Arrowhead Library System
Librarians Meeting via Zoom
Wednesday, October 20, 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 – Sarah Strunz

2. Secretary – Tovah Anderson

3. Approval of the September 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 – WiLS Facilitation Proposal
    h. Covid-19 Updates – Virtual or Hybrid meetings
    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 Update- Jeni & Rene
    b. ARPA Updates
    c. 2022 ALS Meeting Dates

6. ALS Activities

7. Activities in Member Libraries

8. Adjourn
 Dates to Remember:
ALS Board Meeting – November 10 – 6:00 pm @ remote

Arrowhead Library System
Librarians Meeting via Zoom
Wednesday, September 15, 2021
9:30 a.m.

Join GoToMeeting: https://global.gotomeeting.com/join/710683725
Meeting ID: 710-683-725.   Dial in: +1 (872) 240-3311

Attendees: Steve Platteter, Tovah Anderson, Kirsten Almo, Ashlee Kunkel, Sarah Strunz, Michael DeVries, Joseph Langer, Jeni Schomber, Megan Kloeckner,
Guests: Steve Ohs, Jim Novy

1. Call to order 9:33 a.m. – Chair – Ashlee Kunkel

2. Secretary – Tovah Anderson

3. Approval of the August 2021 Minutes
   Motion: Megan Kloeckner; Second: Kirsten Almo; Approved: Unanimously

4. Unfinished Business
   a. SHARE UPDATES
      i. Delivery Update
      ii. Statistics – *Statistics in agenda packet*
      iii. Items for SHARE Agenda
   b. Technology: Monitors are in. Will be looking at an email to Papercut bridge, if interested send in a helpdesk ticket.
   c. Hoopla: Stats are up about 526 from July.
   d. WPLC/OverDrive: Stats are down about 500. WPLC is initiating a Technology Steering committee.
   e. Gale Courses/LinkedIn Learning/Transparent Language – *Statistics in agenda packet*
   f. Budget 2021/22
   g. Merger Exploration update: WiLS has put together a proposal to fully facilitate merger exploration, lays out 3 phases with goals for each. Proposal goes to LLS board next week and the ALS board in October. DPI has committed $15,000 in LSTA funds, ALS/LLS will pay $3,500 for exploration.
   h. COVID-19 Updates: Cases going up in the county, no changes in the opening status. This meeting will continue online at least through October.
   i. Youth Services Update – Jeni Schomber: BPL will be purchasing LOTE database, they're open to consortium pricing. LOTE is a new digital database that allows kids to enjoy the magic of books in LOTE (Languages Other Than English). Kids can also watch each LOTE title translated and narrated in English to help with reading and literacy development. Jeni will send email with more details.

j. Public Library System Redesign Project (PLSR): Working on delivery implementation. Southcentral has shared information about the statewide delivery, figures will stay the same and we will get 5-day (instead of 4-day) delivery. Steve & Jim participated on ILL workgroup. The envisioned Discovery Layer is not feasible at this time, but are looking into other options.

k. ALS Board Report – Sarah Strunz – *Nothing additional to report*

5. New Business
   a. Compassion Resilience Initiative Update: there is enough interest so Jeni & René will put together some dates by next meeting.
   b. ARPA Updates: Guidelines are overdue and should be out sometime next week. Most grant categories are competitive. Technology upgrades grants are not competitive. LLS plans to apply for a mobile app for all of SHARE and technology updates for the WAN (which we share with LLS). Also interested in a join LLS/ALS application for improving meeting rooms throughout both systems. Rock County is also doing the small business startup kits for libraries.
   c. 2022 ALS System Plan: Responsible for ¾ of state aid. ALS board approved plan, it's due October 15. Will submit it next week. If you think changes are needed, let Steve know ASAP so changes can be approved at the Oct. 13 meeting. No new initiatives introduced.
   d. 2022 Exemption Letters: Exemption process explained. Letters and carbon copies have been sent to municipalities and library directors.

6. ALS Activities: Senior Fair 63 visitors & 1 card at bookmobile, 192 visitors 4 cards, and several replacement cards inside at booth. Moving forward with LAWDS training, conference presentation, and marketing campaign in most likely November.

