

**Arrowhead Library System  
Librarians Meeting via Zoom  
Wednesday, May 19, 2021  
9:30 a.m.**

Join GoToMeeting: <https://global.gotomeeting.com/join/710683725>

Meeting ID: 710-683-725

Dial in: [+1 \(872\) 240-3311](tel:+18722403311)

1. Call to order 9:30a.m. – Chair – Joseph Langer
  2. Secretary – Tovah Anderson
  3. Approval of the April 2021 Minutes
  4. Unfinished Business
    - a. Shared System
      1. Share update
        - a. Delivery Update
        - b. March Statistics
        - c. Items for SHARE agenda
      - b. Technology
      - c. Hoopla
      - d. WPLC/Overdrive
      - e. Gale Courses /Lynda.com/Transparent Languages
      - f. Budget 2020/21
      - g. Covid-19 Updates – Item quarantine
      - h. Youth Services update- Jeni Schomber
      - i. Public Library System Redesign Project
      - j. ALS Board Report – Sarah Strunz
  5. New Business
    - a. ALS merger exploration update
    - b. LAWDS Reboot
    - c. American Rescue Plan Act (ARPA)
  6. ALS Activities
  7. Activities in Member Libraries
  8. Adjourn
- Dates to Remember:**  
**ALS Board Meeting – June 9<sup>th</sup> – 6:00 pm @ remote**

**Arrowhead Library System  
Librarians Meeting via Zoom  
Wednesday, April 21, 2021  
9:30 a.m.**

Join GoToMeeting: <https://global.gotomeeting.com/join/710683725>  
Meeting ID: 710-683-725   Dial in: [+1 \(872\) 240-3311](tel:+18722403311)

**Attendees:** Steve Platteter, Tovah Anderson, Kirsten Almo, Charles Teval, Ashlee Kunkel, Jeni Schomber, Megan Kloeckner, Joseph Langer, Michael DeVries, Sarah Strunz  
**Guests:** Katrina Harwood, René Bue, Steve Ohs, Jim Novy

1. Call to Order 9:32 a.m. – Chair Charles Teval
2. Secretary – Tovah Anderson
3. Approval of the March 2021 Minutes
  - a. Motion: Ashlee Kunkel
  - b. Second: Megan Kloeckner
  - c. Vote: Unanimous
4. Unfinished Business
  - a. Shared System: Working with SirsiDynix to renew contract and work in their new mobile app. Expect to have an update in a couple weeks.
    - i. Delivery Update: will talk about under the COVID update
    - ii. February Statistics – *In Packet*: Circulation is up by about 11,000
    - iii. Items for SHARE agenda: Item Quarantine
  - b. Technology: Group PC Purchase items are arriving. Monitors have been delayed. Formatting computers and setting up installations.
  - c. Hoopla: Up 500 circulations in March. HPL usage shot up in January and is rising.
  - d. WPLC/OverDrive: Magazine usage is increasing. Still trying to figure out how to pay for the magazine renewal – some popular magazines aren't on overdrive. Steering Committee recommending a 5% budget increase for 5 consecutive years – used mostly for filling holds and expanding youth/YA collection. Idea of increasing ALS' Advantage Account contributions.
  - e. Gale Courses/Lynda.com/Transparent Languages (Creativebug) – *In Packet*.
    - i. LinkedIn Learning statistics will likely not be available for some time
    - ii. Brainfuse facebook ad campaign completed – waiting for Brainfuse April statistics to share results
  - f. Budget 2020/21: State payment coming
  - g. COVID-19 Updates – Item quarantine: CDC recently announced the chance of transmitting COVID through touch is about 1 in 10,000. (No Quarantine: MLS, EPL, CPL, BPL, EFPL, OPL, ) EFPL can't move to next opening phase while quarantining is

happening because it's in the study room. Still quarantining for longer than everyone else.

- i. Motion Kirsten Almo: Following the CDC's recent announcement regarding the rarity of COVID-19 transmission through contact, I motion to end quarantine of all library items at each library's earliest convenience, no later than May 4th. Taping and dating bins will continue until all SHARE libraries have ended quarantine practices.
  - ii. Second: Sarah Strunz
  - iii. Vote: Unanimous
- h. Youth Services Update – Jeni Schomber: State youth consultants met yesterday, expect an email with links. DPI is still considering extending Beanstack. DPI created a summer library program CSLP webpage on the DPI webpage. Shared mental health and resilience resources. Diversity statistics for 2020 children's book publishing – choices are digital this year. Large children's books sale details in the email.
- i. Public Library System Redesign Project: Still working on delivery. Statewide materials will be taken to Milwaukee Public Library, then taken to Racine, then ALS' courier service will bring it to us. Eliminating state delivery to a lot of smaller colleges and having local systems do those deliveries. Discovery Layer project: cancelled RFP they put out and will be meeting with the work group for more information. CE Portal: working on this portion now too.
- j. ALS Board Report – Sarah Strunz: Nothing new to report

## 5. New Business

- a. Compassion Resilience Training – Jeni Schomber & René Bue: Please watch the first 5 minutes of the [video introduction](https://compassionresiliencetoolkit.org/)[ <https://compassionresiliencetoolkit.org/> ]. A toolkit for meeting with staff to present and work through wellness and resilience strategies. The importance and value of this program comes down to the burn out librarians face, especially during the program, because we help the public and put our hearts into it. Interested in doing the first 2 units as an ALS all libraries workshop(s) in the fall, then libraries could choose which of the other 10 sections they want to complete on their own. Toolkit will be emailed.
- b. Potential partnership with Rock County Public Health – *Katrina Harwood*
  - i. *Katrina Harwood, MPH, MS, RD, CD, CLC – Health Officer/Director – [Katrina.Harwood@co.rock.wi.us](mailto:Katrina.Harwood@co.rock.wi.us) 608-757-5440*
  - ii. New to Rock County Public Health. Interested in past collaborations with libraries and any ideas for future collaboration. Email her with ideas.
- c. ALS merger exploration update: Nothing is set in stone, but both LLS and ALS are simultaneously exploring creating a new library system together. Steve Platteter will be meeting with each director, individually, to discuss what major questions exist. The system boards can decide to merge, the system directors could request it from the counties and boards. The best way would be for all the libraries in both systems to make a motion requesting the new system, it would be presented to the system boards and approved, then both directors would send letters to their county boards for approval. Then the details would be included in the library system services plan

submitted in October (mostly likely 2022) with a new system official on January 1. Big questions would be answered before submitting the Library Systems Services Plan, ideally most would be answered before we even motion to merge.

