

ARROWHEAD LIBRARY SYSTEM  
Board Meeting  
Milton Public Library  
430 E High St.  
Milton, WI  
Monday November 12, 2018  
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. 2018/19 Budget
  - c. Public Library System Redesign Project
  - d. Librarians' Report – Sarah Strunz
7. New Business
  - a. Approval of the 2019 Affiliate Contracts
  - b. Approval of the 2019 Youth Services Consulting Agreement with the Beloit Public Library
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](http://www.co.rock.wi.us) on 11/8/2018.

Anita Schultz – Arrowhead Library System

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0021-17000	PREPAID BUDGET I	09/17/2018	DEPARTMENT OF PUBLIC INSTRUCTI	200.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	5,753.00	0.00	200.00	(5,953.00)
00-0000-0021-23990	DUE OTHER LIBR.				
		10/15/2018	BELOIT PUBLIC LIBRARY	1,030.05	
		10/15/2018	CLINTON PUBLIC LIBRARY	245.89	
		10/15/2018	EAGER FREE PUBLIC LIBRARY	9.16	
		10/15/2018	EDGERTON PUBLIC LIBRARY	433.38	
		10/15/2018	HEDBERG PUBLIC LIBRARY	10,054.81	
		10/15/2018	MILTON PUBLIC LIBRARY	355.56	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(12,129.55)	0.00	12,128.65	0.90
<b>STL-LIBRARY PROG TOTAL</b>				<b>12,328.65</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$12,328.65**  
 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 \_\_\_\_\_

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt		
51-5000-0000-62119	OTHER SERVICES	10/17/2018	SOUTH CENTRAL LIBRARY SYSTEM		6,747.00	
		10/01/2018	TECHMAX BUSINESS SOLUTIONS LLC		1,161.50	
		08/01/2018	KOENE COURIER SERVICE LLC		1,665.00	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	150,158.00	97,538.50	0.00	9,573.50	43,046.00	
51-5000-0000-62410	R & M-VEHICLES	10/02/2018	BURTNESS CHEVROLET INC		441.66	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		9,000.00	7,411.11	0.00	441.66	1,147.23
51-5000-0000-63101	POSTAGE	09/29/2018	ARROWHEAD LIBRARY PETTY CASH		24.87	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,000.00	177.90	0.00	24.87	797.23
51-5000-0000-63104	PRNT & DUPLICATI	10/01/2018	DIMAX OFFICE SOLUTIONS INC		178.00	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		5,000.00	2,902.89	0.00	178.00	1,919.11
51-5000-0000-63200	PUBL/SUBCR/DUES	10/16/2018	VOICE OF YOUTH ADVOCATES		62.00	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,500.00	861.99	0.00	62.00	576.01
51-5000-0000-64201	CONVENTION EXP	10/16/2018	PLATTETER,STEVE		95.00	
		10/12/2018	ANDERSON,TOVAH		95.00	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		4,000.00	1,017.55	0.00	190.00	2,792.45
51-5000-0000-64904	SUNDRY EXPENSE	10/16/2018	ARROWHEAD LIBRARY PETTY CASH		22.98	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,000.00	171.33	0.00	22.98	805.69
51-5000-0000-65321	BLDG/OFC LEASE	12/01/2018	CITY OF MILTON		1,166.67	
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		14,000.00	12,833.37	0.00	1,166.67	(0.04)
<b>ARROWHEAD LIBRARY PROG TOTAL</b>				<b>11,659.68</b>		

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$11,659.68**

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

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- 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 \_\_\_\_\_

<u>Account Number</u>	<u>Account Name</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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**REPORT COMPLETE!**

