

**Arrowhead Library System
Librarians Meeting
Wednesday, April 19 2017
Milton Public Library
430 E. High St, Suite 100 – Milton
9:30 a.m.**

Please note that this meeting is being held at the [Milton Public Library](#) (430 E. High St., Milton) in the Community room on the upper floor of the new library. Please park in the back parking lot accessible off of Davis St.

1. Call to order 9:30a.m. – Chair – Lisa Brooks
2. Secretary – ALS
3. Additions to Agenda
4. Approval of March 2017 Minutes
5. Unfinished Business
 - a. Shared System
 - b. LSTA
 - c. Technology
 1. Hoopla
 - d. WPLC/Overdrive
 - e. Budget 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. SHARE update
 - b. 2018 Participating Library Payments
 - c. SRLAAW cross county billing best practices update
 - d. Public Information Coordinator position update
7. ALS Activities
 - a. Teen Battle of the Books – Ashlee Kunkel
8. Activities in Member Libraries
9. Adjourn

Dates to Remember:

ALS Board Meeting – May 10th – 6:00 pm @ EPL

15 March 2017 – Arrowhead Library System - Librarians Meeting at Edgerton Public Library

Present: Sharon Grover, Michael DeVries, Megan Kloeckner, Charles Teval, Sarah Strunz, Mary Bieber, Kirsten Almo, Steve Platteter, Martha Gammons

Call to order 9:30 a.m. – Chair – Kirsten Almo

Secretary – Martha Gammons

Additions to the Agenda – none

Approval of February 2017 minutes: Sarah/Megan

Unfinished Business

a. Shared System

see under New Business

b. LSTA

Finishing the successful early literacy grant. No word about the 2017 grants.

c. Technology

hoopla – February stats in packet, close to January. HPL was contacted by Courtney Wolf, new hoopla representative.

Libraries will start to be contacted by the telecommunication companies. If they contact you, please CC Steve, new ATT/Badgernet.

d. WPLC Overdrive – Michael DeVries

A lot of things waiting on committee. Holds issue was resolved by Hoopla. By-laws are being reviewed. Selection committee is working to relieve holds. This year they are really focused on the holds problem but they still feel they have to maintain a diverse collection. Customers should be notified when there is going to be a hold for a long time. Advantage old titles to be circulated into the state collection still in committee. Few library systems went with Zinio.

e. Budget 2016/2017

Nothing new. Going as planned for the year. ALS will pay for the migration into whatever new ILS is chosen. Once we get the final migration amount we will need to get a resolution to the county board to move monies from carryover.

f. Youth Services Update - Sharon Grover

Kirsten and Sharon showed the 1000 book database and talked about some of the stats. Missing a place to say "yes" they received a prize. Also please change it from Goal Level to Reading Level. Sending the powerpoint about the app. 1000 book mail chimp tips and recommendations just for ALS.

Public Libraries Serving Families workshop. Jeni Schomber reported on the ABC Playgroup. Sharon talked about the collaboration in Rock County.

Next month Ashlee will be here to talk about Teen Battle of the Books.

Grant with YES is over. Looking for ways to continue programs with libraries regarding mental health.

g. Public Library System Redesign Project

Topic teams and groups to shoot holes in the models presented. Survey panels, anyone can volunteer for this on the PLSR website.

h. ALS Strategic Plan

i. ALS Board Report

Everything is being covered in this meeting.

New Business

a. Recommendation of the ALS ILS Exploration Committee (Action)

In packet is the official recommendation of the Exploration committee. Recommended ALS pursue a merger with SHARE of LLS. Cost comparison of all proposals handed out. What is different with SHARE proposal is they offer 3 levels of support. Committee mostly interested in the full support option.

Asking for a motion: Mary Bieber moved to accept the ALS ILS Exploration Committee's recommendation that the Arrowhead Library System pursue an ILS merger, including full support option, with the Lakeshores Library System's SHARE and that this recommendation be taken to the ALS Board. Megan seconded. Discussion.

