ARROWHEAD LIBRARY SYSTEM
Board Meeting
Milton Public Library
430 E High St.
Milton, WI
Wednesday February 12, 2020
6:00 pm

Please call the ALS office if you are unable to attend (868-2872)

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes

4. Approval of Expenditures

5. Citizen Participation, Communication and Announcements

6. Unfinished Business

   a. Shared System – SHARE Update

   b. 2019/20 Budget

   c. Public Library System Redesign Project

   d. Librarians' Report – Sarah Strunz

7. New Business

   a. Approval of ALS 2019 Annual Report

   b. Election of Officers

   c. Homeless Librarian Workshop at Beloit PL

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 on the Rock County website@ www.co.rock.wi.us on 2/6/2020.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING
Milton Public Library
January 8th, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m.
Present were Wes Davis, Jose Carrillo, Adam Dinnes, Eloise Eager, Sarah Strunz
(ex-officio for Maribeth Miller) and Steven Platteter.

The Agenda was moved approved by Wes Davis. Adam Dinnes seconded, and the
motion carried unanimously.

The December 2019 minutes were moved approved by Adam Dinnes. Eloise Eager
seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Wes Davis with Adam Dinnes
seconding. The motion carried unanimously.

Citizen participation, communication or announcements:

Unfinished Business
a. Shared System –SHARE Update: Platteter mentioned RFID purchases should be
taking place late February or early March.

b. 2019/20 Budget:

c. Public Library System Redesign Project:

d. Librarians' Report:

New Business
a. Consider Annette Smith to the ALS Board: Wes Davis moved to approve the
appointment of Annette Smith to the ALS Board, Adam Dinnes seconded. The
motion carried unanimously.

b. Approval of the Arrowhead Library System Technology Plan 2020-2024: Wes Davis moved to approve the Technology Plan; Adam Dinnes seconded. The motion carried unanimously.

c. Wild Wisconsin Winter Web Conference January 22-23: Steve Platteter encouraged Board members to register for this web conference which ALS cosponsors.

Communications:

Eloise Eager moved to adjourn. Wes Davis seconded, and the motion carried unanimously. The meeting ended at 6:25 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name		Inv/Enc Amt
51-5000-0000-62119	Other Services				
		01/16/2020	BELOIT PUBLIC LIBRARY		10,000.00
	Budget	**YTD Exp**	**YTD Enc**	**Pending**	**Closing Balance**
	258,933.00	92,160.66	0.00	10,000.00	156,772.34
51-5000-0000-62410	R&M-Vehicles				
		01/03/2020	BURTNESS CHEVROLET INC		42.37
	Budget	**YTD Exp**	**YTD Enc**	**Pending**	**Closing Balance**
	10,000.00	0.00	0.00	42.37	9,957.63
51-5000-0000-63100	Office&Misc Exp				
		01/09/2020	OFFICE DEPOT INC		131.02
	Budget	**YTD Exp**	**YTD Enc**	**Pending**	**Closing Balance**
	1,500.00	0.00	0.00	131.02	1,368.98
51-5000-0000-63104	Print/Duplicate				
		01/01/2020	DIMAX OFFICE SOLUTIONS INC		178.00
	Budget	**YTD Exp**	**YTD Enc**	**Pending**	**Closing Balance**
	5,000.00	122.53	0.00	178.00	4,699.47
51-5000-0000-64201	Convention Exp				
		01/06/2020	PLATTETER,STEVE		25.00
		01/08/2020	ANDERSON,TOVAH		25.00
	Budget	**YTD Exp**	**YTD Enc**	**Pending**	**Closing Balance**
	4,000.00	0.00	0.00	50.00	3,950.00
51-5000-0000-64307	Participating				
		02/01/2020	BELOIT PUBLIC LIBRARY		350,503.91
		02/01/2020	CLINTON PUBLIC LIBRARY		47,520.68
		02/01/2020	EAGER FREE PUBLIC LIBRARY		65,810.77
		02/01/2020	EDGERTON PUBLIC LIBRARY		78,245.61
		02/01/2020	HEDBERG PUBLIC LIBRARY		445,225.13
		02/01/2020	MILTON PUBLIC LIBRARY		93,312.47
		02/01/2020	ORFORDVILLE PUBLIC LIBRARY		32,789.58
	Budget	**YTD Exp**	**YTD Enc**	**Pending**	**Closing Balance**
	1,113,408.00	(0.00)	0.00	1,113,408.15	(0.15)
51-5000-0000-64309	Instersystem				
		02/01/2020	IRVING L YOUNG PUBLIC LIBRARY		26,110.65
		02/01/2020	MEMORIAL PUBLIC LIBRARY		21,140.04
		02/01/2020	ALBERTSON MEMORIAL LIBRARY		2,193.83
		02/01/2020	DWIGHT FOSTER PUBLIC LIBRARY		3,055.83
		02/01/2020	E D LOCKE PUBLIC LIBRARY		1,237.86
		02/01/2020	MADISON PUBLIC LIBRARY		1,625.51
		02/01/2020	MONROE PUBLIC LIBRARY		927.28
		02/01/2020	OREGON PUBLIC LIBRARY		3,491.78
		02/01/2020	STOUGHTON PUBLIC LIBRARY		8,203.07
		02/01/2020	DANE COUNTY LIBRARY SERVICE		17.86

