Arrowhead Library System
Librarians Meeting via Zoom
Wednesday, August 19, 2020
9:30 a.m.

Join Zoom Meeting: https://us02web.zoom.us/j/89578437807
Meeting ID: 895 7843 7807
Dial by your location
+1 312 626 6799 US (Chicago)

1. Call to order 9:30a.m. – Chair – Mary Bieber

2. Secretary – Tovah Anderson

3. Approval of the July 2020 Minutes

4. Unfinished Business
   a. Shared System
      1. Share update
         a. Delivery Update
         b. July Statistics
         c. Items for SHARE agenda
   b. Technology
   c. Hoopla
   d. WPLC/Overdrive
   e. Gale Courses /Lynda.com/Transparent Languages
   f. Budget 2020/21
   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 Strategic Plan
   c. REMINDER 2020 Trustee Training Week August 24-28

6. ALS Activities

7. Activities in Member Libraries

8. Adjourn

Dates to Remember:
ALS Board Meeting – September 23rd – 6:00 pm @ remote

Arrowhead Library System
Librarians Meeting
Wednesday, July 15, 2020 at 9:30 a.m.

Join Zoom Meeting:
https://us02web.zoom.us/j/85135953255 Meeting ID: 851 3595 3255
Dial by your location +1 312 626 6799 US (Chicago)

Attendees: Ashlee Kunkel, Tovah Anderson, Sarah Strunz, Kirsten Almo, Mary Bieber, Steve Platteter, Steve Ohs, Charles Teval, Wyatt Ditzler, Jeni Schomber, Michael DeVries, Megan Kloeckner, Jennifer Laatz, Nick Dimassis

1. Call to order 9:33 a.m. – Chair – Megan Kloeckner

2. Secretary – Tovah Anderson

3. Approval of the June 2020 Minutes
    a. Motion: Kirsten Almo
    b. Second: Mary Bieber
    c. Approved unanimously

4. Unfinished Business
    a. Shared System
        i. Shared System
            1. Delivery Update
                a. going well, discontinued weekly SHARE delivery meetings
                b. Southcentral going to 3x/week delivery next week
                c. Looking to restart interlibrary loan in August.
            2. June Statistics – *Statistics in packet.*
            3. Items for Share Agenda - none
    b. Technology – Several grants available as discussed at the 7/14/2020 SHARE meeting.
    c. Hoopla – *Statistics in packet.*
    d. WPLC/OverDrive – *Statistics in packet.*
        i. OverDrive bought RBdigital and will be absorbing its users into the app and discontinuing
    e. Gale Courses/Lynda.com/Transparent Language/Creativebug – *Statistics in packet.*
    f. Budget 2020/2021
        i. Budget due to Rock County on Monday7/20/2020
        ii. State hasn't passed a budget repair bill, not sure what state funding will be
        iii. Moved $50,000 of fund balance over for the option of absorbing state funding cut
    g. Youth Services Update – Jeni Schomber
        i. Regularly scheduled Youth Services Meeting with DPI coming up next week.
    h. Public Library System Redesign Project – nothing new to report
    i. ALS Board Report – Sarah Strunz – nothing new to report

5. New Business
    a. COVID-19 Updates
        i. County is mandating masks for county employees when not alone.
            1. Working on language requiring patrons to wear masks in county buildings – nothing official released yet.
        ii. Rock County is now in phase 2 which means 50% occupancy for libraries. https://infogram.com/1pe2yrqyn232dxsm6kdj6dpnyzhl9m92mr9?live
        iii. Discussed possibly procedures for when staff test positive or around someone who tested positive for COVID-19
    b. 2020 Trustee Training Week (August 24-28) https://www.wistrusteetraining.com/
        i. ALS is a co-sponsor so there is to cost to participate
    c. 2021 Arrowhead Library System Charter
        i. Approved at July 2020 Board Meeting, says what services we provide
    d. ALS Strategic Plan – *draft included in packet*
        i. Steve Platteter is looking for feedback
    e. Annual Report – Summer Programming Update from DPI – *Info included in packet*
        i.

6. ALS Activities
    a. Compiling list of library specific job/career services and resources for our website(s)
    b. September Librarians' Meeting date change in packet – meeting will be September 23
    c. Brainfuse is budgeted for 2021 – plan is to approach rep to determine the earliest access could be established while still being invoiced in 2021
    d. August Librarians' meeting will be remote

7. Activities in Member Libraries
    a. Milton Public Library – Opened to public now, reduced hours and staff. 12-15 curbside pickups per day, online programming as well. Paying close attention to the school district announcements. Will be posting a 30 hr/week position soon.
    b. Edgerton Public Library - Staff are working normal hours, building is open reduced hours. Will extend open hours soon to include evening and addition Friday/Saturday hours. Parking Lot Pick Up continues. Programming packets have been well received. Circ is a little over half what it was this time last year. Staffing continues to be an issue with so much uncertainty.
    c. Clinton Public Library – Open to the public since June. Also waiting on announcements for school district. Staffing has been okay. Getting busier.
    d. Hedberg Public Library – Everything is going okay. Masks are mandatory and people get cranky. Lots of virtual programming, started a drive by storytime. Most reference is still handled remotely. Curbside pickup is still going but is decreasing.
    e. Beloit Public Library – Following city's lead for masks – not required but encouraged, doing in person programming. Squares taped off outside for each family socially distanced. Programs are limited to 15 registered participants. Curbside has turned in to drive up in the parking lot – arrive, call the number, staff brings it out. Drive up book drop will be replaced with a drive up window (getting estimates and permit now,

hopefully up and running in October/November). Open until 7 now, was 9 pre-covid and no complaints.

f. Orfordville Public Library – Open to public since May 26. Staff wears masks when patrons in building. Most patrons are wearing masks. New self-check is popular. Curbside and homedeliveries as requested. Steady stream of patrons but not overwhelmed, Brodhead requires appt for computer so many are coming to OPL for computers. Doing outdoor programming at the park. Circ and door traffic is about half of this time last year. Staff is pretty much working regular hours. School district release preliminary reopening plan. Doing virtual storytime too.

g. Eager Free Public Library – Still closed to the public. Open for computer appointments. Curbside pickup available. Planning to open August 3. Planning Browsing Days and Curbside Days to make it easier on staff. No study room use. Keeping Computers by appointment. Building is currently staffed normal hours.

8. Adjourn at 11:06 a.m.

Dates to Remember:

- **SHARE Meeting – August 4 – 9:30 am @ online most likely**
- **ALS Board Meeting – August 12 – 6:00 pm @ HPL or remote**
- **ALS Librarians Meeting – August 19 – 9:30 am @ online**

2020 July ALS Circ

ALS Circ from all libraries											
Checkouts											
	Station Library										
Item Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_BKM	J_NS	JANESVILLE	MILTON	ORFORDVILL	**Total**
All	14521	37	1816	5607	2545	199	582	37144	4584	1744	68779
BELOIT	**11882**	**23**	167	337	302	2	26	1366	256	89	
BURLINGTON	31		12	15	21	1		126	23	12	241
CLINTON	126	2	**1004**	107	92	1	11	447	102	53	
CL-S	61		11	23	27		3	134	10	8	277
CL-TL	35		16	20	8		2	106	13	2	202
DARIEN	21		8	15	19			65	14	3	145
DELAVAN	108	1	17	42	29	4	1	169	19	5	395
EAST_TROY	22		9	16	7			64	7	3	128
EDGERTON	108		68	**3853**	121		3	399	117	36	
ELKHORN	85		21	46	39		1	233	42	17	484
EVANSVILLE	128		66	110	**973**	1	4	469	93	50	
FONTANA	28		8	18	13		1	93	13	5	179
GENOA_CITY	36		6	22	13	1		76	14	4	172
JANESV_BKM						**110**		**39**			
JANESV_NS	5				5		**440**	**54**	1		
JANESVILLE	873	7	143	431	404	**75**	**56**	**30418**	466	132	
KPL-BKM	8			5	8			35	8	2	66
KPL-NS	74	1	18	42	26		3	190	33	11	398
KPL-SI	15		6	19	7	1		30	9	3	90
KPL-SW	116		21	56	51		1	324	93	12	674
KPL-UP	9		1	6	1			18	3	3	41
LAKEGENEVA	53		18	41	39	1	6	159	19	5	341
MILTON	109	2	64	146	131		7	563	**2996**	48	
ORFORDVILL	120		22	60	46		3	302	56	**1145**	
RACINE_BKM	15		3	5	1		1	32	5	1	63
RACINEMAIN	239	1	40	97	74	2	6	696	96	53	1304
ROCHESTER	24		12	17	14			91	17	5	180
SHARON	42		5	8	9			50	5	4	123
UNIONGROVE	10		11	9	9			58	14	11	122
WALWORTH	21		6	5	7		3	53	7		102
WATERFORD	75		19	21	25		3	191	17	12	363
WILLIAMBAY	42		14	15	24		1	94	16	10	216
										Non-ALS Items	**6306**

