

**Arrowhead Library System
Librarians' Meeting
Wednesday, November 16, 2022
Milton Public Library
430 E High St. Milton
9:30 a.m.**

This meeting is being held at the Milton Public Library, 430 E High St., Milton.

1. Call to order 9:30a.m. – Chair – Joseph Langer
2. Secretary – Tovah Anderson
3. Approval of the August 2022 Minutes
4. Unfinished Business
 - a. SHARE/Technology Update
 1. Statistics
 2. Items for SHARE agenda
 - b. Hoopla
 - c. WPLC/Overdrive
 - d. Gale Courses /Lynda.com/Transparent Languages
 - e. Budget 2022/2023
 - f. Merger Exploration Update
 - g. Covid-19 Updates
 - h. Inclusive Services Update – Rene Bue
 - i. Public Library System Redesign Project
 - j. ALS Board Report – Sarah Strunz
5. New Business
 - a. Prairie Lakes LS Email – Jim Novy
 - b. Prairie Lakes LS Member Library Agreement
6. ALS Activities
7. Activities in Member Libraries
8. Adjourn

Dates to Remember:

ALS Board Meeting – December 14 – 6:00 pm @ MPL

There may be a quorum of the Joint Merger Exploration Committee present, but no business will be conducted on behalf of the Committee.

**Arrowhead Library System
Librarians' Meeting
Wednesday, October 19, 2022
Milton Public Library
430 E High St., Milton
9:30 a.m.**

This meeting is being held at the Milton Public Library, 430 E High St., Milton.

Attendees: Steve Platteter, Steve Ohs, Tovah Anderson, René Bue, Michael DeVries, Megan Kloeckner, Kirsten Almo, Charles Teval, Ashlee Kunkel, Sarah Strunz, Jim Novy, Phil Schomber, Nick Dimassis

1. Call to order 9:34 a.m. – Chair – Sarah Strunz
2. Secretary – Tovah Anderson
3. Approval of the September 2022 Minutes
Moved by Ashlee Kunkel. Seconded by Kirsten Almo. Carried.
4. Unfinished Business
 - a. SHARE/Technology Update: Nothing to report.
 1. Statistics: Circulation down, probably due to school resuming.
 2. Items for SHARE Agenda: Nothing to report.
 - b. Hoopla: Hoopla also down.
 - c. WPLC/OverDrive: Nothing to report.
 - d. Gale Courses/Lynda.com/Transparent Languages: Statistics in the packet.
 - e. Budget 2022/2023: In flex but going according to plan so far.
 - f. Merger Exploration Update: All counties have approved the merger. System plan has been submitted to DPI. Working on implementation and updating agreements. Drafting documents for the new board to adopt in January.
 - g. COVID-19 Updates: Nothing to report.
 - h. Inclusive Services Update – René Bue: New Spanish resource guide on BadgerLink. New Indigenous Peoples guide on BadgerLink. DPI working on virtual reality STEM programs

for LatinX community. Martin Luther King Jr event happening 1/14/23 at Blackhawk Tech.

- i. Public Library System Redesign Project: Nothing to report.
- j. ALS Board Report – Sarah Strunz: Everyone is excited for the merger and extended thanks to all on the Merger Exploration Committee and all those involved.

5. New Business

- a. 1000 Books Before Kindergarten App – Phil Schomber: Increase focus on early literacy tips; daily checklist by child for parents; add books by title & author, quick ad, or add for all kids; SHARE branded. Developer is currently working on the data backend for statistics collection. There will also be a way to transfer print users to the app. Will be launched with a broader relaunch of the program in February or March.
ALS YS group discussed the rollout.

****A Prairie Lakes YS group should meet to coordinate the roll out, prizes, logs, etc.**

- b. 2023 SHARE/Automation cost discussion: Discussed a spreadsheet of pre-merger resource spending vs merger-updated total e-resource spend and options libraries may consider with the difference between the two. Also, briefly discussed options when WPLC OverDrive Advantage Accounts merge. Discussed local IT mileage and meeting mileage costs and how that impacts the library budgets, participation, and equity.
- c. Chromebook checkout for in-library use: ARPA funded Small Business Chrome Kits can only generate checkout statistics. Rock County is interested in the statistics for the in-library use. **Going forward use the “Mark Used Wizard” to track in-house usage.**
- d. 2023 WISCAT Licensing: Department of Public Instruction is covering WISCAT licensing for 2023.