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name		Inv/Enc Amt
		02/01/2020	CAMBRIDGE COMMUNITY LIBRARY		30.70
		02/01/2020	JEFFERSON PUBLIC LIBRARY		132.76
		02/01/2020	VERONA PUBLIC LIBRARY		252.88
		02/01/2020	FITCHBURG PUBLIC LIBRARY		293.75
		02/01/2020	SUN PRAIRIE PUBLIC LIBRARY		110.60
		02/01/2020	WAUNAKEE PUBLIC LIBRARY		2.76
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	73,534.00	0.00	0.00	68,827.16	4,706.84
51-5000-0000-64904	Sundry Expense				
		01/14/2020	ARROWHEAD LIBRARY PETTY CASH		10.36
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	10.36	989.64
51-5000-0000-65321	Building Lease				
		03/01/2020	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	1,166.67	0.00	1,166.67	11,666.66
		Arrowhead Library System PROG TOTAL		**1,193,813.73**	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt

I have examined the preceding bills and encumbrances in the total amount of   **$1,193,813.73**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
A. Bills and encumbrances over $10,000 referred to the Finance Committee and County Board.
B. Bills under $10,000 to be paid.
C. Encumbrances under $10,000 to be paid upon acceptance by the Department Head.

Date: Dept Head _____

                                                    Committee Chair _____

Budget to Actual Figures

Fiscal Year: 2020   **As of:** 02/03/2020   **Budget:** RV

Org Key	Title
5150000000	**Arrowhead Library System**

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	467,820.00	0.00	0.00	(467,820.00)
44120	Miscellaneous Fees	6,103.00	1,676.00	0.00	(4,427.00)
45504	Intergov-Other Libraries	250,654.00	22,075.93	0.00	(228,578.07)
46000	Contributions	2,000.00	0.00	0.00	(2,000.00)
46400	Fund Balance	86,050.00	0.00	0.00	(86,050.00)
	Total Revenue	**812,627.00**	**23,751.93**	**0.00**	**($788,875.07)**
EXPENSE					
61100	Regular Wages	182,860.00	5,848.12	0.00	177,011.88
61300	Per Diems	1,800.00	141.76	0.00	1,658.24
61400	FICA	13,989.00	543.30	0.00	13,445.70
61510	Retirement - Employer Share	11,977.00	412.82	0.00	11,564.18
61610	Health Insurance Premium	51,048.00	4,299.29	0.00	46,748.71
61620	Dental Insurance	1,556.00	259.36	0.00	1,296.64
61630	Life Insurance	180.00	19.84	0.00	160.16
62119	Other Contracted Services	258,933.00	102,160.66	0.00	156,772.34
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	7.04	0.00	1,992.96
62410	Repair & Maintenance-Vehicles	10,000.00	42.37	0.00	9,957.63
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	131.02	0.00	1,368.98
63101	Postage	1,000.00	0.00	0.00	1,000.00
63104	Printing & Duplicating	5,000.00	300.53	0.00	4,699.47
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,500.00	240.00	0.00	1,260.00
63300	Travel	3,000.00	29.00	0.00	2,971.00
64200	Training Expense	4,000.00	0.00	0.00	4,000.00
64201	Convention Expense	4,000.00	50.00	0.00	3,950.00
64214	ILS Costs	185,684.00	0.00	0.00	185,684.00
64303	Extension Materials	4,000.00	0.00	0.00	4,000.00
64306	Resource Libraries	40,000.00	0.00	0.00	40,000.00
64307	Participating Libraries	1,113,408.00	1,113,408.15	0.00	(0.15)
64309	Intersystem Agreement	73,534.00	68,827.16	0.00	4,706.84
64904	Sundry Expense	1,000.00	10.36	0.00	989.64
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	876.00	0.00	4,124.00
65321	Building Lease	14,000.00	2,333.34	0.00	11,666.66
67199	Miscellaneous Equipment	3,000.00	0.00	0.00	3,000.00
	Total Expense	**2,001,369.00**	**1,299,940.12**	**0.00**	**701,428.88**
	County Share (Revenue - Expense)	**(1,188,742.00)**	**(1,276,188.19)**	**0.00**	**87,446.19**
	Grand Total Revenue	**812,627.00**	**23,751.93**	**0.00**	**(788,875.07)**

Rock County - Production
Budget to Actual Figures

Org Key   **Title**
5150000000 **Arrowhead Library System**

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,299,940.12	0.00	701,428.88
	Grand Totals County Share	(1,188,742.00)	(1,276,188.19)	0.00	87,446.19

Account Number	Account Name	Inv Date	Vendor Name		Inv/Enc Amt
51-5000-0000-62119	Other Services				
		12/31/2019	KOENE COURIER SERVICE LLC		1,665.00

	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	158,055.25	0.00	1,665.00	24,172.75

Account Number	Account Name	Inv Date	Vendor Name		Inv/Enc Amt
51-5000-0000-63101	Postage				
		12/31/2019	ARROWHEAD LIBRARY PETTY CASH		10.15
		12/31/2019	MILTON PUBLIC LIBRARY		19.74

	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	200.60	0.00	29.89	769.51

		Arrowhead Library System PROG TOTAL	**1,694.89**

I have examined the preceding bills and encumbrances in the total amount of   **$1,694.89**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over $10,000 referred to the Finance Committee and County Board.

