Arrowhead Library System
Librarians Meeting via Zoom
Wednesday, August 18, 2021
9:30 a.m.

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

Meeting ID: 710-683-725
Dial in: +1 (872) 240-3311
1. Call to order 9:30a.m. – Chair – Bryan McCormick/Charles Teval

2. Secretary – Tovah Anderson

3. Approval of the July 2021 Minutes

4. Unfinished Business
    a. SHARE Update
        1. Delivery Update
        2. Statistics
        3. Items for SHARE agenda
    b. Technology
    c. Hoopla
    d. WPLC/Overdrive
    e. Gale Courses /Lynda.com/Transparent Languages
    f. Budget 2021/22
    g. Merger Exploration Update
    h. Covid-19 Updates
    i. Youth Services update- Jeni Schomber
    j. Public Library System Redesign Project
    k. ALS Board Report – Sarah Strunz

5. New Business
    a. Compassion Resilience Initiative – Jeni Schomber & Rene Bue
    b. Rock County ARPA Small Business Project Update
    c. 2022 Intersystem Agreement with Lakeshores Library System
    d. CE Scholarship LSTA Grants through SEWI CE.
    e. Revised Librarian's Meeting Schedule

6. ALS Activities

7. Activities in Member Libraries

8. Adjourn
Dates to Remember:
ALS Board Meeting – September 8 – 6:00 pm @ remote

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

Meeting ID: 710-683-725
Dial in: +1 (872) 240-3311

Attendees: Steven Platteter, Tovah Anderson, Sarah Strunz, Charles Teval, Jeni Schomber, Ashlee Kunkel, Megan Kloeckner, Michael DeVries
Guests: Steve Ohs, Jim Novy, René Bue

1) Call to order 9:31 a.m. – Chair – Megan Kloeckner

2) Secretary – Tovah Anderson

3) Approval of the June 2021 Minutes
   Motion: Ashlee Kunkel; Second: Sarah Strunz; Vote: Unanimous

4) Unfinished Business

   a) SHARE Update: talking about catalog and circulation refreshers in the fall. Looking into a symphony upgrade after the summer.
      i) Delivery Update
      ii) Statistics: Circ is up about 2,000
      iii) Items for SHARE agenda
   b) Technology: A couple network monitoring backend upgrades in the works.
   c) Hoopla: circ dropped slightly
   d) WPLC/OverDrive: circ went up slightly. DPI is committing $350,000 of LSTA funds into the buying pool this year.
   e) Gale Courses/Lynda.com/Transparent Languages: statistics in packet
   f) Budget 2021-2022: Budget request submitted to county last week. Increased state aid is one of the biggest changes. Changed the base formula for affiliate dues. Fund balance transfer for merger and possible new van. In the packet, there's a county funding spreadsheet and Walworth county funding. Also included is the new intersystem agreement which now goes by the actual cost of circ by library.
   g) Merger Exploration Update: Committee has been appointed – *Steve Platter (ALS Director), Adam Dinnes (ALS Board President/Hedberg Public Library Board Vice President), Bill Wilson (ALS Board/Rock County Supervisor); Annette Smith (ALS Board Vice President/Milton Public Library Board President) may serve as a backup so long as her employment at DPI is not a conflict, Bryan McCormick (ALS/Hedberg Public Library Director), Kirsten Almo (ALS/Edgerton Public Library Director), Lauri Kant-Hull (LLS Board President/ Walworth County Trustee), Gary Tilleros (LLS Board*

Treasurer/Racine County Trustee), Angie Zimmerman (LLS/Racine Public Library Director), Jeff Gartman (LLS/East Troy Lions Public Library Director). LLS Board moved to approve the committee with the provision that the LAC group has no concerns. Hoping to start meeting at the end of August/beginning of September. Process is "Hurry up and wait", which leads to rumors – if you hear any, let them know what you know and encourage them to get in touch with Steve Platteter with their questions.

h) COVID-19 Updates: Delta Variant has arrived in Rock County.

i) Youth Services update – Jeni Schomber: Attended State Inclusive Services meeting yesterday, the book "George" by Alex Gino should have its named changed in the catalog to "Melissa's Story" as requested by the author. Conversation leans toward 1 record, but should be sent to the SHARE Cataloging Committee – Jeni recommends "Melissa's Story (George)". Compassion Resiliency Program timeline and description sheet will be emailed out by Jeni. World Aids Day, December 1, recognizes it's 40th anniversary. BPL will have six of the memory quilt panels on display and will have Ann Bausum, author of "Viral" in for a program.