6. ALS Activities: Logo, PLLS website, 1000 Books Launch, normal activities.
One Seed, One Wisconsin – growing our future together project has been kicked off – will be a share project. One seed variety with programming suggestions each year.

7. Activities in Member Libraries

Milton Public Library Story Garden gazebo is partially built. Toddler Turkey Trot coming up in November. Presenting at WLA on Fundraising and 1-Person Marketing Teams. Planning for winter, thinking about summer.

Edgerton Public Library Part of the DNR Park Pass program. Home for the Holidays community event coming. City budget is almost done, library's capital projects are still in. Upped wages significantly due to wage study raises. On track for hiring new directors, still interviewing.

Eager Free Public Library Spoke at a woman's group about the library. Speaking with the library's literary group. Hosting a human library “Communications Project” in November.

Still focusing on the budget.

Hedberg Public Library 5% cost of living raise and a merit raise. Night at the Library Old Hollywood Horror is back at the library Saturday at 7 pm (dress up or not). Seed library is an all-year program, want to make a community garden in Library Park. Tuesday, 10/25 drive-in movie, *Creature from the Black Lagoon*. Looking at upgrading lights and ceilings in the children's room.

Clinton Public Library First budget meeting introduced 10% cut across all departments. Participating in chamber of commerce's Halloween fest. Partnering with schools for Crazy 8's Math Club.

Beloit Public Library Looking to have a mural painted in the children's programming room. Some positions are open.

Orfordville Public Library 400 Kids at the schools trunk or treat. Friday night is board game night at the library. Turned in budget number, but haven't heard anything back. Senior Luncheon is back, serving over 40 regularly. Orfordville will be hosting some sort of state community forum because of all its growth and revitalization.

8. Adjourn at 11:55 p.m.

Moved by Charles Teval. Seconded by Ashlee Kunkel. Carried.

Dates to Remember:

ALS Board Meeting – November 9 – 6:00 P.M. @ MPL

October 2022 ALS Circ

Trans Stat Month		October									
Station Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_BKM	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BELOIT	10,272	163	85	480	265		44	1,028	368	133	12,838
BURLINGTON	35	5	21	72	12		2	145	26	18	336
CL-S	45	12	9	60	36		17	146	37	15	377
CL-TL	25	5	11	40	17		2	85	18	8	211
CLINTON	134	14	906	121	96		12	313	120	55	1,771
DARIEN	20	17	8	56	12		1	80	18	16	228
DELAVAN	81	7	15	55	29		4	216	32	27	466
EAST_TROY	22	3	4	12	13			44	16	5	119
EDGERTON	101	25	27	3,283	105		11	413	101	43	4,109
ELKHORN	61	12	16	53	35		11	173	74	26	461
EVANSVILLE	102	16	57	226	2,521		12	379	116	64	3,493
FONTANA	35	6		34	11		4	85	14	9	198
GENOA_CITY	30	4	8	38	24		2	94	29	11	240
JANESV_BKM	2			2	5	122		40			171
JANESV_NS	12	4	1	26	10		382	169	32	13	649
JANESVILLE	650	76	112	593	277	5	107	29,945	421	127	32,313
KPL-BKM	10	6	3	19	8			35	6	4	91
KPL-NS	76	8	20	58	42		9	239	56	12	520
KPL-SI	12	3	2	20	15			30	12	7	101
KPL-SW	112	24	28	121	65		13	345	88	33	829
KPL-UP	7		1	16	3			15	7	4	53
LAKEGENEVA	26	9	3	48	27			132	30	8	283
MILTON	105	23	41	257	135		16	766	5,350	45	6,738
ORFORDVILL	119	7	18	108	64		6	223	52	815	1,412
RACINE_BKM	4			6	2		1	16	3	2	34
RACINEMAIN	151	26	37	151	59		25	547	144	38	1,178
ROCHESTER	36	6	9	38	17		2	104	22	7	241
SHARON	14	2	3	18	10		1	74	8	7	137
UNIONGROVE	22	1	7	26	19		5	75	21	6	182
WALWORTH	23	6	5	32	14		2	71	27	6	186
WATERFORD	62	10	13	58	29		9	211	44	29	465
WILLIAMSBAY	46	8	11	35	25			101	19	6	251
WTFORDHS	5	2	1	3	1		2	18	6	1	39
Total	12,457	510	1,482	6,165	4,003	127	702	36,357	7,317	1,600	70,720

