

**Arrowhead Library System
Librarians' Meeting
Wednesday, August 17, 2022
Milton Public Library
430 E High St. Milton
9:30 a.m.**

This meeting is being held at the Milton Public Library, 430 E High St., Milton.

1. Call to order 9:30a.m. – Chair – Bryan McCormick/Charles Teval
2. Secretary – Tovah Anderson
3. Approval of the July 2022 Minutes
4. Unfinished Business
 - a. SHARE/Technology Update
 1. Statistics
 2. Items for SHARE agenda
 - b. Hoopla
 - c. WPLC/Overdrive
 - d. Gale Courses /Lynda.com/Transparent Languages
 - e. Budget 2022/2023
 - f. Merger Exploration Update
 - g. Covid-19 Updates
 - h. Youth Services update- Jeni Schomber
 - i. Inclusive Services Update – Rene Bue
 - j. Public Library System Redesign Project
 - k. ALS Board Report – Sarah Strunz
5. New Business
 - a. 2023 Prairie Lakes Library System Plan
 - b. 2023 Intersystem Agreement with Lakeshores Library System/Walworth County
 - c. 2023 online services budgeting
 - d. Mobile Roy Chapman Andrews display – Nick Dimassis
6. ALS Activities
7. Activities in Member Libraries
8. Adjourn

Dates to Remember:

ALS Board Meeting – September 14 – 6:00 pm @ MPL

There may be a quorum of the Joint Merger Exploration Committee present, but no business will be conducted on behalf of the Committee.

**Arrowhead Library System
Librarians' Meeting Minutes
Wednesday, July 20, 2022 at 9:30 a.m.
Milton Public Library, 430 E High St. Milton**

This meeting is being held at the [Milton Public Library](#), 430 E High St., Milton

Attendees: Megan Kloeckner, Jeni Schomber, Ashlee Kunkel, Sarah Stunz, Jim Novy (Lakeshores Library System), Steve Platteter, Tovah Anderson, Charles Teval, Joseph Langer, Kirsten Almo, Michael DeVries,

1. Call to order 9:32 a.m. – Chair – Megan Kloeckner
2. Secretary – Tovah Anderson
3. Approval of the June 2022 Minutes: Motion made by Charles Teval, second by Kirsten Almo. Motion carries.
4. Unfinished Business
 - a. SHARE/Technology Update: Jim Novy shared that the Symphony 4.0 upgrade went well, working on RFID prompt, and user helper wizard. SHARE Anywhere app has been well received, still working on a specific calendaring bug. Migrated to new server platform last week, working on troubleshooting some reports.
 1. Statistics: 15,000 circ jump in May.
 2. Items for SHARE agenda: none at this time.
 - b. Hoopla: Hoopla circ went down slightly. Discussed how to educate patrons on how Hoopla's budget plan works. (Website, newsletter article, Hoopla pop up modification, verbiage added to flyer.) Hoopla budget #s are due as soon as possible – if merge happens, new system hasn't decided on its contribution.
 - c. WPLC/Overdrive: Circ is up a bit from May. DPI is looking for a library system to be a fiscal agent for \$100,000 LSTA grant added to the buying pool. WPLC social media committee met and will be running Facebook ads to promote keeping kids reading all summer long.
 - d. Gale Courses /Lynda.com/Transparent Languages: Statistics in packet.
 - e. Budget 2022/2023: County is in budget process now. Due to the possibility of the ALS/LLS merger, the county is allowing ALS to submit drastically simplified budget focusing on County Reimbursement payments and will revisit ALS budget in September when the three county merge votes should be known. ALS can provide the automation #s for if the merge does not happen.
 - f. Merger Exploration Update: Will cover in new business.
 - g. Covid-19 Updates: Rock County is back in the high zone.
 - h. Youth Services update- Jeni Schomber: No YS meeting in July. Last meeting discussed having in-person YS meetings – Wednesday, September 28 at Beloit Public Library from 2-4 pm. Have meeting with 1000 Books Before Kindergarten app developer for (hopefully) final round of revisions or final approval.
 - i. Inclusive Services Update – René Bue (not present) – Jeni Schomber: State consultants met yesterday – DPI is working through final stages of recruitment for two consultants. Have a new library services website. WLA Shauna K will be presenting highlights from Wisconsin Libraries

Talk About Race. Talked about encouraging libraries to adopt the DPI Inclusive Services Statement – ALS adopted it within a month of its release.

j. Public Library System Redesign Project: Working on the funding formula analysis. Results back from consultant and it wasn't exactly what they were expecting. One of the biggest takeaways was finding what system data DPI needs to be collecting to be able to compare apples to apples.

k. ALS Board Report – Sarah Strunz: Additional items to address will be covered in new business.

5. New Business

a. Joint Merger Exploration Committee Recommendation Report and ALS System Board vote: WiLS has done an outstanding job with the facilitation of this process. LLS and ALS are meeting with DPI next week. Merger committee voted on a recommendation of a new system board makeup: 6 Racine Co., 5 Rock Co., 4 Walworth Co. (each county board and resource library need a representative). Next merger committee meeting is August 1. Hope to recommend a decision-making process for New System Board business and converting exploration committee to implementation committee.

- July 13, 2022: ALS board enthusiastically and unanimously voted in favor of a merge.

- July 19, 2022: LLS board voted unanimously in favor of a merge, dependent on the new System Plan being submitted to the counties ahead of county votes.

b. Rock County Heart Health Kits: MPL has a catalog item, add yours to it. No new IType needed. MPL will house XL cuff kit.

c. 2023 Rock County Funding: Spreadsheets in packet, this will be the same regardless of merge.

d. Trustee Training Week August 22-26: Free to your trustees and staff (and whoever interested). Sessions count as CE. One session a day over noon hour. Sessions are recorded as well, but do register.

6. ALS Activities: HPL is hosting movie night at the fair.

7. Activities in Member Libraries

Beloit Public Library: has 4 new Public Service 1 positions. New interim head of programming has started, Jessica Graminske, was BPL's volunteer coordinator and is completing her MILS. SLP library night at Beloit Sky Carpe game Wednesday, August 10.

Milton Public Library: Book sale going on. Going to celebrate Albert Spinestein from The SPARK all October (it's his birthday) with bone programs and more. Storybook Garden is going great guns. Will use bricks from the original building and the remodel in the garden.

Orfordville Public Library: 6 weeks in, 4 weeks left with SLP. Library walls are full of sea creatures for reading. Woman donated \$2,000 for library projects – will use it for automatic door openers.

Interviewing people this week for the 4-7 and every other Saturday shift.

Hedberg Public Library: Janesville city is doing a wage study but it is not including the library wages. Rock County is doing a wage study as well – ALS is not included because it has an autonomous board. Charles Teval asked about SRLAAW's progress on a statewide library wage study. Local author fair a couple weeks ago was very well attended. New librarian started this week. Starting a library of things – will have a binder of "things" to check out and store the actual items in the back.

