

**Arrowhead Library System
Librarians Meeting via Zoom
Wednesday, October 21, 2020
9:30 a.m.**

Join Zoom Meeting: <https://us02web.zoom.us/j/81931373190>

Meeting ID: 819 3137 3190

Dial by your location

+1 312 626 6799 US (Chicago)

1. Call to order 9:30a.m. – Chair – Ashlee Kunkel
2. Secretary – Tovah Anderson
3. Approval of the September 2020 Minutes
4. Unfinished Business
 - a. Shared System
 1. Share update
 - a. Delivery Update
 - b. August 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. Covid-19 Updates
 - h. Youth Services update- Jeni Schomber
 - i. Public Library System Redesign Project
 - j. ALS Board Report – Sarah Strunz
 - b. Technology
 - c. Hoopla
 - d. WPLC/Overdrive
 - e. Gale Courses /Lynda.com/Transparent Languages
 - f. Budget 2020/21
 - g. Covid-19 Updates
 - h. Youth Services update- Jeni Schomber
 - i. Public Library System Redesign Project
 - j. ALS Board Report – Sarah Strunz
5. New Business
 - a. DPI/DHS recommended materials quarantine
 - b. Recollection WI call for stories
 - c. LAWDS yard signs and window clings
6. ALS Activities
7. Activities in Member Libraries
8. Adjourn

Dates to Remember:

ALS Board Meeting – November 11th – 6:00 pm @ remote

Arrowhead Library System
Librarians Meeting
Wednesday, September 23, 2020
Online | 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/88525427431>

Meeting ID: 885 2542 7431. Dial by your location +1 312 626 6799 US (Chicago)

Attendees: Steve Platteter, Tovah Anderson, Ashlee Kunkel, Kirsten Almo, Charles Teval, Sarah Strunz, Jeni Schomber, Jennifer Laatz, Megan Kloeckner, Michael DeVries

1. Call to order 9:34 A.M. – Chair – Sarah Strunz
2. Secretary – Tovah Anderson
3. Approval of the August 2020 Minutes
 - a. Motion: Kirsten Almo
 - b. Second: Ashlee Kunkel
 - c. Approved unanimously
4. Unfinished Business
 - a. Shared System
 - i. Delivery Update – Still going well. Red bin shortage from South Central.
 - ii. August Statistics – *in packet*. Circulation is continuing to increase.
 - iii. Items for Share Agenda–none
 - b. Technology – nothing new to report
 - c. Hoopla – *in packet*. Usage has been good. EPL has increased budget. BPL will probably roll some over too. HPL has been manageable.
 - d. WPLC/OverDrive – *in packet*. Usage was up a little bit. Michael will send information about the OverDrive magazine trial access – will decide in October.
 - e. Gale Courses/Lynda.com/Transparent Language/Creativebug/BrainFuse – *in packet*. LLS is working to see if broken down Brainfuse statistics are possible.
 - f. Budget 2020/2021 – waiting for recommended budget from county. City of Milton is very worried about 2022.
 - g. COVID-19 Updates – State extended mask mandate.
 - h. Youth Services Update – Jeni Schomber
 - i. Should have received information on registration for the virtual performers showcase. Contact Jeni if you need the info again.
 - ii. YSS is unofficially working on a YSS Virtual Luncheon like they would have done at the annual WLA conference. Tentatively Wednesday, November 11.
 - iii. Library Shorts seems to be moving right along.
 - iv. 1,000 Books App is moving forward. Looking to relaunch program and introduce app in late spring 2021. Going to present it at the October SHARE meeting – will decide if it will be ALS branded or SHARE branded based on interest.
 - i. Public Library System Redesign Project – putting together new system director survey
 - j. ALS Board Report – Sarah Strunz – meeting will take place tonight

5. New Business

- a. 2021 ALS System Plan – *draft is in packet*. Goes to board for approval tonight. New stuff: COVID will continue to effect services. Working on strategic plan. Will be exploring a system merger. Will notice a decrease in public information services, has nothing to do with the system cutting in that area – it considers health insurance changes.
- b. 2021 Exemption from county library tax letters – letters went out to municipalities this week, directors received a carbon copy. *Spreadsheet available in packet*.
 - i. Library Ideas – Online Book Club – Bob Bridges, account manager at library ideas (Freegal) has a new Online Book Club product. Cost is \$19,000. Would have to be added to automation budget. Consensus seemed to be a Zoom license and printouts are a lot cheaper – will pass on a demonstration.
- c. LAWDS Posters – should have received posters through delivery (might be in quarantine). This reflect work force development services available. Working on yard signs too.
- d. Mental Health Posters/Business Cards – should be receiving them shortly, coming from DPI. Share them for staff and patrons.