October 2022 ALS circ from LLS KCLS

Month	October										
Station Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total	
BURLINGTON	35	5	21	72	12	2	145	26	18	336	
CL-S	45	12	9	60	36	17	146	37	15	377	
CL-TL	25	5	11	40	17	2	85	18	8	211	
DARIEN	20	17	8	56	12	1	80	18	16	228	
DELAVAN	81	7	15	55	29	4	216	32	27	466	
EAST_TROY	22	3	4	12	13		44	16	5	119	
ELKHORN	61	12	16	53	35	11	173	74	26	461	
FONTANA	35	6		34	11	4	85	14	9	198	
GENOA_CITY	30	4	8	38	24	2	94	29	11	240	
KPL-BKM	10	6	3	19	8		35	6	4	91	
KPL-NS	76	8	20	58	42	9	239	56	12	520	
KPL-SI	12	3	2	20	15		30	12	7	101	
KPL-SW	112	24	28	121	65	13	345	88	33	829	
KPL-UP	7		1	16	3		15	7	4	53	
LAKEGENEVA	26	9	3	48	27		132	30	8	283	
RACINE_BKM	4			6	2	1	16	3	2	34	
RACINEMAIN	151	26	37	151	59	25	547	144	38	1,178	
ROCHESTER	36	6	9	38	17	2	104	22	7	241	
SHARON	14	2	3	18	10	1	74	8	7	137	
UNIONGROVE	22	1	7	26	19	5	75	21	6	182	
WALWORTH	23	6	5	32	14	2	71	27	6	186	
WATERFORD	62	10	13	58	29	9	211	44	29	465	
WILLIAMSBAY	46	8	11	35	25		101	19	6	251	
WTFORDHS	5	2	1	3	1	2	18	6	1	39	
Total	960	182	235	1,069	525	112	3,081	757	305	7,226	
							KCLS	2,182	LLS	5,044	

October 2022 ALS item circ to LLS KCLS

Month	October								
Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	136	29	31	28	2	213	26	7	472
CL-S	77	18	11	15	3	117	19	8	268
CL-TL	65	12	13	11	2	84	9	1	197
DARIEN	12	2	6	4		19	4		47
DELAVAN	92	21	7	20	3	146	11	6	306
EAST_TROY	38	8	7	10	3	65	10	9	150
ELKHORN	204	42	36	36	9	288	54	10	679
FONTANA	15	4	6	6		31	3		65
GENOA_CITY	60	8	24	19	3	92	36	3	245
KPL-AD	1					1			2
KPL-BKM	45	3	18	5	1	68	12	4	156
KPL-NS	245	35	37	42	4	394	50	11	818
KPL-NSCURB	2		1	1		4			8
KPL-SI	44	5	12	10	1	70	7	2	151
KPL-SW	387	95	103	64	24	836	62	18	1,589
KPL-SWCURB	10	1	10	2	3	20	5	3	54
KPL-UP	13	1		2		22	3	1	42
LAKEGENEVA	119	37	28	21	7	207	28	9	456
LAKESHORES	3		1				1	1	6
RACINE_BKM	97	12	24	20	5	142	18	2	320
RACINEMAIN	631	106	134	99	24	1,096	138	37	2,265
ROCHESTER	29	6	9	6		52	8	3	113
SHARON	12	2	3		1	18			36
UNIONGROVE	82	9	24	16	2	136	11	6	286
WALWORTH	45	8	11	18	3	59	15		159
WATERFORD	122	20	22	14	4	201	45	10	438
WILLIAMSBAY	43	7	13	6	4	106	21	7	207
WTFORDHS	4		1	1		4			10
Total	2,633	491	592	476	108	4,491	596	158	9,545
						KCLS	3,285	LLS	6,260

Arrowhead - hoopla October 2022

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	1817	22	305	\$1,985.17	952	\$19,077.38	9466
Clinton Public Library	263	3	48	\$390.97	168	\$3,835.61	1722
Eager Free Public Library	576	7	81	\$507.58	240	\$4,998.96	2453
Edgerton Public Library	768	11	100	\$648.58	307	\$6,160.31	2977
Hedberg Public Library	4939	52	995	\$6,521.14	3035	\$59,304.27	28855
Milton Public Library (WI)	742	9	120	\$649.85	303	\$6,499.66	3219
Orfordville Public Library	208	3	36	\$204.47	103	\$2,401.62	1210
Total	9313	107	1685	\$10,907.76	5108	\$102,277.81	49902