2020 July ALS circ from LLS & KCLS

ALS Circ from LLS & KCLS											
Checkouts											
	Station Library										
Item Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_BKM	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	31		12	15	21	1		126	23	12	241
CL-S	**61**		**11**	**23**	**27**		**3**	**134**	**10**	**8**	**277**
CL-TL	**35**		**16**	**20**	**8**		**2**	**106**	**13**	**2**	**202**
DARIEN	21		8	15	19			65	14	3	145
DELAVAN	108	1	17	42	29	4	1	169	19	5	395
EAST_TROY	22		9	16	7			64	7	3	128
ELKHORN	85		21	46	39		1	233	42	17	484
FONTANA	28		8	18	13		1	93	13	5	179
GENOA_CITY	36		6	22	13	1		76	14	4	172
KPL-BKM	**8**			**5**	**8**			**35**	**8**	**2**	**66**
KPL-NS	**74**	**1**	**18**	**42**	**26**		**3**	**190**	**33**	**11**	**398**
KPL-SI	**15**		**6**	**19**	**7**	**1**		**30**	**9**	**3**	**90**
KPL-SW	**116**		**21**	**56**	**51**		**1**	**324**	**93**	**12**	**674**
KPL-UP	**9**		**1**	**6**	**1**			**18**	**3**	**3**	**41**
LAKEGENEVA	53		18	41	39	1	6	159	19	5	341
RACINE_BKM	15		3	5	1		1	32	5	1	63
RACINEMAIN	239	1	40	97	74	2	6	696	96	53	1304
ROCHESTER	24		12	17	14			91	17	5	180
SHARON	42		5	8	9			50	5	4	123
UNIONGROVE	10		11	9	9			58	14	11	122
WALWORTH	21		6	5	7		3	53	7		102
WATERFORD	75		19	21	25		3	191	17	12	363
WILLIAMBAY	42		14	15	24		1	94	16	10	216
	1170	**3**	**282**	**563**	**471**	**10**	**32**	**3087**	**497**	**191**	**6306**
								Total KCLS	**1748**	**Total LLS**	**4558**

2020 July ALS items to LLS & KCLS

ALS Items to LLS								
Checkouts								
	Item Library							
Station Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	144	27	41	37	247	26	10	532
CL-S	**69**	**13**	**22**	**9**	**114**	**17**	**6**	**250**
CL-TL	**38**	**8**	**6**	**7**	**126**	**13**	**1**	**199**
DARIEN	29	6	7	2	40	9	1	94
DELAVAN	64	16	24	11	113	21	1	250
EAST_TROY	145	11	11	16	128	11	3	325
ELKHORN	227	44	58	41	412	57	12	851
FONTANA	15		2		16			33
GENOA_CITY	31	6	2	1	78	6		124
KPL-BKM	**3**				**3**			**6**
KPL-NS	**203**	**32**	**60**	**42**	**320**	**38**	**15**	**710**
KPL-SI	**23**	**6**	**5**	**3**	**28**	**4**		**69**
KPL-SW	**433**	**86**	**126**	**82**	**672**	**75**	**26**	**1500**
KPL-UP	**7**		**1**		**7**			**15**
LAKEGENEVA	119	17	25	26	167	35	9	398
LAKESHORES	6	9	1	2	4	8		30
RACINE_BKM	26	3	7	2	79	7	5	129
RACINEMAIN	631	87	126	110	1157	130	45	2286
ROCHESTER	17	1	1	6	41	5	2	73
SHARON	4		1	2	4	1	1	13
UNIONGROVE	66	3	15	7	90	12	5	198
WALWORTH	38	6	6	12	118	6	1	187
WATERFORD	126	16	29	18	239	37	2	467
WILLIAMBAY	50	10	11	14	96	7	5	193
	2514	**407**	**587**	**450**	**4299**	**525**	**150**	**8932**
					Total KCL	**2749**	**Total LLS**	**6183**

Arrowhead - hoopla July 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	1265	16	207	$1,436.41	705	$9,949.93	5227
Clinton Public Library	215	1	43	$308.32	141	$1,870.42	924
Eager Free Public Library	389	10	85	$512.84	264	$3,498.95	1944
Edgerton Public Library	543	6	105	$614.97	307	$3,686.66	2020
Hedberg Public Library	3369	64	660	$3,960.29	2002	$26,818.73	13954
Milton Public Library (WI)	483	9	95	$586.72	303	$4,102.02	2140
Orfordville Public Library	163	2	34	$232.12	116	$1,386.83	776
Total	6427	108	1229	$7,651.67	3838	$51,313.54	26985

2020 July Overdrive Statistics

Library	Ebooks	Audiobook/Music	Video/Streaming Video	**Total by Library**	OD Users	Holds (8-4-20)
Clinton Public Library	125	135		**260**	47	153
Orfordville Public Library	105	56		**161**	31	117
Milton Public Library	471	274		**745**	134	446
Eager Free Public Library	409	391		**800**	148	508
Edgerton Public Library	526	453		**979**	165	518
Beloit Public Library	1259	843		**2102**	312	937
Hedberg Public Library	3651	2914	6	**6571**	1079	2746
Total by type	**6546**	**5066**	**6**	**11618**	**1916**	**5425**

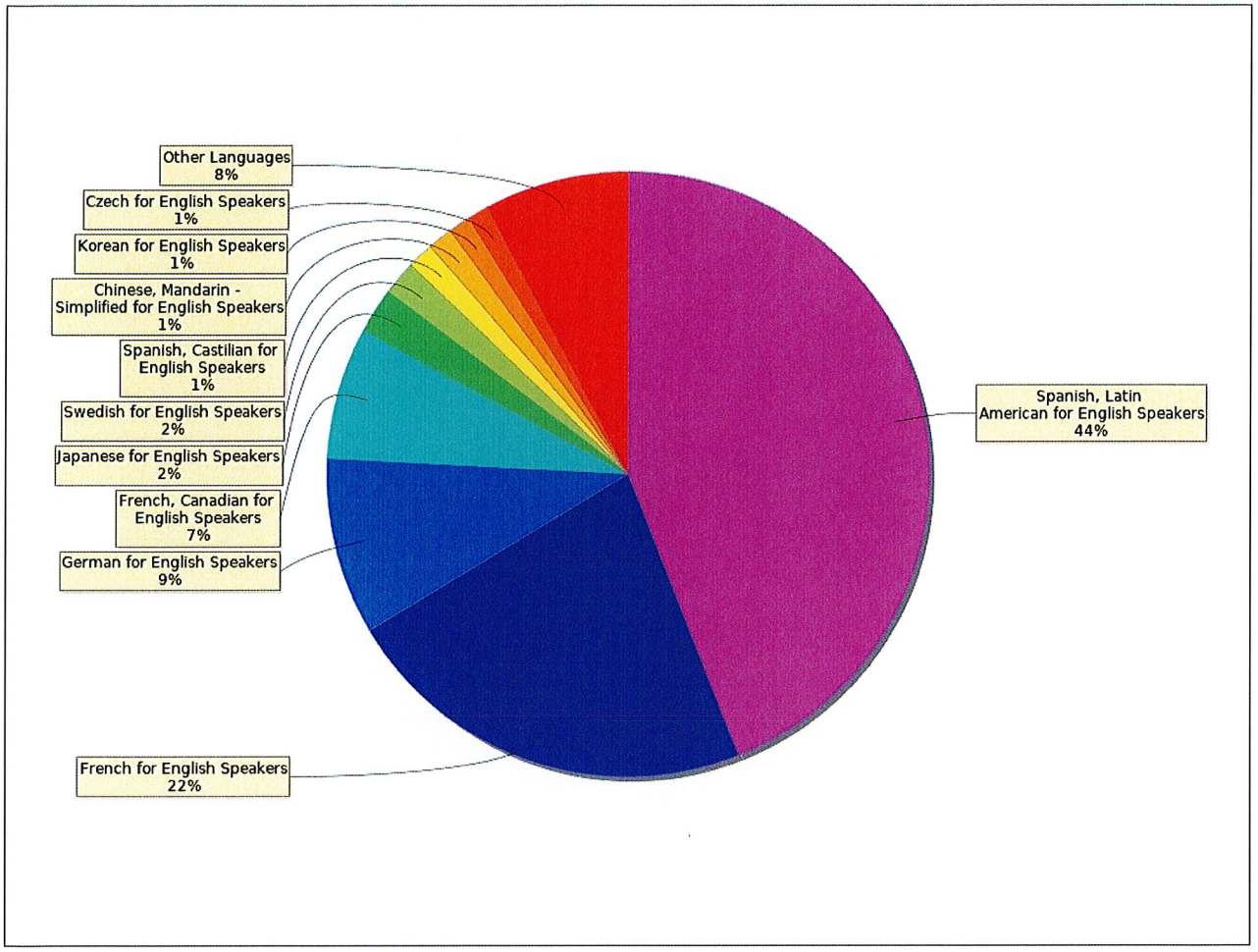
Transparent Language
July 2020

Group Name	Start Date	End Date	Total Sessions	Total Unique Users	Total User Registrations	Web Sessions	Web Unique Users	Avg. Web Session Time	Total Web Session Time	Mobile App Sessions	Mobile App Unique Users	Avg. Mobile App Session Time	Total Mobile App Session Time	Total Course Downloads	Total Vocab Lesson Downloads
All Admins	7/1/20	7/31/20	2	1	0	2	1	0:01:31	0:03:03	0	0	0:00:00	0:00:00	0	0
All Learners	7/1/20	7/31/20	127	19	7	86	15	0:19:34	28:03:15	41	6	0:03:34	2:26:29	12	1
All Users	7/1/20	7/31/20	129	20	7	88	16	0:19:09	28:06:18	41	6	0:03:34	2:26:29	12	1
Beloit Public Library	7/1/20	7/31/20	17	5	0	15	3	0:25:45	6:26:21	2	2	0:00:10	0:00:21	0	0
Clinton Public Library	7/1/20	7/31/20	4	1	1	4	1	0:31:00	2:04:00	0	0	0:00:00	0:00:00	0	0
Eager Free Public Library	7/1/20	7/31/20	23	4	1	23	4	0:19:42	7:33:17	0	0	0:00:00	0:00:00	0	0
Edgerton Public Library	7/1/20	7/31/20	33	4	1	20	3	0:18:13	6:04:39	13	1	0:02:55	0:38:05	9	0
Hedberg Public Library	7/1/20	7/31/20	62	8	3	36	7	0:18:19	10:59:39	26	3	0:04:09	1:48:03	3	1
Milton Public Library	7/1/20	7/31/20	1	1	1	1	1	0:07:01	0:07:01	0	0	0:00:00	0:00:00	0	0
Orfordville Public Library	7/1/20	7/31/20	28	1	0	28	1	0:17:32	8:10:59	0	0	0:00:00	0:00:00	0	0