Clinton Public Library: in 5th week of SLP, going even better than last year. Carver Roehl and Baking Program has been getting a lot of turn out,

Edgerton Public Library: City will fund half of the library's meeting room project. EPL will probably be adding solar panels to the roof when they redo the roof. Kirsten still on track to retire. Working toward adding a performance stage at Racetrack Park. PT staff member leaving – could rework position for a youth services person. Had a bus tour of Sterling North sites around Edgerton. Hosting 4 programmers this summer. Pool party coming up August 7.

Eager Free Public Library: Friends raised \$2,400 net with first ice cream social since COVID. Friends book sale coming up. Found a person to replace a member who resigned, has not been appointed yet. Working on budget, city did wage study and included library – library has a separate wage scale within the city. 5 staff members are not at the minimum step yet. Fully staffed, doing regular SLP stuff.

8. Adjourned at 10:54 a.m.: Motion by Charles Teval and second by Kirsten Almo.

Dates to Remember:

ALS Board Meeting – August 10 – 6:00 pm @ MPL

There may be a quorum of the Joint Merger Exploration Committee present, but no business will be conducted on behalf of the Committee.

Circ by station library and owning library

Trans Stat Month	July										
Trans Stat Station Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_BKM	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BELOIT	11,045	136	168	235	209		60	1,045	350	72	13,320
BURLINGTON	35		18	41	20		4	138	32	13	301
CL-S	35	5	7	33	14		7	153	62	19	335
CL-TL	14	6	6	24	21		4	92	21	15	203
CLINTON	78	12	1,231	84	74		16	352	103	40	1,990
DARIEN	19	4	6	20	30		1	56	12	6	154
DELAN	50	9	20	45	35		9	187	51	17	423
EAST_TROY	10	1	5	17	19			52	14	6	124
EDGERTON	80	25	48	5,230	99		10	437	119	30	6,078
ELKHORN	66	5	23	52	27		8	262	75	8	526
EVANSVILLE	92	12	73	114	2,998		13	381	134	32	3,849
FONTANA	18	3	3	21	13		2	73	21	12	166
GENOA_CITY	30	1	13	15	12		4	119	22	6	222
JANESV_BKM	2					375	1	100	7		485
JANESV_NS	19	10	14	17	10		582	239	50	22	963
JANESVILLE	636	62	159	476	310	70	79	35,263	674	103	37,832
KPL-BKM	7	2	4	2	10		1	43	7	3	79
KPL-NS	56	9	7	58	27		9	219	51	11	447
KPL-SI	15	1	2	12	7		1	40	15	4	97
KPL-SW	107	16	24	76	41		12	350	89	28	743
KPL-UP			4	3	1		3	27	3	1	42
LAKEGENEVA	35	4	5	52	35		2	144	43	5	325
MILTON	81	24	57	188	94		16	1,215	6,552	39	8,266
ORFORDVILL	97	10	29	47	58		4	290	86	1,145	1,766
RACINE_BKM	2			2	2			16	8	2	32
RACINEMAIN	193	24	27	127	81		16	483	121	37	1,109
ROCHESTER	22	5	11	28	21		1	88	16	15	207
SHARON	13	2	2	18	2		1	72	21	2	133
UNIONGROVE	21	3	8	13	10			66	14	3	138
WALWORTH	13	3	9	20	19		2	97	13	6	182
WATERFORD	53	5	23	49	23		7	176	48	15	399
WILLIAMSBAY	19	1	8	35	23		4	103	26	9	228
WTFORDHS									1		1
Total	12,963	400	2,014	7,154	4,345	445	879	42,378	8,861	1,726	81,165

July 2022 ALS circ from LLS KCLS

Trans Stat Month		July									
Trans Stat Station Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total	
BURLINGTON	35		18	41	20	4	138	32	13	301	
CL-S	35	5	7	33	14	7	153	62	19	335	
CL-TL	14	6	6	24	21	4	92	21	15	203	
DARIEN	19	4	6	20	30	1	56	12	6	154	
DELAVAN	50	9	20	45	35	9	187	51	17	423	
EAST_TROY	10	1	5	17	19		52	14	6	124	
ELKHORN	66	5	23	52	27	8	262	75	8	526	
FONTANA	18	3	3	21	13	2	73	21	12	166	
GENOA_CITY	30	1	13	15	12	4	119	22	6	222	
KPL-BKM	7	2	4	2	10	1	43	7	3	79	
KPL-NS	56	9	7	58	27	9	219	51	11	447	
KPL-SI	15	1	2	12	7	1	40	15	4	97	
KPL-SW	107	16	24	76	41	12	350	89	28	743	
KPL-UP			4	3	1	3	27	3	1	42	
LAKEGENEVA	35	4	5	52	35	2	144	43	5	325	
RACINE_BKM	2			2	2		16	8	2	32	
RACINEMAIN	193	24	27	127	81	16	483	121	37	1,109	
ROCHESTER	22	5	11	28	21	1	88	16	15	207	
SHARON	13	2	2	18	2	1	72	21	2	133	
UNIONGROVE	21	3	8	13	10		66	14	3	138	
WALWORTH	13	3	9	20	19	2	97	13	6	182	
WATERFORD	53	5	23	49	23	7	176	48	15	399	
WILLIAMSBAY	19	1	8	35	23	4	103	26	9	228	
WTFORDHS								1		1	
Total	833	109	235	763	493	98	3,056	786	243	6,616	
							KCLS	1,946	LLS	4,670	

July 2022 ALS item circ to LLS KCLS

Trans Stat Month		July							
Trans Stat Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	121	22	37	18	4	214	38	9	463
CL-S	79	16	22	16		103	21	6	263
CL-TL	41	12	14	8	5	72	5	3	160
DARIEN	4	2	16			16	3	1	42
DELANVAN	95	13	28	13		175	23	3	350
EAST_TROY	34	8	8	4	1	47	9	1	112
ELKHORN	183	23	43	23	5	270	46	10	603
FONTANA	28	3	6	1	3	38	1		80
GENOA_CITY	70	5	1	9		79	10	2	176
KPL-AD						2			2
KPL-BKMM	46	6	3	4	1	65	12	2	139
KPL-NS	204	30	41	40	5	329	43	7	699
KPL-NSCURB	1			4		6			11
KPL-SI	23	5	4	5	1	56	6		100
KPL-SW	336	90	55	57	21	647	59	16	1,281
KPL-SWCURB	9	3	5	2		10	1		30
KPL-UP	12	2	8	1		11	2		36
LAKEGENEVA	135	25	32	30	9	182	19	4	436
LAKESHORES	1					1	2		4
RACINE_BKM	73	18	24	19	3	164	23	7	331
RACINEMAIN	611	70	126	124	15	973	117	27	2,063
ROCHESTER	20		10	4	1	38	6	1	80
SHARON	8	1	5			28			42
UNIONGROVE	115	9	25	10	1	136	17		313
WALWORTH	28	13	11	8	1	66	15		142
WATERFORD	140	30	21	14	13	225	37	7	487
WILLIAMBAY	41	7	14	7	1	80	5	1	156
Total	2,458	413	559	421	90	4,033	520	107	8,601
				KCLS 2,721			LLS 5,880		

