rock County Funding-70% cost of circ.

[illegible]

ALS Librarians Meetings 2020
9:30 a.m.

Meeting Date	Location	Chair
Wednesday, January 15	ALS	Mary Bieber
Wednesday, February 19	ALS	Sarah Strunz
Wednesday, March 18	EPL	Kirsten Almo
Wednesday, April 15	MPL	Ashlee Kunkel
Wednesday, May 20	HPL	Bryan McCormick
Wednesday, June 17	BPL	Nick Dimassis
Wednesday, July 15	EFPL	Megan Kloeckner
Wednesday, August 19	CPL	Mary Bieber
Wednesday, September 16	OPL	Sarah Strunz
Wednesday, October 21	ALS	Ashlee Kunkel
Wednesday, November 18	ALS	Bryan McCormick
Wednesday, December 16	ALS	Nick Dimassis