7. Activities in Member Libraries
   Edgerton Public Library: Back to later evening hours, open until 8:00 and it's quiet. New staff member starts. Wage study is underway, library is under recommended wages and municipality wants to bring them in. Looking in to ways to add meeting rooms, would like to complete a study in case ARPA funding comes through.
   Orfordville Public Library: Book mobile came to Community Days in August, block party will be in the evening next year. Knutes Bar and Grill will be hosting a fundraiser for OPL next week, 100% of suggested donation goes to the library. Friends Group met, purchasing mobile browsing bins for kids area and will help fund permanent library signs around town – whatever isn't grant fund. Mobile climbing wall coming to library parking lot. 2 new staff members. RFID tagging is done!
   Beloit Public Library: Four new members started. Beloit Heritage Days last week, did a history of BPL program, find it on YouTube. Also showed a documentary about the Through Their Eyes: A History of African Americans in Beloit.
   Clinton Public Library: Received an ALA Grant for Community Conversations. Have set a date for the first conversation – aiming to meet the needs of the LatinX community in Clinton. Bridging Generations working with CPL on another art project. Working toward a

wireless printer. Joseph is starting an advanced administration class.

Eager Free Public Library: Still waiting on the city's wage study. Working on grant application for Evansville Fund, mainly to help with outdoor and virtual programming options. 2022-2027 Strategic Plan was approved by board. 75 people attended outdoor music event. Working on next year's budget.

Milton Public Library: Open to full hours now, and on Sundays. Hired new library assistant, now fully staffed. Roof was recently replaced, now moving on to interior damage from roof leak. Just doing outdoor and virtual programs through the fall. Writing grants for kits and marketing plan.

8. Adjourn at 10:31 a.m.
   Motion: Kirsten Almo; Second: Sarah Strunz; Approved: Unanimously

Dates to Remember:

SHARE: Tuesday, October 5, 2021 @ 9:30 a.m. – Hybrid at Matheson Memorial Library
ALS Board: Wednesday, October 13, 2021 @ 6:00 p.m.– Online
ALS Librarians: Wednesday, October 20, 2021 @ 9:30 a.m. – Online

2021 September 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	12939	472	1849	5773	3362	162	563	33722	5571	2082	66495
BELOIT	**10499**	**161**	166	502	251		25	1244	330	80	
BURLINGTON	29	6	11	38	16	1	1	109	28	11	250
CLINTON	128	12	**1130**	99	85	1	4	364	128	66	
CL-S	60	9	5	26	24		4	158	24	13	323
CL-TL	47	7	12	41	11			91	23	6	238
DARIEN	19	5	13	29	13			77	18	14	188
DELAVAN	81	9	7	52	33		1	183	39	12	417
EAST_TROY	24	3	8	15	7			56	16	4	133
EDGERTON	110	28	52	**3500**	109		11	390	87	44	
ELKHORN	83	11	20	66	32		3	253	40	18	526
EVANSVILLE	104	21	48	144	**1941**		7	320	114	68	
FONTANA	39	3	10	26	12		2	85	21	5	203
GENOA_CITY	35	6	5	28	20		2	85	24	13	218
JANESV_BKM	6			2	2	**150**		**69**		12	
JANESV_NS	24	7	1	14	8		**379**	**113**	15	8	
JANESVILLE	716	70	132	514	347	**10**	63	**27336**	331	124	
KPL-BKM	16	1	5	4	4		2	25	8	2	67
KPL-NS	85	11	8	61	36		5	194	43	8	451
KPL-SI	12	2	4	25	4			44	9	6	106
KPL-SW	118	14	26	94	67		10	375	87	31	822
KPL-UP	12			12	3		1	14	8	1	51
LAKEGENEVA	9							3			12
MILTON	83	30	61	134	129		22	608	**3897**	31	
ORFORDVILL	152	11	23	80	45		2	248	48	**1412**	
RACINE_BKM	10	1		3	3			18	6	1	42
RACINEMAIN	232	17	42	123	83		10	643	109	38	1297
ROCHESTER	20	3	13	30	15		2	75	16	9	183
SHARON	21	1	2	7	6		1	96	7	5	146
UNDEFINED					1					1	2
UNIONGROVE	25	3	4	18	10		1	84	13	8	166
WALWORTH	23	4	14	12	13		3	80	13	8	170
WATERFORD	84	15	21	40	23			148	51	11	393
WILLIAMBAY	33		5	31	9		2	122	14	11	227
WTFORDHS		1	1	3				12	4	1	22
										Non-ALS Items	6653