2022 July Overdrive Statistics

Library	Ebooks	Audiobook/Music	Magazines	Video/Streaming Video	Total by Library	OD Users	Holds (8-1-22)
Clinton Public Library	77	163	3	0	243	35	173
Orfordville Public Library	139	75	3	0	217	43	146
Milton Public Library	419	394	29	0	842	171	605
Eager Free Public Library	405	526	14	0	945	187	782
Edgerton Public Library	456	453	36	0	945	206	718
Beloit Public Library	913	829	119	0	1861	371	1047
Hedberg Public Library	3318	3226	274	2	6820	1267	3280
HPL Mall Branch	1	14	0	0	15	5	19
Total by type	5728	5680	478	2	11888	2285	6770

Arrowhead - hoopla July 2022

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	1741	16	287	\$1,960.76	934	\$13,124.18	6589
Clinton Public Library	257	3	52	\$464.77	192	\$2,738.89	1225
Eager Free Public Library	552	10	93	\$499.98	233	\$3,499.89	1735
Edgerton Public Library	736	11	97	\$599.86	278	\$4,162.92	2005
Hedberg Public Library	4730	78	982	\$6,450.37	3031	\$39,494.26	19520
Milton Public Library (WI)	700	13	110	\$658.54	313	\$4,547.83	2274
Orfordville Public Library	199	2	41	\$277.72	127	\$1,722.35	848
Total	8915	133	1662	\$10,912.00	5108	\$69,290.32	34196

Arrowhead Library System Information Center

[Log Out](#)[Dashboard](#)[Student Search](#)[Reports](#)[Resources](#)

July 2022

[Lifetime](#)[Month](#)[Session](#)Date Range: to

32

total enrollments

171

total course logins

15,327

total minutes in class

Top 20 Courses

Course	Students
Instant Italian	3
Become a Veterinary Assistant	2
Introduction to PC Troubleshooting	1
Keyboarding	1
Writeriffic: Creativity Training for Writers	1
A to Z Grant Writing	1
Introduction to Natural Health and Healing	1
Accounting Fundamentals	1
Achieving Success with Difficult People	1
Administrative Assistant Fundamentals	1
Keys to Effective Communication	1
Individual Excellence	1
Introduction to C++ Programming	1
Project Management Professional (PMP) Prep II	1
Speed Spanish II	1
Introduction to C# Programming	1
Accounting Fundamentals II	1
Human Anatomy and Physiology	1
Writing for Children	1
Workers' Compensation	1

[View Course Activity](#)

New Courses

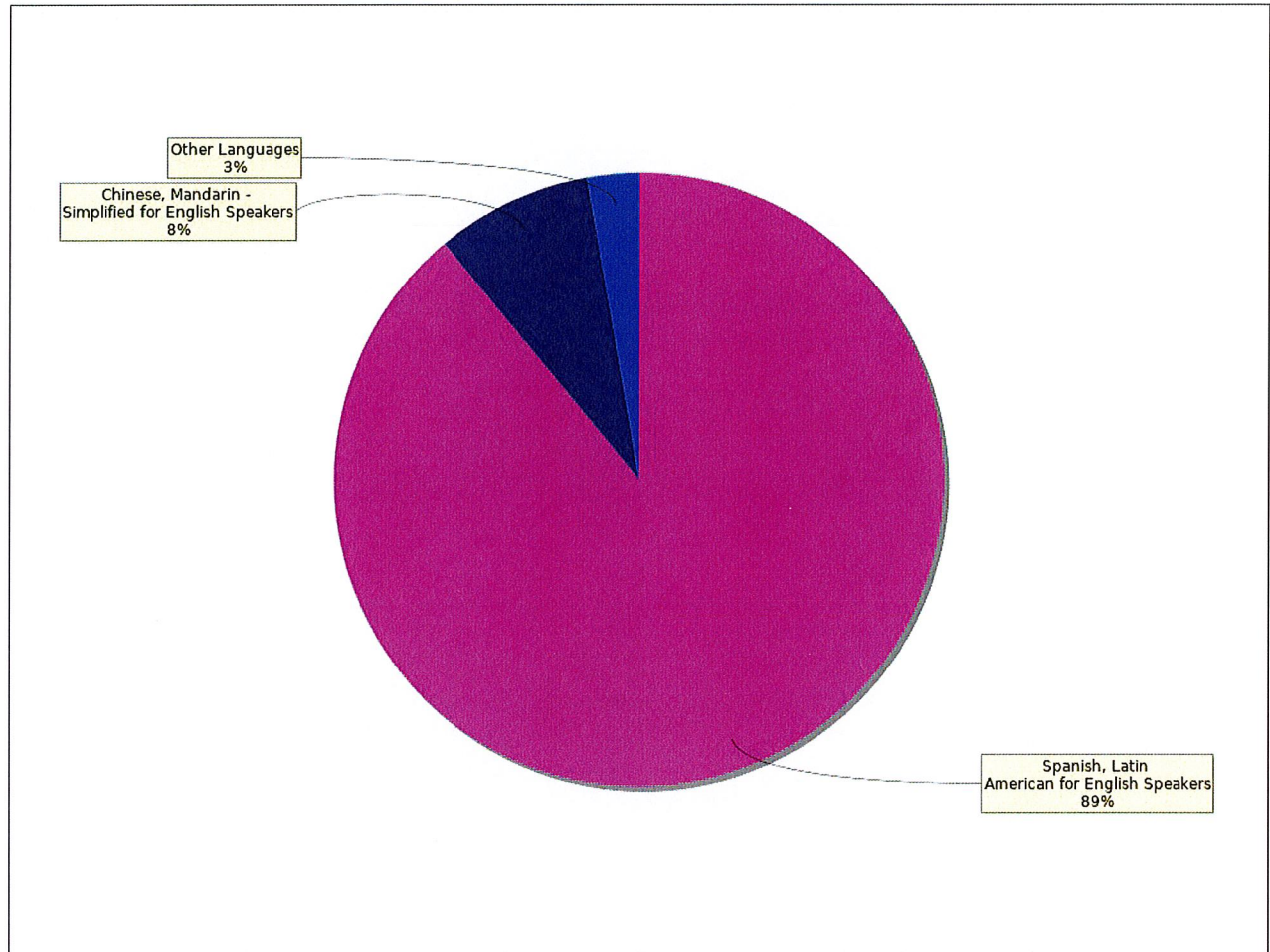
Course	Date Added
Project Management Professional PMP® Prep	06/28/2022
Introduction to Microsoft Publisher	06/14/2022
Counseling for College Prep	06/14/2022
Managing Remote Teams	01/11/2022
Introduction to Windows 11	01/11/2022
UI/UX Design	09/14/2021
Winning RFP Responses	08/31/2021
Introduction to Machine Learning	05/04/2021
Business Budgeting for Beginners	04/13/2021
Introduction to Microsoft Outlook 2019/Office 365	01/12/2021



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Language Usage Report

Start Date: 07/01/2022
End Date: 07/31/2022
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: 109