Vote: Motion carries. BPL (Michael DeVries had Nick's proxy), CPL, EPL, EFPL, HPL, OPL – all yes. MPL not present.

b. SRLAAW cross county billing best practices

This has not been an issue for us with Rock County. However, some counties throughout the state have been questioning why they are sending monies to other counties for library service. RC gets more than they send out. However, some of the best practices we do not do. Expiration date of patron card needs to be universal in RC. We need to make sure that the patron actually lives where the ILS says they live. Is there a way to do address verification without expiration? We will want to explore this more down the road.

c. Reciprocal Borrowing Agreement with Winnefox Library System

Winnefox is updating all their reciprocal agreements. ALS Board agreed. Just an agreement to honor the others library cards.

d. Public Information Coordinator position update

54 applicants, 34 eliminated. Went through 20. Will interview 5 on Friday.

e. Library Hotline

Small library newsletter. Who reads it?

ALS Activities

Great Outdoors, Advocates for Young Children website, SLPs, preparation for new staff

Member Libraries Activities

Edgerton Public Library

-Repainting , they will be closed for a day.

- Lots of building concerns.
- Read down your fines for kids
- Questions about taxes.
- Food related programs in April
- SLP prizes will be coupons for the Edgerton Pool.

Hedberg Public Library

- Phil Schomber to fill fulltime adult programmer position. Post soon for a 20 hour children's position
- Remodel includes a single desk information / circulation. Experimenting with that concept.
- Children's has connected with some agencies that provide services for children with autism and other challenges. Starting in April they are going to have a series of programs aimed towards parents with children with special needs.

Eager Free Public Library

- Spring program kick off. Baby and Me storytime was very popular in the fall so they are repeating it.
- Expansion: \$848,000 raised so far. Goal is \$1,000,000. \$3,000,000 from city.
- Common council goes back and forth as to how the vote will go for this.

Beloit Public Library

- AudioCon is April 1
- The Blender in under construction. Noisy work is done. It is expected to open in mid May. A manager has been hired.
- Tina Kakauske has taken a new position as director of the Door County Public Library. Michael DeVries will be the new Adult Services. Tech/Circ departments have been merged and Roger Dutcher will be the manager.
- Stateline Literacy Council has moved into the library.
- Moving forward with Best Beloit with WILS.

Orfordville Public Library

- Connection with school class dojo app. It is the teacher's way of connecting with parents. The library will be able to announce library events using the class dojo.
- Child development days at the schools tomorrow – screening. The library will have a table there.
- April 28 trivia night
- A program on the Manhattan Project on March 25 at the Village Municipal building.

Clinton Public Library

- Successful fundraiser at the Butterfly Club for the asbestos abatement.

Motion to adjourn: Sarah/Charles

Next meeting: Wednesday, April 19 at 9:30 a.m. at Edgerton Public Library.

Respectfully submitted by Martha Gammons

Library	Patrons			Circulations			
	Total Registered	March		Cost	Circulations	Cost	Circulations
		New Patrons	Active Patrons				
Beloit Public Library	305	12	65	\$395.11	179	\$1,267.87	593
Clinton Public Library	51	3	14	\$111.99	51	\$251.97	113
Eager Free Public Library	110	4	23	\$171.42	78	\$371.12	178
Edgerton Public Library	125	5	32	\$195.91	99	\$531.33	277
Hedberg Public Library	639	36	173	\$1,163.92	558	\$3,419.78	1662
Milton Public Library (WI)	122	7	23	\$172.78	82	\$484.94	256
Orfordville Public Library	56	2	14	\$94.68	52	\$249.52	128
Totals	1408	69	344	\$2,305.81	1099	\$6,576.53	3207