2021 September ALS circ from LLS & KCLS

Checkouts

Item Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_BKM	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	29	6	11	38	16	1	1	109	28	11	250
CL-S	60	9	5	26	24		4	158	24	13	323
CL-TL	47	7	12	41	11			91	23	6	238
DARIEN	19	5	13	29	13			77	18	14	188
DELAVAN	81	9	7	52	33		1	183	39	12	417
EAST_TROY	24	3	8	15	7			56	16	4	133
ELKHORN	83	11	20	66	32		3	253	40	18	526
FONTANA	39	3	10	26	12		2	85	21	5	203
GENOA_CITY	35	6	5	28	20		2	85	24	13	218
KPL-BKM	16	1	5	4	4		2	25	8	2	67
KPL-NS	85	11	8	61	36		5	194	43	8	451
KPL-SI	12	2	4	25	4			44	9	6	106
KPL-SW	118	14	26	94	67		10	375	87	31	822
KPL-UP	12			12	3		1	14	8	1	51
LAKEGENEVA	9							3			12
RACINE_BKM	10	1		3	3			18	6	1	42
RACINEMAIN	232	17	42	123	83		10	643	109	38	1297
ROCHESTER	20	3	13	30	15		2	75	16	9	183
SHARON	21	1	2	7	6		1	96	7	5	146
UNDEFINED					1					1	2
UNIONGROVE	25	3	4	18	10		1	84	13	8	166
WALWORTH	23	4	14	12	13		3	80	13	8	170
WATERFORD	84	15	21	40	23			148	51	11	393
WILLIAMBAY	33		5	31	9		2	122	14	11	227
WTFORDHS		1	1	3	3			12	4	1	22
	1117	132	236	784	445	1	50	3030	621	237	6653

Total LLS: 4595

Total KCLS: 2058

2021 September ALS items to LLS & KCLS

ALS Items to LLS									
Checkouts									
Item Library									
Station Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	112	15	44	22	3	193	17	9	415
CL-S	105	16	15	12	3	146	27	4	328
CL-TL	64	9	4	8	2	102	11	2	202
DARIEN	19	1	3	2		23	2		50
DELAVAN	74	19	23	8	3	137	17	12	293
EAST_TROY	30	1	5	8		40	9	3	96
ELKHORN	197	22	51	16	3	314	63	6	672
FONTANA	21	3	1	15	2	34	3		79
GENOA_CITY	30	6	11	9		91	9		156
KPL-AD			1			2			3
KPL-BKM	48	6	19	5		68	9	1	156
KPL-NS	209	23	35	25	6	349	62	6	715
KPL-NSCURB	3					2	1		6
KPL-SI	54	4	11	3	4	71	4		151
KPL-SW	410	62	92	42	10	707	70	11	1404
KPL-SWCURB	28	4	9	1	1	54	13	1	111
KPL-UP	35	6	2	3		61	1		108
LAKEGENEVA	144	19	26	22	5	197	25	8	446
LAKESHORES	1					2			3
RACINE_BKM	123	12	32	25	7	162	20	6	387
RACINEMAIN	594	83	128	122	11	979	80	43	2040
ROCHESTER	51	16	27	7		74	18	5	198
SHARON	12	1	3	2	2	27	2		47
UNIONGROVE	115	12	12	11	1	141	12	2	306
WALWORTH	73	6	7	7	4	82	16	2	197
WATERFORD	154	31	34	26	4	222	19	5	495
WILLIAMBAY	75	15	10	12	1	96	27	5	241
WTFORDHS	1		1	2		2			6
	2782	392	606	415	70	4378	537	131	9311
						Total KCLS			
						3184	Total LLS		Total LLS
							6127		

Arrowhead - hoopla September 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	1534	17	252	$1,670.65	838	$14,648.76	7416
Clinton Public Library	239	3	38	$277.16	124	$2,648.15	1267
Eager Free Public Library	480	10	80	$498.14	240	$4,498.04	2291
Edgerton Public Library	651	6	101	$605.73	288	$5,604.11	2761
Hedberg Public Library	4126	51	786	$4,855.92	2318	$43,843.27	21790
Milton Public Library (WI)	609	12	112	$665.13	325	$5,499.80	2718
Orfordville Public Library	185	2	37	$233.36	120	$2,162.02	1109
Total	7824	101	1406	$8,806.09	4253	$78,904.15	39352