Language Name	Access Count	Calculated Percentage
Spanish, Latin American for English Speakers	97	88.99%
Chinese, Mandarin - Simplified for English Speakers	9	8.26%
English for Portuguese, Brazilian Speakers	1	0.92%
Swedish for English Speakers	1	0.92%
French for English Speakers	1	0.92%

Transparent Language
July 2022

Group Name	Start Date	End Date	Total Sessions	Total Circulations	Total Unique Users	Total User Registrations	Total Session Time	Web Sessions	Web Unique Users	Web Sessions	Avg. Web Session Time	Total Web Session Time	Mobile App Sessions	Mobile App Unique Users	Mobile App Sessions	Avg. Mobile App Session Time	Total Mobile App Session Time	Total Course Downloads	Total Lesson Downloads	KidSpeak Access Count	KidSpeak Unique Users	Avg. KidSpeak Learning Time	KidSpeak Learning Time
All Admins	7/1/22	7/31/22	1	1	0	1	0	0:02:56	1	1	0:02:56	0:02:56	0	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00	0:00:00
All Learners	7/1/22	7/31/22	140	154	13	13	6	13:23:20	38	11	0:12:48	8:06:52	102	3	0:03:06	5:16:28	41	0	0	0	0	0:00:00	0:00:00
All Users	7/1/22	7/31/22	141	154	14	14	6	13:26:16	39	12	0:12:33	8:09:48	102	3	0:03:06	5:16:28	41	0	0	0	0	0:00:00	0:00:00
Beloit Public Library	7/1/22	7/31/22	21	51	2	2	0	2:57:24	21	2	0:08:26	2:57:24	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00
Clinton Public Library	7/1/22	7/31/22	0	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	0:00:00	0:00:00
Edger Free Public Library	7/1/22	7/31/22	30	36	1	1	1	3:17:57	2	1	0:00:46	0:01:32	28	1	0:07:00	3:16:25	34	0	0	0	0	0:00:00	0:00:00
Edgerton Public Library	7/1/22	7/31/22	4	6	1	1	1	0:28:54	4	1	0:07:13	0:28:54	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00
Hedberg Public Library	7/1/22	7/31/22	76	46	4	4	2	2:08:15	2	2	0:04:06	0:08:12	74	2	0:01:37	2:00:03	7	0	0	0	0	0:00:00	0:00:00
Milton Public Library	7/1/22	7/31/22	0	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	0:00:00	0:00:00
Orfordville Public Library	7/1/22	7/31/22	8	15	4	4	1	4:30:00	8	4	0:33:45	4:30:00	0	0	0:00:00	0:00:00	0	0	0	0	0	0:00:00	0:00:00

Creativebug
July 2022

Date	Class Title	Class Category	Duration	Unique Views	Average View	Class Completions
2022 July	Creativebug Slow TV: Painting Meditations		22.1	1	23	1
2022 July	Acrylic Pouring 101	Art + Design	20.3	1	121.6	0
2022 July	Cricut Crafts: Layered Nature Card	Art + Design	30	1	0.8	0
2022 July	Daily Painting Challenge: 31 Flowers to Paint with Yao Cheng	Art + Design	214.9	1	54.7	0
2022 July	Foundational Figure Drawing: Heads	Art + Design	93	1	3.9	0
2022 July	Paint Expressive Portraits in Acrylic	Art + Design	95	1	1	0
2022 July	Painting Watercolor Pet Portraits	Art + Design	72.3	1	11.3	0
2022 July	Make a Nautical Rope Bracelet	Jewelry	4.6	3	7.6	1
2022 July	Make Friendship Bracelets	Jewelry	95	1	35.7	0
2022 July	Make Resin Jewelry	Jewelry	47.3	1	0.7	0
2022 July	Make Watercolor Marbled Hair Clips with Polymer Clay	Jewelry	37.5	1	1.9	1
2022 July	30 Structures in 30 Days: A Daily Practice in Bookmaking	Paper	322.8	1	48.2	0
2022 July	Collagraph: Printing Without a Press	Paper	32.4	1	2	0
2022 July	Kids Japanese Side Sewn Book	Paper	6.9	1	1.8	0
2022 July	Stamps! Prints! Books!	Paper	202.6	1	16.8	0
2022 July	Dear Diary Daily Quilting Challenge	Quilting	137.9	1	9.3	0
2022 July	Sew the Adventure Tank Top	Sewing	24.1	1	17.6	0
				19		

Beloit	Total Usage	Database Usage	Writing Lab	Unique Visits
january	2		2	1
february	13		13	2
march	10		10	1
april	22		22	2
may	0		0	0
june	22		22	5
july	0		0	0
august				
september				
october				
november				
december				
	69		69	11

Clinton	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	0		0	0
march	0		0	0
april	9		9	1
may	161		160	17
june	2		2	2
july	0		0	0
august				
september				
october				
november				
december				
	172		171	20

Eager Free	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	0		0	0
march	0		0	0
april	0		0	0
may	3		3	1
june	0		0	0
july	1		1	1
august				
september				
october				
november				
december				
	4		4	2

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

Hedberg	Total Usage	Database Usage	Writing Lab	Unique Visits
january	108		98	15
february	145		133	14
march	69		63	14
april	14		14	2
may	22		18	4
june	7		7	1
july	18		18	2
august				
september				
october				
november				
december				
	383		351	52

Milton	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	2		2	1
march	6		6	2
april	15		15	1
may	0		0	0
june	31		31	4
july	1		1	1
august				
september				
october				
november				
december				
	55		55	9

Orfordville	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	0		0	0
march	0		0	0
april	0		0	0
may	0		0	0
june	0		0	0
july	0		0	0
august				
september				
october				
november				
december				
	0		0	0

Total	Total Usage	Database Usage	Writing Lab	Unique Visits
	685		652	95

Monthly Total Usage	Monthly Total Unique Users
Jan 110	16
Feb 160	17
Mar 87	18
Apr 60	6
May 186	22
Jun 62	12
Jul 20	4
Aug 0	0
Sep 0	0
Oct 0	0
Nov 0	0
Dec 0	0



Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2023**
PI-2446 (Rev. 08-22)

INSTRUCTIONS: Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by Friday, October 14, 2022. Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.17(5) and 43.24(3)

GENERAL INFORMATION

Library System

Prairie Lakes Library System

Describe significant needs and problems that influenced the development of this and other system plans.

New Library System Formed:

This library system plan addresses the creation of a new library system, via a merger of the Arrowhead and Lakeshores regional public library systems. The service area of the Prairie Lakes Library System shall be the counties of Walworth, Racine, and Rock.

Resources Used to Develop this Plan:

This system plan was developed utilizing the findings of the [Joint Merger Exploration Committee's Final Recommendation Report](#), other working documents developed by that Committee, as well as the State Statutes and feedback from the DPI's Public Library Development Team.

Preceding Foundation for a Library System Merger:

The creation of public library systems fostered the establishment of a strong network of resource sharing and mutually beneficial interdependence. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and more than 380 public libraries are library system members. Wisconsin's 16 public library systems developed in distinct ways in response to the needs of their member libraries and area residents.