j) Public Library System Redesign Project: WiLS has contracted with an outside analyst to study the funding formula.

k) ALS Board Report – Sarah Strunz: nothing new to report

5) New Business
   a) November meeting date: The November 17th date falls during WLA, need to move the librarians meeting.
      Motion: Charles Teval, Move the November Librarians meeting to November 10; Second: Sarah Strunz; Vote: Unanimous
   b) Library Card Requirements – René Bue: Interested in making the library card more accessible to everyone. Directors, please send your requirements to René for review.
   c) Rock County ARPA Small Business Grant: Small business grants program including a component involving the libraries is working its way through the approval process.
   d) Trustee Training Week Aug 23-27: https://www.wistrusteetraining.com/
   e) In-person meetings: will reevaluate moving to in-person meetings at the October meeting.

6) ALS Activities: Gearing up for senior fair. LAWDS marketing project gearing up, expect library staff training webinar and communications.

7) Activities in Member Libraries
   a) HPL is hosting book launch for Jamie Swenson's new book. Staff planning for in-person indoor fall programming. Bookmobile has been very popular this summer and has issued many new cards – in June it was over 200 and almost matched the in-library cards issued. Still hiring for a few small positions. Quest Con is back August 7th, much simplified this year and at the pavilion in courthouse park.
   b) BPL continuing with Wednesdays at the Library with a food truck and musician. Gearing up for fall programming. 3 new board members starting at tonight's meeting. *Rising*

Queens social network now leasing space in the library, mission is to empower women through social services (provide library programming for a break on the lease).

c) MPL working on fall programming, the Delta Variant has them nervous. Hiring a part time position to go back to full hours. Received $10,000 grant for Storybook Gardens – will work on walkways.

d) OPL Having staffing changes. Summer reading is going well.

e) EFPL hired a new assistant director, Rebecca. Starting to think about fall. Friends have over 3,000 books and are having a big sale. Budgeting process usually starts in July, but is behind schedule with the new administrator, also waiting on results from the municipal wage study.

8) Adjourn
   Motion: Charles Teval; Second: Ashlee Kunkel; Vote: Unanimous

Dates to Remember:
- SHARE Directors Meeting – August 3 – 9:30 am @ remote
- ALS Board Meeting – August 11 – 6:00 pm @ remote
- ALS Librarians Meeting August 18 – 9:30 am @ Remote

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	14515	427	2444	6758	4342	459	776	42025	7537	2216	81499
BELOIT	11917	103	179	355	299		33	1222	331	120	
BURLINGTON	35	3	17	12	27		2	119	19	13	247
CLINTON	176	19	1530	94	76		5	335	87	65	
CL-S	77	8	10	27	22		4	159	29	12	348
CL-TL	61	4	6	34	25		5	97	19	10	261
DARIEN	18	1	13	21	16	3	1	81	20	11	185
DELAVAN	101	6	12	30	33		7	179	45	19	432
EAST_TROY	27	3	6	20	9			67	20	5	157
EDGERTON	114	25	54	4907	110	1	12	372	102	37	
ELKHORN	90	19	25	67	30		7	244	39	21	542
EVANSVILLE	122	34	64	109	2898		3	346	118	56	
FONTANA	44	4	13	17	16			102	26	2	224
GENOA_CITY	17	6	17	23	8		2	69	12	6	160
JANESV_BKM						399	5	83			
JANESV_NS	2			2		3	568	121			
JANESVILLE	820	76	169	434	332	51	54	35532	594	149	
KPL-BKM	14	2	1	6	5			43	8	2	81
KPL-NS	68	12	22	32	27		4	197	35	16	413
KPL-SI	20	2	4	13	8			40	8	7	102
KPL-SW	113	19	35	57	62		13	319	98	37	753
KPL-UP	4		1	1	1			11	1	5	24
LAKEGENEVA	38	2	8	7	15		1	58	12	7	148
MILTON	119	25	62	179	71	1	20	839	5581	65	
ORFORDVILL	85	7	41	46	55		4	217	69	1453	
RACINE_BKM	11	2		4	4			20	7	3	51
RACINEMAIN	213	23	56	113	100		13	612	128	55	1313
ROCHESTER	18	3	20	20	21		3	66	23	8	182
SHARON	28	3	10	16	12		2	69	7	3	150
UNIONGROVE	19	2	15	18	12			74	15	1	156
WALWORTH	25	3	18	11	8		1	66	19	5	156
WATERFORD	76	5	22	58	21		1	158	39	18	398
WILLIAMBAY	43	6	14	25	19	1	6	107	26	5	252
WTFORDHS								1			1
										Non ALS Items	6736

