

**Arrowhead Library System
Librarians Meeting via GoToMeeting
Wednesday, November 10, 2021
9:30 a.m.**

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

Meeting ID: 710-683-725

Dial in: [+1 \(872\) 240-3311](tel:+18722403311)

1. Call to order 9:30a.m. – Chair – Joseph Langer
 2. Secretary – Tovah Anderson
 3. Approval of the October 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. ARPA Updates
 - b. 2021 WLA Conference
 6. ALS Activities
 7. Activities in Member Libraries
 8. Adjourn
- Dates to Remember:**
ALS Board Meeting – December 8th – 6:00 pm @ remote

**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](tel:+18722403311)

Attendees: Steve Platteter, Tovah Anderson, Kirsten Almo, Wyatt Ditzler, Joseph Langer, Michael DeVries, Jeni Schomber, Sarah Stunz, Ashlee Kunkel, Megan Kloeckner, René Bue, Charles Teval

1. Call to order 9:31 a.m. – Chair – Sarah Stunz
 2. Secretary – Tovah Anderson
 3. Approval of the September 2021 Minutes
Motion: Kirsten Almo; Second: Megan Kloeckner; Approved: Unanimously
 4. Unfinished Business
 - a. SHARE UPDATES
 - i. Delivery Update: Nothing new
 - ii. Statistics – *Statistics in agenda packet*. Down from Aug., Sept. is usually lower
 - iii. Items for SHARE Agenda: Nothing at this time
 - b. Technology: Nothing new
 - c. Hoopla: *Statistics in agenda packet*. Down from Aug. Bonus borrows are back in November.
- WPLC/OverDrive: Circulation is down. Board meeting on Monday. New Technology Steering Committee is working on a back-up system project – ALS & LLS is not participating, however each system is part of the governance (Wyatt Ditzler from BPL). Patron Survey available at <https://www.surveymonkey.com/r/wplcpatronsurvey2021>
- d. Gale Courses/LinkedIn Learning/Transparent Language – *Statistics in agenda packet*
 - e. Budget 2021/22: Proposed County budget should be available this week, should get a copy by end of the week. County audit is running behind, so ALS is technically out of compliance, but since it's out of our control DPI isn't planning any punitive action.
 - f. Merger Exploration update: WILS Facilitation Proposal was approved by ALS board at last week's meeting. LLS approved proposal in September. Both system directors and our WILS project manager will meet November 1 and then will be planning committee meetings.
 - g. COVID-19 Updates – Virtual or Hybrid meetings: ALS board will continue to meet virtually through the winter. Keep it virtual and reassess in February.
 - h. Youth Services Update – Jeni Schomber: State consultants met yesterday. DPI is going into a hiring freeze soon. Won't recruit for Tessa's position until spring. DPI will

provide funding to Libraries for purchasing CSLP catalog items—details not available yet. There will soon be a way to connect your Library Beanstack account with a School account so patrons can use one sign in for both. CCBC is open again after COVID closure

- i. Public Library System Redesign Project (PLSR): Continuing to work on Statewide Delivery Implementation and the Funding formula analysis.
- j. ALS Board Report – Sarah Strunz – *Nothing additional to report*

5. New Business

- a. Compassion Resilience Initiative Update: Will be virtual Wednesdays, January 26, February 9 & 23, and March 9 from 8:00-9:00 a.m. Participants will need to look at materials before the meeting. Looking for up to two people from each library. Will cover the first four lessons, and will then decide if they want to cover the last 4 sessions. This will not be recorded, it can be rather personal. *Registration deadline is January 7.*
- b. ARPA Updates: Rock County has signed an agreement with LLS to do the equipment purchasing for the business plan hardware (Chromebooks and hot spots). The county is building an application portal for the county start-up grants. Timing will probably not lineup 100%. Business plan writing software is web based so that can begin before Chromebooks arrive (will probably be delayed due to supply chain issues.) Plans to get an OWL for each library. Waiting for quotes for the remaining two libraries to get Hearing Loops and repair one that has gone down.
- c. 2022 ALS Meeting Dates: *In packet*

- 6. ALS Activities: Moving forward with LAWDS training, conference presentation, and marketing campaign in most likely November – waiting on DPI website to be finalized. ALS has money set aside for scholarships in our CE line, can do 5 \$200 scholarships for the WLA conference – Let Steve know if you're interested.