6. ALS Activities

- a. Library Shorts in the works

7. Activities in Member Libraries

- a. Edgerton Public Library – Parking lot pickup by appointment. Open hours every day. Trying to decide if EPL will shift staff hours to reflect this as our new normal. Staff is tired. Doing packet pickup for kids and teens.
- b. Hedberg Public Library – Increasing Wednesday night hours until 8:00 starting October 7. Have open staffing positions, might be able to handle one more night. Opening up two study rooms, primarily for tutors – will be available first come first serve if not booked by tutor. Looking at starting some in-person programming–probably one storytime starting in November, and looking at a few adult programs. Looking in to a drive-in movie–Ordering a transmitter for radio, similar to what drive-in churches have been using. Closing a couple days for HVAC work October 6 & 13. Drive-by storytime has had a good response. Working with city to help staff the annual enchanted forest – now called “Twilight at Traxler”.
- c. Milton Public Library – Hired Marijka from CPL as new tween librarian, Cassie left. Ashley will start in a couple weeks to take her position. Started opening Wednesdays now, so open 6 days per week.
- d. Beloit Public Library – School districts have all classes virtual, BPL is positioning self as distance learning support center. School has staff at library offering iPad support – all families have iPad but don’t necessarily know how to use it. Offering 3 desks as coop business space – rent a desk, not an office – maybe they do a program in trade out. In person programming requires registration. Strategic Planning Committee created an Inclusive Services sub-committee. Not doing crafts AT storytime, it’s a take home kit.

- e. Eager Free Public Library – Almost back to full staff. Open for browsing 3 days/ week. Open for curbside a different 3 days/week. City Council budget presentation last night, looking for approval in November. Will need to cut \$25000 from city budget, mainly capital. Adult curbside pickup kits have been very popular, in person programs were much less popular pre-COVID. Sign up online/call for kits. Can pick up kits in-person or curbside.
 - f. Clinton Public Library – Jennifer Laatz – Board meets to confirm interim library director, Marybeth Miller. Looking to hire a library assistant as well. Posting both positions soon.
 - g. Orfordville Public Library – Asked to present a budget at a 20% decrease – not looking good for staffing. Hoping for zero decrease in 2021. Cancelled senior luncheon. Patrons want storytime back. Virtual storytime should involve contacting the publisher for permission, and removing them promptly (maybe 24-hours). A couple publishers extended open use. EFPL is doing storytime kits with shakers, scarves, etc.
8. Adjourn at 10:32 A.M.
- a. Motion: Charles Teval
 - b. Second: Kirsten Almo
 - c. Approved unanimously

Dates to Remember:

- **SHARE Meeting – Tuesday, October 6 – 9:30 am**
- **ALS Board Meeting – Wednesday, October 14 – 6:00 pm**
- **ALS Librarians Meeting – Wednesday, October 21 – 9:30 am**

2020 September ALS Circ

ALS Circ from all libraries										
Checkouts										
	Station Library									
Item Library	BELOIT	BCURB	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
All	13736	103	1427	5513	3312	564	38116	5509	1618	69898
BELOIT	11372	95	147	393	330	42	1396	271	198	
BURLINGTON	33		13	27	15	15	177	20	7	307
CLINTON	132		714	113	101	5	405	103	61	
CL-S	57		12	23	18		217	36	14	377
CL-TL	28		9	32	17	2	132	32	9	261
DARIEN	29		9	16	13	3	111	19	7	207
DELAVAN	46		19	44	39	5	213	24	5	395
EAST_TROY	19		5	14	13	2	86	22		161
EDGERTON	125		46	3528	95	13	511	130	26	
ELKHORN	76		19	61	38	5	230	36	19	484
EVANSVILLE	138		54	122	1633	5	443	124	83	
FONTANA	31		10	11	9		95	28	5	189
GENOA_CITY	25		6	26	12	1	117	28	9	224
JANESV_BKM	9						25		2	
JANESV_NS				4	1	334	49	3		
JANESVILLE	737	6	99	473	426	83	30517	528	176	
KPL-BKM	10		2	4	11	1	33	12	5	78
KPL-NS	84		15	50	47	7	219	59	8	489
KPL-SI	2		2	8	8		65	12	2	99
KPL-SW	111	1	20	60	57	6	425	105	19	804
KPL-UP	5		1	8	2		27	4	1	48
LAKEGENEVA	53		16	39	38		144	40	13	343
MILTON	132		66	161	145	6	784	3603	36	
ORFORDVILL	89		27	51	49	6	260	60	841	
RACINE_BKM	10		5	12	2		30	5	2	66
RACINEMAIN	190		50	127	90	15	725	124	37	1358
ROCHESTER	30		4	16	20	4	95	19	5	193
SHARON	23		5	11	11		67	6	3	126
UNDEFINED									1	1
UNIONGROVE	11	1	20	11	12		99	8	5	167
WALWORTH	23		10	11	11	2	78	5	4	144
WATERFORD	60		9	29	29	1	204	30	12	374
WILLIAMSBAY	39		12	24	20	1	130	13	3	242
WTFORDHS	7		1	4			7			19
									Non-ALS Items	7156