- d. LAWDS (Libraries Activating Workforce Development Skills) Reboot: DPI program funded with IMLS grant to inform libraries about state workforce development offerings. ALS is part of the southwest workforce development region. 4 training modules were created to teach about local workforce development services – were supposed to launch then COVID hit. Allow as much staff as you can to take the training module webinars.
- e. America Rescue Plan Act (ARPA): looking for director feedback about if ALS should seek grant funding through DPI for broadband expansion that would require libraries to filter Internet on ALL computers and hot spots. Steve's ALS policy has been to not commit the system to any projects that would force libraries into CIPA compliance.

6. ALS Activities

- a. Nothing uncovered to report

7. Activities in Member Libraries

- a. Beloit – Nothing to report
- b. Clinton – Received an ALA grant for community conversations. Moving story time outside.
- c. Eager Free – Working on strategic plan. City hired a new administrator.
- d. Edgerton – Adjusting library hours: stopped closure midday now, open earlier in May, open later in June. Will have a few outdoor performers.
- e. Milton – middle school raised \$4,000 for the gardens. Fundraiser food truck rally coming on May 2<sup>nd</sup>, trucks will be scattered around town. Outdoor and virtual programs planned for the summer.
- f. Orfordville – Book club has moved in-house, had 10 attending – that's almost pre-COVID numbers. Village has wooded land behind village hall, prepared a walking path. Village will add some flowers–planning to do several story walks a year. Might be able to provide snowshoes for checkout to use the path in winter.
- g. Hedberg – Getting book mobile ready for special events and regular stops all summer. Working on some outdoor and virtual programming. Made an offer to 3 part time public assistants. Looking to hire a marketing assistant as well.

8. Adjourn at 11:56 a.m.

- a. Motion: Kirsten Almo
- b. Second: Ashlee Kunkel
- c. Vote: Unanimous

**Dates to Remember:**

- SHARE Directors' Council – Tuesday, May 4 – 9:30 am @ remote
- ALS Board Meeting – Wednesday, May 12 – 6:00 pm @ remote
- ALS Librarians Meeting – Wednesday, May 19 – 9:30 am @ remote



2021 April 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	<b>13213</b>	<b>465</b>	<b>1554</b>	<b>5531</b>	<b>3427</b>	<b>16</b>	<b>695</b>	<b>34124</b>	<b>5308</b>	<b>1828</b>	<b>66161</b>
<b>BELOIT</b>	<b>10780</b>	<b>142</b>	174	568	381	3	38	1233	366	94	
BURLINGTON	26	5	22	44	18			149	32	11	307
<b>CLINTON</b>	141	16	<b>652</b>	88	77	1	9	310	76	59	
CL-S	65	2	14	32	38	1	10	156	31	5	354
CL-TL	44	8	4	35	29		1	119	26	7	273
DARIEN	13	7	12	39	25			101	12	13	222
DELAVAN	76	5	33	60	31		9	187	24	17	442
EAST_TROY	29	4	10	13	10			57	14	6	143
<b>EDGERTON</b>	112	32	33	<b>3163</b>	133	1	9	396	137	39	
ELKHORN	112	13	16	42	50		4	207	37	23	504
<b>EVANSVILLE</b>	114	19	69	143	<b>1503</b>		7	392	112	54	
FONTANA	39	3	7	18	20		2	94	34	9	226
GENOA_CITY	31	6	10	22	22		2	87	10	10	200
<b>JANESV_NS</b>				3			<b>442</b>	<b>136</b>	1		
<b>JANESVILLE</b>	673	92	151	514	368	<b>5</b>	<b>58</b>	<b>27374</b>	455	114	
KPL-BKM	7	1	3	15	12	1	7	18	2	3	69
KPL-NS	83	7	22	31	38	1	10	241	47	19	499
KPL-SI	13	4	5	12	9		1	33	13	4	94
KPL-SW	121	13	43	73	100	1	8	369	117	19	864
KPL-UP	4		1	4	3			18	5	2	37
LAKEGENEVA	71	13	18	48	54		5	152	52	5	418
<b>MILTON</b>	139	22	77	182	153		31	726	<b>3330</b>	54	
<b>ORFORDVILL</b>	98	6	12	68	60	1	1	204	51	<b>1166</b>	
RACINE_BKM	11	2		5	1		1	8	9		37
RACINEMAIN	235	25	71	147	141		25	728	197	44	1613
ROCHESTER	25	2	18	27	31			124	10	8	245
SHARON	21	4	4	16	10		2	51	8	1	117
UNIONGROVE	28	1	16	18	19		2	56	19	9	168
WALWORTH	14	3	8	8	12			66	12	4	127
WATERFORD	60	6	32	55	51	1		187	44	25	461
WILLIAMBAY	25	2	9	32	24		10	126	21	4	253
WTFORDHS	3		8	6	4		1	19	4		45
										<b>Non-ALS Items</b>	<b>7718</b>

2021 April 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	26	5	22	44	18			149	32	11	307	
CL-S	65	2	14	32	38	1	10	156	31	5	354	
CL-TL	44	8	4	35	29		1	119	26	7	273	
DARIEN	13	7	12	39	25			101	12	13	222	
DELAVAN	76	5	33	60	31		9	187	24	17	442	
EAST_TROY	29	4	10	13	10			57	14	6	143	
ELKHORN	112	13	16	42	50		4	207	37	23	504	
FONTANA	39	3	7	18	20		2	94	34	9	226	
GENOA_CITY	31	6	10	22	22		2	87	10	10	200	
KPL-BKM	7	1	3	15	12	1	7	18	2	3	69	
KPL-NS	83	7	22	31	38	1	10	241	47	19	499	
KPL-SI	13	4	5	12	9		1	33	13	4	94	
KPL-SW	121	13	43	73	100	1	8	369	117	19	864	
KPL-UP	4		1	4	3			18	5	2	37	
LAKEGENEVA	71	13	18	48	54		5	152	52	5	418	
RACINE_BKM	11	2		5	1		1	8	9		37	
RACINEMAIN	235	25	71	147	141		25	728	197	44	1613	
ROCHESTER	25	2	18	27	31			124	10	8	245	
SHARON	21	4	4	16	10		2	51	8	1	117	
UNIONGROVE	28	1	16	18	19		2	56	19	9	168	
WALWORTH	14	3	8	8	12			66	12	4	127	
WATERFORD	60	6	32	55	51	1		187	44	25	461	
WILLIAMSBAY	25	2	9	32	24		10	126	21	4	253	
WTFORDHS	3		8	6	4		1	19	4		45	
	1156	136	386	802	752	5	100	3353	780	248	7718	
								Total KCLS	2190	Total LLS	5528	