2021 July ALS circ from LLS & KCLS

ALS Circ from LLS

Checkouts

Station Library

Item Library	BELOIT	B-CURB	CLINTON	EDGERTON	EVANSVILLE	J_BKM	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	35	3	17	12	27		2	119	19	13	247
CL-S	77	8	10	27	22		4	159	29	12	348
CL-TL	61	4	6	34	25		5	97	19	10	261
DARIEN	18	1	13	21	16	3	1	81	20	11	185
DELAVAN	101	6	12	30	33		7	179	45	19	432
EAST_TROY	27	3	6	20	9			67	20	5	157
ELKHORN	90	19	25	67	30		7	244	39	21	542
FONTANA	44	4	13	17	16			102	26	2	224
GENOA_CITY	17	6	17	23	8		2	69	12	6	160
KPL-BKM	14	2	1	6	5			43	8	2	81
KPL-NS	68	12	22	32	27		4	197	35	16	413
KPL-SI	20	2	4	13	8			40	8	7	102
KPL-SW	113	19	35	57	62		13	319	98	37	753
KPL-UP	4		1	1	1			11	1	5	24
LAKEGENEVA	38	2	8	7	15		1	58	12	7	148
RACINE_BKM	11	2		4	4			20	7	3	51
RACINEMAIN	213	23	56	113	100		13	612	128	55	1313
ROCHESTER	18	3	20	20	21		3	66	23	8	182
SHARON	28	3	10	16	12		2	69	7	3	150
UNIONGROVE	19	2	15	18	12			74	15	1	156
WALWORTH	25	3	18	11	8		1	66	19	5	156
WATERFORD	76	5	22	58	21		1	158	39	18	398
WILLIAMBAY	43	6	14	25	19	1	6	107	26	5	252
WTFORDHS								1			1
	1160	138	345	632	501	4	72	2958	655	271	6736
								Total KCLS	1982 Total LLS		4754

2021 July ALS items to LLS & KCLS

ALS Items to LLS								
Checkouts								
	Item Library							
Station Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	111	21	24	19	211	23	6	415
CL-S	89	9	17	10	124	14	4	267
CL-TL	47	8	18	7	84	9		173
DARIEN	14		1	1	11	4		31
DELAVAN	78	13	12	14	124	20	11	272
EAST_TROY	24	2	8	5	40	8	4	91
ELKHORN	251	29	31	37	269	54	9	680
FONTANA	33	9	3	7	36	9		97
GENOA_CITY	48	7	13	8	77	13		166
KPL-AD	2				2			4
KPL-BKM	52	6	16	7	89	9	2	181
KPL-NS	223	36	41	32	364	40	9	745
KPL-NSCURB	2	1	1		4			8
KPL-SI	52	4	4	7	61	9	1	138
KPL-SW	422	49	95	69	650	80	19	1384
KPL-SWCURB	36	6	10	16	55	10	4	137
KPL-UP	31	3	5	4	29	1		73
LAKEGENEVA	209	14	31	30	234	30	4	552
LAKESHORES	2				1	2		5
RACINE_BKM	105	9	25	13	153	19	5	329
RACINEMAIN	560	67	150	128	947	119	20	1991
ROCHESTER	32	2	14	2	40	4		94
SHARON	22	7	1	2	27		1	60
UNIONGROVE	62	14	10	11	84	9	5	195
WALWORTH	26	7	13	4	76	7	3	136
WATERFORD	162	19	33	31	275	43	6	569
WILLIAMBAY	62	4	7	15	119	10	3	220
WTFORDHS			1					1
	2757	346	584	479	4186	546	116	9014
					Total KCLS 3110		Total LLS	5904

Arrowhead - hoopla July 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	1494	20	253	$1,661.22	792	$11,195.49	5690
Clinton Public Library	233	2	42	$326.86	150	$2,047.21	982
Eager Free Public Library	461	9	88	$500.19	257	$3,499.62	1777
Edgerton Public Library	637	7	98	$608.77	285	$4,356.59	2138
Hedberg Public Library	4014	53	789	$4,941.61	2397	$33,745.01	16763
Milton Public Library (WI)	587	8	93	$599.91	284	$4,198.85	2086
Orfordville Public Library	182	1	38	$297.71	139	$1,640.26	833
Total	7608	100	1401	$8,936.27	4304	$60,683.03	30269