	All Activity	Web Activity	Mobile App Activity	KidSpeak Activity
Sessions	129	88	41	0
Unique Users	20	16	6	0
User Registrations	7	N/A	N/A	N/A
Average Session Time	N/A	0:19:09	0:03:34	N/A
Total Session Time	N/A	28:06:18	2:26:29	N/A
Course Downloads	N/A	N/A	12	N/A
Vocab Lesson Downloads	N/A	N/A	1	N/A
Average Learning Time	N/A	N/A	N/A	0:00:00
Learning Time	N/A	N/A	N/A	0:00:00

Transparent Language: Language Usage Report July 2020

Start Date: 07/01/2019
End Date: 07/30/2020
Languages: All Languages for All Languages
Reporting Group(s): All Admins (system.admin), All Learners (system.learner), All Users (system.all), Beloit Public Library (BeloitPL), Clinton Public Library (ClintonPL), Eager Free Public Library (EagerFreePL), Edgerton Public Library (EdgertonPL), Hedberg Public Library (HedbergPL), Milton Public Library (MiltonPL), Orfordville Public Library (OrfordvillePL)
Content: All Content



Total Access Count: 1,422

Language Name	Access Count	Calculated Percentage
Spanish, Latin American for English Speakers	625	43.95%
French for English Speakers	318	22.36%
German for English Speakers	135	9.49%
French, Canadian for English Speakers	101	7.10%
Japanese for English Speakers	34	2.39%
Swedish for English Speakers	26	1.83%
Spanish, Castilian for English Speakers	20	1.41%
Chinese, Mandarin - Simplified for English Speakers	19	1.34%
Korean for English Speakers	17	1.20%
Czech for English Speakers	16	1.13%
Italian for English Speakers	15	1.05%
Latin for English Speakers	15	1.05%

Polish for English Speakers	13	0.91%
Russian for English Speakers	9	0.63%
Portuguese, Brazilian for English Speakers	8	0.56%
Korean - Transliterated for English Speakers	7	0.49%
Norwegian for English Speakers	6	0.42%
Vietnamese for English Speakers	6	0.42%
Yoruba for English Speakers	6	0.42%
Lithuanian for English Speakers	4	0.28%
Chinese, Cantonese for English Speakers	3	0.21%
Welsh for English Speakers	3	0.21%
English for English Speakers	3	0.21%
Portuguese, European for Spanish, Latin American Speakers	3	0.21%
Ojibwe for English Speakers	2	0.14%
Irish for English Speakers	2	0.14%
Hindi for English Speakers	2	0.14%
Russian - Transliterated for English Speakers	1	0.07%
Scottish Gaelic for English Speakers	1	0.07%
Icelandic for English Speakers	1	0.07%
English for Spanish, Latin American Speakers	1	0.07%

Lynda.com Statistics
2020

Beloit	Count of User ID	Sum of Distinct courses viewed	Sum of Distinct videos viewed	Sum of Total views	Sum of Hours viewed	Logins
Jan-19	6	6	79	84	5.48	13
Feb-19	3	1	2	2	0.2	4
Mar-19	17	14	133	138	7.19	37
Apr-19	11	6	109	138	7.28	24
May-19	7	8	42	42	1.85	13
Jun-19	7	5	81	90	5.81	21
Jul-19	4	3	22	23	1.46	7
Aug-19						
Sep-19						
Oct-19						
Nov-19						
Dec-19						
	55	**43**	**468**	**517**	**29.27**	**119**

Clinton	Count of User ID	Sum of Distinct courses viewed	Sum of Distinct videos viewed	Sum of Total views	Sum of Hours viewed	Logins
Jan-19	2	0	0	0	0	3
Feb-19	1	0	0	0	0	1
Mar-19	1	3	9	9	0.49	7
Apr-19	2	0	0	0	0	3
May-19	2	11	80	81	3.53	11
Jun-19	1	0	0	0	0	1
Jul-19	1	2	7	8	0.36	2
Aug-19						
Sep-19						
Oct-19						
Nov-19						
Dec-19						
	10	**16**	**96**	**98**	**4.38**	**28**

Eager Free	Count of User ID	Sum of Distinct courses viewed	Sum of Distinct videos viewed	Sum of Total views	Sum of Hours viewed	Logins
Jan-19	0	0	0	0	0	0
Feb-19	2	0	0	0	0	2
Mar-19	2	3	19	19	0.97	4
Apr-19	0	0	0	0	0	0
May-19	1	0	0	0	0	1
Jun-19	1	0	0	0	0	1
Jul-19	0	0	0	0	0	0
Aug-19						
Sep-19						
Oct-19						
Nov-19						
Dec-19						
	6	**3**	**19**	**19**	**0.97**	**8**

Edgerton	Count of User ID	Sum of Distinct courses viewed	Sum of Distinct videos viewed	Sum of Total views	Sum of Hours viewed	Logins
Jan-19	6	4	22	23	1.62	9
Feb-19	3	7	145	149	6.84	21
Mar-19	3	4	49	50	2.9	11
Apr-19	3	1	2	2	0.03	4
May-19	6	6	68	70	3.73	20
Jun-19	2	1	26	27	1.26	5
Jul-19	1	0	0	0	0	1
Aug-19						
Sep-19						
Oct-19						
Nov-19						
Dec-19						
	24	**23**	**312**	**321**	**16.38**	**71**

Hedberg	Count of User ID	Sum of Distinct courses viewed	Sum of Distinct videos viewed	Sum of Total views	Sum of Hours viewed	Logins
Jan-19	19	32	242	264	17.29	63
Feb-19	18	27	266	287	16.88	65
Mar-19	30	42	429	453	30.89	86
Apr-19	24	39	383	399	22.03	77
May-19	14	37	426	459	25.91	53
Jun-19	20	23	317	339	18.75	66
Jul-19	17	37	285	318	18.03	57

Lynda.com Statistics
2020

Aug-19						
Sep-19						
Oct-19						
Nov-19						
Dec-19						
	142	**237**	**2348**	**2519**	**149.83**	**467**

Milton	**Count of User ID**	**Sum of Distinct courses viewed**	**Sum of Distinct videos viewed**	**Sum of Total views**	**Sum of Hours viewed**	**Logins**
Jan-19	2	22	235	239	12.06	18
Feb-19	2	4	40	41	2.82	8
Mar-19	4	0	0	0	0	5
Apr-19	3	4	39	39	2.16	6
May-19	2	5	75	76	5.48	5
Jun-19	1	2	12	12	0.77	3
Jul-19	1	0	0	0	0	2
Aug-19						
Sep-19						
Oct-19						
Nov-19						
Dec-19						
	15	**37**	**401**	**407**	**23.29**	**47**

Orfordville	**Count of User ID**	**Sum of Distinct courses viewed**	**Sum of Distinct videos viewed**	**Sum of Total views**	**Sum of Hours viewed**	**Logins**
Jan-19	0	0	0	0	0	0
Feb-19	0	0	0	0	0	0
Mar-19	2	7	149	179	9.13	17
Apr-19	2	32	576	587	32.93	34
May-19	2	11	208	220	11.93	18
Jun-19	0	0	0	0	0	0
Jul-19	1	4	18	18	0.82	1
Aug-19						
Sep-19						
Oct-19						
Nov-19						
Dec-19						
	7	**54**	**951**	**1004**	**54.81**	**70**

Total	**Count of User ID**	**Sum of Distinct courses viewed**	**Sum of Distinct videos viewed**	**Sum of Total views**	**Sum of Hours viewed**	**Logins**
	259	**413**	**4595**	**4885**	**278.93**	**810**