## 2021 April ALS items to LLS &amp; KCLS

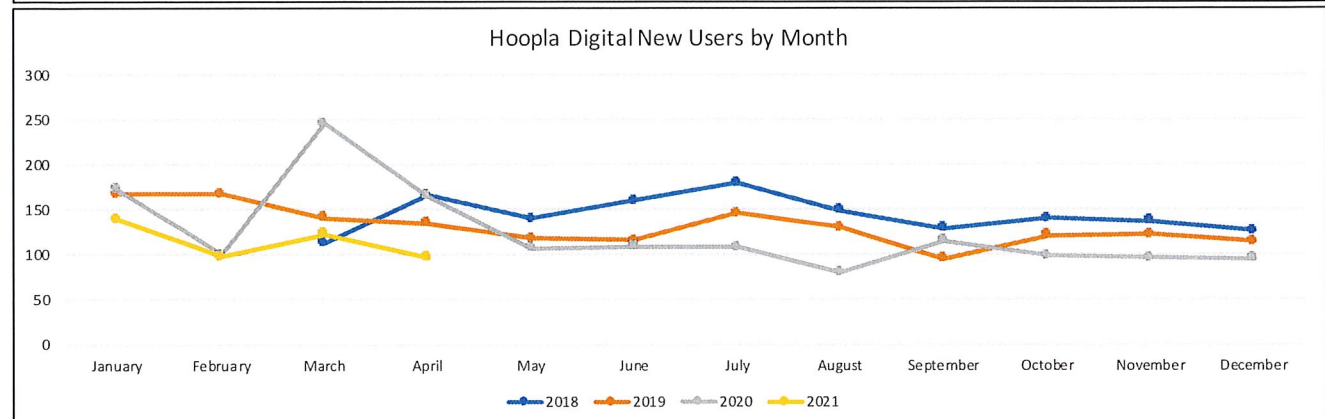
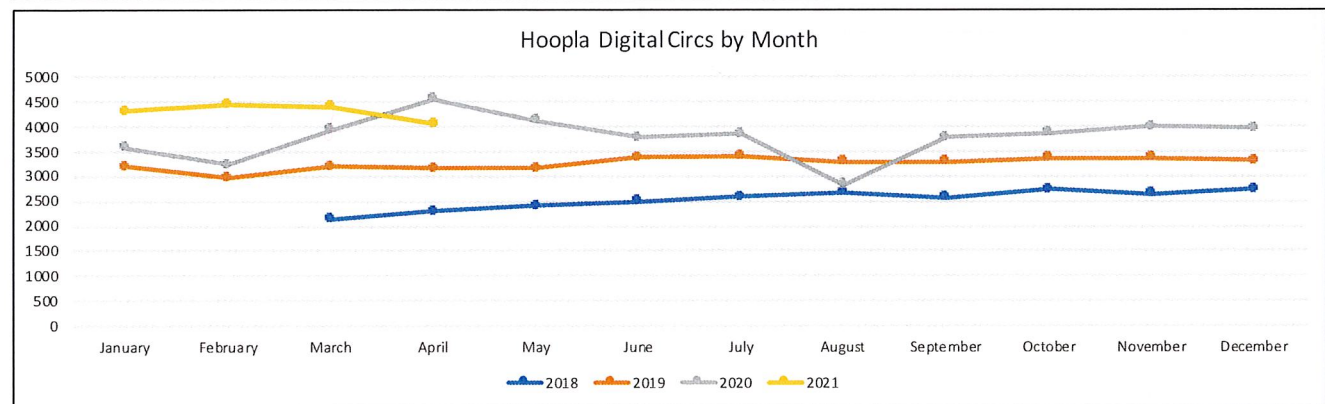
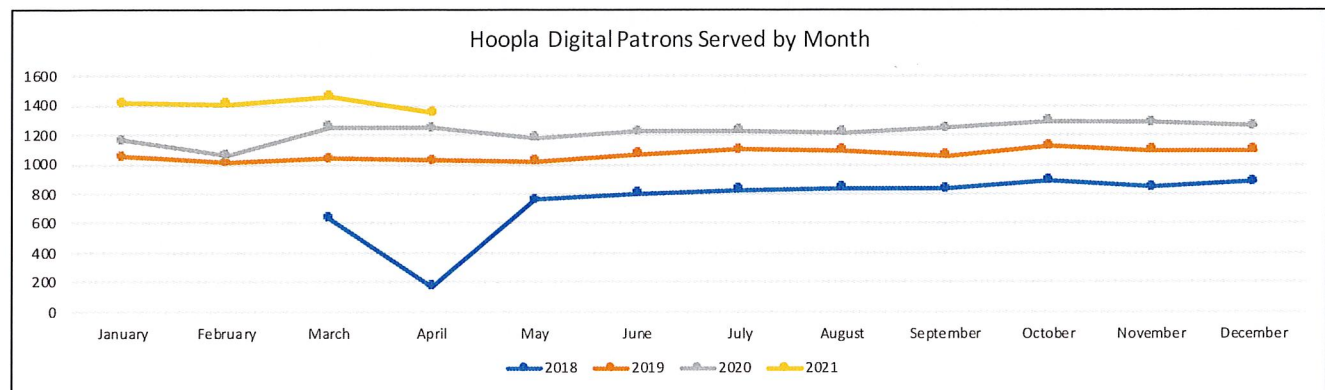
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Gale Courses  
Enrollements

Patrons Served												
	January	February	March	April	May	June	July	August	September	October	November	December
2018			636	170	760	804	828	841	832	889	848	882
2019	1052	1014	1039	1030	1023	1072	1098	1094	1055	1124	1096	1092
2020	1164	1060	1255	1248	1180	1220	1229	1214	1249	1289	1280	1259
2021	1413	1411	1460	1352								