B. Bills under $10,000 to be paid.

C. Encumbrances under $10,000 to be paid upon acceptance by the Department Head.

Date: Dept Head _____

                                    Committee Chair   .   _____

Budget to Actual Figures

Fiscal Year: 2019   **As of:** 12/31/2019   **Budget:** RV

Org Key	Title
5150000000	**Arrowhead Library System**

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	467,820.00	467,820.00	0.00	0.00
44120	Miscellaneous Fees	6,103.00	6,103.25	0.00	0.25
45504	Intergov-Other Libraries	240,765.00	240,765.00	0.00	0.00
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	20,000.00	0.00	0.00	(20,000.00)
	Total Revenue	**736,688.00**	**716,688.25**	**0.00**	**($19,999.75)**
EXPENSE					
61100	Regular Wages	184,972.00	179,479.62	0.00	5,492.38
61300	Per Diems	1,500.00	1,839.71	0.00	(339.71)
61400	FICA	14,149.00	13,719.53	0.00	429.47
61510	Retirement - Employer Share	12,116.00	10,466.76	0.00	1,649.24
61610	Health Insurance Premium	41,000.00	49,097.36	0.00	(8,097.36)
61620	Dental Insurance	1,513.00	1,556.20	0.00	(43.20)
61630	Life Insurance	180.00	113.70	0.00	66.30
62119	Other Contracted Services	183,893.00	159,720.25	0.00	24,172.75
62130	Audit Fees	1,200.00	1,500.00	0.00	(300.00)
62210	Telephone	2,000.00	1,351.03	0.00	648.97
62410	Repair & Maintenance-Vehicles	10,000.00	5,276.38	0.00	4,723.62
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	1,010.52	0.00	489.48
63101	Postage	1,000.00	230.49	0.00	769.51
63104	Printing & Duplicating	5,000.00	3,503.11	0.00	1,496.89
63108	Public Information	5,000.00	2,555.62	0.00	2,444.38
63200	Publications/Subscriptions/Due	1,500.00	1,060.37	0.00	439.63
63300	Travel	3,000.00	1,807.61	0.00	1,192.39
64200	Training Expense	4,000.00	1,989.52	0.00	2,010.48
64201	Convention Expense	4,000.00	2,938.84	0.00	1,061.16
64214	ILS Costs	193,265.00	193,006.74	0.00	258.26
64303	Extension Materials	4,000.00	3,785.37	0.00	214.63
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,025,967.00	1,025,967.20	0.00	(0.20)
64309	Intersystem Agreement	72,691.00	72,690.63	0.00	0.37
64904	Sundry Expense	1,000.00	308.45	0.00	691.55
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	5,340.00	0.00	(340.00)
65321	Building Lease	14,000.00	14,000.04	0.00	(0.04)
67199	Miscellaneous Equipment	3,000.00	668.30	0.00	2,331.70
	Total Expense	**1,836,846.00**	**1,794,983.35**	**0.00**	**41,862.65**
	County Share (Revenue - Expense)	**(1,100,158.00)**	**(1,078,295.10)**	**0.00**	**(21,862.90)**
	Grand Total Revenue	**736,688.00**	**716,688.25**	**0.00**	**(19,999.75)**

Fiscal Year: 2019   **As of:** 12/31/2019   **Budget:** RV

Org Key	Title
5150000000	Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,794,983.35	0.00	41,862.65
	Grand Totals County Share	(1,100,158.00)	(1,078,295.10)	0.00	(21,862.90)

Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM ANNUAL
REPORT PI-2404-A (Rev. 1-20)

INSTRUCTIONS: Complete and return the original board-approved, signed annual report as a PDF to LibraryReport@dpi.wi.gov by February 29, 2020.

Required by § 43.05(4) and 43.58(6) Wis. Stats.

FOR THE YEAR 2019

I. GENERAL INFORMATION

1. System Name	2. System Director Name	3. Certification Grade	4. Date Certification Expires
Arrowhead Library System	Steven T. Platteter	Grade 1	2022-06-30

5. Street Address	6. Phone *Area/No.*	7. Fax Number *Area/No.*
430 E. High St., Suite 200	(608) 868-2872	(608) 868-2875

8. Mailing Address *PO Box*	9. System Website URL	10. Director System Email Address
	als.lib.wi.us	platteter.steve@als.lib.wi.us

11. City / Village / Town	12. County	13. ZIP Code
Milton	Rock	53563-1579

14. Number of Public Libraries Participating in the System	15. Does System Operate a Books-By Mail Program	16. Number of Book-mobiles Owned	17. Estimated System Area Public Library Registered Borrowers	18. DUNS Number *Nine digits*
7	No	0	127,954	78376758

II. SYSTEM COLLECTION

	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased
1. Books in Print	2,143	45	4. Electronic Collections *Number available to members*	5	7. Licensed Electronic Video Materials *Units (copies) available to members*	952
2. Audio Materials	0	0	5. Licensed E-books *Units (copies) available to members*	155,352	8. Subscriptions *Exclude those in electronic format*	4
3. Video Materials	25	0	6. Licensed Electronic Audio Materials *Units (copies) available to members*	54,323		

III. SYSTEM SERVICES

Circulation Transactions *Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.*	1. Total Circulation	2. Interlibrary Loans *System interlibrary loan transactions*	
		a. Items Loaned	b. Items Received
	7	5	2

3. System Electronic Resources Use *Number of uses of system licensed electronic resources*

a. E-book	b. E-audio	c. E-video	d. Electronic Collection Retrievals
79,824	80,109	5,047	3,653

