

**Arrowhead Library System
Librarians Meeting
Wednesday, November 16 2016
Arrowhead Library System
430 E. High St, Suite 200 – Milton
9:30 a.m.**

Please note that this meeting is being held at the [ALS/Milton Public Library Underground office area \(430 E. High St., Milton\)](#) in the lower level office area. Please park in the back parking lot accessible off of Davis St.

1. Call to order 9:30a.m. – Chair – Bryan McCormick
2. Secretary – ALS
3. Additions to Agenda
4. Approval of October2016 Minutes
5. Unfinished Business
 - a. Shared System
 - b. LSTA
 - c. Technology
 1. Hoopla
 - d. WPLC/Overdrive
 - e. Budget 2016/2017
 - f. Youth Services update- Sharon Grover
 - g. Public Library System Redesign Project
 - h. ALS Strategic Planning
 - i. ALS Board Report – Sarah Strunz
6. New Business
 - a. ALS Member Library Agreements
 - b. Dates and locations of the 2017 ALS Board and Librarians meetings
7. ALS Activities
8. Activities in Member Libraries
9. Adjourn

Dates to Remember:

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

19 October 2016 – Arrowhead Library System - Librarians Meeting at Beloit Public Library

Present: Charles Teval, Ashlee Kunkel, Sarah Stunz, Kirsten Almo, Nick Dimassis, Steve Platteter, Martha Gammons, Andrea Levine, Sharon Grover, Wyatt Ditzler, Mary Bieber, guest Jean Anderson (SCLS)

Call to order 9:30 a.m. – Chair – Ashlee Kunkel (for Lisa Brooks)

Secretary – Martha Gammons

Additions to the Agenda – PLSR project up to right after the approval of the minutes

Approval of September 2016 minutes – Nick/Kirsten

PLSR Presentation by Jean Anderson (SCLS) / Steve Platteter

PLSR is a community process to consider changes and new models to provide and improve system services.

Process established by DPI. Using LSTA funds. WiLS facilitates. 9 service areas. Chapter 43, Consulting, Continuing Education, Delivery, Electronic Resources, Interlibrary Loan, ILS Discovery, Resource Libraries, Technology.

Workgroups are made up of experts, users, leaders, steering liaison, DPI liaison, WiLS project manager. The groups have gathered information from out of state, in state, and encourage workgroups to talk with others. Workgroups have developed models that will be on display at the WLA conference in Milwaukee.

The intention of process is to develop new models of service in order to implement change to systems as we know them today. Workgroup process will continue through March 2018 (or later). Ways to give feedback. Nick asked if this presentation would be available to library board of trustees.

UNFINISHED BUSINESS

a. Shared system – this will be discussed later in the agenda

b. LSTA – applied for 2 grants for 2017. The Tech block grant will be used to buy head end bandwidth & migration costs for next ILS. Data collection grant (partnering with SWLS) for door counters (OPL/EFPL). The Youth Services grant being applied for will be reported on under Youth Services.

c. Technology –

1. Hoopla – looking pretty constant. Do we want to increase the number of downloads? Right now customers have 6 downloads. Next year each library can set their own. According to the statistics from Hoopla, people are not running out of downloads. The librarian directors indicated they did not want to increase the number of downloads.

2. TEACH – spreadsheet in packet. Requested 100 MB except for CPL will be 20 (per request). They will be keeping Charter, Sarah – 50. Megan also going to 20. Hope to get it all done by December 2017.

d. WPLC/Overdrive – training scheduled on the new Overdrive site. Are we interested in Zineo? Platform of \$5000. Ongoing content costs would be divided among systems. Discussion. Voting to wait until next year.

e. Budget 2016/2017 – waiting for the county

f. Youth Service Update – Sharon Grover

-2016 LSTA App grant status – App is working. Mail Chimp is still being worked on (Mail Chimp is the way we can stay in touch with our customers). After WLA we will be getting back together with our partners to reinvigorate the website, etc.

-2017 LSTA grant – Early Learning Community of Learning grant. School readiness the focus in Rock, Walworth and Racine counties. \$15,000 includes creating additional ABC playgroup program kits; money for the consultant designing of kits; new children's museum in Rock County (Janesville) – develop 2 play and learn stations to be traveling; money to beef up maker space materials so they can be run off library sites. IMLS required MOUs (memorandum of understanding) from community partners. This was very difficult.

g. Public Library System Redesign Project – Jean Anderson and Steve Platteter – see above.

h. Strategic Planning – in packet is library notes from Melody Clark (WiLS) from the ILS committee meeting. A letter of inquiry to our neighboring consortium has been sent to SCLS, LLS & Bridges (Connie taking to Board meeting). Next ILS meeting is after WLA. Please look at what PLSR ILS models.

i. ALS Board Report – Sarah

Sarah had to leave. Everything the board talked about has pretty much been covered here.

