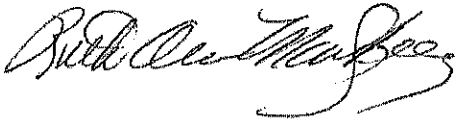# ARROWHEAD LIBRARY SYSTEM
Board Meeting
Arrowhead Library System
210 Dodge Street
Janesville, WI
Wednesday, August 10, 2011
6:00 p.m
Please call the ALS office if you are unable to attend (758-6690)

1. Call to Order

2. Approval of minutes

3. Approval of Expenditures

4. Public Presentation

5. Reports

6. Unfinished Business
   a. Shared System
   b. 2011 /2012 Budget
   c. LSTA 2011/2012

7. New Business
   a. Lake Shores contract
   b. Resolution 11-7A-415 LSTA Grant for Job Seekers
   c. Resolution 11-7A-414 LSTA grant for Computer training for staff and public

8. Communications

9. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting in the lobby and notification to the official newspaper of Rock County on ___August 3, 2011___

Ruth Ann Montgomery, Director, Arrowhead Library System

RESOLUTION NO. _____   AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Ruth Ann Montgomery
INITIATED BY

Ruth Ann Montgomery
DRAFTED BY

Arrowhead Library System Board
SUBMITTED BY

June 7, 2011
DATE DRAFTED

ACCEPTING ARROWHEAD LIBRARY SYSTEM CONNECT WITH JOB SEEKERS GRANT AND AMENDING THE 2011 ARROWHEAD LIBRARY SYSTEM'S BUDGET

1 WHEREAS, the Arrowhead Library System (ALS) has been notified by the State of Wisconsin
2 Department of Public Instruction of the approval of the Arrowhead Library System Connect With Job
3 Seekers grant #11-53-9926-11-240-LSTA; and,
4
5 WHEREAS, the ALS Board has accepted the grant for a total of $19,900.
6
7 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
8 assembled on this _____ day of _____, 2011 amends the Arrowhead Library System's 2011 budget
9 as follows:
10

Account Number/ Description	Budget at 01/01/11	Increase (Decrease)	Amended Budget
Source of Funds:			
51-5274-0000-42100/ Federal Aid	-0-	$19,900	$19,900
Use of Funds:			
51-5274-0000-61100/ Regular Wages	-0-	$8,686	$8,686
51-5274-0000-61400/ FICA	-0-	664	664
51-5274-0000-61510/ Retirement	-0-	1,007	1,007
51-5274-0000-61610/ Health Ins.	-0-	955	955
51-5274-0000-63300/ Travel	-0-	507	507
51-5274-0000-62119/ Other Contracted Services	-0-	4,000	4,000
51-5274-0000-64303 Extension Materials	-0-	2,000	2,000
52-5274-0000-67199/ Misc. Equipment	-0-	2,081	2,081

Respectfully submitted,

ARROWHEAD LIBRARY SYSTEM BOARD

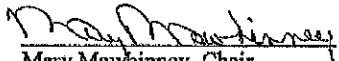|	
Richard Bostwick, President	Doug Derby
Eloise Eager	Doreen Dalman
Jose Carrillo	Jane Thompson
Bill Wilson	

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of S-0 .
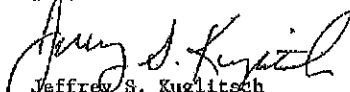
Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $19,900 in Federal Aid for the Arrowhead
Library System. No local matching funds are required.

Jeffrey A. Smith
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3
vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a),
Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Arrowhead Library System will assist job seekers by providing computer classes related to job searching, resume writing, on-line applications, and basic and advanced computer skills. Arrowhead will provide a Spanish-speaking computer trainer for a portion of the classes offered. Collaborating with the Janesville-based literacy tutoring program, The Literacy Connection, Arrowhead will assist in developing a math-literacy program for unemployed workers who lack skills to complete math tests needed for employment. Continuing education programs for the literacy tutors and library staff will provide information and develop skills for tutors and library staff. The library staff will improve their ability to assist The Literacy Connection tutors and other customers in finding materials and resources available at the libraries.