According to the statutes, two library systems may merge if approved by the System Boards of Trustees and the County Boards of Supervisors of the participating counties.

Regional interest in exploring a library system merger began building in 2016 and has since increased steadily. Following a number of key strategic planning and member library surveys, the Boards of Trustees of the Arrowhead and Lakeshores library systems each voted to determine if the two library systems should merge, thus forming a new regional library system that would serve the counties of Racine, Rock, and Walworth. Acting jointly, the two library system boards appointed a committee to evaluate the merits of a system merger. The Joint Merger Exploration Committee consisted of two current system trustees and two current member library directors from each system, balanced as well as possible with respect to library size and county affiliation. This committee was given the task of producing a recommendation to the two respective library system boards regarding whether a system merger should proceed. The committee developed a final report during the spring/summer of 2022 and subsequently recommended that the merger should move forward on June 27th, 2022. Following the committee's recommendation, the Arrowhead Library System Board of Trustees voted unanimously in favor of the merger on July 13th, 2022. The Lakeshores Library System Board of Trustees also voted unanimously in favor of the merger on July 19th, 2022, with a further directive that a system plan be developed utilizing DPI's required format (PI-2446 Current Revision).

Member Libraries:

The following public libraries shall be considered members of the Prairie Lakes Library System:

- Aram Public Library (Delavan -C, Walworth County)
- Barrett Memorial Library (Williams Bay -V, Walworth County)
- Beloit Public Library (Beloit -C, Rock County)
- Brigham Memorial Library (Sharon -V, Walworth County)
- Burlington Public Library (Burlington -C, Racine County)
- Clinton Public Library (Clinton -V, Rock County)
- Darien Public Library (Darien -V, Walworth County)
- Eager Free Public Library (Evansville -C, Rock County)
- East Troy Lions Public Library/Tri-Troy Joint Library (East Troy -V, Walworth County)
- Edgerton Public Library (Edgerton -C, Rock County)
- Fontana Public Library (Fontana-on-Geneva Lake -V, Walworth County)
- Genoa City Public Library (Genoa City -V, Walworth County)
- Graham Public Library (Union Grove -V, Racine County)
- Hedberg Public Library (Janesville -C, Rock County)
- Lake Geneva Public Library (Lake Geneva -C, Walworth County)
- Matheson Memorial Library (Elkhorn -C, Walworth County)
- Milton Public Library (Milton -C, Rock County)
- Orfordville Public Library (Orfordville -V, Rock County)
- Racine Public Library (Racine -C, Racine County)
- Rochester Public Library (Rochester -V, Racine County)
- Walworth Memorial Library (Walworth -V, Walworth County)
- Waterford Public Library (Waterford -V, Racine County)

GENERAL INFORMATION (cont'd.)

Multi-County Federated Public Library System:

According to Wis. Stat. 43.19(2)(a), the Prairie Lakes Library System shall be a joint agency of the participating counties, and shall be a separate legal entity for the purposes of having the exclusive custody and control of all system funds, holding title to and disposing of property, constructing, enlarging and improving buildings, making contracts and suing and being sued.

County Plans of Library Service:

Member counties shall consider their pre-merger plans of library service as valid with respect to the newly-merged Prairie Lakes Library System. Prairie Lakes Library System staff shall provide assistance to each member county upon request to organize plan revisions that reflect the change in system territory.

County Budget Neutrality With Respect to Funding for Library Services:

Funding for the operations of public library systems in Wisconsin is provided by means of state aid appropriated by the legislature as a component of the biennial state budget. Such state aid is derived from the Wisconsin Universal Service fund, as opposed to general-purpose tax revenue. Any county funding that is appropriated for library service under Wis. Stat. 43.12 goes directly to individual libraries. Thus, a library system merger will not affect the budgets of participating counties.

Library System Governance:

The Prairie Lakes Library System shall be governed by a fifteen (15) member Board of Trustees having the powers of a public library board under Wis. Stat. 43.58 with respect to system-wide functions and services (note: local library boards shall retain responsibility for their public libraries in all other areas).

Four (4) members of the system board shall be appointed by Walworth County, six (6) members of the system board shall be appointed by Racine County, and five (5) members of the system board shall be appointed by Rock County. Member apportionment, by county, shall be proportional to the total population of the system service area. Counties are encouraged to appoint up to one (1) supervisor to the system board. Regular board member terms shall be for a period of three (3) years commencing on January 1st. The following schedule of board member terms shall be utilized for the purpose of initial establishment:

County	Members	Board Members with Term Expiration of January 1st, 2024	Board Members with Term Expiration of January 1st, 2025	Board Members with Term Expiration of January 1st, 2026
Racine	6	2	2	2
Rock	5	2	1	2
Walworth	4	1	1	2
Total:	15			

The Immediate Approach of the New System with Respect to Services:

The Prairie Lakes Library System shall meet all service requirements detailed in State Statutes. Further, Prairie Lakes Library System shall provide the following services to member libraries on the same or better terms as in the year preceding the merger:

- Specialty consulting, including youth services and public information.
- Summer StoryWagon program series.
- Support for general resource-sharing infrastructure.
- Staffing and fiscal agency support for the SirsiDynix library automation consortium (SHARE).
- Daily delivery to support interlinked library collections.
- Local library IT services and consulting.
- Cooperative purchase support and fiscal agency for computer hardware and online resources for member libraries.
- Funding support for system-wide digital resources.

Strategic Planning as the Basis for Future Decision Making:

The Prairie Lakes Library System will begin a multi-stakeholder strategic planning process in 2023. The purposes of strategic planning will be to identify the service priorities of the newly-combined system member libraries and to generate a five-year plan. The five-year plan will then be utilized to inform the decisions of the system's staff and board with respect to future budgets, staffing choices, policy work, and other general activities of the system in the wake of its formal establishment as a newly merged library system.

System Staff:

All staff members of Arrowhead Library System and Lakeshores Library System shall become a single staff employed by the Prairie Lakes Library System beginning on or about January 1st, 2023. 2023 salary levels shall be those which have been set by the pre-merger system boards as of December 31, 2022. 2023 benefit and fringe benefit levels shall, as nearly as practicable, be set individually for year one according to what each employee was accustomed to before the merger. The Prairie Lakes Library System Board of Trustees shall then devise and implement a plan to reconcile any benefit and fringe benefit policy differences as a part of the budgeting process for the 2024 fiscal year. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper F" on page 29 of the Final Report](#).

	ASSURANCES (cont.)	
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Year One Organizational Chart

Position	FTE Percentage	Notes
Director	1	Filled by existing staff (S. Ohs)
Deputy Director	1	Filled by existing staff (S. Platteter)
Finance and Human Resources Lead	1	Initially filled by existing staff (J. Martin, retiring 2/10/23)
IT Manager	1	Filled by existing staff (J. Novy)
IT Senior Associate	1	Filled by existing staff (D. Dowling)
IT Technician	1	Filled by existing staff (B. Hudson)
Marketing and Public Relations Coordinator	1	Filled by existing staff (T. Anderson)
Office and Interlibrary Loan Associate	0.9	Filled by existing staff (A. Schultz)
Service Consultant (TBD)	1	Open (LLS ILL specialist retiring 12/31/22)
Driver 1	0.375	Filled by existing staff
Driver 2	0.375	Filled by existing staff
Driver 3	0.2	Filled by existing staff
Total FTEs:	9.85	

Did the library system consult member libraries in the development of this plan?