Circs												
	January	February	March	April	May	June	July	August	September	October	November	December
2018			2137	2302	2404	2504	2590	2672	2563	2727	2640	2738
2019	3205	2975	3206	3167	3163	3376	3399	3290	3294	3351	3351	3307
2020	3567	3235	3926	4537	4106	3776	3838	2816	3768	3868	3992	3948
2021	4304	4445	4408	4057								

New Users												
	January	February	March	April	May	June	July	August	September	October	November	December
2018			113	166	140	160	180	149	129	140	137	126
2019	168	168	141	135	118	116	146	130	95	121	122	114
2020	173	100	246	165	107	109	108	80	115	98	96	95
2021	140	98	123	97								



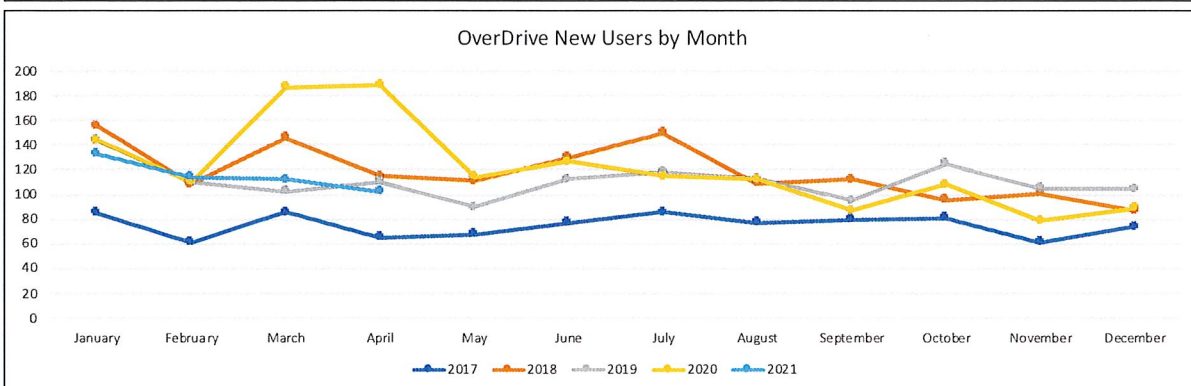
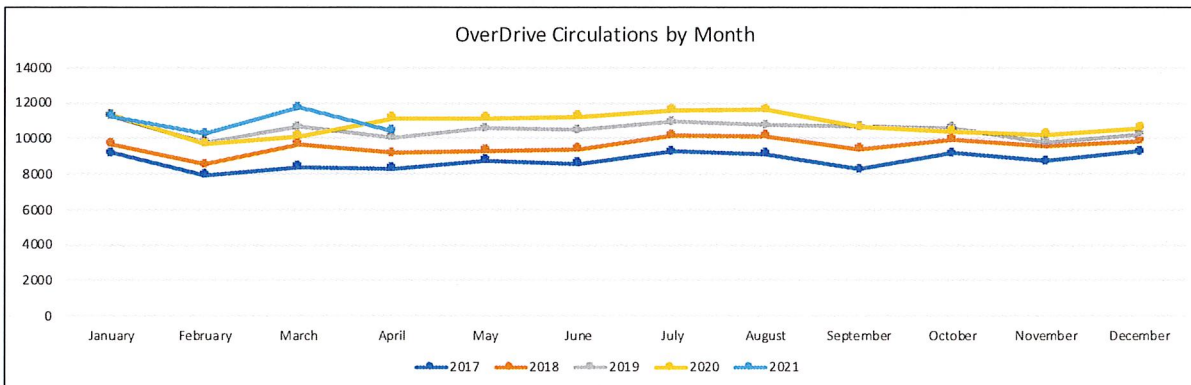
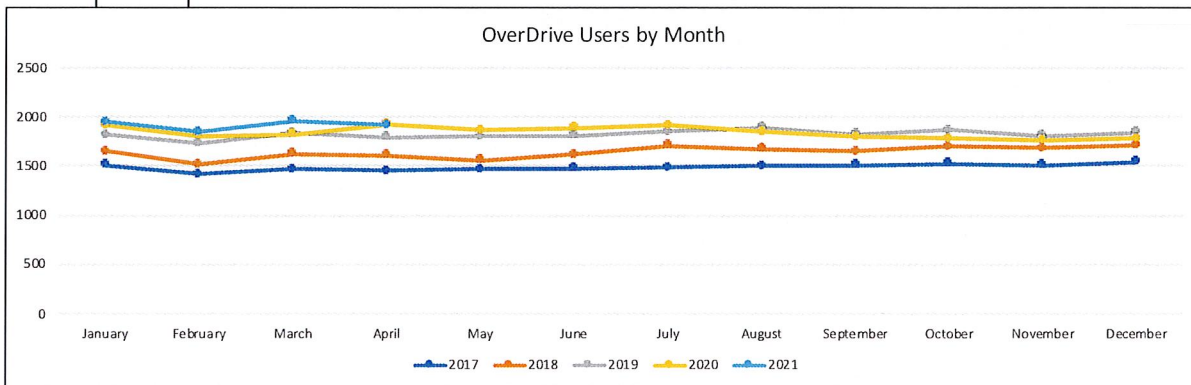


## Gale Courses Enrollements

OD Users													
	January	February	March	April	May	June	July	August	September	October	November	December	
2017	1513	1423	1469	1451	1470	1477	1486	1507	1510	1524	1511	1541	
2018	1652	1521	1628	1608	1558	1615	1710	1675	1655	1704	1689	1715	
2019	1814	1731	1833	1794	1801	1807	1851	1889	1823	1869	1809	1840	
2020	1920	1812	1828	1926	1871	1892	1916	1851	1801	1782	1766	1785	
2021	1948	1852	1959	1916									

Circo												
	January	February	March	April	May	June	July	August	September	October	November	December
2017	9209	7925	8414	8296	8796	8593	9295	9167	8276	9176	8717	9262
2018	9687	8567	9690	9199	9320	9424	10187	10153	9425	9996	9617	9904
2019	11251	9787	10682	10050	10592	10473	10938	10763	10666	10606	9779	10233
2020	11292	9712	10180	11170	11195	11275	11621	11661	10671	10415	10248	10620
2021	11253	10292	11776	10427								

New Users													
	January	February	March	April	May	June	July	August	September	October	November	December	
2017	85	61	86	65	68	77	86	77	80	81	61	74	
2018	156	108	146	115	111	130	150	109	112	96	101	87	
2019	144	110	102	110	90	112	118	112	95	125	105	104	
2020	144	110	187	189	114	127	115	112	87	108	79	89	
2021	133	114	112	102									