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

General Information

Project Title	**Arrowhead Library Systems Connect with Job Seekers**
Project Number	**11-240**
System/Organization Administering Project	**Arrowhead Library System**

Person Completing Form

First Name	Ruth Ann
Last Name	Montgomery
Phone *Area/No.*	(608) 758-6693
Email	montgomery.ruthann@als.lib.wi.us

Narrative

Briefly describe your progress on this project to date. Include any problems, etc. that have arisen.

Once the first 25% of the grant was received in February, the computer trainer was given an additional 7 hours on her work schedule to provide computer classes in job searching, resume writing, basic computer classes and more advanced classes in Excel, Word, Internet searching, e-bay buying and selling, power point and other classes. Twenty of the 178 classes offered from February 4 to the end of June 2011 have been specifically related to job searching, resume writing, reference preparation, and e-mail classes. The other classes are considered basic to working in an environment that requires computer use. The trainer has reported that the Salvation Army has brought staff to the workshops in Excel that are needed in making reports. Some of the staff have repeated the classes as needed to gain the required skills.

In August, the Spanish language classes will begin at Beloit Public Library. The regular computer trainer will teach the classes with an interpreter at the request of the Beloit Public Library staff. Some of the materials need new translations due to new computer programs being introduced.

The Arrowhead Library System director has met with the director of the literacy council and the person hired by Arrowhead to develop the literacy tutor training for math literacy. The director of the Literacy Connection in Janesville has received eight requests from other literacy councils for the materials developed for math literacy training when the grant is complete. The training for math literacy tutors and library staff is expected to take place in October or November. The literacy tutor trainer and the director of the Literacy Connection are evaluating math literacy materials for tutors and students that will be purchased as part of the grant.

A schedule of computer classes is posted monthly on library websites; Arrowhead's publicity in area news papers and Arrowhead's week-day radio announcements on Janesville radio station WCLO. Posters and bookmarks also advertise the computer classes. The bookmarks are available at the Arrowhead library System booth at the Rock County 4-H Fair July 26-July 31.

RESOLUTION NO. _____   AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Ruth Ann Montgomery _____   Ruth Ann Montgomery _____
INITIATED BY   DRAFTED BY

Arrowhead Library System Board _   June 21, 2011 _____
SUBMITTED BY   DATE DRAFTED

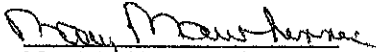## ACCEPTING ARROWHEAD LIBRARY SYSTEMS GRANT TO TRAIN STAFF AND PUBLIC AND AMEND THE 2011 ARROWHEAD LIBRARY SYSTEM'S BUDGET

1 WHEREAS, the Arrowhead Library System (ALS) has been notified of the approval of the Arrowhead
2 Library Systems Train Staff and Public grant #11-53-9926-11-120-LSTA; and,
3
4 WHEREAS, the ALS Board has accepted the grant for a total of $9,600.
5
6 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
7 assembled on this _____day of_____, 2011 amends the Arrowhead Library System's 2011 budget
8 as follows:
9

	Account Number/ Description	Budget at 01/01/11	Increase (Decrease)	Amended Budget
10	**Account Number/**	**Budget at**	**Increase**	**Amended**
11	**Description**	**01/01/11**	**(Decrease)**	**Budget**
12	Source of Funds:			
13	51-5272-0000-42100/	-0-	$9,600	$9,600
14	Federal Aid			
15				
16	Use of Funds:			
17	51-5272-0000-61100/	-0-	$6,822	$6,822
18	Regular Wages			
19	51-5272-0000-61400/	-0-	522	522
20	FICA			
21	51-5272-0000-61510/	-0-	797	797
22	Retirement			
23	51-5272-0000-61610/	-0-	954	954
24	Health Ins.			
25	51-5272-0000-63300/	-0-	505	505
26	Travel			