- ☐ No, the library system did not include member libraries in the development of this plan.
- ☒ Yes, the library system included member libraries in the development of this plan.

If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:

The development of this library system plan was directly influenced by the Recommendation Report from the Joint Merger Exploration Committee. The Joint Merger Exploration Committee involved significant feedback from the member libraries of both systems in order to construct process goals, communicate progress, ensure transparency, and provide a venue for feedback. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper C" on page 18 of the Final Report](#).

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

- ☐ No, the library system does not have a formally appointed advisory committee.
- ☒ Yes, the library system has a formally appointed advisory committee.

If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:

An Advisory Committee shall be appointed by the Board of Prairie Lakes Library System beginning in January of 2023, and shall also be adopted into the Board's bylaws. The role of the Advisory Committee shall be to advise the Board with respect to the activities of the Prairie Lakes Library System. The Advisory Committee shall be comprised of one member per library (library director or designated proxy), and one designated representative of the Prairie Lakes Library System Board. Each library member shall have one vote. The Advisory Committee is encouraged to designate one member to attend Board meetings of the Prairie Lakes Library System on a regular basis.

	ASSURANCES	
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ASSURANCES (cont'd)

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2023**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

- ☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.
- ☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:

Pre-merger, both Lakeshores and Arrowhead library systems maintain proper member library agreements. The Prairie Lakes Library System shall prepare and distribute updated member library agreements that comply with Wis. Stat. § 43.15(4)(c)4 to member libraries on or about November 1st, 2022. Member library boards will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper D" on page 19 of the Final Report](#).

Resource Library Agreement

- ☒ Wis. Stat. § 43.24(2)(b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

Pre-merger, both Lakeshores and Arrowhead library systems maintain proper resource library agreements. The Prairie Lakes Library System shall first offer the statutory role of system resource library to the Racine Public Library, and shall offer a supplementary resource library role to the Hedberg Public Library (Janesville). 2023 resource library agreements shall be prepared and distributed on or about November 1st, 2022. The boards of Racine Public Library and Hedberg Public Library will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The terms of these resource library agreements shall, as closely as possible, replicate the resource library agreements in place prior to the merging of Lakeshores and Arrowhead library systems. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper D" on page 19 of the Final Report](#).

Reference Referral, Interlibrary Loan, and Technology

- ☒ Wis. Stat. § 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement:

Pre-merger, the Lakeshores and Arrowhead library systems performed the following Reference Referral, Interlibrary Loan, and Technology activities for the benefit of member libraries:

Reference Referral

1. Maintenance of resource library agreements which include backup access to Master's Degree level reference librarians for libraries that may not have the means to provide such expertise locally.
2. System administration of Google App-based productivity tools (including email) to facilitate rapid communication.
3. System-based consulting availability for reference-related questions and policy development.

Interlibrary Loan

1. Access to experienced staff consultants in the area of interlibrary loan.
2. Integration of statewide union catalog (WISCAT) with the SHARE Consortium's instance of library management software.
3. System staff administered optimization of interlibrary loan requests with the delivery courier schedules of stops, to ensure the shortest possible wait times for library users.

Technology

1. System administration of a Wide Area Network that already covers the three-county service area.
2. System administration of member library Local Area Networks through a local IT program.
3. System administration of member library public access computers and peripheral hardware items through a local IT program.
4. System administration and management of an instance of library management software (SHARE Consortium).
5. IT helpdesk staffed by system personnel, including 24/7 support for mission-critical functions.
6. Library management software and local IT support for member libraries of neighboring library systems on a contract basis.
7. System administered storage servers, incremental and full data backups.
8. General IT consulting on a range of issues including data security, custom scripting, and IT-related training for library staff.

ASSURANCES (cont'd)

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. A secondary priority for year one shall be to utilize the findings of a strategic planning process toward improving the above services. These priorities are a direct outcome of the work of the Joint Merger Exploration Committee in the creation of their final report.

Inservice Training

- ✓ Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.

The Division interprets inservice training to incorporate a range of in-person and virtual continuing education opportunities.

List ongoing activities related to this requirement.

Pre-merger, the Lakeshores and Arrowhead library systems performed the following activities related to Inservice Training for member library staff:

1. Maintained point-persons on system staff to serve as primary contacts for member library questions related to continuing education.
2. Participated in the planning for and financial support of a regional continuing education partnership between six public library systems in the Southeastern region of Wisconsin, which provides an ongoing annual series of relevant continuing education programs (in-service training) to all member libraries of the participating systems.
3. Provided occasional supplementary in-service programs related to library system-specific initiatives or SHARE Consortium-related technical training.
4. Maintained a Continuing Education Validator role for the purpose of supporting Wisconsin's Public Librarian Certification program.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. The secondary priority for year one shall be to utilize the findings of a strategic planning process toward improving the above services. These priorities are a direct outcome of the work of the Joint Merger Exploration Committee in the creation of their final report.

Identify the names and email addresses of continuing education staff employed by the system for continuing education services:

Steven Platteter - Deputy Director - platteter.steve@als.lib.wi.us - Liaison to the Continuing Education Partnership of Southeastern Wisconsin (SEWI).

If the system contracts with another system or entity to plan and conduct continuing education services, list that system or entity and provide a link to, or copy of, the current agreement:

Participating library systems in the SEWI Continuing Education Partnership sign an annual agreement with the Bridges Library System, which serves as the fiscal and staffing agent for the program. An updated agreement or addenda to the separate pre-merger agreements will be sought, developed, and signed by the Prairie Lakes Library System Board and filed within the first quarter of 2023. Meanwhile, system staff shall continue to provide occasional locally-focused continuing education opportunities in the same manner as before the system merger.

Delivery and Communication

- ✓ Wis. Stat. § 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement. For physical delivery reference resources, personnel, and vendors.

The Prairie Lakes Library System shall continue to offer the same Delivery and Communication activities for the benefit of member libraries as before the merger:

1. Maintenance of email and office productivity tools for member libraries.
2. Daily delivery service for materials being shared between member libraries.
3. Designated locations for central sorting of library materials in transit.
4. Access to a statewide delivery network for hard-to-find library materials located in greater Wisconsin or out-of-state.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. The existing framework of delivery infrastructure will be maintained throughout year one of Prairie Lakes Library System to ensure maximum stability. Then, following a strategic planning process in 2023, the Prairie Lakes Library System shall conduct a dedicated process in 2024 to evaluate options for consolidating the delivery service activities into a single-vendor, single-contract, in-house model, or other option. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper G: Parts 1 and 2" beginning on page 33 of the Final Report](#).

ASSURANCES (cont'd)

Service Agreements

- ✓ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.
- ✓ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

If the system is providing the service agreements through a publicly available webpage, provide the URL here:

A publicly available webpage URL shall be provided to the Division upon establishing a functional website for the Prairie Lakes Library System, in accordance with process details appearing immediately below.