Arrowhead - hoopla April 2021

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	1441	16	240	\$1,546.83	772	\$6,308.27	3259
Clinton Public Library	228	1	38	\$303.68	147	\$1,088.06	527
Eager Free Public Library	437	3	83	\$493.67	228	\$1,993.08	1022
Edgerton Public Library	618	11	96	\$584.09	271	\$2,494.25	1237
Hedberg Public Library	3887	52	769	\$4,584.51	2268	\$19,092.81	9550
Milton Public Library (WI)	567	14	94	\$549.77	268	\$2,399.77	1183
Orfordville Public Library	178	0	32	\$207.53	103	\$838.27	436
Total	7356	97	1352	\$8,270.08	4057	\$34,214.51	17214

# 2021 April Overdrive Statistics

Library	Ebooks	Audiobook/Music	Magazines	Video/Streaming Video	Total by Library	OD Users	Holds (5-4-21)
Clinton Public Library	103	109	2		214	49	129
Orfordville Public Library	140	72	20		232	34	113
Milton Public Library	368	279	19		666	132	420
Eager Free Public Library	322	344	6		672	138	467
Edgerton Public Library	534	508	15		1057	177	652
Beloit Public Library	792	646	18		1456	315	901
Hedberg Public Library	3113	2943	62	6	6124	1068	2644
HPL Mall Branch	1	5			6	3	3
<b>Total by type</b>	<b>5373</b>	<b>4906</b>	<b>142</b>	<b>6</b>	<b>10427</b>	<b>1916</b>	<b>5329</b>



# Arrowhead Library System Information Center

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

April 2021

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

51

total enrollments

349

total course logins

40,261

total minutes in class

## Top 20 Courses

Course	Students
Speed Spanish	4
Lose Weight and Keep It Off	3
Introduction to QuickBooks Online	3
Computer Skills for the Workplace	2
Write Fiction Like a Pro	2
Creating Web Pages	1
Introduction to Natural Health and Healing	1
Introduction to Networking	1
Merrill Ream Speed Reading	1
Introduction to Criminal Law	1
Fundamentals of Supervision and Management	1
Drawing for the Absolute Beginner	1
Writing Effective Grant Proposals	1
Beginning Conversational French	1
Photographing People With Your Digital Camera	1
Real Estate Investing	1
Wireless Networking	1
Introduction to PC Security	1
Keys to Successful Money Management	1
Mystery Writing	1

[View Course Activity](#)

## New Courses

Course	Date Added
Business Budgeting for Beginners	04/13/2021
Introduction to Microsoft Outlook 2019/Office 365	01/12/2021
Introduction to Artificial Intelligence	01/05/2021
Blockchain Fundamentals	10/12/2020
Certificate in Mindful Relationships	09/14/2020
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



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April 2021

**NONE**

# Transparent Language: Language Usage Report

Start Date: 04/01/2021

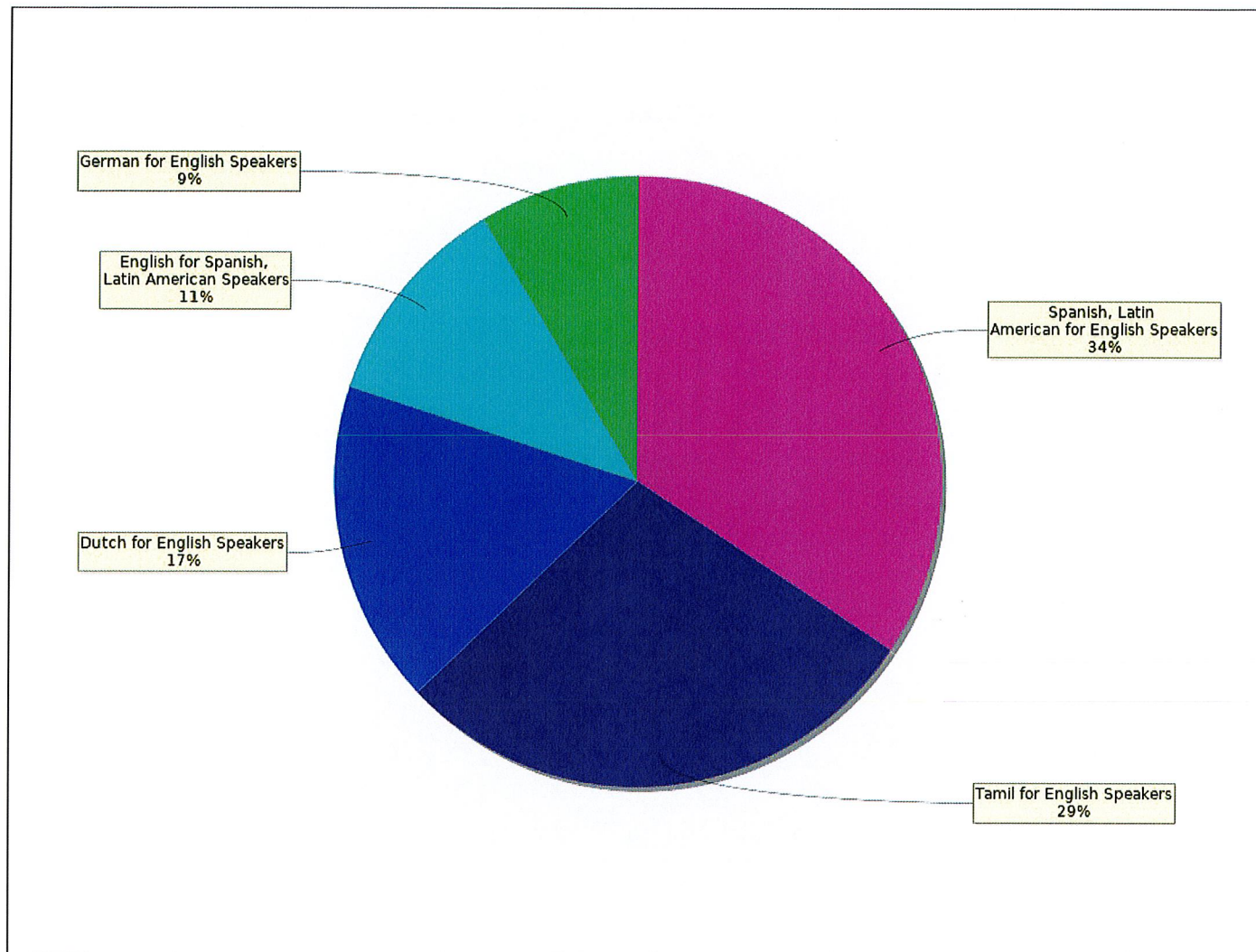
End Date: 04/30/2021

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)