2021 September Overdrive Statistics

Library	Ebooks	Audiobook/Music	Magazines	Video/Streaming Video	Total by Library	OD Users	Holds (10-6-21)
Clinton Public Library	90	155	0	0	245	51	151
Orfordville Public Library	128	42	0	0	170	33	103
Milton Public Library	370	354	24	3	751	135	514
Eager Free Public Library	351	399	1	0	751	154	581
Edgerton Public Library	398	450	15	0	863	162	557
Beloit Public Library	777	786	130	0	1693	304	941
Hedberg Public Library	3049	3055	140	2	6246	1056	2721
HPL Mall Branch	0	12	0	0	12	3	6
Total by type	5163	5253	310	5	10731	1898	5574

Arrowhead Library System
Information Center

August 2021

| Lifetime | Month | Session | Date Range: | MM/DD/YYYY | to | MM/DD/YYYY | |

37	260	27,634
total enrollments	total course logins	total minutes in class

Top 20 Courses

Course	Students
Speed Spanish	2
Achieving Success with Difficult People	2
Introduction to Microsoft Excel 2019/Office 365	2
CompTIA® Network+ Certification Prep	1
Introduction to Natural Health and Healing	1
Leadership	1
Administrative Assistant Fundamentals	1
Keys to Effective Communication	1
Grammar Refresher	1
Fundamentals of Supervision and Management	1
Get Assertive!	1
Introduction to C++ Programming	1
Managing Customer Service	1
Introduction to C# Programming	1
Wow, What a Great Event!	1
Real Estate Investing	1
Human Anatomy and Physiology	1
Conversational Japanese	1
Blogging and Podcasting for Beginners	1
Certificate in Integrative Behavioral Health	1

View Course Activity

New Courses

Course	Date Added
Introduction to Machine Learning	05/04/2021
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

GALE COURSES

Gale Courses
August 2021

Patrons	Library Card	Zip Code	Course Title	Session	Enrollment C	Verification	Last Login	Time Spent(I	Completion Status
			Beloit Public Library						**5**
1	2.1537E+13	53511	Introduction to Natural Health and Healing	Aug-21	8/23/21	Verified	##########	1190	Completed
2	2.1537E+13	53511	Certificate in Meditation	Aug-21	8/16/21	Verified	##########	99	Incomplete
	2.1537E+13	53511	Certificate in Energy Medicine	Aug-21	8/16/21	Verified	##########	232	Incomplete
	2.1537E+13	53511	Discover Sign Language II	Aug-21	8/16/21	Verified	##########	826	Incomplete
3	2.1537E+13	53547	Introduction to Microsoft Excel 2019/Office 365	Aug-21	7/30/21	Unverified	##########	0	Incomplete
			Hedberg Public Library						**31**
1	2.1828E+12	53548	CompTIA® Network+ Certification Prep	Aug-21	8/21/21	Verified	##########	325	Incomplete
2	2.1828E+13	61063	Certificate in Integrative Behavioral Health	Aug-21	8/8/21	Unverified	##########	0	Incomplete
3	2.1828E+13	53545	Leadership	Aug-21	8/16/21	Unverified	##########	0	Incomplete
	2.1828E+13	53545	Get Assertive!	Aug-21	8/16/21	Unverified	##########	0	Incomplete
	2.1828E+13	53545	Real Estate Investing	Aug-21	8/3/21	Unverified	##########	160	Incomplete