For Job Numbers: 1807167

## Rock County - Production Budget to Actual Figures

Fiscal Year: 2018

As of: 10/30/2018

Budget: RV

Org Key      Title  
515000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	STATE AID	453,212.00	453,212.00	0.00	0.00
44120	MISC. FEES	6,103.00	6,103.25	0.00	0.25
45504	INTERGOVT.CHGS-OTHER LIBRARIES	212,764.00	213,564.00	0.00	800.00
46000	CONTRIBUTIONS	2,000.00	0.00	0.00	(2,000.00)
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
	<b>Total Revenue</b>	<b>694,079.00</b>	<b>672,879.25</b>	<b>0.00</b>	<b>(\$21,199.75)</b>
<b>EXPENSE</b>					
61100	REGULAR WAGES	174,669.00	136,325.63	0.00	38,343.37
61300	PER DIEMS	1,500.00	1,276.05	0.00	223.95
61400	FICA	13,363.00	10,495.27	0.00	2,867.73
61510	RETIREMENT-EMPLOYERS	11,703.00	8,167.49	0.00	3,535.51
61610	HEALTH INSURANCE	41,000.00	34,166.70	0.00	6,833.30
61620	DENTAL INSURANCE	1,513.00	1,296.90	0.00	216.10
61630	LIFE INSURANCE	180.00	91.40	0.00	88.60
62119	OTHER CONTRACTED SERVICES	150,158.00	97,538.50	0.00	52,619.50
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	994.00	0.00	1,006.00
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	7,411.11	0.00	1,588.89
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	815.13	0.00	684.87
63101	POSTAGE	1,000.00	177.90	0.00	822.10
63104	PRINTING & DUPLICATION	5,000.00	2,902.89	0.00	2,097.11
63108	PUBLIC INFORMATION	5,000.00	2,052.09	0.00	2,947.91
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	861.99	0.00	638.01
63300	TRAVEL	3,000.00	1,599.56	0.00	1,400.44
64200	TRAINING EXPENSE	4,000.00	1,469.25	0.00	2,540.75
64201	CONVENTION EXPENSE	4,000.00	1,017.55	0.00	2,982.45
64214	ILS COSTS	194,393.00	191,147.42	0.00	3,245.58
64303	EXTENSION MATERIALS	3,000.00	260.53	0.00	2,739.47
64306	RESOURCE LIBRARIES	40,000.00	40,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	1,001,938.00	1,001,937.87	0.00	0.13
64309	INTERSYSTEM AGREEMENT	65,771.00	65,770.54	0.00	0.46
64904	SUNDRY EXPENSE	1,000.00	171.33	0.00	828.67
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	2,723.00	0.00	2,277.00
65321	BUILDING/OFFICE LEASE	14,000.00	12,833.37	0.00	1,166.63
67199	MISC EQUIPMENT	6,500.00	57.09	0.00	6,442.91
	<b>Total Expense</b>	<b>1,763,288.00</b>	<b>1,624,750.56</b>	<b>0.00</b>	<b>138,537.44</b>
	<b>County Share (Revenue - Expense)</b>	<b>(1,069,209.00)</b>	<b>(951,871.31)</b>	<b>0.00</b>	<b>(117,337.69)</b>
	<b>Grand Total Revenue</b>	<b>694,079.00</b>	<b>672,879.25</b>	<b>0.00</b>	<b>(21,199.75)</b>

**Rock County - Production  
Budget to Actual Figures**

Fiscal Year: 2018

As of: 10/30/2018

Budget: RV

Org Key      Title  
515000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	<u>1,763,288.00</u>	<u>1,624,750.56</u>	<u>0.00</u>	<u>138,537.44</u>
	Grand Totals County Share	<u>(1,069,209.00)</u>	<u>(951,871.31)</u>	<u>0.00</u>	<u>(117,337.69)</u>

**Agreement Between the Arrowhead Library System  
and Affiliate Libraries  
January to December 2019**

The Arrowhead Library System (hereafter abbreviated as ALS) and \_\_\_\_\_,  
which is governed by the \_\_\_\_\_, enter into this agreement for the **calendar year 2019.**

**DEFINITIONS**

For the purpose of this agreement:

1. **Arrowhead Library System Board** is the body established by the Rock County Board of Supervisors in accordance with Wisconsin Statutes section 43.19.
2. **Arrowhead Library System (ALS)** is the organization operating under the ALS Board in accordance with Wisconsin Statutes Sections 43.13 through 43.64.
3. **Affiliate library** is an academic library, public school library media center, private school library, state institution library, library of the Vocational, Technical and Adult Education system, or special library operated by a parent institution whose territory lies within Rock County, which accepts the responsibilities outlined in the Affiliate Library Agreement.

**AGREEMENT**

1. The ALS Board agrees that ALS shall:
  - a) Support and facilitate an efficient and effective interlibrary loan network which provides non-public libraries with direct access to resources at ALS participating libraries and access through the ALS Clearinghouse to the Wisconsin Interlibrary Loan Network.
  - b) Provide reference and referral services from ALS's resource library.
  - c) Reimburse libraries for interlibrary loan on a net lending basis.
  - d) Coordinate the ALS Interlibrary Loan Network.
  - e) Provide regular van delivery service within ALS and connection to the state's intersystem delivery network.
  - f) Provide regular communications through ALS's publication the *Monday Memo* and through publication of an annual *Directory of ALS Libraries*.
  - g) Coordinate the INFOPASS program.
  - h) Provide opportunities for affiliate library input into the ALS decision-making process.
  - i) Provide opportunities for affiliate libraries to attend ALS continuing education workshops.
  - j) Provide access to the ALS Professional Collection.