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
1. President Richard	Bostwick	61 Harrison St.	Janesville	53545	richbarb2000@yahoo.com
2. Annette	Smith	1044 Sunset Drive	Milton	53563	arsmith14@gmail.com
3. Adam	Dinnes	1438 Lafayette St.	Janesville	53546	adamdinnes@gmail.com
4. Eloise	Eager	43 N Second St	Evansville	53536	eloiseeager@charter.net
5. Wes	Davis	4210 Castlemoor Dr.	Janesville	53546	wpsdavis@att.net
6. Jose	Carrillo	125 Winesap Dr.	Janesville	53548	jojolatino@aol.com
7. Maribeth	Miller	2481 Oxford Lane	Beloit	53511	FeatherZoo@netzero.com
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23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

    a. System Member County Appropriations Received by Library System

County Name	Amount	County Name	Amount
Rock	$1,100,158		
		Subtotal 1a	$1,100,158

    b. Other County Payments Received

County Name	Amount
Walworth	$24,315
Subtotal 1b	$24,315

2. State Aid to Public Library Systems	$467,820

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.	
b.	
c.	
Subtotal 3	

4. Federal Aid *Program name and, if LSTA, project number. List each program individually. Attach listing if necessary.*

a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
		Subtotal 4	

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a. Rock County Sheriff's Department	$2,000	f.	
b. Affiliate members (Delivery)	$6,103	g.	
c. Member Library Automation	$240,765	h.	
d.		i.	
e.		j.	
		Subtotal 5	$248,868

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
$271,213	$0	$0	$0	$0	$0	$271,213

7. **Total Income** *Add 1 through 6*	$2,112,374

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES *Report system expenditures from all sources.*	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	$178,446	$0	$0	$178,446
2. Employee Benefits	$74,895	$0	$0	$74,895
3. System Collection Expenditures				
a. Printed Material	$2,208	$0	$2,000	
b. Electronic Material	$30,000	$0	$76,163	
c. Audiovisual Material	$0	$0	$0	
d. All Other Material	$0	$0	$0	
Subtotal *Collection Expenditures*	$32,208	$0	$78,163	$110,371
4. System Contract Expenditures *Attach a brief description of contracts; i.e., recipient, amount, and purpose.*	$65,180	$0	$155,690	$220,870
5. System Payments to Member Libraries *Attach lists of individual payments.*	$220	$0	$1,025,967	$1,026,187
6. All Other Operating Expenditures	$93,661	$0	$90,063	$183,724
7. Total Operating Expenditures	$444,610	$0	$1,349,883	$1,794,493
8. System Capital Expenditures	$0	$0	$0	$0

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.
** Report expenditures from report year public library system state aid, state aid funds carried forward to current year, and any interest earned from those funds.
*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.

County Name	Amount	County Name	Amount	County Name	Amount
1. Rock	$1,098,657	5.		8.	
2.		6.		9.	
3.		7.		10.	
4.					

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate, with a check, your system's compliance with each of the system requirements.

s.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

☒ **(a) Written agreements that comply with s. 43.15(4)(c)4, with all member libraries.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

☒ **(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.**

☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

☒ **s. 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.**

- ☒ Reimbursed member libraries for ILL
- ☒ Maintained ILL Clearinghouse
- ☐ Contracted for ILL Clearinghouse
- ☒ Maintained a shared database of member library bibliographic records and holdings
- ☒ Utilized WISCAT to promote interlibrary loan
- ☒ Maintained a system interlibrary loan plan

Inservice Training

☒ **s. 43.24(2)(e) Inservice training for participating public library personnel and trustees.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Conducted workshops for member library staff and trustees
- ☒ Maintained a calendar of CE events
- ☒ Provided scholarships and grants for member library staffs
- ☒ Maintained a professional collection for system and member library staffs.

☒ **s. 43.24(2)(h) Professional consultant services to participating public libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Public library administration and governance
- ☒ Adult services
- ☒ Youth services
- ☒ Library automation
- ☐ Building and remodeling
- ☒ Technical services
- ☒ Interlibrary loan and resource sharing
- ☒ Staff development (certification, CE, etc.)
- ☒ Planning and evaluation, standards
- ☒ Collection development
- ☒ Legal issues
- ☒ Public relations
- ☒ Reference and information services
- ☒ Special needs

Delivery and Communication

☒ **s. 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- ☒ Had regular courier or van delivery service
- ☐ Provided an 800 number, phone credit card, or accepted collect calls
- ILL transactions sent by:
  - ☒ Email   ☐ OCLC   ☒ Regional automated system   ☒ WISCAT
- ☒ Used fax for document delivery/communication
- ☐ Used mail as primary delivery system
- ☒ Published a newsletter

Service Agreements

☒ **s. 43.24(2)(g) Service agreements with all adjacent library systems.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for the report year.

- ☒ Reciprocal borrowing between systems
- ☒ Cash payments in cross-system lending
- ☒ Continuing education
- ☒ Delivery
- ☒ Newsletter exchange
- ☐ Cooperative planning/information exchange
- ☐ Audiovisual services
- ☐ Cooperative purchasing

Services to Users with Special Needs

☒ **s. 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.

Briefly summarize the most significant specific services or initiatives carried out by your system in a special needs area in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

The system receives $2000 from the Rock County Sheriff's department to purchase paperback books for the Rock County Jail. ALS maintains a collection of large type and special interest books for nursing, assisted living and senior centers through out Rock County. These, and similar materials from Hedberg Public Library, are delivered through the ALS delivery system. All seven of the ALS member libraries have service desk hearing loops installed at their circulation desks. Hedberg, Beloit and Edgerton Public Libraries also have meeting/program room hearing loop systems. Both hearing loop projects were funded by LSTA grants in 2014 and 2015. The Wisconsin Center for the Blind and Visually Impaired is an ALS affiliate member and receives materials through the ALS delivery system. Arrowhead also contracts with Inclusive Services Institute Cohort member Rene Bue for inclusive services consulting.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Services to Users with Special Needs (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support library efforts in serving special needs populations.