2022 October Overdrive Statistics

Library	Ebooks	Audiobook/Music	Magazines	Video/Streaming Video	Total by Library	OD Users	Holds (11-8-22)
Clinton Public Library	83	146	6	0	235	45	180
Orfordville Public Library	83	75	2	0	160	40	164
Milton Public Library	386	405	39	0	830	200	684
Eager Free Public Library	393	527	34	0	954	217	822
Edgerton Public Library	440	561	25	0	1026	245	871
Beloit Public Library	997	816	210	0	2023	393	1161
Hedberg Public Library	3039	3013	217	0	6269	1328	3349
HPL Mall Branch	5	17	0	0	22	7	25
Total by type	5426	5560	533	0	11519	2475	7256

Member Library Agreement

Prairie Lakes Library System

A Member Library Agreement Established Under Wisconsin Statute 43.15(4)(c)4

I. General Agreement and Purpose

In order to provide effective and efficient library services to the residents of participating counties and to other service populations required by Wisconsin law, the signatories indicated below do hereby agree to the terms articulated in this document.

II. Definitions

- A. System Board: the governance body of Prairie Lakes Library System. 43.19
- B. Member Library: a library participating in Prairie Lakes Library System. 43.52
- C. Resource Library: a Member Library of Prairie Lakes Library System which may provide additional services to member libraries. 43.16(1)(a)

III. Resource Library

Prairie Lakes Library System shall maintain an annual resource library agreement. 43.16(1)(a)

IV. System Responsibilities

Prairie Lakes Library System shall, according to Wisconsin Statute 43.24(2):

- A. Maintain written member library agreements with all participating member libraries. 43.24(2)(a)
- B. Provide backup reference referral and interlibrary loan service via resource library. 43.24(2)(b)
- C. Provide referral or routing for reference and interlibrary loan requests made by member libraries. 43.24(2)(d)
- D. Provide in-service training for participating member library personnel and trustees. 43.24(2)(e)
- E. Provide electronic delivery of information and physical delivery (van route) to member libraries. 43.24(2)(fm)
- F. Maintain service agreements with all adjacent Wisconsin public library systems. 43.24(2)(g)
- G. Provide access to professional consulting services. 43.24(2)(h)
- H. Plan, develop & deploy other service programs designed to meet the needs of participating member libraries. 43.24(2)(i)
- I. Provide access to services for users with special needs. 43.24(2)(k)
- J. Coordinate & plan with other types of organizations to facilitate ongoing expansion of resource sharing. 43.24(2)(l)

- K. Engage in planning in the areas of technology and resource sharing with the Division for Libraries and Technology and maintain a technology plan. 43.24(2)(m)

Prairie Lakes Library System shall also:

- L. File an annual report to the Department of Public Instruction. 43.17(5)
- M. File an annual system plan for the Department of Public Instruction. 43.17(5)
- N. Maintain a librarian advisory committee. 43.17(2m)

V. Member Library Responsibilities

Member libraries shall, according to Wisconsin Statute 43.15:

- A. Be established under Wisconsin statutes, chapter 43. 43.15(4)(c)1
- B. Be located in counties that participate in Prairie Lakes Library System. 43.15(4)(c)2
- C. Be authorized by a municipal governing body or county board to participate in Prairie Lakes Library System. 43.15(4)(c)3
- D. Participate in the system and its activities, including the interlibrary loan of materials with other member libraries, and shall provide the same library services on the same terms to any resident of the system area. 43.15(4)(c)4
- E. Employ a head librarian with an appropriate certification level. 43.15(4)(c)6
- F. Be open to the public on a weekly average of not less than 20 hours. 43.15(4)(c)7
- G. Spend not less than \$2,500.00 annually on library materials. 43.15(4)(c)8

Member libraries shall also:

- H. File an annual report to the Department of Public Instruction. 43.58(6)
- I. Honor valid borrower cards from other Prairie Lakes Library System member libraries and libraries in library systems with which Prairie Lakes Library System has service agreements. 43.17(10)

VI. Prior Agreements

This agreement shall replace membership agreements established between the signatory library indicated below and the Arrowhead Library System OR the Lakeshores Library System upon the effective date.

VII. Effective Dates, Renewal, Termination

This agreement shall become effective on January 1st, 2023 upon the establishment of the Prairie Lakes Library System. It shall then be automatically renewed on January 1st of each subsequent year. Each party may terminate this agreement by giving at least thirty (30) days' notice to the other party.

VIII. Signatures

Library Name

Library Board President

Date

Prairie Lakes Library System Board President

Date