GALE COURSES
JUNE 2020 Session

Patrons	Library Card	Zip Code	Course Title	Session	Enrollment Date	Verification	Last Login	Time Spent(minutes)	Completion Status	Enrollments
Milton Public Library										
1	2.7462E+13	53563	Wow, What a Great Event!	Jun-20	5/29/20	Verified	7/24/20 13:26	1108	Completed	8
2	2.7462E+13	53563	Legal Nurse Consultant	Jun-20	6/15/20	Unverified	6/29/20 15:46	415	Incomplete	
3	2.7462E+13	53563	Project Management Fundamentals II	Jun-20	6/9/20	Unverified	6/24/20 9:14	126	Incomplete	
4	2.7462E+13	53563	Introduction to Microsoft Word 2019/Office 365 (Self-Paced Tutorial)	Jun-20	5/30/20	Unverified	8/7/20 8:05	0	Incomplete	
	2.7462E+13	53563	Intermediate Microsoft Word 2019/Office 365 (Self-Paced Tutorial)	Jun-20	5/30/20	Unverified	8/7/20 8:05	0	Incomplete	
	2.7462E+13	53563	Intermediate Microsoft Excel 2019/Office 365 (Self-Paced Tutorial)	Jun-20	5/30/20	Unverified	8/7/20 8:05	0	Incomplete	
	2.7462E+13	53563	Introduction to Microsoft Word 2019/Office 365	Jun-20	6/23/20	Verified	8/2/20 7:04	220	Incomplete	
5	2.7462E+13	53545	Genealogy Basics	Jun-20	5/7/20	Unverified	5/7/20 18:47	0	Incomplete	
Clinton Public Library										
1	2.5569E+13	53525	Discover Sign Language	Jun-20	6/17/20	Verified	7/24/20 18:05	2326	Completed	3
	2.5569E+13	53525	Discover Sign Language	Jun-20	6/10/20	Verified	7/24/20 18:01	2268	Completed	
2	2.5569E+13	53525	Write Effective Web Content	Jun-20	5/17/20	Verified	7/27/20 16:10	1187	Completed	
Eager Free Public Library										
1	2.5353E+13	53536	Writeriffic: Creativity Training for Writers	Jun-20	6/18/20	Verified	7/21/20 6:24	551	Incomplete	14
	2.5353E+13	53536	Math Refresher	Jun-20	6/15/20	Verified	8/7/20 5:53	1432	Incomplete	
	2.5353E+13	53536	Introduction to Screenwriting	Jun-20	6/16/20	Verified	8/3/20 8:57	1360	Completed	
	2.5353E+13	53536	Personal Finance	Jun-20	6/16/20	Verified	8/7/20 16:56	1191	Incomplete	
	2.5353E+13	53536	Speed Spanish II	Jun-20	6/12/20	Verified	7/27/20 12:40	585	Completed	
	2.5353E+13	53536	Handling Medical Emergencies	Jun-20	6/12/20	Verified	8/4/20 10:42	1072	Incomplete	
2	2.5353E+13	53536	Writeriffic: Creativity Training for Writers	Jun-20	6/17/20	Verified	7/16/20 17:37	349	Incomplete	
	2.5353E+13	53536	Writeriffic: Creativity Training for Writers (Self-Paced Tutorial)	Jun-20	6/7/20	Unverified	7/21/20 11:27	0	Incomplete	
	2.5353E+13	53536	Introduction to Journaling (Self-Paced Tutorial)	Jun-20	5/29/20	Unverified	7/21/20 11:27	0	Incomplete	
	2.5353E+12	53536	Math Refresher	Jun-20	6/7/20	Verified	6/24/20 18:44	46	Incomplete	
3	2.5353E+13	53536	Veterinary Medical Terminology	Jun-20	6/15/20	Unverified	6/18/20 6:23	122	Incomplete	
4	2.5353E+13	53536-8446	Introduction to QuickBooks 2019	Jun-20	6/15/20	Unverified	6/17/20 15:38	9	Incomplete	
5	2.5353E+13	53536	Start Your Own Edible Garden	Jun-20	6/13/20	Unverified	7/29/20 6:31	0	Incomplete	
6	2.5353E+13	53536	Drawing for the Absolute Beginner	Jun-20	4/4/20	Unverified	7/10/20 16:49	0	Incomplete	
Edgerton Public Library										
1	2.4511E+13	53545	Intermediate Microsoft Word 2016	Jun-20	5/29/20	Verified	7/24/20 10:26	577	Completed	2
	2.4511E+13	53545	Intermediate Microsoft Excel 2016	Jun-20	5/29/20	Verified	7/24/20 9:06	292	Completed	
Hedberg Public Library										
1	2.1828E+13	53545	Fundamentals of Technical Writing	Jun-20	6/24/20	Verified	7/7/20 12:52	829	Incomplete	42
2	2.1828E+13	53511	Teaching Students With Learning Disabilities	Jun-20	4/9/20	Verified	7/27/20 15:36	1260	Incomplete	
	2.1828E+13	53511	Music Made Easy	Jun-20	6/16/20	Verified	7/17/20 19:50	1786	Incomplete	
	2.1828E+13	53511	Keys to Effective Communication	Jun-20	6/21/20	Verified	7/30/20 18:32	2731	Incomplete	
3	2.1828E+13	53548	Advanced PC Security	Jun-20	6/22/20	Verified	7/30/20 8:15	2866	Incomplete	
4	2.1828E+13	53546-5682	Introduction to PC Troubleshooting	Jun-20	5/31/20	Unverified	6/20/20 16:30	0	Incomplete	
5	2.1828E+13	53511	Explore a Career as a Paralegal	Jun-20	6/15/20	Verified	8/4/20 14:56	2460	Completed	
6	2.1828E+13	53545	Discover Sign Language	Jun-20	6/22/20	Verified	8/6/20 14:18	3798	Completed	
7	2.1828E+13	53546	Writeriffic: Creativity Training for Writers	Jun-20	6/21/20	Verified	7/25/20 8:57	1206	Completed	
8	2.1828E+13	53545	Solving Classroom Discipline Problems	Jun-20	5/29/20	Verified	7/27/20 15:31	1117	Completed	
9	2.1828E+13	53546	Speed Spanish	Jun-20	6/10/20	Unverified	6/10/20 9:53	0	Incomplete	
10	2.1828E+13	53511	Certificate in Integrative Mental Health	Jun-20	5/22/20	Unverified	6/17/20 18:14	130	Incomplete	
11	2.1828E+13	53548	Introduction to Java Programming	Jun-20	6/15/20	Unverified	6/18/20 19:55	125	Incomplete	
12	2.1828E+13	53546	Discover Sign Language	Jun-20	3/27/20	Unverified	4/27/20 6:25	0	Incomplete	
13	2.1828E+13	53546	Project Management Fundamentals	Jun-20	6/12/20	Verified	8/3/20 11:36	2614	Completed	
14	2.1828E+13	53548	Conversational Japanese (Self-Paced Tutorial)	Jun-20	6/9/20	Unverified	6/9/20 9:42	0	Incomplete	
15	2.1828E+13	53190	Human Anatomy and Physiology	Jun-20	6/12/20	Verified	7/20/20 15:28	992	Incomplete	
	2.1828E+13	53190	Personal Finance	Jun-20	6/18/20	Unverified	6/23/20 9:51	302	Incomplete	

16	2.1828E+13	53545	Introduction to Microsoft Excel 2016	Jun-20	6/24/20	Verified	7/26/20 18:27	1062	Incomplete
17	2.1828E+13	53545	Basic CompTIA A+ Certification Prep	Jun-20	5/6/20	Verified	7/30/20 2:08	6737	Incomplete
	2.1828E+13	53545	Introduction to Criminal Law	Jun-20	5/6/20	Verified	7/28/20 1:27	4201	Completed
18	2.1828E+13	53546	Personal Finance	Jun-20	6/26/20	Unverified	6/26/20 13:03	120	Incomplete
	2.1828E+13	53546	Writing for ESL	Jun-20	6/26/20	Unverified	6/26/20 17:48	120	Incomplete
19	2.1828E+13	53546	Drawing for the Absolute Beginner	Jun-20	6/24/20	Verified	6/25/20 17:21	604	Incomplete
20	2.1828E+13	53546	Grammar Refresher	Jun-20	6/3/20	Verified	7/5/20 20:47	1165	Incomplete
	2.1828E+13	53546	How to Make Money From Your Writing (Self-Paced Tutorial)	Jun-20	6/4/20	Unverified	7/5/20 18:19	0	Incomplete
21	2.1828E+13	53546	Intermediate QuickBooks 2015	Jun-20	5/31/20	Verified	8/6/20 21:43	834	Completed
	2.1828E+13	53546	QuickBooks 2015 for Contractors	Jun-20	6/23/20	Verified	8/9/20 19:22	576	Incomplete
22	2.1828E+13	53545	Mastering Your Digital SLR Camera	Jun-20	6/29/20	Unverified	6/29/20 19:04	0	Incomplete
23	2.1828E+13	53548	Keyboarding (Self-Paced Tutorial)	Jun-20	6/8/20	Unverified	8/2/20 15:19	0	Incomplete
	2.1828E+13	53548	Accounting Fundamentals (Self-Paced Tutorial)	Jun-20	6/8/20	Unverified	8/2/20 15:19	0	Incomplete
	2.1828E+13	53548	Accounting Fundamentals	Jun-20	6/11/20	Unverified	8/2/20 15:19	0	Incomplete
	2.1828E+13	53548	Keyboarding	Jun-20	6/11/20	Unverified	6/18/20 8:34	129	Incomplete
	2.1828E+13	53548	Introduction to Microsoft Excel 2019/Office 365	Jun-20	6/12/20	Unverified	8/2/20 15:19	0	Incomplete
24	2.1828E+13	53545	Advanced Grant Proposal Writing	Jun-20	4/24/20	Unverified	6/28/20 18:28	21	Incomplete
25	2.1828E+13	53546	Basic CompTIA A+ Certification Prep	Jun-20	6/24/20	Verified	6/30/20 14:34	319	Incomplete
26	2.1828E+13	53545	Introduction to Guitar	Jun-20	5/10/20	Verified	6/20/20 11:20	153	Incomplete
27	2.1828E+13	53548	Discover Sign Language II	Jun-20	5/28/20	Verified	7/9/20 16:44	301	Incomplete
28	2.1828E+13	53548	Enhancing Language Development in Childhood	Jun-20	5/18/20	Unverified	6/17/20 7:32	0	Incomplete
29	2.1828E+13	53545	Introduction to CSS3 and HTML5	Jun-20	5/19/20	Unverified	6/17/20 12:36	131	Incomplete
	2.1828E+13	53545	Introduction to Photoshop CC	Jun-20	5/19/20	Unverified	6/17/20 12:11	217	Incomplete
30	2.1828E+13	53563	Creating WordPress Websites	Jun-20	4/14/20	Unverified	5/12/20 12:34	0	Incomplete