2020 September ALS items to LLS & KCLS

ALS Items to LLS													
Checkouts	Item Library												
	Station Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total				
BURLINGTON	129	29	46	22	226	32	14	498					
CL-S	99	15	28	17	175	21	5	360					
CL-TL	45	11	11	8	106	17	1	199					
DARIEN	22	1	6	1	30	2		62					
DELAVAN	85	11	15	10	154	34	3	312					
EAST_TROY	65	6	11	11	78	8		179					
ELKHORN	334	33	69	74	468	58	12	1048					
FONTANA	13	1	1		31	7	3	56					
GENOA_CITY	56	6	8	3	70	5		148					
KPL-AD	2				8			10					
KPL-BKM	49	4	13	8	47	5	4	130					
KPL-NS	194	51	59	39	285	51	16	695					
KPL-NSCURB	96	24	23	27	120	12	17	319					
KPL-SI	57	8	14	9	72	5	3	168					
KPL-SW	260	39	83	39	355	46	21	843					
KPL-SWCURB	357	64	99	60	499	70	41	1190					
KPL-UP	20	4	5	1	39			69					
LAKEGENEVA	131	30	29	21	205	31	9	456					
RACINE_BKM	67	22	31	16	158	19	9	322					
RACINEMAIN	735	130	149	117	1092	143	32	2398					
ROCHESTER	33	1	2	5	59	4	6	110					
SHARON	20	6	7	2	10			45					
UNIONGROVE	65	3	8	5	108	16	6	211					
WALWORTH	52	16	7	10	77	8	4	174					
WATERFORD	126	22	27	18	198	29	5	425					
WILLIAMSBAY	58	5	10	9	87	9	1	179					
WTFORDHS	3			1	1		1	6					
	3173	542	761	533	4758	632	213	10612					
					Total KCLS	3983	Total LLS	6629					

Arrowhead - hoopla September 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	1296	21	216	\$1,436.83	712	\$12,790.31	6633
Clinton Public Library	220	4	42	\$319.40	158	\$2,446.26	1197
Eager Free Public Library	398	9	84	\$523.62	255	\$4,499.18	2450
Edgerton Public Library	561	11	93	\$596.03	281	\$4,864.19	2573
Hedberg Public Library	3475	56	686	\$4,051.01	1986	\$35,103.06	18041
Milton Public Library (WI)	505	13	93	\$536.69	276	\$5,145.80	2678
Orfordville Public Library	166	1	35	\$204.57	100	\$1,831.24	997
Total	6621	115	1249	\$7,668.15	3768	\$66,680.04	34569

2020 September Overdrive Statistics

Library	Ebooks	Audiobook/Music	Video/Streaming Video	Total by Library	OD Users	Holds (10-1-20)
Clinton Public Library	106	109	1	216	43	121
Orfordville Public Library	99	91	0	190	33	96
Milton Public Library	414	263	0	677	125	409
Eager Free Public Library	296	313	0	609	124	485
Edgerton Public Library	550	394	0	944	157	510
Beloit Public Library	1112	778	0	1890	308	901
Hedberg Public Library	3231	2912	2	6145	1011	2711
Total by type	5808	4860	3	10671	1801	5233

Arrowhead Library System Information Center

[Dashboard](#)[Student Search](#)[Reports](#)[Resources](#)

August 2020

[Lifetime](#)[Month](#)[Session](#)Date Range: to

58

total enrollments

368

total course logins

36,762

total minutes in class

Top 20 Courses

Course	Students
Discover Sign Language	4
Accounting Fundamentals	3
Drawing for the Absolute Beginner	3
Project Management Fundamentals	3
Keyboarding	2
Introduction to Natural Health and Healing	2
Get Assertive!	2
Research Methods for Writers	2
Introduction to Microsoft Word 2019/Office 365	2
Discover Sign Language II	2
Creating Web Pages	1
A to Z Grant Writing	1
Speed Spanish	1
The Keys to Effective Editing	1
Leadership	1
Introduction to Java Programming	1
Keys to Effective Communication	1
Individual Excellence	1
Grammar Refresher	1
Fundamentals of Supervision and Management	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
AUGUST 2020 SESSION