4	2.1828E+13	53545	Performing Payroll in QuickBooks 2015	Aug-21	7/19/21	Unverified	##########	10	Incomplete
	2.1828E+13	53545	Blockchain Fundamentals	Aug-21	7/19/21	Unverified	##########	121	Incomplete
5	2.1828E+13	53548	Speed Spanish	Aug-21	7/26/21	Unverified	##########	177	Incomplete
	2.1828E+13	53548	Achieving Success with Difficult People	Aug-21	7/26/21	Verified	##########	922	Completed
6	2.1828E+13	53546	Grammar Refresher	Aug-21	8/18/21	Verified	##########	134	Incomplete
	2.1828E+13	53546	Keys to Effective Communication	Aug-21	8/18/21	Verified	##########	18	Incomplete
	2.1828E+13	53546	Fundamentals of Supervision and Management	Aug-21	8/10/21	Verified	##########	151	Incomplete
	2.1828E+13	53546	Managing Customer Service	Aug-21	8/10/21	Verified	##########	23	Incomplete
	2.1828E+13	53545	Introduction to Microsoft Word 2019/Office 365	Aug-21	8/12/21	Unverified	##########	0	Incomplete
	2.1828E+13	53545	Introduction to QuickBooks 2019	Aug-21	8/4/21	Unverified	##########	120	Incomplete
7	2.1828E+13	53545	Human Anatomy and Physiology	Aug-21	5/11/21	Verified	##########	6503	Incomplete
8	2.1828E+13	53548	Discover Sign Language	Aug-21	8/11/21	Verified	##########	328	Incomplete
9	2.1828E+13	53548	Certificate in Infectious Diseases and Infection Control	Aug-21	8/11/21	Unverified	##########	0	Incomplete
	2.1828E+13	53548	Certificate in Food, Nutrition, and Health	Aug-21	8/11/21	Unverified	##########	0	Incomplete
10	2.1828E+13	53545	Blogging and Podcasting for Beginners	Aug-21	7/22/21	Verified	##########	266	Incomplete
11	2.1828E+13	53548	Speed Spanish	Aug-21	8/18/21	Verified	##########	144	Incomplete
12	2.1828E+13	53545-0863	Introduction to Python 3 Programming	Aug-21	8/17/21	Verified	##########	7433	Completed
	2.1828E+13	53545-0863	Introduction to JavaScript	Aug-21	8/17/21	Unverified	##########	0	Incomplete
	2.1828E+13	53545-0863	Introduction to Visual Basic	Aug-21	8/17/21	Unverified	##########	0	Incomplete
	2.1828E+13	53545-0863	Introduction to C# Programming	Aug-21	8/17/21	Unverified	##########	0	Incomplete
	2.1828E+13	53545-0863	Introduction to C++ Programming	Aug-21	8/17/21	Unverified	##########	0	Incomplete
13	2.1828E+13	53545	Introduction to Microsoft Excel 2019/Office 365	Aug-21	8/4/21	Unverified	8/4/21 8:15	0	Incomplete
14	2.1828E+13	53545	Achieving Success with Difficult People	Aug-21	8/5/21	Verified	##########	1068	Incomplete
15	2.1828E+13	53545	Administrative Assistant Fundamentals	Aug-21	8/4/21	Verified	##########	3659	Completed
	2.1828E+13	53545	Wow, What a Great Event!	Aug-21	8/4/21	Verified	##########	3094	Completed
17	2.1828E+13	53546	Conversational Japanese	Aug-21	8/16/21	Unverified	##########	0	Incomplete
			Orfordville Public Library						**1**
1	2.9229E+13	53576	Certificate in Mindful Relationships	Aug-21	8/18/21	Verified	##########	620	Completed