Rock County Senior Services, Rock County Sheriff's Department, Rock County ADRC, Rock-Walworth Head Start and the WI Center for the Blind and Visually Impaired.

If the system provided any continuing education programs in the report year on special needs topics, identify the topic(s) and speaker(s)

ALS Director Steven Platteter and Inclusive Services Consultant Rene Bue met with the Boards of the Beloit, Edgerton and Milton Public Libraries to discuss the "the Inclusive Services Assessment and Guide For Wisconsin Public Libraries." Rene Bue also discussed the "Assessment and Guide" with the staff of the Beloit Public Library.

Other Types of Libraries

☒ s. 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.

☒ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.

☒ The system has 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. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check system services provided to other types of libraries in the report year.

☒ Consultation	☐ Union list of serials	☐ Back-up reference services
☒ Continuing education / workshops	☒ Directory of libraries	☒ Newsletter
☒ ILL (Direct)	☒ Delivery services	☐ Technical services

Library Technology and Resource Sharing Plan

☒ s. 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 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.

☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

☒ s. 43.24(2)(l) 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 board after consultation with participating public libraries.

List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

Arrowhead maintains a public information coordinator to produce promotional information about library services, special programs, youth and adult ongoing programs, brochures, SHARE, computer classes and other activities in the libraries. The promotions included a radio announcements about library programs and services, news releases to local media, bookmarks, posters, brochures, and a booth at the Rock County Fair. This position provides service to all seven ALS member libraries and also included website design for five of the member libraries.

Administration

☒ The system did not expend more than 20 percent of the state aid received in the report year for administration.

	IX. 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 report year resource library contract.*

2019 marks the the second year of the Arrowhead Library System's largest collaboration to date, becoming a member of the SHARE Consortium. SHARE is a partnership of the Arrowhead, Lakeshores and Kenosha County Library Systems providing a shared catalog and ILS to 24 public libraries and one school district library. The new combined SHARE catalog and ILS features approximately 2,150,000 items and offers improved functionality for both patrons and library staff over Arrowhead's previous ILS consortium RockCat. Joining SHARE also opened ILS support and delivery collaboration possibilities for ALS. An ILS/IT agreement has been signed with Lakeshores Library System (LLS) bringing LLS' IT expertise to the ALS member libraries, it has also allowed for cooperative computer purchasing. With the signing of a network support agreement with LLS, all seven ALS member libraries were moved on to the LLS Wide Area Network (WAN). ALS has also benefited from a SHARE wide subscription to Lynda.com. The Arrowhead Library System is part of the WPLC buying pool collaboration. The amount each system funds as part of the WPLC buying pool collaboration shares the cost of a digital library platform, provides access to the entire multi-million dollar collection already in the digital library and purchased more than $1,150,000 worth of new content in 2019. In regard to Continuing Education, Arrowhead LS was involved with three collaborations. First ALS continued its contractual collaboration with the South Central Library System (SCLS). Secondly ALS also continued its membership in the SEWI CE consortium. Finally, The Arrowhead LS remained a cosponsor for the Wild Wisconsin Winter Web Conference and Trustee Training Week. These collaborations made available to ALS member library directors and staff a wealth of CE opportunities. These opportunities included face to face programs, webinars and in the case with SCLS, customized crisis prevention programming. As part of its early literacy/1000 Books before Kindergarten projects, Arrowhead continued two collaborations. The first collaboration, with the Bridges Library System, developed out of the LSTA project "Accessible Early Literacy" in 2016. ALS was looking for a 1000 Books before Kindergarten App the same time as Bridges was working to develop their 1000 Books App Version 2, which incorporated many of the features ALS was looking for. The collaboration was natural, and the ALS project funded the incorporation of Spanish into the App. When Arrowhead began its 1000 Books before Kindergarten project in 2014, it found many potential community partners in western Walworth County. This has led to discussions with the Lakeshores Library System. Lakeshores helped ALS automate its MailChimp based notification system which works with the 1000 Books patron database that ALS had developed.

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

Activity	Amount
1. SHARE Consortium with Lakeshores & Kenosha County Library Systems	50,000
2. ILS/network/IT support agreements with LLS	55,000
3. SHARE subscription to Lynda.com	9,571
4. WPLC/EContent buying pool	1,119,908
5. SCLS Continuing Education	1,000
6. SEWI CE Consortium	11,500
7. Winter Web Conference/Trustee week	4,500
8. 1000 Books before Kindergarten App with Bridges LS	7,850
9. 1000 Books before Kindergarten MailChimp automation with LLS	2,500
10.	
Cost Benefit Total	1,261,829

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures *Provide a summary of your public library system expenditures by system service program and fund source for the report year.*