If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:

The two resource library contracts that are currently in place for Lakeshores and Arrowhead library systems shall be revised for continuation within the Prairie Lakes Library System. Updated service agreements with adjacent library systems (also referred to as “intersystem agreements”) reflecting the newly-merged Prairie Lakes Library System shall be prepared and distributed on or about November 1st, 2022. The boards of adjacent library systems will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The terms of these intersystem agreements shall include the elements detailed in Wis. Stat. § 43.24(2)(g). The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper D” on page 19 of the Final Report](#).

Other Types of Libraries

- ✓ Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ✓ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

A publicly available web page URL shall be provided to the Division upon establishing a functional website for the Prairie Lakes Library System, in accordance with process details appearing immediately below.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

The Prairie Lakes Library System shall continue the practice of maintaining agreements with other types of libraries and institutions, including the following:

- Racine Correctional Institution for access to system delivery (LLS)
- Waterford Union High School for access to system delivery (LLS)
- Blackhawk Technical College for access to system delivery (ALS)
- Beloit College for access to system delivery (ALS)
- Wisconsin Center for the Blind and Visually Impaired for access to system delivery (ALS)
- Beloit School District for access to system delivery (ALS)
- Milton School District for access to system delivery (ALS)
- Parkview School District for access to system delivery (ALS)

2023 service agreements with other types of libraries reflecting the newly-merged Prairie Lakes Library System shall be prepared and distributed on or about November 1st, 2022. Terms of service for these updated agreements shall accord with the preceding year. The governing bodies or executive officers of these institutions will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper D” on page 19 of the Final Report](#).

ASSURANCES (cont'd)

Library Technology and Resource Sharing Plan

- ☒ Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2023, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See [the Library System Technology and Resource Sharing plan webpage](#) for the most current version of the system library technology and resource sharing plan.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

Technology and resource-sharing plans for both pre-merger library systems are available at the following URL:

- Arrowhead Library System Technology and Resource-Sharing Plan: [ALS Plan at DPI Website](#)
- Lakeshores Library System Technology and Resource-Sharing Plan: [LLS Plan at DPI Website](#)

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

- ☒ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.
- ☐ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

Not applicable.

Indicate new or priority activities relating to this requirement for the plan year:

The Technology and Resource-Sharing Plans for Lakeshores and Arrowhead library systems currently on file with the DPI Division for Libraries are entwined due to the broad scope of existing integration between the two systems with respect to technology and resource-sharing. Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall continue to implement the technology and resource-sharing services detailed in the pre-merger plans, including IT administration and fiscal agency support for the SHARE Consortium, local library IT programs, and cooperative purchasing of electronic resources for the use of library patrons in the system area. The Prairie Lakes Library System shall develop and submit an entirely new plan before the Division's next five-year plan increment required of all library systems (Due by January 1st, 2025).

Professional Consultation

- ☒ Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:

The Prairie Lakes Library System shall maintain the following combined list of consulting portfolios according to pre-merger levels:

- Library administration/library law - LLS/ALS - S. Ohs, S. Platteter
- Information technology - LLS - J. Novy
- Interlibrary loan - LLS/ALS - V. Keith, A. Schultz
- Finance/bookkeeping/HR - LLS - J. Martin
- Public information/social media/marketing of library services - ALS - T. Anderson
- Youth services - LLS/ALS - Contract consultants
- Users with special needs/inclusive services - LLS/ALS - Contract consultant, S. Ohs

Other general unspecified consulting - LLS/ALS - All staff as qualified

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):

Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall continue to provide the same set of consulting services on the same terms as the member libraries were accustomed to prior to the merger throughout year one (2023). Following completion of a strategic planning process, the system shall review process outcomes - with particular focus on member library needs - to determine if changes to the Prairie Lakes Library System's overall consulting portfolio are necessary prior to the development of a year two operating budget. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper F" on page 29 of the Final Report](#).

ASSURANCES (cont'd)

Inclusive Services

- ✓ Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.

The Division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Indicate new or priority activities relating to this requirement for the plan year:

The Prairie Lakes Library System shall promote and facilitate library services to users in the same manner as prior to the merger, in that a contract position will be maintained to provide these services to the entire membership.

Users with special needs is an especially broad category, but it includes:

- Sensory impaired individuals - vision, hearing, speech
- Persons with physical disabilities
- Homebound individuals (those who cannot leave their homes for medical or other reasons)
- Job seekers, homeschooling pupils, or other individuals with specific or goal-oriented informational needs
- Persons with developmental, behavioral, or emotional special needs

Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall provide a contract consultant to promote and facilitate library services to users with special needs for the member libraries during year one (2023). Once completed, the results of a strategic planning project during year one will be analyzed to determine member library needs in year two and beyond, along with the development of budgetary and/or staffing options to meet those needs. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper F" on page 29 of the Final Report](#).

Other Service Programs

Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

System Support for the SHARE Consortium

The SHARE Consortium (or, simply, "SHARE") is an automation and resource-sharing partnership. Membership may include public libraries, individual K-12 schools, school districts, and other types of agencies. SHARE began in 2005 as a collaboration between Lakeshores Library System and Mid-Wisconsin Federated Library System (Dodge, Jefferson, Washington Counties). The Mid-Wisconsin Federated Library System withdrew from SHARE in 2013. Roughly one year later, the libraries of Kenosha County Library System joined SHARE. By 2017 the libraries of Arrowhead Library System (Rock County) had also joined. SHARE has become a critical component of library service in the region because it allows participating libraries to save money with respect to software costs and cooperative purchasing, and they can rely on skilled IT staff at the system level to support the software. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper B" on page 14 of the Final Report](#).

The Prairie Lakes Library System shall continue to provide the same services to its member libraries, and the member libraries of the Kenosha County Library System (via service agreement) as before the merger, including:

- IT support for the SHARE library automation software;
- One-on-one and group training for library staff with respect to the functions of the software;
- Administrative support for the policy development activities of the participating libraries, and;
- Fiscal agency services for cooperative purchasing ventures.

Public Information Coordination Program

The Prairie Lakes Library System shall make public information-related services available to all member libraries, including:

- Consulting support for the development of library-specific community information programs;
- Graphic design services;
- Coordination with respect to community outreach using social media channels, print resources, and word of mouth marketing.
- Supporting the regional goals of the library system in promoting library services to residents of the greater system area, in particular those residents who live in communities without libraries.

Administration

- ✓ The system will not expend more than 20 percent of state aid received in the plan year for administration.
- ✓ The system will submit the 2022 system audit to the Division no later than September 30, 2023.

	ASSURANCES (cont'd)	
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Budget

☒ The system completed and included the budget by service program category and fund source for the plan year ([see guidelines](#)).

COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2023 resource library contract.*

The Arrowhead and Lakeshores library systems conducted most of their respective collaborative activities with each other during the 2022 calendar year. These collaborative activities, formerly conducted by contracts, will be made permanent and adopted into the DNA of the Prairie Lakes Library System.