7. Activities in Member Libraries

Edgerton Public Library – trying to hire a couple new staff members. City passed the budget – still have public hearing to complete. Wage study completed, library staff wages are way below the peers – will probably see a \$4/hour increase. Not doing much programming, had a few in-person adult programs. Will begin opening meeting room by reservation to families for play time.

Beloit Public Library – purchased Niche Academy. All public meeting rooms are booked up, demand is exceeding space.

Clinton Public Library – Working on ALA Community Conversations Grant programming. Have had two meetings so far toward creating a 10-year plan to connect Hispanic community to services. Participating in the Clinton Chamber of Commerce Dia de los Muertos Celebration. Doing another art collaboration project with Bridging Generations.

Milton Public Library – Budget is going well. Storywalk at Storr's Lake, Halloween storywalk with the 4k Program, and another at the library on Halloween. Working a lot with the schools – in person visits, videos, etc.

Hedberg Public Library – Hiring a couple part-time PSA2 positions, recruitment just closed. Night at the Library mystery coming up Saturday. Changed the format to accommodate social distancing. Family Trivia and Drive-in Movie Night coming up on October 26. Megan Fischer, the bookmobile assistant has been promoted to the Community Engagement Assistant. Will use bookmobile year-round, in winter will haul books to take in to events. Jolly Jingle is first weekend in December – back to a pretty full schedule. Fireworks Friday. Parade on Saturday. 75 people attended Indigenous Peoples Day program.

Eager Free Public Library – Working on budget – will use fund balance again. Preliminary wage report numbers are in, EFPL hasn't seen them yet. Friends group is not doing Pie sale again.

Orfordville Public Library – Knute's pizza fundraiser brought in \$2,200 in 3 hours. Normal storytimes and Teen Tuesdays are back. Doing early release Fridays, school bus drops them at the library. High School Senior was looking to volunteer, so he's helping with early release Fridays, chaperones outside play. Visited all the Jr High and High School students to talk about library cards and resources. Trying to get in to the elementary students – want to setup a program to guide a specific grade (like second grade) library cards every year.

8. Adjourn at 10:28 a.m.

Motion: Charles Teval; Second: Kirsten Almo; Approved: Unanimously

Dates to Remember:

SHARE: Tuesday, November 2, 2021 @ 9:30 a.m. – Hybrid at Matheson Memorial Library

ALS Librarians: Wednesday, November 10, 2021 @ 9:30 a.m. – Online * Changed from Original

ALS Board: Wednesday, November 10, 2021 @ 6:00 p.m.– Online

2021 October 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	12991	453	1944	6266	3379	65	618	35171	6124	1856	68867
BELOIT	10668	158	231	490	264		43	1581	359	99	
BURLINGTON	45	9	14	56	13		5	102	31	14	289
CLINTON	84	20	1030	108	78		5	340	110	75	
CL-S	38	4	14	41	24		3	141	32	11	308
CL-TL	40	6	5	33	13		6	99	29	13	244
DARIEN	24	2	12	32	16			81	18	13	198
DELAN	74	7	16	70	21		3	177	28	13	409
EAST_TROY	24	1	9	26	13			52	7	6	138
EDGERTON	112	27	63	3919	89		20	346	133	45	
ELKHORN	67	8	26	66	35		3	225	32	13	475
EVANSVILLE	109	16	65	124	2031		8	399	139	61	
FONTANA	29		6	20	10		2	95	18	11	191
GENOA_CITY	28	2	21	34	31		1	78	28	13	236
JANESV_BKM	5					57		41		1	
JANESV_NS	21	6	7	10	9		395	233	12	13	
JANESVILLE	685	81	148	495	310	8	64	28422	399	131	
KPL-BKM	18	3	5	8	4		1	33	8	3	83
KPL-NS	80	8	26	83	36		1	196	45	7	482
KPL-SI	15	6	6	26	6			46	10	6	121
KPL-SW	123	14	36	94	46		10	349	88	26	786
KPL-UP	7		3	16	2			13	9	2	52
LAKEGENEVA	6							1			7
MILTON	106	22	64	158	118		17	654	4278	38	
ORFORDVILL	129	8	29	69	38		8	219	60	1125	
RACINE_BKM	17	1	4	2	8			21	5	2	60
RACINEMAIN	249	16	43	113	74		11	613	110	46	1275
ROCHESTER	25	4	10	24	25			94	25	20	227
SHARON	18		3	19	1		2	71	11	9	134
UNDEFINED	1										1
UNIONGROVE	19	7	11	20	12		1	70	13	8	161
WALWORTH	17	5	9	16	7		3	70	25	6	158
WATERFORD	62	10	19	57	25		3	181	37	17	411
WILLIAMSBAY	37	2	7	36	19		3	113	20	9	246
WTFORDHS	9		2	1	1			15	5		33
										Non ALS Items	6725