NEW BUSINESS

a. Resource Contract - see packet. In 2017 ALS will take over being fiscal agent for Sharon Grover, ALS Youth Services Consultant. So HPL is requesting 85,000 instead of 100,000. Interest was shown in the possibility of cataloging assistance from HPL.

b. 2017 ALS system plan was approved by the ALS Board at the October meeting.

c. Public Information Coordinator – no formal resignation but want to start talking about what exactly would you rate as most important what are your priorities.

ALS ACTIVITIES

-November National Picture Book Month

-DPI has been looking for a lot of our contracts – membership agreements.

-Need one person to be at the RC Baby Shower on Thursday, October 27 in the evening. HPL is providing 2 people.

MEMBER LIBRARIES ACTIVITIES

Milton Public Library – Ashlee

-The Pumpkin Chunkin' event went well although it was windy. -They have submitted a grant proposal to equip their new makerspace. -A bike "bookmobile" will be delivered soon. -The building construction should be done in December, furnishings in January.

Beloit Public Library – Nick

-BPL and BIFF are having a fundraiser together called The Reel Deal. A Guys and Dolls, speakeasy theme. It will be held in the empty library space. -Audiocon is coming up, save the date: April 1, 2017. -Music 605 program coming up with Al Jewer.

Edgerton Public Library – Kirsten

-Attended library directors boot camp with 53 new directors. -Kirsten handed out the Edgerton Harry Potter celebration brochure. -They have a new part-time evening employee. -This is Kirsten's first budget process. Kirsten thanked everyone for being so helpful.

Hedberg Public Library – Charles

-Saturday night October 22nd Murder at the Malt Shop. Tickets \$40 available at the library and at the door.

-Bookmobile made its last stop in September. They are now evaluating and planning for next year. Bryan is in Ohio at the book mobile and outreach conference. -Reposted the head of youth services position. -Programming librarian also is to be posted.

Motion to adjourn: Kirsten/Charles

Next meeting: Wednesday, November 16 at 9:30 a.m. at Arrowhead Library System offices.

Respectfully submitted by Martha Gammons

Library	Patrons			Circulations			
	Total Registered	October		October		2016 YTD	
		New Patrons	Active Patrons	Cost	Circulations	Cost	Circulations
Beloit Public Library	233	22	67	\$446.97	233	\$1,834.30	943
Clinton Public Library	41	3	13	\$94.60	50	\$531.07	273
Eager Free Public Library	82	6	23	\$146.73	77	\$691.41	349
Edgerton Public Library	95	11	32	\$254.69	111	\$1,137.95	515
Hedberg Public Library	422	47	138	\$862.05	425	\$3,977.49	2011
Milton Public Library (WI)	100	13	24	\$199.55	95	\$972.53	478
Orfordville Public Library	43	6	10	\$70.65	35	\$368.78	172
Totals	1016	108	307	\$2,075.24	1026	\$9,513.53	4741

Agreement Between the Arrowhead Library System
and Member Libraries

Article I. General

The Arrowhead Library System (hereafter abbreviated as ALS) Board and the Library Board of the _____
name of library
located in the municipality _____
name of municipality

County of Rock, do hereby enter into an agreement as authorized by 43.15(4)(c) of the Wisconsin Statutes. This agreement shall become effective as soon as it is approved and signed by both organizations.

Article II. Definitions

For the purpose of this agreement:

- 1) Arrowhead Library System Board is the body established by the Rock County Board of Supervisors in accordance with Section 43.19 of the Wisconsin Statutes.
- 2) Arrowhead Library System is the organization operating under the ALS Board in accordance with Section 43.17 of the Wisconsin Statutes.
- 3) Member library is a public library within Rock County organized under Section 43.52 and 43.54 of the Wisconsin Statutes and authorized by its municipal governing body to participate in the System.
- 4) Affiliate library is an academic, school or special library which meets the requirements described in the affiliate membership agreement and has signed that agreement.
- 5) Integrated Library System (or "ILS") is a software application or suite of applications utilized to facilitate library operations and services.