Patrons	Library Card	Zip Code	Course Title	Session	Enrollment Date	Verification	Last Login	Time Spent(minutes)	Completion Status
BELOIT PUBLIC LIBRARY									
1	2.1537E+13		53511 Discover Sign Language II	Aug-20	8/12/20	Verified	8/26/20 17:17	1108	Incomplete
2	2.1537E+13		53511 Teaching Students With ADHD	Aug-20	8/3/20	Unverified	8/3/20 15:50	0	Incomplete
3	2.1537E+13		53511 Individual Excellence	Aug-20	8/12/20	Verified	9/3/20 10:24	1232	Incomplete
4	2.1537E+13		53511 Building Teams That Work	Aug-20	8/13/20	Verified	9/4/20 8:49	655	Incomplete
5	2.1537E+13		53511 Project Management Fundamentals	Aug-20	8/12/20	Unverified	8/18/20 17:13	125	Incomplete
6	2.1537E+13		53511 Keyboarding	Aug-20	7/21/20	Verified	10/4/20 20:19	3487	Incomplete
	2.1537E+13		53511 Administrative Assistant Applications	Aug-20	7/21/20	Verified	10/4/20 12:00	1638	Incomplete
	2.1537E+13		53511 Introduction to Natural Health and Healing	Aug-20	7/29/20	Verified	9/30/20 18:34	280	Completed
HEDBERG PUBLIC LIBRARY									
1	2.1828E+13		53548 Introduction to Microsoft Word 2019/Office 365	Aug-20	8/13/20	Verified	9/27/20 7:03	1684	Completed
2	2.1828E+13		53511 Discover Sign Language	Aug-20	6/16/20	Unverified	7/30/20 16:10	0	Incomplete
3	2.1828E+13		53511 Drawing for the Absolute Beginner	Aug-20	6/16/20	Unverified	7/30/20 16:10	0	Incomplete
4	2.1828E+13		53520 Creating WordPress Websites	Aug-20	8/16/20	Verified	9/6/20 12:22	1188	Incomplete
5	2.1828E+13		53545 Research Methods for Writers	Aug-20	7/14/20	Verified	9/22/20 1:28	3037	Completed
	2.1828E+13		53545 Research Methods for Writers	Aug-20	8/20/20	Verified	10/1/20 19:05	1937	Completed
	2.1828E+13		53545 The Keys to Effective Editing	Aug-20	8/20/20	Verified	10/1/20 19:05	2487	Completed
6	2.1828E+13		53545 Project Management Fundamentals	Aug-20	8/26/20	Verified	10/1/20 19:03	1928	Completed
	2.1828E+13		53548 Introduction to Java Programming	Aug-20	8/5/20	Verified	8/20/20 11:17	613	Incomplete
7	2.1828E+13		53548 Responsive Web Design	Aug-20	8/5/20	Unverified	8/12/20 17:54	115	Incomplete
	2.1828E+13		53546 Project Management Fundamentals	Aug-20	8/3/20	Unverified	8/3/20 9:37	0	Incomplete
	2.1828E+13		53546 Project Management Applications	Aug-20	8/3/20	Unverified	8/3/20 9:37	0	Incomplete
8	2.1828E+13		53545 Accounting Fundamentals	Aug-20	8/12/20	Verified	9/26/20 12:07	1394	Completed
9	2.1828E+13		53546 Leadership	Aug-20	8/19/20	Unverified	8/19/20 11:22	242	Incomplete
10	2.1828E+13		53546 Introduction to Interior Design	Aug-20	8/15/20	Verified	9/23/20 14:22	2433	Completed
11	2.1828E+13		53545 Introduction to Microsoft Word 2019/Office 365	Aug-20	8/13/20	Unverified	8/13/20 16:27	0	Incomplete
12	2.1828E+13		53548 Get Assertive!	Aug-20	8/2/20	Unverified	8/12/20 20:59	130	Incomplete
	2.1828E+13		53548 Speed Spanish	Aug-20	8/2/20	Unverified	8/12/20 18:48	0	Incomplete
13	2.1828E+13		53548 Keyboarding	Aug-20	8/2/20	Unverified	8/15/20 13:41	2	Incomplete
14	2.1828E+13		53190 Drawing for the Absolute Beginner	Aug-20	8/10/20	Verified	8/14/20 12:08	221	Incomplete
	2.1828E+13		53190 Fundamentals of Supervision and Management	Aug-20	8/10/20	Verified	8/14/20 14:09	361	Incomplete
	2.1828E+13		53190 Creating Web Pages	Aug-20	8/10/20	Verified	8/12/20 7:57	44	Incomplete
	2.1828E+13		53190 Introduction to Natural Health and Healing	Aug-20	8/10/20	Verified	8/14/20 12:08	41	Incomplete
15	2.1828E+13		53548 Discover Sign Language II	Aug-20	8/2/20	Unverified	10/3/20 15:15	0	Incomplete
16	2.1828E+13		53546 Keys to Successful Money Management	Aug-20	8/18/20	Verified	9/19/20 19:30	3291	Completed
17	2.1828E+13		53546 Get Assertive!	Aug-20	8/12/20	Verified	9/29/20 12:58	2319	Incomplete
18	2.1828E+13		61008 Lose Weight and Keep it Off	Aug-20	8/11/20	Unverified	8/19/20 14:18	124	Incomplete
	2.1828E+13		61008 Luscious, Low-Fat, Lightning-Quick Meals	Aug-20	8/11/20	Unverified	8/19/20 12:12	0	Incomplete
19	2.1828E+13		53548 SAT/ACT Prep Course - Part 1	Aug-20	8/5/20	Verified	8/20/20 9:11	265	Incomplete
	2.1828E+13		53548 Discover Sign Language	Aug-20	8/6/20	Verified	8/20/20 11:44	316	Incomplete