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan *See note*				
1. ALS Technology	33,003	0	0	33,003
2. SHARE ILS & Support	0	0	165,459	165,459
3. Resource Contract (minus Overdrive Advantage)	35,000	0	0	35,000
4. Gale Courses, Lynda.com, Transparent Languages	21,725	0	0	21,725
5. Electronic Resources	30,000	0	76,163	106,163
Subprogram Total	119,728	0	241,622	361,350
Continuing Education and Consulting Service *See note*				
1. Continuing Education	16,516	0	0	16,516
2. Consulting	14,789	0	0	14,789
Subprogram Total	31,305	0	0	31,305
Delivery	80,427	0	6,103	86,530
Library Services to Special Users	16,312	0	2,000	18,312
Library Collection Development	14,949	0	0	14,949
Direct Payment to Members for Nonresident Access	14,527	0	1,025,967	1,040,494
Direct Nonresident Access Payments Across System Borders	14,527	0	72,691	87,218
Library Services to Youth	24,627	0	0	24,627
Public Information	102,673	0	0	102,673
Administration	25,535	0	1,500	27,035
Other System Programs				
1.	0	0	0	0
2.	0	0	0	0
3.	0	0	0	0
4.	0	0	0	0
Grand Totals	444,610	0	1,349,883	1,794,493
Estimated Expenditures for Technology-Related Services Provided by the System	84,728	0	241,622	326,350

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

1. Personnel Listing
   a. Employees Holding the Title of Librarian as of December 31 of the report year. *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Steven	Platteter	Director	☒	$63,972	40.00
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		

   b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
Public Information Coordinator	$47,797	40.00			
Office & ILL Manager	$39,508	36.00			
Driver	$10,405	15.00			
Driver	$8,090	15.00			
Driver	$8,674	8.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian			b. All Other Paid Staff *FTE incl. maintenance, plant operation, and security*	c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*
i. Master's Degree from an ALA Accredited Program *FTE*	ii. Other Persons Holding the Title of Librarian *FTE*	Subtotal		
1.00	0.00	1.00	2.85	3.85

XII. SYSTEM MEMBERSHIP
Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). *A check indicates that all members have indicated compliance with the requirement.*

☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [s. 43.15(4)(c)1]

☒ The public library members are authorized by the municipal governing board to participate in the public library system. [s. 43.15(4)(c)3]

☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [s. 43.15(4)(c)4]

☒ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]

☒ All counties participating in the system have entered into written agreements with the system as required under [s. 43.15(4)(b)3]

☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under s. 43.11(3) and s. 43.13(1). [s. 43.15(4)(b)1]. *On the membership listing to be attached to this report, indicate the year of the last plan revision.*

☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [s. 43.15(4)(c)7]

☒ Each public library member, beginning in 2008, annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

☒ Library system board is constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b).

☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [s. 43.17(4)]

☒ Library system is organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems.

S. 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.

☒ (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.

☒ (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.

☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

☒ (e) Inservice training for participating public library personnel and trustees.

☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

☒ (g) Service agreements with all adjacent library systems.

☒ (h) Professional consultant services to participating public libraries.

☒ (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.

☒ (k) Promotion and facilitation of library service to users with special needs.

☒ (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.

☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director	Name of Public Library System Director	Date Signed
➤	Steven T. Platteter	
Signature of Public Library System Board President	Name of Public Library System Board President	Date Signed
➤	Richard Bostwick	

__1. Books in Print (end of year total)
   2084 large print and 59 professional collection books--2020-01-23
3. Video Materials
   No items added or deleted.--2020-01-23
4. System Licensed Electronic Collections (number available to members)
   ALS subscriptions to Hoopla, Gale Courses, Lynda.com, Transparent Languages and Novelist.--2020-01-23

1. Total Annual Circulation
   The Arrowhead Library System book collection is mainly large print materials for nursing home outreach. While only seven items "circulated" in 2019, 3225 items were loaned out, in bulk collections, to Rock County nursing homes.--2020-01-24
2a. Items Loaned (provided to)
   Apart from its book and video collections, ALS loaned 93 stand-ups, 1 huge stuffed bear and 39 makerspace items to member libraries. ALS also handled 2112 clearinghouse requests; 1999 from member libraries, 68 from affiliate members and 45 from non-ALS members.--2020-01-23
   a. Uses of E-Books By Users of Your System
   68,674 Overdrive, 11,150 Hoopla--2020-01-23
   b. Uses of E-Audio by Users of Your System
   57,023 Overdrive, 23,086 Hoopla--2020-01-23
   c. Uses of E-Video by Users of Your System
   143 Overdrive, 4,904 Hoopla--2020-01-23

Amount
   Includes $1,098,657 for library service and $1,500 for ALS Board per diems.--2020-01-24
Amount
   Reimbursement for ALS circulation to Walworth Co. residents without libraries. Funds pass through ALS to member libraries: $1,230.39 - Beloit, $2,385.92 - Clinton, $91.14 - Edgerton, $20,174.49 - Hedburg, $432.92 - Milton.--2020-01-24
Amount
   Includes SHARE & SHARE support, Econtent buying pool and member libraries share of HOOPLA.--2020-01-24

System Collection - Print: System State Aid
   Subscriptions, nursing home outreach, jail outreach.--2020-01-28
System Collection - Print: All Other
   Funds from the Rock County Sheriff's Department for jail books.--2020-01-28
System Collection - Electronic: System State Aid
   $5,000 from Resource Contract to cover ALS Overdrive Advantage account. $25,000 toward HOOPLA content.--2020-01-28
System Collection - Electronic: All Other
   $29,863 - ALS member libraries' contribution to Digital Buying pool. $46,300 - ALS member libraries contribution for HOOPLA content, ALS provides an additional $25,000.--2020-01-28
System Contracts: System State Aid
   Resource contract with Hedberg PL $40,000 minus $5000 for ALS Overdrive Advantage program in 3b System Collection Electronic Materials. 10,000 for YS consulting contract with Beloit PL. $19,980 Koene Courier Services - delivery run from ALS sorting hub to LLS sorting hub in Elkhorn. $200 to LLS for web hosting.--2020-01-28
System Contracts: All Other
   Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County $24,819, Green County $32,180, Dane County $12,875 and Walworth County $2,816. $83,000 to LLS for SHARE/IT support agreement from member libraries automation fees.--2020-01-28
System Payments to Libraries: System State Aid
   ILL postage related payments: $20 to the Milton Public Library. CE Scholarships: $200 to the Orfordville Public Library.--2020-01-28
System Payments to Libraries: All Other
   Rock County Payment to ALS member libraries for reimbursable township circulation.--2020-01-28
Other Operating: All Other
   Funds from affiliate members for delivery related expenditures. Funds from non-e-collection/contract automation expenditures and Rock County funds for ALS Board per diems.--2020-01-28