Beloit Public Library

1	2.1537E+13	61073	Certificate in Meditation	Jun-20	6/9/20	Verified	6/20/20 14:56	143	Incomplete	14
2	2.1537E+13	53511	Discover Sign Language	Jun-20	6/17/20	Verified	8/7/20 13:36	3400	Completed	
	2.1537E+13	53511	Listen to Your Heart, and Success Will Follow	Jun-20	6/17/20	Verified	8/7/20 13:38	1098	Incomplete	
3	2.1537E+13	53511	Introduction to Windows 10	Jun-20	6/15/20	Verified	7/28/20 7:40	1084	Completed	
4	2.1537E+13	53534	Drawing for the Absolute Beginner	Jun-20	6/23/20	Verified	6/23/20 11:20	31	Incomplete	
	2.1537E+13	53534	Lose Weight and Keep It Off	Jun-20	6/23/20	Verified	7/9/20 21:03	710	Incomplete	
	2.1537E+13	53534	Certificate in Brain Health	Jun-20	6/23/20	Verified	7/9/20 16:12	19	Incomplete	
5	2.1537E+13	53511	Certificate in Mindfulness	Jun-20	6/22/20	Verified	7/18/20 13:09	820	Incomplete	
6	2.1537E+13	53511	Keys to Successful Money Management	Jun-20	6/8/20	Unverified	6/8/20 12:13	0	Incomplete	
7	2.1537E+13	53511	Leadership	Jun-20	6/19/20	Unverified	6/22/20 17:56	12	Incomplete	
	2.1537E+13	53511	Introduction to Microsoft Excel 2019/Office 365	Jun-20	6/19/20	Unverified	6/22/20 19:57	121	Incomplete	
	2.1537E+13	53511	Speed Spanish	Jun-20	6/19/20	Unverified	6/22/20 17:42	0	Incomplete	
8	2.1537E+13	53511	Certificate in Meditation	Jun-20	6/17/20	Verified	7/29/20 11:42	430	Completed	
9	2.1537E+13	53511	Speed Spanish	Jun-20	6/24/20	Verified	6/30/20 12:53	259	Incomplete	

Student Comments

Session	Course	Comment
Jun 17 2020	Discover Sign Language	This is the best beginning sign language class I have taken. She is an excellent instructor. The activities and assignments are always fun and relevant. I hope there will be a third more advanced sign language class offered in the future. I only have beginning classes in my area and even far beyond. These courses are outstanding - I wish to continue learning and advancing. Thank you so very much for these sign language classes!!
Jun 17 2020	Introduction to Criminal Law	I was thoroughly pleased with the course!
Jul 15 2020	Certificate in Energy Medicine	N/A

Arrowhead Library System
Information Center

June 2020

Lifetime | Month | Session | Date Range: MM/DD/YYYY to MM/DD/YYYY

83	629	62,302
total enrollments	total course logins	total minutes in class

Top 20 Courses

Course	Students
Discover Sign Language	5
Writeriffic: Creativity Training for Writers	3
Speed Spanish	3
Drawing for the Absolute Beginner	3
Personal Finance	3
Basic CompTIA A+ Certification Prep	2
Math Refresher	2
Certificate in Meditation	2
Introduction to Microsoft Excel 2019/Office 365	2
Introduction to PC Troubleshooting	1
Keyboarding	1
Explore a Career as a Paralegal	1
Genealogy Basics	1
Fundamentals of Technical Writing	1
Accounting Fundamentals	1
Leadership	1
Introduction to Java Programming	1
Enhancing Language Development in Childhood	1
Keys to Effective Communication	1
Listen to Your Heart, and Success Will Follow	1

View Course Activity

New Courses

Course	Date Added
Explore a Career as a Clinical Medical Assistant	06/02/2020
Intermediate QuickBooks Online	05/12/2020
Discover Sign Language II	04/07/2020
Veterinary Medical Terminology	03/17/2020
Introduction to the Medical Laboratory	02/26/2020
Beginning Writer's Workshop	08/13/2019
TEAS Prep 1	03/26/2019
Certificate in Wellness and the Environment	02/26/2019
Intermediate Microsoft Word 2019/Office 365	02/12/2019
Advanced Microsoft Excel 2019/Office 365	02/12/2019

GALE COURSES

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Creative Bug Statistics
July 2020

			2662.3	54	17.89791667	16
Date	Class Title	Class Category	Class Duration (min)	Unique Viewers	Average Viewed Duration (min)	Class Completions
2020 July	Acrylic Painting for Beginners	Art + Design	179.5	2	55.6	0
2020 July	Color Meditation Daily Practice	Art + Design	161.8	1	5.3	0
2020 July	Cricut Crafts: Make a Tunnel Book	Art + Design	37.4	1	2	0
2020 July	Daily Observations: Drawing Objects from Life	Art + Design	276.1	1	32.2	0
2020 July	Daily Painting Challenge: 31 Animals with August Wren	Art + Design	224.5	1	29.8	0
2020 July	DIY Room DvÇcor: Painted Fabric Wall Art	Art + Design	11.6	1	23.2	1
2020 July	Doodle and Paint an Animal Portrait	Art + Design	56.2	2	18.8	0
2020 July	Ghost Signatures with Lisa Solomon: 10/26/17	Art + Design	23	1	45.9	1
2020 July	Illustrate in Procreate	Art + Design	98.3	1	18.5	0
2020 July	Living a More Thankful Life: 30 Days of Gratitude	Art + Design	144.8	1	13.8	0
2020 July	Oil Pastel Exploration: 1/3/17	Art + Design	26	1	52.1	1
2020 July	Vinyl Glitter Stickers with Hello!Lucky: 3/8/17	Art + Design	18.5	1	37	1
2020 July	Crochet a Rag Rug	Crochet	34.1	1	19	0
2020 July	Crocheted Abominable Snowman	Crochet	90.8	1	2.9	0
2020 July	Gaga for Granny Squares	Crochet	43.6	1	21.1	0
2020 July	Granny Squares Baby Blanket	Crochet	85.1	1	34.3	0
2020 July	Planned Pooling With Marly Bird: 6/19/18	Crochet	29.8	1	59.7	1
2020 July	Mastering Chocolate at Home	Food + Home	15.7	1	4.9	0
2020 July	Watercolor Cookies with Wilton: 5/18/17	Food + Home	20.7	1	62.2	1
2020 July	Ear Wire Basics	Jewelry	17.5	1	11.4	0
2020 July	Five-Strand Braid Crafts	Jewelry	28.1	1	3.2	0
2020 July	Make a Monkey,Äôs Fist Knotted Necklace	Jewelry	6.3	2	12.6	2
2020 July	Make a Nautical Rope Bracelet	Jewelry	4.6	1	9.2	1
2020 July	Stamped Leather Bracelet	Jewelry	13.3	1	13.8	1
2020 July	Wood Rings	Jewelry	35.1	1	18.7	0
2020 July	Hand Dyed Yarn: 7/18/17	Knitting	23.7	1	47.4	1
2020 July	Kids Weaving	Knitting	21.9	1	22.4	0
2020 July	Knitted Seed Stitch Slippers	Knitting	21.3	1	1.6	0
2020 July	Loom Knitting: Make a Hat	Knitting	24.1	2	6.4	0
2020 July	Punch Needle Embroidery Workshop	Knitting	41	1	3.2	0
2020 July	Turn a T-Shirt Into a Trivet: 10/13/16	Knitting	12.4	1	24.7	1
2020 July	Perfectly Pixelated Jelly Roll Quilt	Quilting	29.2	1	13.2	0
2020 July	Quilt Making 101: Patchwork	Quilting	71.5	1	0.7	0
2020 July	Quilting Tools 101	Quilting	37	1	37.6	1
2020 July	Daily Embroidery Challenge: Stitch-a-Day Sampler	Sewing	163.1	1	12.1	0
2020 July	Draft and Sew Wide Leg Pants	Sewing	91.5	1	2.8	0
2020 July	Embroidery Sampler	Sewing	86.6	1	3.8	0
2020 July	Fabric Circles Necklace	Sewing	21	1	11.5	0
2020 July	Hand Sew an Easter Chick Softie and Basket	Sewing	39	1	2.2	0
2020 July	Hand-Stitched Deer Ornament	Sewing	12.6	1	12.6	1
2020 July	How to Make Bias Tape	Sewing	4.6	1	5.4	1
2020 July	How to Sew Potholders	Sewing	38.8	1	2.9	0
2020 July	Linen Caftan	Sewing	85.1	1	2.8	0
2020 July	Sew a Butterfly Wrap	Sewing	13.1	1	0.7	0
2020 July	Sew an Infinity Apron	Sewing	21.8	1	2.7	0
2020 July	Sew the Seabright Swimsuit	Sewing	47.5	1	14.1	0
2020 July	Sewing Essentials: The Cleo Skirt	Sewing	44.9	1	0.8	0
2020 July	Sewing Machine Maintenance	Sewing	28.2	3	20.3	1