2021 July Overdrive Statistics

Library	Ebooks	Audiobook/Music	Magazines	Video/Streaming Video	Total by Library	OD Users	Holds (8-2-21)
Clinton Public Library	94	155	3	0	252	44	140
Orfordville Public Library	127	48	1	0	176	36	108
Milton Public Library	417	349	16	0	782	148	440
Eager Free Public Library	344	397	12	0	753	150	517
Edgerton Public Library	573	429	5	3	1010	167	537
Beloit Public Library	821	769	279	0	1869	311	926
Hedberg Public Library	3321	3168	181	2	6672	1062	2697
HPL Mall Branch	0	16	0	0	16	4	1
Total by type	**5697**	**5331**	**497**	**5**	**11530**	**1922**	**5366**

Compassion Resilience
Arrowhead Library System
Initiative Proposal

- <u>What is Compassion Resilience?</u>
  - https://compassionresiliencetoolkit.org/
  - https://www.youtube.com/watch?v=9SDzucDsXNw&t=5s - this 14 minute video gives a nice overview. If you aren't able to watch the full clip, the first 5 minutes and 22 seconds are a great summary
- <u>Why Build Resilience?</u>
  - A focus on compassion resilience will guide all staff back to the core set of values and the drive for a sense of purpose that drew them to work in libraries in the first place. It will do so by supporting the development of a strong set of skills to manage expectations, set professional and personal boundaries, build effective coworker relationships, and practice real-time and ongoing self-care.
- <u>What is the Compassion Resilience Toolkit?</u>
  - 12 Sections - each section provides an introduction to the content and several suggestions on how to apply the content (activities, wellness practices, small group circle discussion, visual aids, etc...) through narrative, links to videos, slide presentations, and handouts
- <u>Implementation</u>
  - The toolkit offers information, activities, and resources for leadership and staff to understand, recognize, and minimize the experience of compassion fatigue and to increase compassion resilience.
  - Designed for flexible implementation:
    - **Option One** – Rene and Jeni would facilitate in-person meetings for the first four sections of the toolkit – twice a month in October and November 2021 – dates, time, and location TBD
      - 1) Compassion in Action – explore ways to maintain a compassionate presence in our interactions with customers
      - 2) What Are We Talking About? – builds on further concepts that are foundational to the everything else in the toolkit
      - 3) Compassion Fatigue: Connections to Trauma, Stages, and Assessments – how compassion fatigue connects to our understanding of trauma, the stages one experiences if trauma is not addressed, and how to assess our burnout and compassion satisfaction
      - 4) System Drivers of Compassion Fatigue – focus on systemic factors that negatively impact our compassion resilience
    - **Option Two** – Rene and Jeni would facilitate 11 of the 12 sections of the toolkit – twice a month running from October 2021 through March 2022 – dates, time, and location TBD
      - Sections One through Four as described above

- 5) Expectations from Self and Others – understanding and challenging our expectations of self and others to identify and transform unrealistic expectations that compromise our compassion
- 6) Compassionate Boundary Setting to Build Compassion Resilience – to make choices to live fully, work nobly, and to contribute passionately
- 7) Staff Culture – supporting each other is a parallel process to supporting our customers through trusted relationships
- 8) Wellness and Resilience Strategies: Mind - exemplified by being well-organized, engaging in meaningful work, and being fully present in the moment
- 9) Wellness and Resilience Strategies: Spirit - connecting to our sense of purpose with intentionality, exposing ourselves to resilience in those we serve, and recreating ourselves through rest and play
- 10) Wellness and Resilience Strategies: Strength - encompasses stress resilience and care for the body
- 11) Wellness and Resilience Strategies: Heart - take a deeper look at our emotions, and our relationships, both with ourselves and with others.
- 12) Building Compassion-Based Relationships – this section doesn't directly apply to libraries

- o Timeline
  - Send proposal to ALS Directors prior to the August Directors meeting
  - Present information and answer questions at the August Directors meeting
    - Determine which Option (One or Two) works best
      - o Option One – October and November 2021
      - o Option Two – October 2021 through March 2022
    - Determine which library and system staff members will participate – ideally no more than two people from each library
    - Set dates, time, and location for in-person meetings

2022 INTERSYSTEM AGREEMENT and COUNTY FUNDING MEMORANDUM

Arrowhead Library System for Rock County

Lakeshores Library System for Walworth County

The following agreement and county funding memorandum are intended to fulfill the statutory obligations of the stated public library systems in accordance with Sec. 43.17(6) and Sec. 43.24 of the Wisconsin Statutes,

The indicated public library systems agree on behalf of the people in their areas and the public libraries that constitute their systems to allow any person holding a valid borrower's card from any library belonging to either system to have access to all of the libraries belonging to either system. This arrangement, generally referred to as cross-county borrowing, will be subject to the following conditions:

1. Patrons who borrow materials under this agreement are required to:
    a) conform to the rules and regulations of the library from which they borrow;
    b) present a valid borrower's card issued by their local library or by their library system as evidence of their eligibility for this service;
    c) pay promptly all delinquency charges which may accrue against them.