Membership: Group members from reporting period

Content: All Content



Total Access Count: 35

Language Name	Access Count	Calculated Percentage
Spanish, Latin American for English Speakers	12	34.29%
Tamil for English Speakers	10	28.57%
Dutch for English Speakers	6	17.14%
English for Spanish, Latin American Speakers	4	11.43%
German for English Speakers	3	8.57%



Group Code	Start Date	End Date	Total Sessions	Total Circulations	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	Mobile App Avg. Session Time	Total Mobile App Session Time	Total Course Downloads	Lesson Downloads	Total Vocab Downloads	KidSpeak Access Count	KidSpeak Unique Users	Avg. KidSpeak Learning Time	KidSpeak Learning Time	
All Admins	4/1/21	4/30/21	1	0	1	0	1	0	1	0:04:26	0:04:26	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00
All Learners	4/1/21	4/30/21	62	75	17	4	29	15	0:08:28	4:05:40	33	33	4	0:02:32	1:23:48	2	0	0	1	1	0:00:59	0:00:59
All Users	4/1/21	4/30/21	63	75	18	4	30	16	0:08:20	4:10:06	33	33	4	0:02:32	1:23:48	2	0	0	1	1	0:00:59	0:00:59
Beloit Public Library	4/1/21	4/30/21	1	1	1	1	1	1	0:03:26	0:03:26	0	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00
Clinton Public Library	4/1/21	4/30/21	0	0	0	0	0	0	0:00:00	0:00:00	0	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00
Eager Free Public Library	4/1/21	4/30/21	1	0	1	0	1	1	0:04:12	0:04:12	0	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00
Egerton Public Library	4/1/21	4/30/21	7	11	3	1	3	2	0:05:37	0:16:52	4	4	2	0:01:00	0:04:01	2	0	0	0	0	0:00:00	0:00:00
Hedberg Public Library	4/1/21	4/30/21	45	55	7	2	16	6	0:12:55	3:26:40	29	29	2	0:02:45	1:19:47	0	0	0	0	0	0:00:00	0:00:00
Milton Public Library	4/1/21	4/30/21	0	0	0	0	0	0	0:00:00	0:00:00	0	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00
Orfordville Public Library	4/1/21	4/30/21	1	1	1	0	1	1	0:05:17	0:05:17	0	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00

All Activity				Mobile App Activity				KidSpeak Activity			
Sessions	63	30	33	1							
Circulations	75	N/A	N/A	N/A							
Unique Users	18	16	4	1							
User Registrations	4	N/A	N/A	N/A							
Average Session Time	N/A	0:08:20	0:02:32	N/A							
Total Session Time	5:33:54	4:10:06	1:23:48	N/A							
Course Downloads	N/A	N/A	2	N/A							
Vocab Lesson Downloads	N/A	N/A	0	N/A							
Average Learning Time	N/A	N/A	N/A	N/A							
Learning Time	N/A	N/A	N/A	N/A							

Creativebug  
April 20201

Date	Class Title	Class Category	Class Duration (min)	Unique Viewers	Average Viewed Duration (min)	Class Completions
2021 April	Creativebug Slow TV: Calming Creations	Art + Design	23.1	1	23.1	1
2021 April	Cricut Crafts: Get to Know Your Machine	Art + Design	17	1	5	0
2021 April	Cricut Crafts: Layered Nature Card	Art + Design	30	1	1.6	0
2021 April	Cricut Crafts: Make a Tunnel Book	Art + Design	37.4	1	2	0
2021 April	Daily Art Journal Challenge: 30 Prompts with Get Messy	Art + Design	221.7	1	2	0
2021 April	Daily Painting Challenge: 31 Flowers to Paint with Yao Cheng	Art + Design	214.9	1	49.6	0
2021 April	Doodle and Paint an Animal Portrait	Art + Design	56.2	1	50.3	0
2021 April	Image Transfers	Art + Design	31.3	1	31.3	0
2021 April	Marbled Embroidery	Art + Design	49.2	1	101	1
2021 April	More Sketchbook Explorations: Gel Pen Drawings on Colored Paper	Art + Design	34.8	1	22.6	0
2021 April	Paint a Geometric Star	Art + Design	36.4	1	37.8	1
2021 April	Screen Printing for Beginners	Art + Design	75.5	1	1.7	0
2021 April	STEAM: Make a Flying Squirrel Glider	Art + Design	19.6	2	10.5	1
2021 April	March Lookbook // 2020	CB Lookbooks	1.1	1	2.2	1
2021 April	Bubble Mania: Fairy Wands	Kids	25.3	1	2.3	0
2021 April	Dear Diary Daily Quilting Challenge	Quilting	137.9	1	5	0
2021 April	Eco Printing on Fabric: 12/11/18	Sewing	23.5	1	46.9	1
2021 April	Embroidered Heirloom Napkins	Sewing	16.4	1	17.3	0
2021 April	Sew Embellished Photo Pillows	Sewing	21.9	1	15.7	0
				20	22.52105263	6

**Brainfuse  
2021**

<b>Beloit</b>	<b>Total Usage</b>	<b>Database Usage</b>	<b>Writing Lab</b>	<b>Unique Visits</b>
january	11		11	0
february	8		0	0
march	3		3	0
april	0		0	0
may				
june				
july				
august				
september				
october				
november				
december				
	<b>22</b>		<b>14</b>	<b>0</b>
				<b>10</b>

<b>Clinton</b>	<b>Total Usage</b>	<b>Database Usage</b>	<b>Writing Lab</b>	<b>Unique Visits</b>
january	0		0	0
february	0		0	0
march	5		5	0
april	0		0	0
may				
june				
july				
august				
september				
october				
november				
december				
	<b>5</b>		<b>5</b>	<b>0</b>
				<b>1</b>

<b>Eager Free</b>	<b>Total Usage</b>	<b>Database Usage</b>	<b>Writing Lab</b>	<b>Unique Visits</b>
january	0		0	0
february	0		0	0
march	3		3	1
april	0		0	0
may				
june				
july				
august				
september				
october				
november				
december				
	<b>3</b>		<b>3</b>	<b>1</b>
				<b>1</b>