2021 ALS Budget with fund balance Mk2

Revenue		**2018 Request**	2018 Actual	2019 Request	2019 Actual	2020 Request	2020 estimate	2021 Request
42200	State Aid	453,212	453,212	467,820	467,820	467,820	467,820	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	3,052
45504	Intergovt-Other libraries	**212,764**	**213,564**	**240,765**	**240,765**	**250,654**	**252,645**	**260,892**
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.	20,000		20,000		86,050	70,192	60,000
46900	Refund of prior years expense							
47000	Transfers in							
	Total Revenue*	**694,079**	**674,879**	**736,688**	**716,688**	812,627	798,760	**793,763**
	Total Fund Balance				**271,212**	**292,361**	222,169	162,169
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	**174,669**	**176,888**	**184,972**	**179,480**	**182,860**	**182,860**	**183,982**
61300	Per Diems	**1,500**	**1,665**	**1,500**	**1,840**	**1,800**	**1,500**	**1,800**
61400	FICA	**13,363**	**13,623**	**14,149**	**13,821**	**13,989**	**13,989**	**14,075**
61510	Retirement-Employers	**11,703**	**10,600**	**12,116**	**10,556**	**11,977**	**11,977**	**12,051**
61610	Heath Insurance	**41,000**	**41,000**	**41,000**	**49,097**	**51,048**	**51,048**	**47,752**
61620	Dental Insurance	**1,513**	**1,556**	**1,513**	**1,556**	**1,556**	**1,556**	**1,373**
61630	Life Insurance	**180**	**109**	**180**	**114**	**180**	**130**	**180**
62119	Other contracted services	150,158	117,839	183,893	159,720	258,933	258,933	237,515
62130	Audit Fees	1,200	1,200	1,200	1,500	2,000	2,000	2000
62210	Telephone	2,000	1,322	2,000	1,351	2,000	1,300	2000
62410	R&M-Vehicles	9,000	9,645	10,000	6,138	10,000	6,000	10,000
62420	R&M-Machinery&Equip.	100	0	100	0	100	0	100
63100	Office Supplies&Expenses	1,500	975	1,500	1,011	1,500	1,000	1,500
63101	Postage	1,000	274	1,000	230	1,000	300	1,000
63104	Printing & Duplication	5,000	3,678	5,000	3,503	5,000	5,000	5,000
63108	Public Information	5,000	2,065	5,000	2,556	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,500	1,062	1,500	1,060	1,500	1,100	1,200
63300	Travel	3,000	2,089	3,000	1,808	3,000	1,000	3,000
64200	Training Expense	4,000	1,859	4,000	1,990	4,000	3,000	4,000
64201	Convention Expense	4,000	2,327	4,000	2,939	4,000	500	4,000
64214	ILS Costs	**194,393**	**191,147**	**193,265**	**193,007**	**185,684**	**185,951**	**191,735**
64303	Extension Materials	**3,000**	**3,799**	**4,000**	3,785	**4,000**	**4,000**	**4,000**
64306	Resource Library	40,000	40,000	40,000	40,000	40,000	40,000	40,000
64307	Participating Libraries	**1,001,938**	**1,001,938**	**1,025,967**	**1,025,967**	**1,113,408**	**1,113,408**	**1,162,884**
64309	Intersystem Agreement	**65,771**	**65,771**	**72,691**	**72,691**	**73,534**	**73,534**	**83,040**
64904	Sundry Expense	1,000	270	1,000	308	1,000	350	1,000
64918	Advertising	300	0	300	0	300	0	300
65101	Insurance on Building	5,000	4,964	5,000	5,340	5,000	5,500	6,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	6,500	97	3,000	668	3,000	2,266	1,000
	Total Expenses	**1,763,288**	**1,711,763**	1,836,846	1,796,037	2,001,369	1,987,202	2,041,487
	Expenses minus County funds	694,079	642,389	736,688	695,539	812,627	798,760	793,763
					21,149		0	0

REVENUES & EXPENDITURES BY PROGRAM (REP) WORKSHEET

	Non Resident Reimbursement	Resource Sharing & Technology	Continuing Education	Collection Development	Inclusive Services & Library Development Consulting	Public Information	Youth Services	Admin	TOTAL
EXPENDITURES	$1,277,134	$399,665	$19,604	$144,891	$35,210	$101,843	$25,605	$37,536	$2,041,488
FUNDING SOURCE									
Federal									$0
State	$31,210	$234,640	$19,604	$45,972	$33,210	$101,843	$25,605	$35,736	$527,820
Fees		$165,024		$98,919	$2,000				$265,943
Subtotal	$31,210	$399,664	$19,604	$144,891	$35,210	$101,843	$25,605	$35,736	$793,763
Tax Levy	$1,245,924							$1,800	
Total	$1,277,134	$399,664	$19,604	$144,891	$35,210	$101,843	$25,605	$37,536	$2,041,487

2021 ALS ROCK COUNTY FUNDING REQUEST

	2020 Municipal	2019	2019	%	Participating Library Payment				
	Appropriation	Total	Township	Town.			% cost of		
Libraries		Circulation	Circulation	use	**2021**	% of total	Township Circ	**2020**	
Beloit	$ 1,780,877.00	266,782	56,751	21.27%	$ 378,835.72	32.58%	83.56%	**$ 350,503.91**	
Clinton	$ 115,902.00	30,588	13,106	42.85%	$ 49,660.38	4.27%	75.59%	**$ 47,520.68**	
Edgerton	$ 281,622.00	98,459	26,916	27.34%	$ 82,247.48	7.07%	70.00%	**$ 78,245.61**	****
Evansville	$ 277,011.00	68,498	15,423	22.52%	$ 62,371.76	5.36%	77.22%	**$ 65,810.77**	
Janesville	$ 3,523,470.00	625,524	82,591	13.20%	$ 465,221.02	40.01%	92.12%	**$ 445,225.13**	
Milton	$ 296,314.00	103,328	32,840	31.78%	$ 94,175.36	8.10%	76.96%	**$ 93,312.47**	
Orfordville	$ 82,179.00	23,202	8,564	36.91%	$ 30,332.77	2.61%	70.00%	**$ 32,789.58**	
TOTAL	**$ 6,357,375.00**	**1,216,381**	**236,191**	19%	**1,162,844.48**		83.78%		
					70% formula is only u				
*PLP is Participating Library Payment									
**** 70% rule applies									
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Brodhead	$ 20,843.00	$ 20,586.00	$ 24,106.00	$ 20,566.00	$ 19,156.00	$ 23,217.00	$ 28,785.34	$ 21,140.04	$ 23,721.29
Lakeshores*	$ 1,929.00	$ 2,439.00	$ 1,872.00	$ 1,970.00	$ 3,436.00	$ 4,123.00	$ 2,816.00	$ 4,707.00	$ 5,176.00
Board per diem									
Whitewater	$ 37,454.58	$ 45,627.48	$ 26,149.27	$ 26,010.78	$ 27,378.69	$ 15,874.76	$ 22,045.60	$ 26,110.65	$ 29,346.83
Jefferson County	$ 5,121.12	$ 4,368.82	$ 3,483.78	$ 3,691.94	$ 4,147.85	$ 2,339.09	$ 2,773.56	$ 3,188.59	$ 2,984.42
Green County	$ 1,692.27	$ 2,211.00	$ 3,794.00	$ 4,318.00	$ 5,575.00	$ 4,883.00	$ 3,394.72	$ 3,121.11	$ 1,737.02
Dane County	$ 13,828.42	$ 12,957.43	$ 19,093.87	$ 16,544.00	$ 16,708.00	$ 15,333.69	$ 12,875.41	$ 15,266.77	$ 20,074.03
TOTAL	**$ 80,868.39**	**$ 88,189.73**	**$ 78,498.92**	**$ 73,100.72**	**$ 76,401.54**	**$ 65,770.54**	**$ 72,690.63**	**$ 73,534.16**	**$ 83,039.59**
	$ 956,132.00	$ 930,935.00	$ 926,377.00	$ 920,775.00	$ 953,539.00	$ 1,001,938.00	$ 1,025,967.20	$ 1,113,408.14	$ 1,162,844.48
Board Per Diem	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,800.00	$ 1,800.00
Total requested	$ 1,038,500.39	$ 1,020,624.73	$ 1,006,375.92	$ 995,375.72	$ 1,031,440.54	$ 1,069,208.54	$ 1,100,157.83	$ 1,188,742.30	$ 1,247,684.07
			98.60%	99%	104%	104%	103%	108%	105%
*Reimbursement for Walworth County. Intersystem agreement with LLS uses statewide cost of circ in formula.									
	Average of last three year's appropr		**$ 1,178,861.40**						

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

		2019	2019				
*PLP is Participating Library Payment							
***The formula cost of rural service times 70% based on total operating expenditures - federal fund expenditures divided by total circulations							
		Total Operating Expe	Total	Cost per	Township	Cost of	70% of cost of
		Expenditures	Circulations	Circulation	Circulation	Township Circ.	Township circ
	Beloit	$ 2,131,165	266,782	$ 7.99	56,751	$ 453,350.47	$ 317,345.33
	Clinton	$ 153,332	30,588	$ 5.01	13,106	$ 65,697.96	$ 45,988.57
	Edgerton	$ 429,803	98,459	$ 4.37	26,916	$ 117,496.39	**$ 82,247.48**
	Evansville	$ 358,737	68,498	$ 5.24	15,423	$ 80,773.17	$ 56,541.22
	Hedberg	$ 3,824,702	625,524	$ 6.11	82,591	$ 504,994.15	$ 353,495.91
	Milton	$ 385,023	103,328	$ 3.73	32,840	$ 122,369.11	$ 85,658.38
	Orfordville	$ 117,398	23,202	$ 5.06	8,564	$ 43,332.32	$ 30,332.62
						$ 1,388,013.58	**$ 971,609.50**
	Average Cost/Circ			**$ 5.36**			
	70% formula is only used if it is higher then Rock County formula						