Respectfully submitted,

ARROWHEAD LIBRARY SYSTEM BOARD

_____   _____
Richard Bostwick, President   Doug Derby

_____   _____
Eloise Eager   Doreen Dalman

_____   _____
Jose Carrillo   Jane Thompson

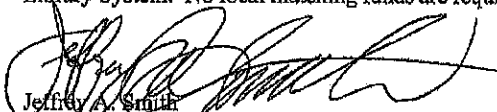_____
Bill Wilson

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of ___5-0___.
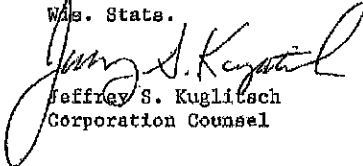
Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $9,600 in Federal Aid for the Arrowhead
Library System. No local matching funds are required.

Jeffrey A. Smith
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2011 County Budget, this resolution requires a 2/3
vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a),
Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

EXECUTIVE SUMMARY

For more than ten years, the Arrowhead library System has had a part-time computer trainer teaching computer classes in the seven members libraries in Janesville, Beloit, Clinton, Milton, Edgerton, Evansville and Orfordville. The computer classes include basic and advanced classes, internet searching, creating e-mails, with more than 1,000 people trained from January to July 2010. The need for computer skills is growing and there is a constant demand for these classes. Every library in the system has public access computers, and wireless access in their libraries for the small computer lab that Arrowhead computer trainer has to use.

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

General Information

Project Title	**Arrowhead Libraries Train Staff and Public**
Project Number	**11-120**
System/Organization Administering Project	**Arrowhead Library System**

Person Completing Form

First Name	Ruth Ann
Last Name	Montgomery
Phone *Area/No.*	(608) 758-6693
Email	montgomery.ruthann@als.lib.wi.us

Narrative

Briefly describe your progress on this project to date. Include any problems, etc. that have arisen.

The computer trainer for the Arrowhead Library System has provided classes at the seven member libraries in each of the months, January thru July 2011. The Arrowhead Library System budgeted for 20 hours per week with the LSTA grant 11-120 providing an addtional 5 hours per week to the computer trainer's schedule, allowing for 2 additional classes per week beyond the Arrowhead budgeted classes.

Fifty one classes were held at the public libraries in Beloit, Clinton, Janesville, Edgerton, Evansville and Milton from January 4 to February 4, 2011. After the first 25% of the LSTA grant was announced and the second notice of the full grant, 178 classes have been held thru June 29, 2011 with attendance ranging from 1 to 17 people at each session. Two libraries, Beloit and Janesville have computer labs that accommodate larger groups. One library, the Eager Free Public Library, offers individual instruction and all libraries have access to additional laptop computers provided by the ALS portable computer lab. All libraries have wireless access.

A total of 1,131 public and 14 library staff members have attended the classes during the period January 4 - June 29, 2011. Classes offered include Introduction to Windows, Introduction to computers, Spread Sheet Basics, Word Processing, Internet Basics, E-Mail Basics, Power Point Basics, Labels and e-mail, Excel, Facebook, Outlook Calendar, Library Databases, and E-Bay buying and selling.

The computer classes for all Arrowhead libraries are advertised on each library's website and people from throughout the Arrowhead service area are welcome to attend any of the classes offered. The classes are also advertised to social service agencies in the Arrowhead Service area by a First Class (a referral agency of the United Way of Northern Rock County) listserve; community newspapers in Janesville, Beloit, Clinton, Edgerton, Evansville and Milton; Arrowhead's week-day radio spot on Janesville's WCLO; and bookmarks at the Arrowhead booth at the Rock County Fair. Word of mouth about the excellent classes and instructor is also an effective way of advertising.

Each month the computer trainer provides a schedule of classes and a report tracking attendance, location of classes, type of class and comments about the special adaptations for people with special needs.

The only problems encountered to date have been weather related. A snow storm forced cancellation of some programs in early February.