Article III. Responsibilities

- (1) The _____ verifies that it has
name of library

been established under Chapter 43 of the Wisconsin Statutes and has been authorized by its municipal governing body to participate in the public library system. It also agrees to:

- a) Participate in the system and its activities, including interlibrary loan of materials with other member libraries and Affiliates, and shall provide the same library services on the same terms to any resident of the system area. 43.15(4)(c)4
- b) Comply with Wisconsin's public librarian certification law as set forth in the Wisconsin Statutes (43.09) and the Administrative Code (PI 6.03). 43.15(4)(c)6
- c) Be open to the public on a weekly average of not less than 20 hours. 43.15(4)(c)7
- d) Spend not less than \$2,500.00 annually on library materials. 43.15(4)(c)8
- e) File an annual report to the Department of Public Instruction. 43.58(6)
- f) Honor valid borrower cards from other ALS member libraries and libraries in library systems with which ALS has service agreements 43.17(10)
- g) Receive materials from patrons who have borrowed those materials from other member libraries and hold for pickup by ALS so that they can be returned to the library of origin.
- h) Accept responsibility for materials borrowed by their clientele through interlibrary loan and Infopass.
- i) Comply with current System policies and procedures.
- j) Conduct operations in accordance with system service agreements established under Wisconsin law. 43.24(2)(g)
- k) Conduct operations in accordance with county plans of library service established under Wisconsin law. 43.11(3), 43.13(1), 43.15(4)(b)1
- l) Conduct local operations according to any and all other provisions of Wisconsin law.
- m) Cooperate in developing, maintaining and abiding by any additional bylaws, guidelines or procedures required in order to efficiently guide the operation of any shared ILS which is supported in whole or in part by the Arrowhead Library System.

(2) The ALS Board agrees that ALS shall:

- a) Administer the System.
- b) File an annual report to the Department of Public Instruction. 43.17(5)
- c) File an annual system plan to the Department of Public Instruction. 43.17(5)
- d) Maintain written member library agreements with all participating member libraries. 43.24(2)(a)
- e) Provide reference and referral services from the System resource library. 43.24(2)(b)
- f) Provide in-service training for library personnel and trustees. 43.24(2)(e)
- g) Provide electronic delivery of information (email, wide area network) and physical delivery (van route) to member libraries. 43.24(2)(fm)
- h) Support efficient and effective interlibrary loan among libraries.
- i) Facilitate, plan and coordinate resource sharing activities among System member and affiliate libraries. 43.24(2)(L)
- j) Provide public information services. 43.24(2)(i)
- k) Plan, develop and deploy other services programs designed to meet the needs of participating member libraries. 43.24(2)(i)
- l) Promote and facilitate library services to users with special needs. 43.24(2)(k)

- m) Provide professional consultant services. 43.24(2)(h)
- n) 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)
- o) Maintain service agreements with all adjacent Wisconsin public library systems. 43.24(2)g
- p) Maintain a librarian advisory committee. 43.17(2m)
- q) Reimburse member libraries for serving township residents. Reimbursement will be made using the Rock County formula approved by the ALS Board or the State formula, described under 43.12 (1) (a) of the Wisconsin Statutes, whichever is higher. 43.12 (3)
- r) Reimburse member public libraries for photocopying and telephone expenses related to System activities as described in the ALS policy manual. 43.24(2)(n)

Article IV. Mutual Understandings

It is mutually understood and agreed that:

- (1) this agreement shall be subject to modifications as may be mutually agreeable.
- (2) this agreement shall automatically be renewed from year to year unless terminated by either party.

Arrowhead Library System Board

President Date

Director Date

Library Board

President Date

Director Date

**ARROWHEAD LIBRARY SYSTEM
2017 Board Meeting Dates &
Dates Vouchers are due at Courthouse**

Board Meeting Date	Location	Vouchers Due @ Courthouse by Noon
Wednesday, January 11	ALS	Tuesday, December 27
Wednesday, February 8	ALS	Tuesday, January 24
Wednesday, March 8	ALS	Tuesday, February 21
Wednesday, April 12	HPL	Tuesday, March 28
Wednesday, May 10	EPL	Tuesday, April 25
Wednesday, June 14	EFPL	Monday, May 30
Wednesday, July 12	MPL	Monday, June 27
Wednesday, August 9	ALS	Tuesday, July 25
Wednesday, September 13	OPL	Monday, August 29
Wednesday, October 11	CPL	Tuesday, September 26
Wednesday, November 8	BPL	Tuesday, October 24
Wednesday, December 13	ALS	Tuesday, November 28

ALS Librarians Meetings 2017

9:30 a.m.

Meeting Date	Location	Chair
Wednesday, Jan 18	ALS	Mary Bieber
Wednesday, Feb 15	ALS	Sarah Strunz
Wednesday, March 15	EPL	Kirsten Almo
Wednesday, April 19	MPL	Lisa Brooks
Wednesday, May 17	HPL	Bryan McCormick
Wednesday, June 21	BPL	Nick Dimassis
Wednesday, July 19	ALS	Megan Kloeckner
Wednesday, Aug 16	CPL	Mary Bieber
Wednesday, Sept 20	OPL	Sarah Strunz
Wednesday, Oct 18	ALS	Lisa Brooks
Wednesday, Nov 15	ALS	Bryan McCormick
Wednesday, Dec 20	ALS	Nick Dimassis