GALE COURSES
AUGUST 2020 SESSION

EDGERTON PUBLIC LIBRARY							10
1	2.4511E+13	53534 Intermediate Microsoft Excel 2013	Aug-20	8/7/20	Verified	9/19/20 5:54	29 Incomplete
	2.4511E+13	53534 Certificate in Stress Management	Aug-20	8/11/20	Unverified	8/17/20 5:36	425 Incomplete
2	2.4511E+13	53534 Discover Sign Language	Aug-20	8/10/20	Unverified	8/14/20 15:40	25 Incomplete
	2.4511E+13	53534 Marriage and Relationships: Keys to Success	Aug-20	8/10/20	Unverified	8/27/20 12:32	0 Incomplete
	2.4511E+13	53534 Keys to Effective Communication	Aug-20	8/10/20	Unverified	8/14/20 15:14	43 Incomplete
	2.4511E+13	53534 Understanding Adolescents	Aug-20	8/10/20	Unverified	8/27/20 12:32	0 Incomplete
3	2.4511E+13	53534 Certificate in Holistic and Integrative Health	Aug-20	8/6/20	Verified	9/17/20 13:52	1336 Incomplete
4	2.4511E+13	53545 Discover Sign Language	Aug-20	8/18/20	Verified	9/1/20 11:35	365 Incomplete
	2.4511E+13	53545 Microsoft Excel - Pivot Tables	Aug-20	8/18/20	Unverified	8/18/20 12:47	150 Incomplete
5	2.4511E+13	53534 Certificate in Energy Medicine	Aug-20	8/18/20	Unverified	9/2/20 11:02	0 Incomplete
EAGER FREE PUBLIC LIBRARY							6
1	2.5353E+13	53536 Drawing for the Absolute Beginner	Aug-20	8/14/20	Unverified	8/14/20 10:45	6 Incomplete
	2.5353E+13	53536 Writing for Children	Aug-20	8/14/20	Verified	8/21/20 14:13	279 Incomplete
1	2.5353E+13	53536 Become a Veterinary Assistant II: Canine Reproduction	Aug-20	8/18/20	Unverified	8/27/20 3:50	0 Incomplete
	2.5353E+13	53536 Grammar Refresher	Aug-20	8/26/20	Verified	8/27/20 3:50	0 Incomplete
	2.5353E+13	53536 Accounting Fundamentals	Aug-20	8/26/20	Unverified	8/27/20 3:50	0 Incomplete
3	2.5353E+13	53536 Start Your Own Online Business	Aug-20	6/24/20	Unverified	7/10/20 16:49	0 Incomplete
MILTON PUBLIC LIBRARY							4
1	2.7462E+13	53534 A to Z Grant Writing	Aug-20	7/5/20	Unverified	8/21/20 15:25	206 Incomplete
2	2.7462E+13	53548 Accounting Fundamentals	Aug-20	8/6/20	Verified	9/21/20 12:37	825 Completed
3	2.7462E+13	53563 Mastering Your Digital SLR Camera	Aug-20	8/24/20	Unverified	8/24/20 6:35	0 Incomplete
4	2.7462E+13	53563-8430 Certificate in Legal and Ethical Issues in Healthcare	Aug-20	8/13/20	Verified	8/13/20 17:09	355 Incomplete

STUDENT COMMENTS

Aug 12 2020	Accounting Fundamentals	I really enjoyed this class and how it was presented. The assignments were very helpful. I have registered for the next accounting class.
Aug 12 2020	Introduction to Interior Design	I am a fiction writer and took this course because my protagonist is an interior designer. I wanted to have a better understanding of the field of interior design. This course was spot-on for me. One thing you may want to update is the lighting section. It was recommended to change your light bulbs to fluorescent. The new mind-set is to update to LED. Enjoyed the course! Thanks!
Aug 12 2020	Introduction to Microsoft Word 2019/Office 365	don't remember covering "recycle" topic, otherwise felt well prepared for final.
Aug 12 2020	Research Methods for Writers	I really appreciate and am so grateful for this course. I am disappointed I did not do better on the final, however recorded the correct answers on my mind map and also have the lessons downloaded to refer back to in the future.
Aug 12 2020	The Keys to Effective Editing	I found this course to be engaging and extremely helpful in trying to re-establish my footing with writing and editing.

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	4	2	28	44	3.3	17
Sep-19	4	6	72	96	5.61	22
Oct-19						
Nov-19						
Dec-19						
	63	51	568	657	38.18	158

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	0	0	0	0	0	0
Sep-19	0	0	0	0	0	0
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	0	0	0	0	0	0
Sep-19	2	3	4	4	0.36	2
Oct-19						
Nov-19						
Dec-19						
	8	6	23	23	1.33	10

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	3	8	87	88	4.27	9
Sep-19	4	5	51	53	3.05	15
Oct-19						
Nov-19						
Dec-19						
	31	36	450	462	23.7	95

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	22.08	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	12	11	49	56	3.67	17
Sep-19	9	8	34	34	1.99	14
Oct-19						
Nov-19						
Dec-19						
	163	256	2431	2609	155.49	498
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	2	3	14	15	0.74	4
Sep-19	3	1	8	8	0.49	10
Oct-19						
Nov-19						
Dec-19						
	20	41	423	430	24.52	61
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	0	0	0	0	0	0
Sep-19	0	0	0	0	0	0
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
	302	460	4942	5283	302.41	920