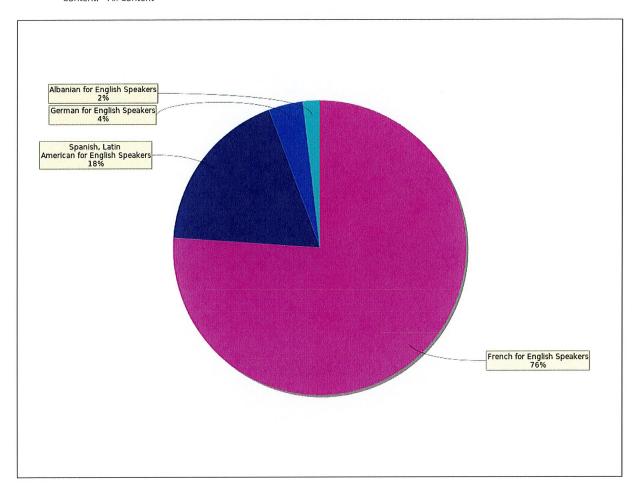| **Student Comments**	
Aug 18 2021 Certificate in Mindful Relationships	None
Aug 18 2021 Introduction to Python 3 Programming	Would like a more advanced class on the same subject (Python).

Transparent Language Usage Report

Start Date: 09/01/2021
End Date: 09/30/2021
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: 159

Language Name	Access Count	Calculated Percentage
French for English Speakers	121	76.10%
Spanish, Latin American for English Speakers	29	18.24%
German for English Speakers	6	3.77%
Albanian for English Speakers	3	1.89%

Transparent Language
September 2021

Group Name	Start Date	End Date	Total Sessions	Total Circulations	Total Unique Users	Total User Registrations	Total Session Time	Web Sessions	Web Unique Users	Avg. Web Session Time	Total Web Session Time	Mobile App Sessions	Mobile App Unique Users	Avg. Mobile App Session Time	Total Mobile App Session Time	Total Course Downloads	Total Vocab Lesson Downloads	KidSpeak Access Count	KidSpeak Unique Users	Avg. KidSpeak Learning Time	KidSpeak Learning Time
All Admins	9/1/21	9/30/21	1	0	1	0	0:03:58	1	1	0:03:58	0:03:58	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00	0:00:00
All Learners	9/1/21	9/30/21	122	226	19	6	23:25:52	110	17	0:12:18	22:34:43	12	3	0:04:15	0:51:09	0	0	0	1	0:03:56	0:03:56
All Users	9/1/21	9/30/21	123	226	20	6	23:29:50	111	18	0:12:14	22:38:41	12	3	0:04:15	0:51:09	0	0	0	1	0:03:56	0:03:56
Beloit Public Library	9/1/21	9/30/21	18	45	2	0	9:00:50	16	1	0:33:46	9:00:19	2	1	0:00:15	0:00:31	0	0	0	0	0:00:00	0:00:00
Clinton Public Library	9/1/21	9/30/21	16	2	1	1	0:15:39	13	1	0:01:02	0:13:28	3	1	0:00:43	0:02:11	0	0	0	1	0:03:56	0:03:56
Eager Free Public Library	9/1/21	9/30/21	0	0	0	0	0:00:00	0	0	0:00:00	0:00:00	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00	0:00:00
Edgerton Public Library	9/1/21	9/30/21	0	0	0	0	0:00:00	0	0	0:00:00	0:00:00	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00	0:00:00
Hedberg Public Library	9/1/21	9/30/21	15	27	7	2	0:57:11	8	6	0:01:05	0:08:44	7	1	0:06:55	0:48:27	0	0	0	0	0:00:00	0:00:00
Milton Public Library	9/1/21	9/30/21	4	5	2	1	0:28:03	4	2	0:07:00	0:28:03	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00	0:00:00
Orfordville Public Library	9/1/21	9/30/21	65	147	3	2	12:39:35	65	3	0:11:41	12:39:35	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00	0:00:00

Creativebug

September 2021

Date	Class Title	Class Category	Class Duration	Class Unique View	Average View	Class Completions
2021 September	Beginning Calligraphy	Art + Design	148.8	1	7.2	0
2021 September	Concept Sketchbook: A Daily Practice	Art + Design	118.3	1	13.7	0
2021 September	Cricut Crafts: Winter Trees Decor	Art + Design	23.8	1	18.8	0
2021 September	Macrame Feathers: 1/17/19	Food + Home	14	1	28	1
2021 September	Make a Monkey‚Äôs Fist Knotted Necklace	Jewelry	6.3	1	25.1	1
2021 September	Make Friendship Bracelets	Jewelry	95	1	50.6	0
2021 September	Kids Halloween Face Painting	Kids	28.6	1	1.1	0
2021 September	Arm Knitting: Make a Throw Blanket	Knitting	42.9	1	0.7	0
2021 September	Gold and White Paper-Punched Tree Garland	Paper	3.9	1	7.9	0
2021 September	Free-form Needlepoint Sampler	Sewing	83	1	46	0
2021 September	Sew a Pendleton Clutch	Sewing	21	1	11.8	0
2021 September	Simplicity Sewing: Classic Denim Apron	Sewing	34.7	1	1.3	0
2021 September	Simplicity Sewing: Make Furry Animal Hats	Sewing	40.9	1	1.6	0
2021 September	Stencil a Statement Tote	Sewing	28.3	1	13.7	0
				14		

Beloit	Total Usage	Database Usage	Writing Lab	Unique Visits
january	11	11	0	5
february	8	0	0	3
march	3	3	0	2
april	0	0	0	0
may	0	0	0	0
june	4	4	0	1
july	7	7	0	1
august	6		0	3
september	2	2	0	1
october				
november				
december				
	41	27	0	16

Clinton	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0	0	0	0
february	0	0	0	0
march	5	5	0	1
april	0	0	0	0
may	0	0	0	0
june	0	0	0	0
july	0	0	0	0
august	0	0	0	0
september	2	2	0	1
october				
november				
december				
	7	7	0	2

Eager Free	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0	0	0	0
february	0	0	0	0
march	3	3	1	1
april	0	0	0	0
may	0	0	0	0
june	0	0	0	0
july	0	0	0	0
august	0	0	0	0
september	19	19	0	1
october				
november				
december				
	22	22	1	2