<b>Edgerton</b>	<b>Total Usage</b>	<b>Database Usage</b>	<b>Writing Lab</b>	<b>Unique Visits</b>
january	0		0	0
february	0		0	0
march	7		7	0
april	0		0	0
may				
june				
july				
august				



**Brainfuse  
2021**

september  
october  
november  
december

]

7	7	0	2
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Hedberg	Total Usage	Database Usage	Writing Lab	Unique Visits
january	10	10	0	3
february	0	1	0	1
march	15	15	0	3
april	0	0	0	0
may				
june				
july				
august				
september				
october				
november				
december				
	25	26	0	7

Milton	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0	0	0	0
february	0	0	0	0
march	5	5	0	1
april	17	17	0	2
may				
june				
july				
august				
september				
october				
november				
december				
	22	22	0	3

Orfordville	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0	0	0	0
february	0	0	0	0
march	0	0	0	0
april	0	0	0	0
may				
june				
july				
august				
september				
october				
november				
december				
	0	0	0	0

Total	Total Usage	Database Usage	Writing Lab	Unique Visits
	84	77	1	24

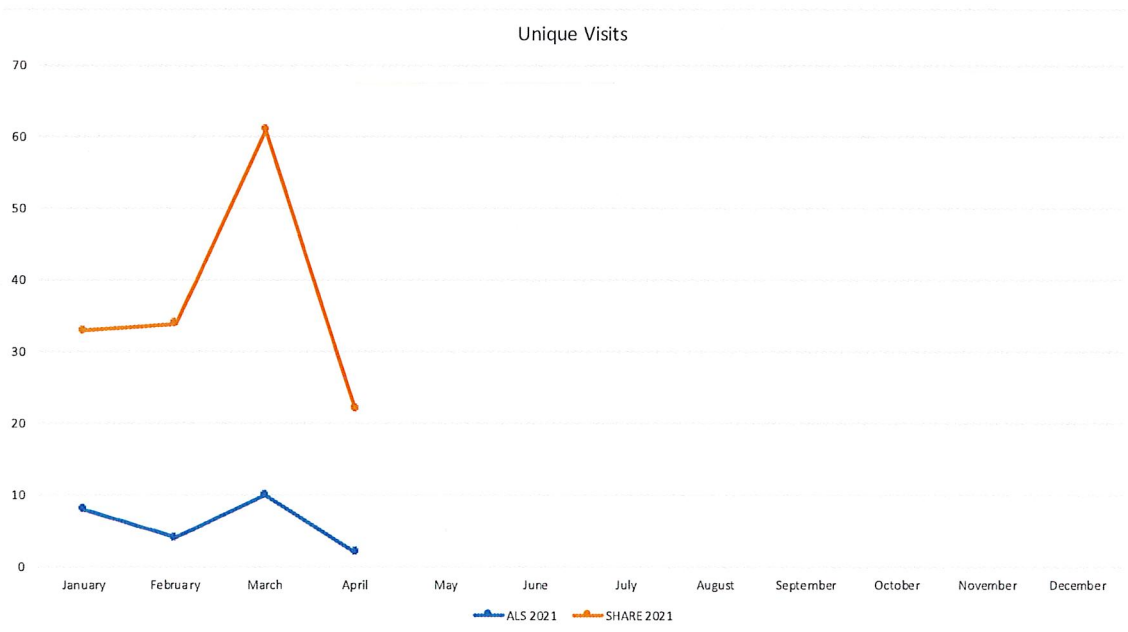
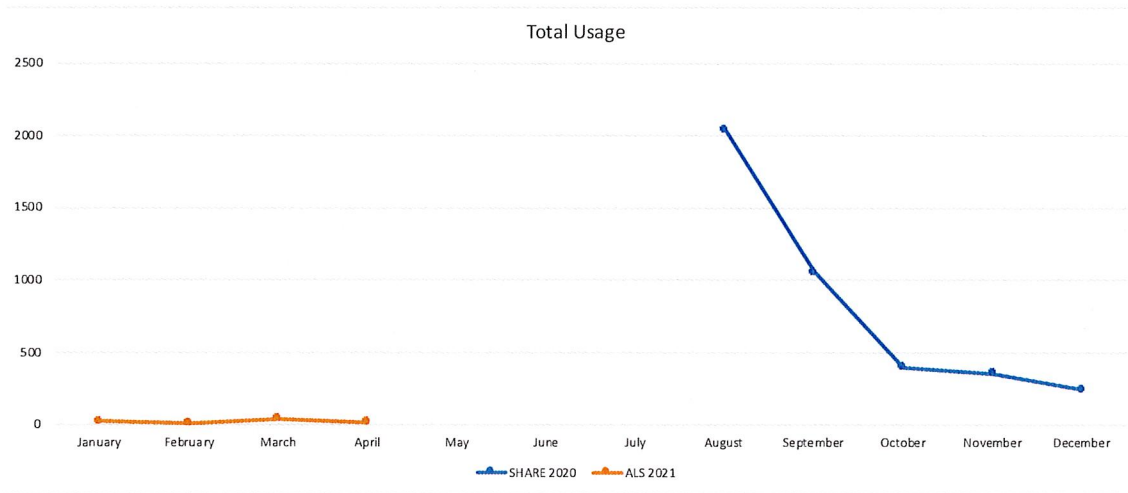
Gale Courses  
Enrollments

Total Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
SHARE 2020								2040	1052	393	356	243
ALS 2021	21	8	38	17								

These are SHARE numbers  
These are ALS numbers

Unique Visits												
	January	February	March	April	May	June	July	August	September	October	November	December
ALS 2021	8	4	10	2								
SHARE 2021	33	34	61	22								
	24.24%	11.76%	16.39%	9.09%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

These are ALS numbers  
These are SHARE numbers  
ALS as % of total SHARE



## Process

There are a number of statutory requirements that must be planned for in any public library system consolidation that moves forward.