2. The systems agree to assist each other, if necessary and upon request, in recovering materials.

3. Member libraries are encouraged to provide unlimited access to materials that are available locally.

4. The systems agree to replace materials which are borrowed by their participating member libraries and are lost or destroyed as a result of intersystem borrowing in accordance with this agreement. They further agree that reasonable efforts will be made to reclaim such material or its value from the patron or library responsible for such loss or destruction.

5. Materials may be returned to any member library of either system; it will be the system's responsibility to return the materials to the originating library.

6. Reimbursement to libraries for use of those libraries by residents of counties residing in areas not served by a public library shall not be less than the calculation in Wisconsin Statutes 43.12(1)(b). The library systems may mutually elect to utilize the statewide average cost per circulation as the basis for calculation. The library systems involved will extend their financial services to disburse funds as provided for with local formulas.

7. The systems agree to conform to the Wisconsin statutes and federal law.

This agreement shall become effective January 1, 2022, and remain in force until the end of the calendar year. This agreement shall be subject to such modification as may be mutually agreeable. Should either party wish to terminate this agreement, notice must be received by August 1.

–COUNTY FUNDING MEMORANDUM –

2022 Arrowhead/Lakeshores Library System Intersystem Agreement
(Walworth County Libraries)

2020 Circulation to Rock County residents without libraries from Walworth County libraries:

	Darien	Aram	Matheson	Fontana	Lake Gen.	Walworth	Barrett		Grand Total:
	105	864	413	2	6	6	16		
Cost per Circ:	16.75	8.54	5.96	22.89	6.02	9.55	8.66		
Total Cost:	1,758.75	7,378.56	2,461.48	45.78	36.12	57.30	138.56		
70%-Rounded:	$ 1,231	$ 5,165	$ 1,723	$ 32	$ 25	$ 40	$ 97		$ 8,314
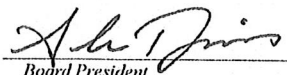
2020 Circulation to Walworth County residents without libraries from Rock County libraries:
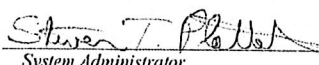
	Beloit	Clinton	Edgerton	Eager Free	Hedberg	Milton	Orfordville		Grand Total:
	400	69	2	62	2443	62	1		
Cost per Circ:	14.24	7.09	6.17	10.94	9.41	7.02	6.33		
Total Cost:	5696	489.21	12.34	678.28	22988.63	435.24	6.33		
70%-Rounded:	$ 3,987	$ 342	$ 9	$ 475	$ 16,092	$ 305	$ 4		$ 21,214

*Arrowhead Library System agrees to pay Lakeshores Library System in two equal payments on or before April 30 and September 30: **$8,314.***

*Lakeshores Library System agrees to pay Arrowhead Library System in two equal payments on or before April 30 and September 30: **$21,214***
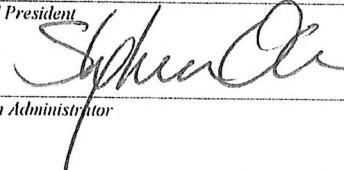
Arrowhead Library System Board

Signature 07/16/2021
Board President Date

Signature 7/16/21
System Administrator Date

Lakeshores Library System Board

Laurie Kant-Hall 7-20-2021
Board President Date

Signature 8-3-2021
System Administrator Date

ALS Librarians Meetings 2021
9:30 a.m.

Meeting Date	Location	Chair
Wednesday, January 20	ALS or Remote	Sarah Strunz
Wednesday, February 17	ALS or Remote	Ashlee Kunkel
Wednesday, March 17	ALS or Remote	Kirsten Almo
Wednesday, April 21	BPL or Remote	Nick Dimassis
Wednesday, May 19	CPL or Remote	Joseph Langer
Wednesday, June 16	EPL or Remote	Kirsten Almo
Wednesday, July 21	EFPL or Remote	Megan Kloeckner
Wednesday, August 18	HPL or Remote	Bryan McCormick
Wednesday, September 15	MPL or Remote	Ashlee Kunkel
Wednesday, October 20	OPL or Remote	Sarah Strunz
Wednesday, November 10	ALS or Remote	Joseph Langer
Wednesday, December 15	ALS or Remote	Bryan McCormick