Transparent Language: Language Usage Report

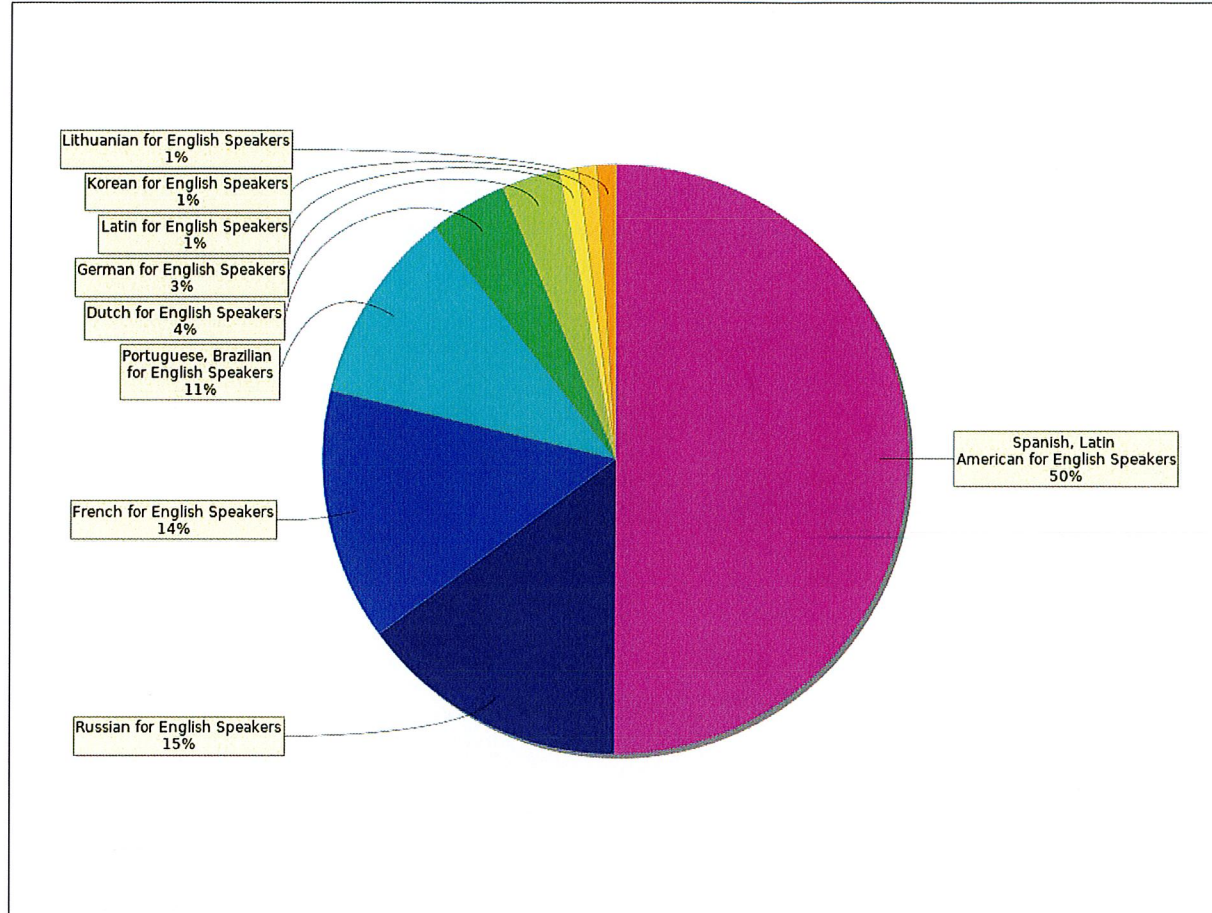
Start Date: 09/01/2020

End Date: 09/30/2020

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: 94

Language Name	Access Count	Calculated Percentage
Spanish, Latin American for English Speakers	47	50.00%
Russian for English Speakers	14	14.89%
French for English Speakers	13	13.83%
Portuguese, Brazilian for English Speakers	10	10.64%
Dutch for English Speakers	4	4.26%
German for English Speakers	3	3.19%
Latin for English Speakers	1	1.06%
Korean for English Speakers	1	1.06%
Lithuanian for English Speakers	1	1.06%

Transparent Language
September 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
All Admins	9/1/20	9/30/20	2	1	0	2	1	0:01:10	0:02:21
All Learners	9/1/20	9/30/20	105	16	5	63	12	0:10:57	11:30:40
All Users	9/1/20	9/30/20	107	17	5	65	13	0:10:39	11:33:01
Beloit Public Library	9/1/20	9/30/20	2	2	0	1	1	0:00:12	0:00:12
Clinton Public Library	9/1/20	9/30/20	0	0	0	0	0	0:00:00	0:00:00
Eager Free Public Library	9/1/20	9/30/20	19	3	2	19	3	0:16:46	5:18:36
Edgerton Public Library	9/1/20	9/30/20	25	2	0	5	2	0:10:36	0:53:02
Hedberg Public Library	9/1/20	9/30/20	24	4	2	5	3	0:05:10	0:25:51
Milton Public Library	9/1/20	9/30/20	4	4	0	2	2	0:09:21	0:18:43
Orfordville Public Library	9/1/20	9/30/20	24	1	0	24	1	0:09:37	3:51:04