Amount
   Rock County: $1,025,967. Dane County: $12,875, Green County: $32,180. Jefferson County: $24,819. Walworth County: $2,816.--2020-01-28

Had regular courier or van delivery service
   The ALS van provides five day a week delivery to ALS member libraries. ALS contracts with Koene Courier Service, Madison, to provide a five day a week delivery run between the ALS sorting hub in Milton and the LLS sorting hub in Elkhorn.--2020-01-29

Program 3 System Aid
   Resource Contract with Hedberg Public Library, $40,000 minus $5,000 reported in Electronic Resources: $35,000.--2020-01-29
Program 4 System Aid
   Gale Courses: $15337, Lynda.com: $5427 and Transparent Languages: $961.--2020-01-29

[1], 2064 large print and 59 professional collection books (*0-2019-01-29*)

[2], No video items added or deleted. (*0-2019-01-29*)

[3], ALS subscriptions to Hoopla, Gale Courses and Lynda.com (*0-2019-01-29*)

[4], The Arrowhead Library System book collection is mainly large print materials for nursing home outreach. While no items "circulated" in 2018, 3225 items were loaned out, in bulk collections, to Rock County nursing homes. (*0-2019-01-29*)

[5], Apart from its book and video collections, ALS loaned 43 stand-ups, 1 huge stuffed bear and 42 makerspace items to member libraries. ALS also handled 1676 clearinghouse requests, 1640 from member libraries, 11 from affiliate member libraries and 25 from non-ALS libraries. Membership in SHARE is responsible for the decline in non-ALS requests. (*0-2019-01-29*)

[6], 65,651 Overdrive, 8,230 Hoopla (*0-2019-01-31*)

[7], 49310 Overdrive, 15,920 Hoopla (*0-2019-01-31*)

[8], 247 Overdrive, 4337 Hoopla (*0-2019-01-31*)

[9], Gale Courses & Lynda.com (*0-2019-01-31*)

[10], Includes $1,067,709 for library service and $1,500 for ALS Board per diems (*0-2019-01-31*)

[11], Reimbursement for ALS circulation to Walworth Co. residents without libraries. Funds pass through ALS to member libraries: $2,060 - Beloit, $491 - Clinton, $18 - Eager Free, $867 - Edgerton, $20,110 - Hedburg, $711 - Milton. (*0-2019-01-31*)

[12], Includes SHARE, Econtent buying pool and member libraries share of HOOPLA. (*0-2019-01-31*)

[13], Subscriptions, nursing home outreach, jail outreach. (*0-2019-01-31*)

[14], Funds from the Rock County Sheriff's Department for jail books. (*0-2019-01-31*)

[15], $5,000 from Resource Contract to cover ALS Overdrive Advantage account. $25,000 toward HOOPLA content. (*0-2019-02-04*)

[16], $30,109 - ALS member libraries' contribution to Digital Buying pool. $19,171 - ALS member libraries contribution for HOOPLA content, ALS provides an additional $25,000. (*0-2019-01-31*)

[17], Resource contract with Hedberg PL $40,000 minus $5000 for ALS Overdrive Advantage program in 3b System Collection Electronic Materials. 10,000 for YS consulting contract with

Beloit PL. $6,660 Koene Courier Services - delivery run from ALS sorting hub to LLS sorting hub in Elkhorn. (*0-2019-01-31*)

[18], Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County $18,214, Green County $28,100, Dane County $15,334 and Walworth County $4,123. $83,000 to LLS for SHARE/IT support agreement from member libraries automation fees. (*0-2019-01-31*)

[19], ILL postage related payments: $30.74 to Eager Free Public Library (Evansville) and $8.55 to the Milton Public Library. CE Scholarships: $200 to the Eager Free Public Library, 378.76 to the Edgerton Public Library (*0-2019-01-31*)

[20], Rock County Payment to ALS member libraries for reimbursable township circulation. (*0-2019-01-31*)

[21], Funds from affiliate members for delivery related expenditures. Funds from non-e-collection/contract automation expenditures and Rock County funds for ALS Board per diems. (*0-2019-01-31*)

[22], Rock County: $1,001,938. Dane County: $15,334, Green County: $28,100. Jefferson County: $18,214. Walworth County: $4,123. (*0-2019-01-31*)

[23], The ALS van provides five day a week delivery to ALS member libraries. ALS contracts with Koene Courier Service, Madison, to provide a five day a week delivery run between the ALS sorting hub in Milton and the LLS sorting hub in Elkhorn. (*0-2019-01-31*)

[24], Resource Contract with Hedberg Public Library, $40,000 minus $5,000 reported in Electronic Resources: $35,000. (*0-2019-02-01*)

[25], $5,000 from Resource Library Contract with Hedberg Public Library for ALS Overdrive advantage program. $25000 ALS contribution toward Hoopla subscription (*0-2019-02-01*)