Arrowhead - hoopla October 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	1562	29	268	\$1,653.76	838	\$16,302.52	8254
Clinton Public Library	241	2	44	\$313.03	150	\$2,961.18	1417
Eager Free Public Library	483	3	83	\$501.52	242	\$4,999.56	2533
Edgerton Public Library	660	8	103	\$592.84	300	\$6,196.95	3061
Hedberg Public Library	4186	59	835	\$5,007.96	2452	\$48,851.23	24242
Milton Public Library (WI)	616	7	109	\$647.70	316	\$6,147.50	3034
Orfordville Public Library	188	3	33	\$242.93	122	\$2,404.95	1231
Total	7936	111	1475	\$8,959.74	4420	\$87,863.89	43772

2021 October Overdrive Statistics

Library	Ebooks	Audiobook/Music	Magazines	Video/Streaming Video	Total by Library	OD Users	Holds (11-1-21)
Clinton Public Library	95	147	4	0	246	43	135
Orfordville Public Library	120	71	5	0	196	39	106
Milton Public Library	366	451	24	0	841	156	499
Eager Free Public Library	354	388	8	0	750	143	540
Edgerton Public Library	433	464	13	0	910	174	584
Beloit Public Library	825	769	103	0	1697	308	896
Hedberg Public Library	2907	3204	194	3	6308	1062	2652
HPL Mall Branch	3	11	0	0	14	4	9
Total by type	5103	5505	351	3	10962	1929	5421

FINANCIAL SUMMARY

ARROWHEAD LIBRARY SYSTEM

2022

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$540,857	\$540,857
Intergovernmental	284,448	284,448
Contributions	2,000	2,000
Fund Balance Applied	40,000	40,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	3,438	3,438
Total Revenues	<u>\$870,743</u>	<u>\$870,743</u>

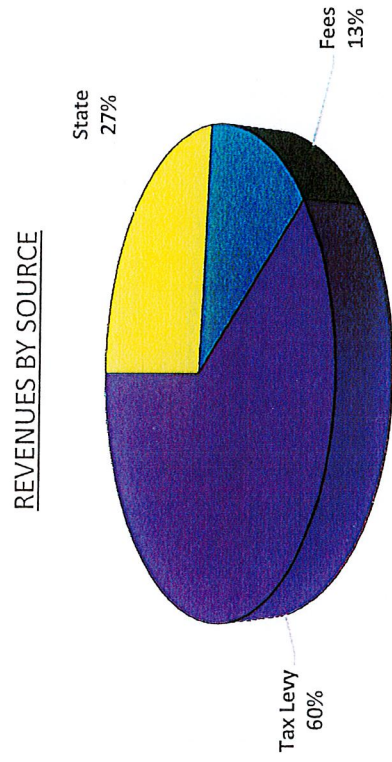
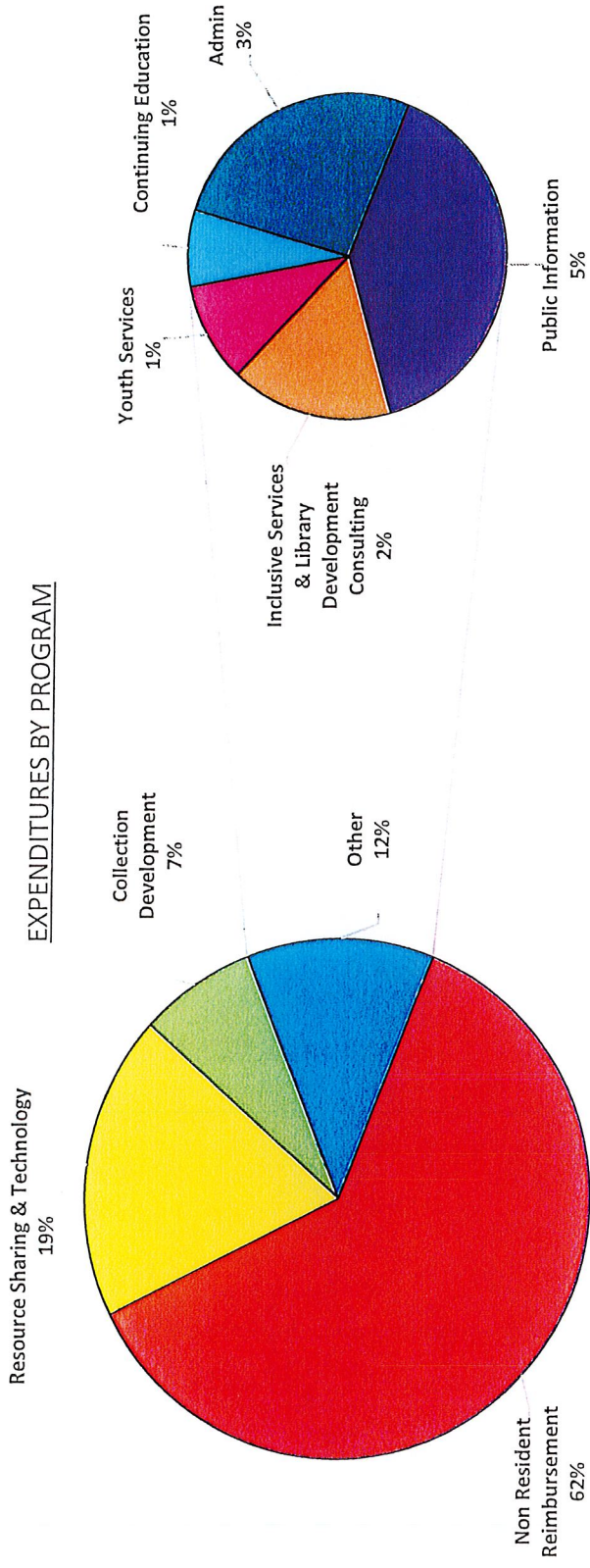
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$191,292	\$191,292
Fringe Benefits	74,084	74,084
Operational	1,892,120	1,892,120
Capital Outlay	35,000	35,000
Allocation of Services	0	0
Total Expenditures	<u>\$2,192,496</u>	<u>\$2,192,496</u>