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

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	56	56	0	5
june	8	8	0	1
july	2	2	0	1
august	0	0	0	0
september	0	0	0	0
october				
november				
december				
	91	92	0	14

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	0	0	0	0
june	0	0	0	0
july	0	0	0	0
august	8	8	1	2
september	104	104	0	7
october				
november				
december				
	134	134	1	12

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	0	0	0	0
june	0	0	0	0
july	0	0	0	0
august	0	0	0	0
september	0	0	0	0
october				
november				
december				
	0	0	0	0

Total	Total Usage	Database Usage	Writing Lab	Unique Visits
	305	292	2	49

September 2021

Proposal for Consulting and Facilitation Services

Arrowhead Library System and Lakeshores Library System

WiLS

Expanding Possibilities through Collaboration

Overview

WiLS, in partnership with the Arrowhead Library System (ALS) and Lakeshores Library System (LLS), will provide consulting and facilitation services in order to create and document a system merger exploration and process. The project will have three main phases:

1. Establishing the case for system merger
2. Information gathering and informed decision making
3. Making it Official

ALS/LLS and WiLS will engage various community stakeholders in order to learn more about their aspirations and needs. Transparency in process will be supplemented with robust information gathering and all data and decisions will be well documented and openly shared with stakeholders.

Deliverables and Cost

Phase I: Establishing the Case

The Phase I kick off meeting will be in person and followed by up to 3 virtual meetings. This phase will be focused on identifying benefits of a merger and developing shared goals for the process. This phase will include:

- Getting to know each other
- Develop/review of project timeline and deliverables
- Gain foundational understanding of library system statutory regulations and roles
- Development of shared principles
- Approval of a communication plan
- Articulation of what should be gained through a merger
- Articulation of risks or challenges that could be encountered and strategies to overcome
- End of phase checkpoint: Review of phase, including any pain points and determination if the process should advance.

Outcomes: A shared understanding of the process and expected outcomes. All decisions and products will be documented for future use by other systems. This will be accomplished through:

- Curriculum development to ensure members of planning team have a base of knowledge to make informed decisions
- Create Basecamp to share documents and communication among committee members
- Kick off meeting
- Virtual meeting prep, facilitation, post meeting work and document finalization
- Communication between system directors and project manager and DPI
- Report out to all stakeholders to ensure transparency and consistent messaging

Phase I Cost   **$5,742.00**

Phase II : Information gathering and data informed decision making

The Phase II kick off meeting will be in person and followed by up to 3 virtual meetings. This phase will focus on the development of the issue list. Work may also be completed by committee members asynchronously. This phase will include:

- Determination of what has to be answered/accomplished to get to a decision to merge and what can be addressed after a new system is established.
- Issue list work - first steps
  - What needs to be learned? Examples:
    - What services should the system provide?
    - How will specific operations be handled?
  - How do we learn it? Examples:
    - Environmental scan
    - Survey of stakeholders
    - Interviews with system staff
  - Essential question for each issue - does this need to be figured out prior to merger or can/should it be done with the new system in place?
  - Determine priority order of issues on list to help inform information gathering
- Information gathering for issue list
- Committee recommendations for issues on list
- End of phase checkpoint: The committee should decide at this point if they recommend the system merger/new system creation and thus should move into Phase III, if more information is needed, or if the exploration process should come to an end.

Outcomes: A clear list of issues and committee recommendations for moving forward on each; clearly documented decisions; a post-merger parking lot of issues to be resolved by the new system. All decisions and products will be documented for the future. This will be accomplished through:

- Kick off meeting
- Virtual meeting prep, facilitation, post meeting work and document finalization
- Communication between system directors and project manager and DPI
- Research, information gathering, including some research done by system directors or members of the planning committee
- Clearly documented issue list, decisions, and reasons for committee decisions
- Communication work for sharing of information with stakeholders

Phase II Cost: **$6,534.00**

Phase III: Making it Official

This phase will work through most business in virtual meetings, but there will be one in person meeting. Work may also be completed by committee members asynchronously. Much of this phase of work will be the system directors shepherding the committee recommendation through the approval process. This phase will include:

3

- Necessary approvals and endorsements are received in the order laid out in the first phase of work.
- Ensuring state statutes are met
- Logistical pieces determined and documented as an implementation checklist for a new system to go live (financials, HR, etc.).
- Finalization of post-merger coordination recommendations that would be provided to the new board and administration, such as:
  - Do a strategic plan
  - Develop new policies the two systems and members agreed will be needed in the new system
  - Transition to any new staffing model that was identified as needed to reach the vision for the new system

Outcomes: New system / System merger is approved by all necessary stakeholders and meets state statute; the new system is left with a clear vision for the next steps and a well documented process to understand the decisions made. This will be accomplished through:

- Kick off meeting
- Virtual meeting prep, facilitation, post meeting work and document finalization
- Communication between system directors and project manager
- Development of an implementation checklist
- Development of committee post merger recommendations
- Communication work for sharing of information with stakeholders
- Records retention work

                                Phase III Cost: **$6,237.00**

Total costs $18,513.00

Upon start of the project, each system will be invoiced $2,500.00

Upon completion of the project, each system will be invoiced $6,756.50

Lakeshores Library System has offered to be the fiscal agent for billing purposes, as well as administering the DPI grant that would fund the bulk of this work.

Project Timeline (Estimated)

Project would start with the committee meeting in Fall/Winter of 2021. Phase II would start in Spring 2022 and finish that summer. The final phase would be completed by Fall 2022.

Our Approach and Expertise

WiLS philosophy of work is evident in our mission:

> *We believe libraries, cultural institutions, and their partners make the world a better place. We build relationships and provide services so they can do more with their time and money. We help our members turn ideas into action.*

We work hard so our project partners can have more, do more, and be more for their own communities. We harness our internal expertise, bringing in staff and their skills as the project requires, as well as expertise from among our partners if needed, to get the work done, to do it well, and to do it affordably.

Our work is guided by [our organizational values](#). We are optimistic and direct, unafraid to learn from our own occasional mistakes, who will ask after your families and pets. We sincerely care about your mission, we will do our best to support it, and we want our working relationship to continue after the project outputs are delivered; we want you to want to work with us again and to collaborate with our members and partners. We will learn from and with you as we work together and share that knowledge with our members. We really do believe that we are all in this together and that a strong community of practice amplifies work.

When you hire us, you get the whole team. WiLS' service experts have diverse skills and experiences and can be brought in, as needed, on any project. This keeps us flexible and responsive to the needs of different projects and helps us keep our eyes on the horizon to emerging and innovative practices from a variety of different vantage points.

Key Personnel and Contact Information

Melissa McLimans, Library Strategist and Consultant, has six years of experience leading strategic planning processes with public libraries and library systems across the state of Wisconsin. Melissa has worked with dozens of libraries and community stakeholders to develop, complete and implement strategic plans that are achievable and reflect the needs of the organization and its stakeholders. Melissa is well-experienced in data collection, including administering community surveys, leading focus groups, and conducting interviews, as well as facilitating planning meetings and writing strategic plans. She has a deep knowledge of library and library system needs.

Jennifer Chamberlain, Executive Director, has over twenty years of library administration experience in public libraries, academic libraries and public library systems. Jennifer has served in a leading role in a multi-campus, university library administrative reorganization. Her time as system director in the newly formed Monarch Library System provided Jennifer with a unique understanding of the challenges and opportunities facing merged systems in the implementation phase. Jennifer is interested in change management and organizational culture and staff development.

ARROWHEAD LIBRARY SYSTEM
2022 Board Meeting Dates &
Dates Vouchers are due at Courthouse

Vouchers Due @ Courthouse by Noon	Location	Board Meeting Date
Friday, December 28	ALS or Remote	Wednesday, January 12
Tuesday, January 25	ALS or Remote	Wednesday, February 9
Tuesday, February 22	ALS or Remote	Wednesday, March 9
Tuesday, March 29	BPL or Remote	Wednesday, April 13
Tuesday, April 26	CPL or Remote	Wednesday, May 11
Tuesday, May 24	EPL or Remote	Wednesday, June 8
Tuesday, June 28	EFPL or Remote	Wednesday, July 13
Tuesday, July 26	HPL or Remote	Wednesday, August 10
Tuesday, August 30	MPL or Remote	Wednesday, September 14
Tuesday, September 27	OPL or Remote	Wednesday, October 12
Tuesday, October 25	ALS or Remote	Wednesday, November 9
Tuesday, November 29	ALS or Remote	Wednesday, December 14

ALS Librarians Meetings 2022
9:30 a.m.

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