[26], $30,109 - ALS member libraries' contribution to Digital Buying pool. $19,171 - ALS member libraries contribution for HOOPLA content, member libraries may separately added additional Hoopla content through direct invoicing from Midwest Tape. (*0-2019-02-01*)

[27], $6,103 from affiliate members for delivery service. (*0-2019-02-01*)

[28], The Rock County Sheriffs department provides $2000 for books for the Rock County Jail. (*0-2019-02-01*)

[29], Beloit $291,414. Clinton $34,118. Edgerton $68,629. Evansville $60,007. Janesville $432,056. Milton $85,266. Orfordville $30,446. (*0-2019-02-01*)

[30], Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County $18,214, Green County $28,100, Dane County $15,334 and Walworth County $4,123. (*0-2019-02-01*)

[31], Includes $10,000 to Beloit Public Library per Youth Services Consulting Contract. (*0-2019-02-01*)

[32], Includes both Public Information consulting and Public Information Services listed under VIII - Other Service Programs. (*0-2019-02-01*)

[33], ALS Board per Diem. (*0-2019-02-01*)

[34], ALS and Rock County have a County Library Plan. Because ALS is considered a county department, each year as part of the annual county budget cycle, ALS submits a budget request to Rock County to reimburse both Rock County and adjacent county libraries for Rock County township and village of Footville circulation. Also submitted to Rock County each year as part of the ALS budget request is the Arrowhead Library System Charter which details system services. The Charter is annually approved by the ALS Board of Trustees and the Rock County Board of Supervisors and is an annually updated appendix of the County Library Plan. The 2018 ALS Charter is attached. (*0-2019-02-01*)

2019 Public Library System Annual Report Addenda
Section VIII. Library System Evaluation and Certification of Compliance

System

Arrowhead Library System

Resource Library Agreement
Other agreements

Reference Referral and Interlibrary Loan
Other reference referral and interlibrary loan services

Comments

Joining the SHARE Consortium has changed the dynamics of interlibrary loan for the Arrowhead Library System. While the amount of WISCAT generated ILL has decreased, the amount of hold generated loans has increased considerably. In 2019 465,000 items passed through the ALS sorting hub either coming from LLS & KCLS to ALS member libraries or heading to LLS & KCLS from ALS member libraries to fill holds.

Inservice Training
Other inservice training or professional consultant services

Comments

ALS contracts with the Beloit Public Library for youth services consulting and also contracts with Inclusive Services Institute Cohort member Rene Bue for inclusive services consulting.

Delivery and Communication
Other delivery and communication services

Comments

Five day delivery is provided for all ALS member libraries. In addition the delivery van goes to Beloit College, Beloit Schools, Evansville Schools, Parkview Schools and the WI Center for the Blind and Visually Impaired. ALS pays for state-wide delivery service 4 days per week.To facilitate SHARE-wide delivery. ALS also contracts with Koene Courier Service, Madison, to provide a five day a week delivery run between the ALS sorting hub in Milton and the LLS sorting hub in Elkhorn. The Arrowhead Newsletter, now "The Monthly Memo", is highly regarded, both locally and statewide. Beside the newsletter, the ALS public information coordinator also prepared radio announcements, newspaper and shopper news releases about programs in the member libraries, brochures, flyers, newsletters, and other promotional materials.

Service Agreements
Other service agreements

Comments

Services to Users with Special Needs
Summary of significant specific services or initiatives in special needs

The system receives $2000 from the Rock County Sheriff's department to purchase paperback books for the Rock County Jail. ALS maintains a collection of large type and special interest books for nursing, assisted living and senior centers through out Rock County. These, and similar materials from Hedberg Public Library, are delivered through the ALS delivery system. All seven of

the ALS member libraries have service desk hearing loops installed at their circulation desks. Hedberg, Beloit and Edgerton Public Libraries also have meeting/program room hearling loop systems. Both hearling loop projects were funded by LSTA grants in 2014 and 2015. The Wisconsin Center for the Blind and Visually Impaired is an ALS affiliate member and receives materials through the ALS delivery system. Arrowhead also contracts with Inclusive Services Institute Cohort member Rene Bue for inclusive services consulting.

Agency(ies) with which the system had the most contact

Rock County Senior Services, Rock County Sheriff's Department, Rock County ADRC, Rock-Walworth Head Start and the WI Center for the Blind and Visually Impaired.

Continuing education about special needs *Topics and speakers*

ALS Director Steven Platteter and Inclusive Services Consultant Rene Bue met with the Boards of the Beloit, Edgerton and Milton Public Libraries to discuss the "the Inclusive Services Assessment and Guide For Wisconsin Public Libraries." Rene Bue also discussed the "Assessment and Guide" with the staff of the Beloit Public Library.

Comments

Starting in 2018 ALS provided a $1000 match to the funds already provided by the Rock County Sheriff's Department for books to the Rock County Jail. The additional funds were used to purchase Alcoholics and Narcotics Anonymous materials for inmates. In 2019, ALS started to contract with Inclusive Services Institute Cohort member Rene Bue for inclusive services consulting.

Other Types of Libraries

Other system services to other types of libraries

Other Comments

Other Service Programs

Other service programs List and evaluate

Arrowhead maintains a public information coordinator to produce promotional information about library services, special programs, youth and adult ongoing programs, brochures, SHARE, computer classes and other activities in the libraries. The promotions included a radio announcements about library programs and services, news releases to local media, bookmarks, posters, brochures, and a booth at the Rock County Fair. This position provides service to all seven ALS member libraries and also included website design for five of the member libraries.