PROPERTY TAX LEVY

\$1,321,753

\$1,321,753

2022 BUDGET
ARROWHEAD LIBRARY SYSTEM



ADMINISTRATOR'S COMMENTS

ARROWHEAD LIBRARY SYSTEM

2022

Budget Highlights

- The tax levied by Rock County for the Arrowhead Library System (ALS) is levied only on property in the towns and the Village of Footville. All other municipalities have municipal libraries and are exempt from the tax. The money levied by the County is used to pay for specific items listed below.
 - Services provided by municipal libraries in Rock County to rural Rock County residents, known as the Participating Library Payment.
 - Services provided by libraries in other counties to rural Rock County residents, known as the Intersystem Agreement Payment.
 - Per diems for Arrowhead Library System committee members.

Revenue

- In 2022, ALS is budgeted to receive \$540,857 in State Aid, an increase of \$73,037 or 15.6% over the prior year.
- The use of fund balance is expected to decrease by \$20,000 in 2022 to \$40,000. The fund balance is projected at \$269,167 at 12/31/2021.

Expenditures

- Other contracted services is budgeted to increase \$31,561 or 13.3% due to continuing the investigation of a merger with an adjoining regional library system.

- Under the Intersystem Agreement, Rock County pays \$81,828 to other counties for Rock County residents' use of their libraries, a decrease of \$1,212 from 2021. A complete listing of the payments is detailed in the chart below.
- In 1997, the County Board decided to fund the ALS libraries through the Participating Library Payment using a formula that multiplies the local appropriation for each municipal library by the percentage of use by residents from all the towns and the Village of Footville.
 - 2005 Wisconsin Act 420 established a baseline reimbursement rate of at least 70% of the cost per circulation.
 - The County funding formula results in a payment of \$1,238,125, which is \$200,582 more than the State 70% formula.
 - The 2022 budget reflects an increase of \$75,281 due to a comparatively higher town use of municipal libraries. A complete listing of payments is noted below.

Participating Library Payment History

	2021	2022
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Beloit	\$378,836	\$413,395
Clinton	49,660	53,063
Edgerton	82,247	76,604
Evansville	62,372	67,627
Janesville	465,221	487,240
Milton	94,175	103,820
Orfordville	30,333	36,376
Total	1,162,844	1,238,125

Intersystem Agreement Payment History

	2021	2022
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Brodhead	\$23,722	\$20,390
Whitewater	29,347	26,172
Lakeshores	5,176	8,314
Jefferson Co. Libraries	2,984	3,680
Green Co. Libraries	1,737	2,282
Dane Co. Libraries	20,074	20,990
Total	83,040	81,828

Personnel

- Rock County is not responsible for personnel costs of the ALS budget.