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Circ to Walworth County Residents at Arrowhead Libraries 2019								
	BPL	CPL	EFPL	EPL	HPL	MPL	OPL	Totals
Walworth, Bloomfield Township	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**1**
Walworth, Bloomfield Village	**9**	**0**	**0**	**0**	**0**	**0**	**0**	**9**
Walworth, Darien City - L	2	109	0	1	76	0	0	188
Walworth, Darien Township	**46**	**20**	**0**	**0**	**379**	**6**	**0**	**451**
Walworth, Delavan City - L	48	8	0	0	968	31	0	1055
Walworth, Delavan Township	**58**	**0**	**0**	**0**	**479**	**0**	**0**	**537**
Walworth, East Troy City - L	0	0	0	0	5	0	0	5
Walworth, East Troy Township	**0**	**0**	**0**	**0**	**0**	**0**	**4**	**4**
Walworth, Elkhorn City - L	13	0	2	0	223	0	5	243
Walworth, Fontana Village - L	0	0	0	0	48	0	0	48
Walworth, Genoa City - L	0	0	0	0	12	0	0	12
Walworth, Geneva Township	**4**	**0**	**0**	**0**	**671**	**47**	**0**	**722**
Walworth, La Grange Township	**3**	**0**	**0**	**0**	**149**	**75**	**0**	**227**
Walworth, LaFayette Township	**1**	**0**	**0**	**0**	**25**	**0**	**0**	**26**
Walworth, Lake Geneva City - L	261	0	0	0	196	262	0	719
Walworth, Linn Township	**0**	**0**	**4**	**0**	**37**	**0**	**0**	**41**
Walworth, Lyons Township	**1**	**0**	**0**	**0**	**65**	**0**	**0**	**66**
Walworth, Richmond Township	**38**	**17**	**199**	**0**	**1989**	**83**	**0**	**2326**
Walworth, Sharon Township	**152**	**69**	**0**	**0**	**300**	**0**	**0**	**521**
Walworth, Sharon Village - L	71	102	0	29	391	21	0	614
Walworth, Spring Prairie Townshp	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**1**
Walworth, Sugar Creek Township	**34**	**0**	**1**	**0**	**287**	**5**	**0**	**327**
Walworth, Troy Township	**0**	**0**	**0**	**0**	**68**	**0**	**0**	**68**
Walworth, Walworth Township	**29**	**13**	**0**	**0**	**165**	**0**	**0**	**207**
Walworth, Walworth Village - L	111	0	0	0	94	0	0	205
Walworth, Whitewater City - L	8	0	0	2	1031	363	0	1404
Walworth, Whitewater Township	**0**	**0**	**0**	**20**	**417**	**158**	**0**	**595**
Walworth, Williams Bay Village L	0	1	4	0	42	31	0	78
Total	**890**	**339**	**210**	**52**	**8118**	**1082**	**9**	**10700**
Total with a Library	**514**	**220**	**6**	**32**	**3086**	**708**	**5**	**4571**
Total without a Library	**376**	**119**	**204**	**20**	**5032**	**374**	**4**	**6129**
70%*State Average Unit Cost $5.12	**$ 1,347.58**	**$ 426.50**	**$ 731.14**	**$ 71.68**	**$ 18,034.69**	**$ 1,340.42**	**$ 14.34**	$ 21,966.34
***0.5**	**$ 673.79**	**$ 213.25**	**$ 365.57**	**$ 35.84**	**$ 9,017.34**	**$ 670.21**	**$ 7.17**	$ 10,983.17
$ 5.12								

2021 costs for shared system based on circulation patron registration averages

		Total	2019							
	of Municipality	Service	Registered	2019		% of Registered	% of Circulation	Average		
		Area	Borrowers	Total		Borrowers				
Libraries	2013	2013		circulation						
Beloit	36,792	45,978	42,252	266,782		33.02%	21.93%	0.2748		
Clinton	2,121	3,507	3,560	30,588		2.78%	2.51%	0.0265		
Edgerton	5,521	9,080	8,512	98,459		6.65%	8.09%	0.0737		
Evansville	5,135	7,733	9,173	68,498		7.17%	5.63%	0.0640		
Janesville	63,510	81,195	52,676	625,524		41.17%	51.43%	0.4630		
Milton	5,538	9,700	9,460	103,328		7.39%	8.49%	0.0794		
Orfordville	1,456	2,895	2,321	23,202		1.81%	1.91%	0.0186		
TOTAL	**120,073**	**160,088**	**127,954**	**1,216,381**		**1**	**1**	**1**	**0**	
2021										
Ongoing Maintenance Costs for a Shared System			***SHARE***	2021						
		Total Cost to Library based on percentage of borrowers/circulation in 2019 annual reports								
	Total Annual Cost	**0.2748**	**0.0265**	**0.0737**	**0.0640**	**0.4630**	**0.0794**	**0.0186**		1
Item - Central Site		**Beloit**	**Clinton**	**Edgerton**	**Evansville**	**Janesville**	**Milton**	**Orfordville**		
SHARE (SHARE formula)	$ 78,973.00	$ 17,170.00	$ 1,759.00	$ 5,829.00	$ 3,968.00	$ 43,008.00	$ 5,816.00	$ 1,423.00		$ 78,973.00
Enhanced Content	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
WPLC audio books	$ 29,762.00	$ 8,177.66	$ 788.24	$ 2,194.47	$ 1,904.81	$ 13,778.75	$ 2,364.29	$ 553.78		$ 29,762.00
additional Hoopla	$ 69,156.65	$ 12,000.00	$ 2,500.00	$ 4,156.65	$ 4,700.00	$ 39,000.00	$ 4,300.00	$ 2,500.00		$ 69,156.65
Office Supplies		$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Photocopying		$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Overhead/rent/utilities/		$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
telephone		$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
LLS Support Agreement	$ 83,000.00	$ 22,805.78	$ 2,198.22	$ 6,119.93	$ 5,312.12	$ 38,426.06	$ 6,593.52	$ 1,544.38		$ 83,000.00
Replacement of server	$0	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
$30,000/3 years										
Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
2021										
Total 2021 costs	$ 260,891.65	$ 60,153.43	$ 7,245.46	$ 18,300.05	$ 15,884.92	$ 134,212.82	$ 19,073.81	$ 6,021.16		**$ 260,891.65**
										$ -
										$ -
										$ -

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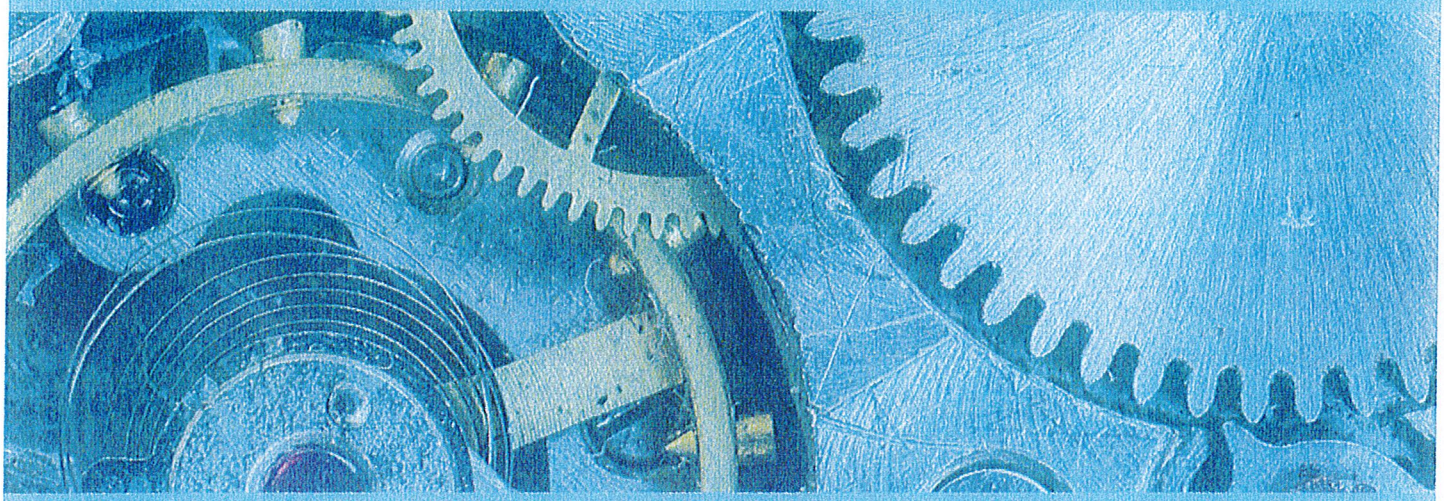
Arrowhead Library System



Strategic Plan 2020-2023

The mission of ALS is to facilitate equitable access to information and improved library operations to provide cost-effective and responsive services for all users. In support of this collaborative effort, the system is defined as its member libraries, System Staff and the System Board. ALS is not a substitute for local and county planning and financial support.

Introduction and Overview

Arrowhead Library System was established in 1974 to coordinate and expand Rock County's public library services. All Rock County residents benefit from enhanced, cost-effective library services through the continued cooperation of ALS and its member libraries. ALS provides members with delivery services, access to consulting and continuing education resources, interlibrary loan support, contracts with Lakeshores Library System to provide full support of the shared integrated library system (ILS) that all ALS member libraries use, and provides outreach and marketing expertise.

In order to guide decisions and priorities for the next years, the Arrowhead Library System staff and Board undertook a strategic planning process that brought together representatives from all member libraries. Building a strategic plan with the membership as part of the process guarantees the work of the system is always centered around those it serves. This has always been the case, but the context in which this plan was written makes this even more important.