- Indicating intentions to explore consolidation on the system annual plans (due October 15th prior to implementation year);
- Posting notices for public hearings at the county and municipal level concerning withdrawal from a library system (due June 15th of implementation year);
- Votes at the county and municipal level to withdraw from the old system and join the new system upon its creation (due August 1st of implementation year);
- Filing separate system audits with DPI from the final year of the separate library systems (September 30th of implementation year);
- File a system plan for a single consolidated system to DPI (October 15th prior to effective date of new system);
- Summing-up how the "old systems" were closed-out in the DPI annual report (March 1st of year after effective date of new system);

Outside of the statutorily-required activities, there are a host of other necessary activities that will need to be identified and coordinated. These include working with member counties to make sure that trustees are appointed and ready to go on day one of the new system, and developing drafts of required agreements so they are ready to move through the new board after the new system is created. The following agreements will be needed:

- Member library agreement;
- Resource library agreement;
- Intersystem agreements with all adjacent library systems;
- Any necessary system service contracts;
- Any necessary agreements with other types of libraries.

Ultimately, much of the process is up to the systems to create. This is simultaneously a benefit and a challenge due to the range of possible approaches. One possible straightforward way to take a first step is for the library directors of each system to communicate their support for a merger exploration by passage of a motion at their respective meetings. System directors would then be in a position to write a joint letter to both system boards, laying out a case and encouraging them to appoint a joint steering committee to produce a recommendation. If the recommendation is to follow-through with a merger, that committee would then become an implementation committee, assisting with the various tasks that would need to be done over the course of the following year.

### Joint Roadmap

The complexity of such a process indicates that it would be advisable for both systems to develop a roadmap. Such a roadmap should include statutory and non-statutory deadlines, checkpoints with “off ramps”, and any required deliverables. If the systems wish to first conduct an official “merger exploration”, the roadmap should begin with this. Any joint committee appointed by the systems could be tasked with developing the roadmap as part of exploration process itself. The roadmap should encompass at minimum the first six months of operation of the new system in a basic sense, in order to help prioritize the activities that the new board and staff must complete, including:

- Implementation of a strategic planning process;
- Recommending budget priorities;
- Recommending any procedures to ensure a smooth transition of financial bookkeeping;
- Developing key policy recommendations.

### Stakeholder Roles

Any alteration of public library system territory requires the engagement not only of public library system boards, but also of county boards of supervisors, member library directors and of municipal governing bodies.

- Library System Boards
  - Prior to a consolidation, the boards of trustees of the respective public library systems must not only agree to merge, but must collaboratively design, support and execute a plan to accomplish the task.
  - System boards should both vote in favor of consolidation before votes of approval are sought from member counties and member libraries.
  - After the consolidation becomes effective, the “old” boards become dissolved and a “new” board becomes established.
  - The new system board will be responsible for creating any necessary policy, procedural and budgetary frameworks to support the needs of the member libraries.
  - As with any public library system, the activities of the board should be done under the advisement of the system administrator or director, with considerable input from the member libraries.
- County Boards
  - In order to change system affiliation, each county board must hold publicly-noticed hearings, to be followed by formal action to withdraw from one system and join a new system. This is the manner in which counties may approve (or deny by inaction) the creation of a new “merged” library system.



- Each county board must appoint an appropriate number of new trustees to the new system, with terms beginning on the January 1st of the year the new system becomes effective. The overall number of trustees on the board, as well as any proportional seats per county, must be agreed upon by all member counties of the merges system to be established.
  - According to the statutes, the minimum size of any library system board is 11, while the maximum size is 20.
  - Each county should also end the terms trustees who served on the “old” system boards as of the December 31st before the merger becomes effective (January 1st). Note: persons who served on the old system boards are not precluded from serving on the new system board, but they must be specifically appointed.
  - Once the new system is created, each county must also create and approve a new plan of library service, or approve a plan that has been revised for the new system.
- Municipal Boards
    - In order to change system affiliation as a county, a statutory threshold of support by the municipalities with libraries must be met.
    - The threshold is set at 80% of the combined municipal library service population of the county. In other words, if enough local governing bodies representing a collective 80% of the combined municipal library service population of the county vote in favor, then the threshold is met.
    - To accomplish this, each board must hold a publicly-noticed hearing, to be followed by formal action to support the withdrawal of the county from the “old” system and to join the “new” system once established.
    - Notices of the possible action to withdraw/join must be sent to other member libraries, the county, and the system board at least 30 days prior to the required public hearing.
    - Library boards must be invited to send a representative to the municipal public hearing.
- Library Directors
    - Library directors play a key role in providing feedback throughout the process, keeping their library boards and municipal boards informed, and helping to make sure that necessary municipal meetings are scheduled and held at the appropriate times.
- System Directors
    - Advise the activities of the system boards
    - Communicate progress and updates to member libraries
    - Assist county administrators or executives in orchestrating the activities of county governing bodies
    - Engage in appropriate system-level operational planning so as to ensure as smooth a process as possible

- DPI Public Library Team
  - DPI is responsible for approving system annual plans prior to any consolidation, disbursing state aid payments, and approving/filing the required agreements submitted in advance of and soon after a consolidation takes effect.
  - DPI will also serve as advisors to the process, making financial and planning resources available as possible.
  - DPI has also indicated their intent to provide support to systems in developing assistive documentation, including roadmaps and communication plans.

### Pre-Consolidation Decision-Making vs. Post-Consolidation Decision-Making

This is an extremely important topic. When considering any sort of modification of public library system territory, it is often tempting to try and address issues such as specific staffing issues, facilities, and specific service choices. However:

- Under the statutory construct in Wisconsin, it is the job of the pre-consolidation system boards to plan and execute the process up until the point at which the new system becomes effective (January 1st is the statutory fiscal year start for public library systems);
- Once the new system becomes effective, it is the job of the newly-appointed board to oversee the work of completing the transition and establishing a “new normal”;
- Establishment of policies, reconciliation of multiple facilities, financial books duplicated contracts, and putting new service models in place are all examples of decisions that must be undertaken by the new board and staff.

Stakeholders such as system trustees, system staff, member libraries, or county supervisors can sometimes become concerned due to the fact that a newly-constituted system board is not legally bound by the decisions of the pre-consolidation system boards. Related to this, uncertainty can be avoided through development of a thorough roadmap based on the recommendations of stakeholders - especially member libraries.

### What Happens if a System Consolidation Doesn't Work?

There are a number of statutory processes that could be invoked, including:

- A county may withdraw from a library system after three years of affiliation;
- A municipality may withdraw from a library system;
- A public library system may expel a library or county that fails to meet statutory requirements;
- DPI may reduce state aid to a public library system that fails to meet statutory requirements.