New or ongoing collaborative activities that are external to the territory of the newly-formed Prairie Lakes Library System are expected to include:

- Ongoing participation in the statewide OverDrive buying pool for ebooks and audiobooks;
- Ongoing contractual relationships with the Kenosha County Library System and Southwest Wisconsin Library System;
- Occasional Federal Grant partnerships with neighboring library systems for various purposes, and;
- Occasional partnerships with other types or units of government, including county health departments and workforce development agencies.

Due to the accelerated timeline in developing this plan, financial figures to estimate cost benefits are not yet available. However, it is expected that the Prairie Lakes Library System's annual report at the close of 2023, and subsequent system plan for 2024 will include greater detail following the insights gleaned from a full year of formal operation.

Cost Benefit For each activity above, list the activity name and estimated cost benefit realized.

Activity	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	0\$0

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2023**.

Name of System Director	Signature of System Director	Date Signed <i>Mo./Day/Yr.</i>
Name of System Board President	Signature of System Board President	Date Signed <i>Mo./Day/Yr.</i>

**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is:

☐ Approved

☐ Provisionally Approved *See Comments.*

☐ Not Approved *See Comments.*

Comments

DLT Assistant Superintendent Signature

Date Signed *Mo./Day/Yr.*

PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET					
Program	2023 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1.					
2.					
3.					
4.					
5. Electronic Resources					
Program Total	0\$0	0\$0	0\$0	0\$0	0\$0
Continuing Education and Consulting Service*					
1.					
2.					
Program Total	0\$0	0\$0	0\$0	0\$0	0\$0
Delivery Services					0\$0
Inclusive Services					0\$0
Library Collection Development					0\$0
Direct Payment to Members for Nonresident Access					0\$0
Direct Nonresident Access Payments Across System Borders					0\$0
Youth Services					0\$0
Public Information					0\$0
Administration					0\$0
Subtotal	0\$0	0\$0	0\$0	0\$0	\$0.00\$0
Other System Programs					
1.					0\$0
2.					0\$0
Program Total	0\$0	0\$0	0\$0	0\$0	\$0.00\$0

PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET				
Grand Totals	0\$0	0\$0	0\$0	\$0.00\$0

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1.
Line 5 is reserved for the amounts budgeted for electronic resources ([see program budget guidelines](#)).

2023 INTERSYSTEM AGREEMENT and COUNTY FUNDING MEMORANDUM
Arrowhead Library System and Lakeshores Library System

This Intersystem Agreement is by and between Lakeshores Library System (LLS), and Arrowhead Library System (ALS). The purpose of the agreement is to provide a system of mutual use of library facilities and services for all residents of Racine, Walworth and Rock Counties. Therefore, ALS and LLS agree to the following:

1. The ALS and LLS member libraries will provide library services to any validly registered borrower of any other participating library in Rock, Racine, and Walworth Counties on the same basis as they are available to residents of the member library's municipality, except as noted below. These services shall include, but not be limited to checkout of books, audio and video recordings. Lending of special collections such as electronic equipment shall be at the discretion of individual member libraries. The services shall also include availability of storytimes and other public programs and use of public computers. Non-residents will be subject to the same restrictions, fines and charges which the library imposes on its own community's residents, except as noted in number 2 below.
2. Borrowers may return materials checked out from libraries to any library in either system, except for special equipment or items clearly marked to return to the library from which they were borrowed. Availability of Interlibrary Loan Services and activity room sign-up to these borrowers shall be at the discretion of individual member libraries.
3. If materials borrowed under this agreement are lost or not returned, the borrower's library system shall assist the lending library in recovering the materials.
4. The systems will maintain records of usage depending on the capabilities of each library's circulation systems. The records will, at minimum, detail use by each town, village and city in the other system. Both systems agree to provide the resulting data if requested.
5. This agreement supersedes any and all previous agreements.

Arrowhead Library System Board

Signature of Chairperson

Date

Lakeshores Library System Board

Robert N. Miller

Signature of Chairperson

7/19/2022

Date

2023 COUNTY FUNDING MEMORANDUMFor Cross-County Borrowing Between Rock and Walworth Counties

Walworth County Payments to Libraries in Rock County

Terms defined by: Walworth County Plan of Library Service (Current)

Terms used: 70% of costs for users without a home library

Name of Library	Municipality	Total Expend.	Expend. from Federal Sources	Total Annual Loans	Service Unit Cost	Reimbursable Loans Made	Total Service Cost	Payment Due
Beloit Public Library	Beloit	\$2,273,303	\$0	166,053	\$13.69	236	\$3,230.89	\$2,262
Clinton Public Library	Clinton	\$164,181		22,192	\$7.40	42	\$310.72	\$218
Eager Free Public Library	Evansville	\$373,644	\$0	42,287	\$8.84	26	\$229.73	\$161
Edgerton Public Library	Edgerton	\$382,233	\$0	72,199	\$5.29	3	\$15.88	\$11
Hedberg Public Library	Janesville	\$3,965,993	\$20,659	446,821	\$8.83	2,627	\$23,195.85	\$16,237
Milton Public Library	Milton	\$377,254		66,333	\$5.69	148	\$841.72	\$589
Orfordville Public Library	Orfordville	\$121,812	\$0	22,602	\$5.39		\$0.00	\$0
							Total:	\$19,477

*Lump-sum to be transferred by Lakeshores Library System to Arrowhead Library System in two equal payments on or before April 30 and September 30: **\$19,477***

Rock County Payments to Libraries in Walworth County

Terms defined by: Reciprocity

Terms used: 70% of costs for users without a home library

Name of Library	Municipality	Total Expend.	Expend. from Federal Sources	Total Annual Loans	Service Unit Cost	Reimbursable Loans Made	Total Service Cost	Payment Due
Aram Public Library	Delavan	\$414,952	\$0	76,748	\$5.41	1,096	\$5,925.72	\$4,148
Barrett Memorial Library	Williams Bay	\$367,571	\$3,000	48,580	\$7.50	23	\$172.60	\$121
Brigham Memorial Library	Sharon	\$93,600	\$0	8,733	\$10.72		\$0.00	\$0
Darien Public Library	Darien	\$142,482	\$0	9,128	\$15.61	164	\$2,559.93	\$1,792
East Troy Lions Public Library	East Troy	\$253,212	\$0	24,971	\$10.14		\$0.00	\$0
Fontana Public Library	Fontana	\$330,787	\$0	17,262	\$19.16	17	\$325.77	\$228
Genoa City Public Library	Genoa City	\$174,609	\$0	30,062	\$5.81		\$0.00	\$0
Lake Geneva Public Library	Lake Geneva	\$786,053	\$2,000	91,310	\$8.59	1	\$8.59	\$6
Matheson Memorial Library	Elkhorn	\$898,779	\$0	176,068	\$5.10	155	\$791.23	\$554
Walworth Memorial Library	Walworth	\$269,730	\$0	33,083	\$8.15	148	\$1,206.66	\$845
							Total:	\$7,693

*Lump-sum to be transferred by Arrowhead Library System to Lakeshores Library System in two equal payments on or before April 30 and September 30: **\$7,693***