This plan, especially the goal to develop an exploration process for system merger, leaves both the system and its member libraries both prepared and empowered. ALS has limited resources and may face funding decreases in the wake of COVID-19, library closures, and the resulting economic challenges. It is critically important that decisions made allow for both a continuation of existing successful services and additional services identified in the planning process. One way to meet member needs is to merge with another system, thus increasing capacity and resources. However, that process must be done carefully and thoughtfully and it must critically consider the benefits and disadvantages for the system and its members.

Fortunately, the system has a strong foundation and recently went through an instructive and ultimately successful process to identify and review possible ILS upgrade options for the Arrowhead Library System that resulted in an ILS merger with the Lakeshores Library System's SHARE. The ILS merger process had representation from member libraries and any merger exploration process must have the same. It must also be based upon data, a shared and articulated vision of the process and its outcomes, and must rely upon consensus. Just like all aspects of system operations, the work accomplished is for the greater good of all the libraries and the communities they represent. Therefore, consensus is critical even in the creation of the exploration process.

When this strategic planning process was begun, library and system operations were occurring as expected. Doors were open, books were delivered amongst members, meetings took place in shared spaces. Nobody expected a global pandemic to interrupt those operations, but it did and the system and member libraries responded to it with flexibility and composure and saw the unique conditions as an opportunity to think about system needs when faced crisis, whether a pandemic, catastrophic flood, power outage, or some other large scale disaster.

This plan articulates the important directions for our library system during this time of historic change and acts as guide for us we work to continually improve services to our members so they in turn can continue to provide the very best service to the communities they serve. Because of the nature of the plan's objectives, this plan is in effect 2020-2023.

Process

The process and timeline originally conceived was modified in light of the COVID-19 pandemic and the Safer at Home orders that closed libraries and limited travel. However, through flexibility and creativity, the goals of the process were met through planning team surveys and a virtual meeting to determine the goals and objectives of the plan.

Information gathering and understanding of member needs were critical. Two surveys were administered to ALS Trustees, Staff, and Member Library Directors during the process. The initial survey was made up of two sections, the first asking for input to determine what support and leadership roles the system could fulfill or enhance, if any, and the second exploring bigger picture strategic options. The survey was completed by 21 people, 10 ALS Trustees, 7 member library directors, and 4 system staff persons. The results made the following clear:

- Overwhelmingly, respondents indicated the primary support roles for the system were related to education, coordination and collaboration, and making connections in areas such as developing partnerships, marketing and communication, and programming support, and
- There was wide support for the development of an exploration process for system merger, though the process, and any possible merger, would need to be inclusive and carefully constructed.

With these results in mind, a second survey was administered to more fully understand what a merger process might look like. It was at this point that the Safer at Home order was put in place and libraries faced massive and sudden change. Therefore, the survey asked about immediate needs related to the pandemic and needs that might have been exposed that should be considered in longer term planning. This survey was completed by 12 respondents, 5 library directors, 4 board members, and 3 ALS staff members. The survey results indicated:

- Support for a merger exploration process that is inclusive, data informed and will examine both the benefits and the costs of a potential system merger,
- Need for system guidance, advocacy, and priority support for priority services during a time of crisis; and
- A need to find new and strengthen existing collaborations to improve services and build upon each other's expertise, especially related to consulting and continuing education.

With the survey results as its basis, the library system director and consultants at WiLS drafted a framework of strategic goals and objectives, along with potential activities to accomplish the objectives. This framework was reviewed and improved at a virtual meeting held on May 11 and attended by system staff, trustees, and member library directors. A revised draft was then shared with system library directors at a monthly meeting.

Approved [DATE]

Goals and Objectives

Strategically Supporting Member Libraries Through Crisis

The COVID-19 health crisis has made clear that ALS members have unique needs during a pandemic, however, the System can support members through this crisis and future crises, from flooding to power outages, by sharing guidance, providing advocacy and advocacy tools, and supporting critical services and the missions of the member libraries.

Objectives

- Develop or share guidance and best practices by working with experts and partners across the state to ensure safe work environments, best meet community needs, and reduce duplication of efforts.
- Library advocacy is always a critical need, but even more so during a time of crisis. ALS will help member libraries tell their stories to stakeholders, with action and tools, to ensure libraries have resources to continue offering critical community services.
- Resource sharing, library material delivery, technology support, and the literacy mission of libraries are critical services, especially when communities are faced with crisis. ALS will continue to support critical services in critical times.

Develop a System Merger Exploration Process

ALS is made up of member libraries that are highly collaborative and has a system staff with incredible talents. There is a high level of satisfaction with current system services, but member libraries are interested in developing and coordinating connections and increasing their access to consulting and learning opportunities. A system merger could increase partnerships and access to resources, but any merger would need to be accomplished through a careful process of learning and planning. ALS will work with stakeholders to develop an inclusive, data informed process to examine both the benefits and the costs of a potential system merger.

Objectives:

- Create an exploration process that is inclusive of and responsive to the different needs of participants, including system staff, member libraries and the communities they serve.
- Articulate and document the objectives that should be met for a successful merger to occur, with a clear and shared understanding of the criteria that should be considered in the exploration process.
- Perform an analysis of past library system merger examples to learn from the processes and outcomes.
- Consult experts to understand and form the best merger process possible.

Supporting Member Libraries Continuing Education and Consulting Needs

Even as the System forms an exploratory process for a system merger, member library needs must be supported. ALS will find new and strengthen existing collaborations to improve services and build upon each other's expertise.

Objective:

- Facilitate coordination of group efforts and collaborations among member libraries and with other libraries or partners to provide access to consulting services and continuing education.

Implementation and Communication

The ALS Director and staff will work in conjunction with the ALS Board of Trustees to prioritize, identify service goals, and coordinate activities from this plan. The System will consider available resources, including funding and staff time; changing conditions locally, regionally and statewide; and opportunities that arise to innovate during the implementation of the plan.

The ongoing planning process for the library will include project management, assessment, communication and re-prioritization activities to ensure the goals of the plan are realized with flexibility to adapt as needed. The System will regularly communicate progress made on the goals laid out in this plan to both the Board of Trustees and System members.

Trustee Training Week 2020

Registration is open for Trustee Training Week 2020, August 24 - 28. Webinars will be held each day from 12:00 noon - 1 p.m. Register for one or all of the webinars. If you're not able to attend live, the webinars will be recorded for later viewing.

Trustee Training Week 2020 Presentations

Core Values of Librarianship

Monday, August 24

Presenter: Jessamyn West

Librarianship as a profession has a set of core values. But where do they come from, and what do they mean? Library technologist Jessamyn West will talk about the things that make up the core values of librarianship and discuss the tensions that exist between some of them.

https://register.gotowebinar.com/register/2990529096090229505

Recruiting and Engaging Friends and Trustees Under Age 40

Tuesday, August 25

Presenter: Madeline Jarvis and Tess Wilson

Millennials are more likely than other adults to have visited the library recently. However, most Friends and Trustee boards do not have even a single Millennial member (Pew 2016, ALA 2018). What accounts for this discrepancy, and how can we rectify it? Learn how to attract Millennials to your Friends group and Board of Trustees, and turn the largest generation of library users into your best advocates.

https://register.gotowebinar.com/register/8534386570104265217

Public Library System Redesign (PLSR) Implementation Update

Wednesday, August 26

Presenter: Bruce Smith

Throughout the response to the public health event, the Department of Public Instruction Division for Libraries and Technology, Public Library Systems, Public Libraries and other partners have been extraordinarily collaborative in our efforts to support the Wisconsin library community. These efforts have allowed us to see new ways for how libraries and systems can be connected and work together in the spirit of PLSR. Through this lens of cooperation and continuous improvement as libraries bounce back from the impact of the pandemic, we

continue to move our efforts forward to implement the recommendations of the PLSR Steering Committee. This presentation will include an overview of the PLSR process and an update on the progress of implementing the seven recommendations including information about specific activities and timelines. There also will be time for questions, comments, and input from attendees.

https://register.gotowebinar.com/register/2954467313722456321

Equity, Diversity, Inclusion: What Library Trustees Need to Know

Thursday, August 27

Presenter: Anne Phibbs

Equity, diversity, and inclusion (EDI) impacts all communities and all aspects of librarianship. Library Boards of Trustees have an important role in supporting EDI and related initiatives. This webinar will help trustees and library directors understand how to incorporate EDI into policy development, strategic planning, funding initiatives, board development, and more. Anne will present a variety of interactive scenarios in which EDI issues are a factor, with time for Q&A and discussion. In this webinar, Anne Phibbs, PhD, Founder and President of Strategic Diversity Initiatives, will give a basic introduction to EDI and discuss what library trustees and boards need to know about EDI.

https://register.gotowebinar.com/register/1208287817674667009

Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority

Friday, August 28

Presenter: Becky Spratford

Being a Trustee is an important job. You are part of a team that represents the tax payers, oversees the Library Director, and advocates for libraries. However, where exactly do your duties end the Library staff's begin? This line, while very clear from a legal standpoint, can become a bit fuzzy in practice. Join Becky Spratford, a 20 + years librarian and 5 term library trustee as she helps you understand how to walk the fine line between being a leader and being in the way. She will go over how you as a Trustee can best help the Library thrive, noting when you should step in but also when you should back off, strengthening all of Wisconsin's Libraries in the process.

https://register.gotowebinar.com/register/5542530768530457857

Wisconsin Trustee Training Week (TTW) was developed in 2014 by Jamie Matczak at the Nicolet Federated Library System with the goal of providing high-quality webinars to public library boards, friends, and trustees in Wisconsin. Since 2015, TTW has been coordinated by Jean Anderson at the South Central Library System.