ROCK COUNTY, WISCONSIN P02 - 2022 BUDGET REPORT

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LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description

Object Code and Description

5000 ARROWHEAD LIBRARY

Revenues:

4220 State Aid	467,820	467,820	467,820	467,820	467,820	540,857	540,857	0
4410 Miscellaneous Fees	6,102	6,103	3,052	2,841	2,841	3,438	3,438	0
4550 Intergov Charges-Other Govt	240,765	252,645	260,892	260,892	260,892	284,448	284,448	0
4600 Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
4640 Fund Balance	0	0	60,000	0	1,235	40,000	40,000	0
Total Revenues	716,687	728,568	793,764	733,553	734,788	870,743	870,743	0

Expenditures:

6110 Productive Wages	179,480	180,626	183,982	81,453	183,982	189,492	189,492	0
6130 Per Diems	1,840	1,354	1,800	650	1,800	1,800	1,800	0
6140 FICA	13,821	13,513	14,075	6,094	14,075	14,496	14,496	0
6150 Retirement	10,557	10,515	12,051	4,677	12,051	10,514	10,514	0
6160 Insurance Benefits	50,767	52,852	49,305	48,591	49,285	49,074	49,074	0
6210 Professional Services	159,720	221,038	237,515	155,271	189,000	269,076	269,076	0
6213 Financial Services	1,500	2,000	2,000	0	2,000	2,000	2,000	0
6221 Telephone Services	1,351	1,271	2,000	333	1,600	2,000	2,000	0
6241 Repair&Maint-Vehicles	6,138	6,464	10,000	3,348	7,000	10,000	10,000	0
6242 Machinery & Equip R&M	0	0	100	0	0	100	100	0
6310 Office Supplies	7,300	6,715	12,500	1,838	10,200	13,500	13,500	0
6320 Publications/Dues/Subscription	1,060	1,278	1,200	596	1,280	1,300	1,300	0
6330 Travel	1,808	520	3,000	0	2,000	3,000	3,000	0
6420 Training Expense	197,936	189,261	199,735	190,239	197,235	205,891	205,891	0
6430 Recreational Supplies	1,142,443	1,230,695	1,289,884	1,283,459	1,289,884	1,363,953	1,363,953	0
6490 Other Supplies	308	51	1,300	42	200	1,300	1,300	0
6510 Insurance Expense	5,340	5,416	6,000	5,877	5,880	6,000	6,000	0
6532 Building/Office Lease	14,000	14,000	14,000	8,167	14,000	14,000	14,000	0
6710 Equipment/Furniture	668	2,564	1,000	0	1,000	35,000	35,000	0
Total Expenditures	1,796,037	1,940,133	2,041,447	1,790,635	1,982,472	2,192,496	2,192,496	0

COUNTY SHARE

(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0
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10/11/2021

Summary

- Given the payments mandated by state law and the agreement to reimburse at 100% of the formula amount, the recommended tax levy is \$1,321,753, an increase of \$74,070 or 5.9% from the prior year.
- This limited tax levy does not count against the County's levy limit under state statutes, as it is not levied on all taxable property in the county.

ROCK COUNTY, WISCONSIN
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LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description

Object Code and Description

2019 Actual	2020 Actual	2021 Budget	Actual As of 6/30/2021	12/31/2021 Estimate	2022 Department Request	2022 Admin Recommendations	County Board Approved
(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0

Total For Location: ARROWHEAD LIBRARY SYSTEM

ROCK COUNTY, WISCONSIN
P02 - 2022 BUDGET REPORT

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LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description <u>Object Code and Description</u>	2019 Actual	2020 Actual	2021 Budget	Actual As of 6/30/2021	12/31/2021 Estimate	2022 Department Request	2022 Admin Recommendations	County Board Approved
TOTAL FOR ARROWHEAD LIBRARY SYSTEM BOARD	(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0