	All Activity	Web Activity	Mobile App Activity	KidSpeak Activity
Sessions	107	65	42	0
Unique Users	17	13	6	0
User Registrations	5	N/A	N/A	N/A
Average Session Time	N/A	0:10:39	0:02:46	N/A
Total Session Time	N/A	11:33:01	1:56:32	N/A
Course Downloads	N/A	N/A	11	N/A
Vocab Lesson Downloads	N/A	N/A	0	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

SHARE Consortium, WI (Lakeshores Library System)
Report Period: September 2020

USAGE SUMMARY

Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	1,052
Database Usage	985
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	67
Homework Help/ Skills Building Sessions	58
Average Length of Tutoring Session (minutes)	7
Test Center Visits	3
Writing Lab Submissions	6
ALC Visits	21
App Visits	41
Unique Visits	139

DATABASE USAGE

Adult Learning Center	14%
Skill Surfer	16%
eParachute	7%
Flashbulb	23%
App Usage	40%

SESSIONS BY LOCATION

SHARE Consortium, WI	58
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AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)

13	0.33
14	0.23
15	0.43
16	0.6
17	0.03
19	0.13
20	0.13
21	0.03
Average:	0.24

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK

Sunday	1.25
Tuesday	8
Wednesday	0.25
Thursday	0.5
Friday	4
Saturday	0.5
Average:	2.42

TUTORING SUBJECTS REQUESTED %

Algebra 2	68.97%
High School Writing	13.79%
Algebra 1	5.17%
Elementary Writing	3.45%

Geometry	3.45%
Math Grade 11	1.72%
Spanish	1.72%
Trigonometry	1.72%

TUTORING SERVICES BREAKDOWN

Homework Help	90.62%
Writing Lab	9.38%

SKILLSURFER USAGE

Elementary School		46%
Grade 4 Writing	26%	
Grade 3 Reading	21%	
Grade 4 Reading	21%	
Grade 3 Math	11%	
Grade 5 Reading	11%	
Grade 4 Social Studies	11%	
Adult Learner Resources		22%
Advanced Math	89%	
Intermediate Math	11%	
Middle School		7%
Grade 7 Reading	100%	
Parent Corner		7%
Advice for the COVID-19 Outbreak	67%	
Videos	33%	
College Entrance Test Prep		5%
TEAS	100%	
Computers and Technology		5%
Advanced	100%	
High School		2%
Algebra 1	100%	
College		2%
Precalculus	100%	
Home		2%

POST-SESSION SURVEY

Were you satisfied with this session?	No	
	5%	
Would you recommend this service to a friend?	Yes	No
	100%	0%
Are you glad your organization offers this service?	100%	0%
For Students: Is this service helping you improve your grades?	100%	0%
For Students: Is HelpNow helping you be more confident about your schoolwork?	100%	0%

Creativebug (All ALS)

September 2020

Date	Class Title	Class Category	Class Duration (min)	Unique Viewers	Average Viewed Duration (min)	Class Completions
2020 September	Free-Motion Quilted Coasters: 10/17/19		9.2	1	18.5	1
2020 September	Tassel Jewelry: 6/20/19		19.4	1	38.7	1
2020 September	Basic Line Drawing	Art + Design	289.6	1	70.7	0
2020 September	Beginning Watercolor	Art + Design	133.4	1	85.1	0
2020 September	Creative Doodling	Art + Design	120.2	1	52.3	0
2020 September	Daily Drawing Challenge: 31 Pattern Motifs with Courtney Cerruti	Art + Design	162.9	1	6.4	0
2020 September	Foundational Figure Drawing: Hands and Feet	Art + Design	90.6	1	79.7	1
2020 September	Make a Classic Macramé Plant Hanger	Art + Design	13.1	1	14	1
2020 September	Make Art Where You Are: A Daily Practice	Art + Design	160.1	1	22.2	0
2020 September	Manga Drawing: How to Draw Faces	Art + Design	89.7	1	11.1	0
2020 September	Manga Drawing: How to Draw Figures	Art + Design	114.5	1	61.8	0
2020 September	Playing with Acrylic Mediums	Art + Design	66.1	1	6.5	0
2020 September	Print Your Own Stationery	Art + Design	76.3	1	1.9	0
2020 September	Watercolor Lettering - A Daily Practice	Art + Design	224.7	1	1.2	0
2020 September	Wrapped Rope Rainbow: 2/21/19	Art + Design	33	1	65.9	1
2020 September	No-Sew Party DV@cor	Holiday + Party	37.1	1	20.6	0
2020 September	Five-Strand Braid Crafts	Jewelry	28.1	1	0.9	0
2020 September	Make a Monkey, A's First Knotted Necklace	Jewelry	6.3	1	12.6	1
2020 September	DIY Dream Catcher	Kids	12.8	1	13.5	0
2020 September	Galaxy Slime	Kids	10	1	10.6	1
2020 September	How to Knit	Knitting	44.7	1	37.9	0
2020 September	Kool-Aid Dyed Yarn	Knitting	17.8	1	18.3	1
2020 September	Picking Up Dropped Stitches	Knitting	3.2	1	6.4	1
2020 September	Glitter 101	Paper	17.8	1	17.8	1
2020 September	How to Make an Envelope	Paper	10.1	1	20.3	1
2020 September	Roll With It: Back to School Ideas with Scotch Tape	Paper	19.4	1	6.6	0
2020 September	Embroidered Leather Cuffs	Sewing	25.5	1	13.7	0