2018 ALS Rock County Funding-70% cost of circ.

	2016		2016		Cost per Circulation	Township Circulation	Cost of Township Circ.	70% of cost of Township circ
	Total Operating Expenditures	Exper Total	Circulations	Expenditures				
Beloit	\$ 2,304,435	366,731	\$ 6.28	60,010	\$ 377,086.05	\$ 263,960.24		
Clinton	\$ 134,066	32,061	\$ 4.18	10,072	\$ 42,116.99	\$ 29,481.89		
Edgerton	\$ 348,547	102,215	\$ 3.41	26,700	\$ 91,045.39	\$ 63,731.78		
Evansville	\$ 304,211	71,233	\$ 4.27	17,684	\$ 75,522.12	\$ 52,865.49		
Hedberg	\$ 3,834,288	896,973	\$ 4.27	118,421	\$ 506,213.92	\$ 354,349.74		
Milton	\$ 332,011	71,988	\$ 4.61	23,197	\$ 106,985.32	\$ 74,889.72		
Orfordville	\$ 120,688	26,455	\$ 4.56	9,483	\$ 43,261.55	\$ 30,283.08		
					\$ 1,242,231.34	\$ 869,561.94		

*PLP is Participating Library Payment

***The formula cost of rural service times 70% based on total operating expenditures - federal fund expenditures divided by total circulations

Cost of Circ 2010-2016

	2010	2011	2012	2013	2014	2015	2016
Beloit	\$ 3.79	\$ 3.88	\$ 3.94	\$ 4.23	\$ 4.64	\$ 5.19	\$ 6.28
Clinton	\$ 3.53	\$ 3.91	\$ 3.73	\$ 4.10	\$ 3.98	\$ 4.46	\$ 4.18
Eager Free	\$ 3.25	\$ 3.16	\$ 2.98	\$ 3.36	\$ 3.37	\$ 3.68	\$ 4.27
Edgerton	\$ 3.06	\$ 3.19	\$ 3.12	\$ 3.27	\$ 3.15	\$ 3.73	\$ 3.41
Hedberg	\$ 3.26	\$ 3.33	\$ 3.36	\$ 3.31	\$ 3.73	\$ 4.21	\$ 4.27
Milton	\$ 1.93	\$ 2.08	\$ 2.21	\$ 2.37	\$ 2.61	\$ 2.99	\$ 4.61
Orfordville	\$ 2.42	\$ 2.46	\$ 2.58	\$ 2.78	\$ 3.36	\$ 3.55	\$ 4.56

Best Practices for libraries that bill for cross-county use

These Best Practices were drafted by the Wisconsin Library Association's Library Development and Legislation Committee (LD&L) and submitted to the System and Resource Library Administrators Association of Wisconsin (SRLAAW) in response to concerns raised by counties and legislators. Uniform practices for library record-keeping and billing are intended to help address these concerns.

Address verification

Library staff verify that the cardholder's or applicant's record contains a code or other information that defines the cardholder's legal place of residence. This information must indicate the city/village/township and county of residence. Government-based search sites, such as county GIS sites and property owner and tax databases, are used for verification for the location of addresses.

Card expiration and renewal

Library cards are set to expire at least every 18 months, so that records remain current. Or, as an alternative, cardholder registration files are matched against a reputable address change database at least every 18 months, and the accounts of cardholders who are identified as having moved are updated or are blocked to disallow checkout until a new address can be confirmed.

Audit of cardholder records

A random sample consisting of a statistically significant number of cardholder records is reviewed once each five or fewer years by the library consortium. The addresses are checked against the residence codes to ensure that database quality is being maintained.

Common billing information

When billing, libraries provide at a minimum, the following information:

- The number of materials loaned attributable to each non-library community.
- The library's total expenditures (minus federal funds and capital expenditures) for the year in which the service was provided.
- The total number of the library's loans of materials for the year in which the service was provided, as reported on the library's annual report to the state.
- If requested by the county, a copy of those pages of the annual report referencing checkouts and expenditures.

Library Staff Training

Library staff are made aware of the importance of accurate records and are trained in address verification.

Adopted by SRLAAW on _____