10/11/2021

2022 ALS Budget with fund balance - final

Revenue		2019 Actual	2020 Request	2020 Actual	2021 Request	2021 Estimated	2022 Request
42200	State Aid	467,820	467,820	467,820.00	467,820	467,820	540,857
44120	Misc Fees	6,103	6,103	6,103.25	3,052	2,841	3,438
45504	Intergovt-Other libraries	240,765	250,654	252,644.68	260,892	260,892	284,448
46000	Contributions	2,000	2,000	2,000.00	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.		86,050	23,269.46	60,000	1,235	40,000
46900				751,837.39			
47000	Transfers in						
	Total Revenue*	716,688	812,627	751,837.39	793,763	734,788	870,743
	Total Fund Balance	271,212	292,361	269,091.54	209,092		
Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense							
61100	Regular Wages	179,480	182,860	180,626.00	183,982	183,982	189,492
61300	Per Diems	1,840	1,800	1,354.46	1,800	1,800	1,800
61400	FICA	13,821	13,989	13,513.00	14,075	14,075	14,496
61510	Retirement-Employers	10,556	11,977	10,515.00	12,051	12,051	10,514
61610	Heath Insurance	49,097	51,048	51,176.36	47,752	47,752	47,560
61620	Dental Insurance	1,556	1,556	1,556.16	1,373	1,373	1,334
61630	Life Insurance	114	180	120.30	180	160	180
62119	Other contracted services	159,720	258,933	221,038.00	237,515	189,000	269,076
62130	Audit Fees	1,500	2,000	2,000.00	2000	2,000	2,000
62210	Telephone	1,351	2,000	1,270.54	2000	1,600	2,000
62410	R&M-Vehicles	6,138	10,000	6,464.00	10,000	7,000	10,000
62420	R&M-Machinery&Equip.	0	100	0.00	100	0	100
63100	Office Supplies&Expenses	1,011	1,500	1,053.68	1,500	1,500	1,500
63101	Postage	230	1,000	190.20	1,000	200	1,000
63104	Printing & Duplication	3,503	5,000	4,560.23	5,000	5,000	6,000
63108	Public Information	2,556	5,000	911.30	5,000	3,500	5,000
63200	Publications/Subscriptions/Dues	1,060	1,500	1,277.88	1,200	1,280	1,300
63300	Travel	1,808	3,000	519.89	3,000	2,000	3,000
64200	Training Expense	1,990	4,000	3,069.15	4,000	3,000	4,000
64201	Convention Expense	2,939	4,000	499.58	4,000	2,500	4,000
64214	ILS Costs	193,007	185,684	185,692.16	191,735	191,735	197,891
64303	Extension Materials	3,785	4,000	3,753.32	4,000	4,000	4,000
64306	Resource Library	40,000	40,000	40,000.00	40,000	40,000	40,000
64307	Participating Libraries	1,025,967	1,113,408	1,113,408.15	1,162,844	1,162,844	1,238,125
64309	Intersystem Agreement	72,691	73,534	73,534.16	83,040	83,040	81,828
64904	Sundry Expense	308	1,000	50.60	1,000	200	1,000
64918	Advertising	0	300	0.00	300	0	300
65101	Insurance on Building	5,340	5,000	5,416.00	6,000	5,880	6,000
65321	Building/office Lease	14,000	14,000	14,000.04	14,000	14,000	14,000
67199	Misc. Equipment	668	3,000	2,564.00	1,000	1,000	35,000
	Total Expenses	1,796,037	2,001,369	1,940,134.16	2,041,447	1,982,472	2,192,496
	Expenses minus County funds	695,539	812,627	751,837.39	793,763	734,788	870,743
		21,149		0.00	0	0	0

FRIDAY, NOVEMBER 19 | LUNCHEON SPEAKER

Steven Wright



Steven Wright teaches both law and creative writing at UW-Madison. Professor Wright is a clinical associate professor and co-director of the Wisconsin Innocence Project. The Wisconsin Innocence Project seeks to exonerate the innocent and to train the next generation of legal leaders. Professor Wright has also taught first-year criminal law and appellate advocacy.

During his time with the Wisconsin Innocence Project, Professor Wright has participated in several exonerations including the exoneration of Daniel Scheidell and Sam Hadaway. He's also won cases in the United States Court of Appeals for the Seventh Circuit and the Wisconsin Court of Appeals.

Professor Wright is also a lecturer in the creative writing program. His debut novel, *the Coyotes of Carthage* (Ecco, 2020) received strong praise from USA Today, Publisher's Weekly, Salon, and the Washington Post, which called the novel, "riveting.... Those who pick up the book get a view of how the sausage of today's politics gets made.... And [Wright] does so with a ticktock pace and knockout prose."