Oregon

Kate Brown, Governor



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of Oregon**

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October 5, 2020

Updated Advice on Handling Library Materials during COVID-19 Pandemic

In response to questions received from local libraries, the State Library of Oregon sought the advice of experts from the Oregon Health Authority (OHA) on how to handle and circulate library materials safely during the COVID-19 pandemic. Those questions arose as libraries independently interpreted the results of the REopening Archives, Libraries, and Museums (REALM) project, which studied the viability of the novel coronavirus on surfaces typically found on circulating library materials. The REALM project's intent is to provide information, not to give specific recommendations on materials handling.

OHA staff reviewed the results of tests 1-4 of the REALM project, together with studies and commentary from other experts analyzing the ongoing COVID-19 pandemic. Staff reviewing the information included Deputy State Epidemiologist Ali Hamade, PhD, DABT; Public Health Physician Claire Poche, PhD; Public Health Physician Ann Thomas, PhD; and other analysts from the Oregon Health Authority. Below is Dr. Hamade's response to the State Library's inquiry. *Italics added.*

"We considered the testing results, the commentary in The Lancet, and some of the studies cited therein and came to the conclusion that an overnight quarantine period of materials is likely sufficient and 24 hours is even more precautionary. This would be ideally combined with advice to library workers to wash hands with soap and water regularly especially if they are prone to touching their faces.

For this conclusion, we accounted for almost complete virus loss of viability within 1-6 days in the REALM studies despite the high amounts of viable virus used that are not reflective of most real-life scenarios.

With that in mind, when considering the relatively low amount of virus transferred to a surface, how much virus becomes nonviable within a day, how much the next person picks up, and how often they touch eye/nose/mouth, our conclusion of quarantine between overnight and 24 hours is reasonable."

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

This advice may differ from libraries' current practices, which are informed by individual interpretations of the REALM results, analysis of other research, and consultation with local public health professionals. OHA's recommendations are intended to assist libraries in making local decisions about handling and circulating materials safely. As such, the State Library recommends that libraries do the following:

- Compare above OHA's advice to current practice. Note how implementing the recommendations may change workflows, if at all.
- Share this information with library staff, decision makers, local health departments, and anyone else involved in establishing the library's pandemic protocols.
- Discuss the recommendations and determine if any changes to current practice are warranted, based on local situations and needs.

As Dr. Hamade noted, libraries can continue helping mitigate the spread of novel coronavirus by adopting policies and procedures to encourage pandemic best practices:

- Wearing masks/face coverings,
- Washing or sanitizing hands frequently,
- Avoiding touching one's eyes/nose/mouth, and
- Maintaining at least 6 feet of physical distance from others.

Libraries seeking further information and support to respond to the pandemic may access the State Library's page on COVID-19 information for Oregon libraries at <https://libguides.osl.state.or.us/coronavirus>. Questions may also be directed to Buzzy Nielsen, Program Manager for Library Support and Development Services, at buzzy.nielsen@state.or.us or 971-375-3486.

Steve Platteter

From: Shannon.Schultz@dpi.wi.gov <wissysdir@lists.dpi.wi.gov>
Sent: Monday, October 12, 2020 8:42 AM
To: Wisconsin Public Library System Directors
Cc: DPI DL DLT Libraries
Subject: [wissysdir] Recommended Materials Quarantine Time Reduced

In response to inquiries received from various sources connected to the Wisconsin library community, the Division for Libraries and Technology (DLT) reached out to the Wisconsin Department of Health Services (DHS) for guidance on the handling and circulation of library materials during the COVID-19 pandemic. The decision to contact DHS at this time was based on the [recent advice released by the State Library of Oregon](#), in response to concerns about independent interpretation of the results of the [REALM project](#), whose research has provided information about the viability of the virus on library materials, but has not provided specific recommendations on materials handling.

Upon review of the guidance provided by the State Library of Oregon, advice from the experts at the Oregon Health Authority, and review of the REALM test results, Wisconsin DHS agreed with the Oregon Health Authority's interpretation that a 24-hour quarantine time would be sufficient as a precautionary measure.

DLT acknowledges that these recommendations are intended to assist libraries in making local decisions about handling and circulating materials safely. Regional and local conditions should be taken into account when considering changes to current materials handling and delivery practices. *We strongly encourage local libraries to communicate with their public library systems prior to making such changes, as systems may need time to prepare for logistical challenges brought on by an influx of circulating materials.*

Libraries can continue to help mitigate the spread of COVID-19 by following the safety protocols of mask wearing, social distancing, hand washing, increased cleaning; by avoiding touching one's eyes, nose, and mouth; and by limiting in-person services and reducing occupancy within their facilities.

The [Wisconsin Public Libraries Reopening Guide](#) will be edited to include this updated information this week.

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