2. In return, the \_\_\_\_\_ agrees to:
- a) Enter and maintain the library's bibliographic records and holdings into statewide databases and other tools maintained by ALS for the purpose of resource sharing.
  - b) Lend, without charge, and borrow non-proprietary materials according to the Wisconsin Interlibrary Loan Guidelines of the Division for Library Services and the ALS Area Interlibrary Loan Plan and written procedures.
  - c) Participate in the ALS's INFOPASS program.
  - d) Receive materials from patrons who have borrowed these materials from other ALS libraries and hold for pickup by ALS so that they can be returned to the library of origin.
  - e) Use all reasonable efforts to retrieve materials borrowed by its clientele through interlibrary loan and INFOPASS, and to reimburse the loaning library if the materials are not returned or are damaged.
  - f) Maintain and provide ALS with accurate records and statistics necessary to plan and evaluate ALS services.
  - g) Comply with current ALS policies and procedures.
  - h) Reimburse ALS for services provided according to the Addendum attached to this Agreement.

#### **MODIFICATIONS**

This agreement shall be subject to modifications as mutually agreed upon by ALS and the affiliate member library.

#### **PAYMENT FOR SERVICES**

Payment shall be made in the amount and according to the dates specified in the Addendum attached to this Agreement.

**EFFECTIVE DATES AND RENEWAL**

The services called for in this agreement and addendum shall be made available by ALS effective January 1, 2019 and shall continue in force until the end of the calendar year. Renewal or revision of this agreement for 2020 shall take place during November 2019.

**Arrowhead Library System Board**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
System Director

\_\_\_\_\_  
Date

**Affiliate Library**

Library Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized  
Executive Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

**ADDENDUM  
AFFILIATE LIBRARY AGREEMENT  
2019**

Library: \_\_\_\_\_

**VAN DELIVERY SERVICE**

Numbers of delivery stops per week: \_\_\_\_\_

Delivery should be suspended the following weeks: \_\_\_\_\_

Total number of delivery stops: \_\_\_\_\_

Cost for van delivery service during 2019: \$\_\_\_\_\_.

**INTERLIBRARY LOAN NETWORK & OTHER SERVICES:**

Total cost for 2019:

**GRAND TOTAL FOR 2019:** \$\_\_\_\_\_.

**PAYMENT SCHEDULE**

Invoices will be issued: **January 2, 2019**

## **2019 Consulting Agreement for a Youth Services Consultant for the Arrowhead Library System**

This contract is between the Arrowhead Library System (Client) and Beloit Public Library (BPL) who will provide a Youth Services Consultant (Consultant) for the Arrowhead Library System. The consultant will be providing services to the client as a Youth Services Consultant as described in the Scope of the Agreement as outlined below. The Beloit Public Library will be the fiscal agent for this agreement

### Qualifications

- A. Both The Client and BPL must mutually agree upon the person serving as Consultant.
- B. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide services to the Client.
- C. The Consultant is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

### Scope of the Agreement

The consultant agrees to:

- Serve as the Youth Services Consultant for the Arrowhead Library System for the agreed upon term.
- Advise member libraries about early childhood development programs such as Growing a Reader, as well as other state and national initiatives.
- Work to form collaborative opportunities with schools and libraries throughout the Arrowhead Library System and neighboring counties.
- Advise member libraries about the benefits of early childhood and young adult literacy, and share information regarding recent literacy research efforts.
- Provide consulting support for programs that support youth with special needs.
- Provide consulting support for the summer library program.
- Represent the Arrowhead Library System in a professional manner at state and regional meetings of Youth Services Consultants. All travel out of the county must be preapproved by the client. Mileage, to be paid by client, will be reimbursed at the IRS rate.
- Regularly attend the meetings of the Librarian's group and the Children's Librarians group.
- Identify, and in consultation with the Arrowhead Library System, apply for grant opportunities that will help develop youth services initiatives.

### Time Frame

The term of this contract is from January 1, 2019 through December 31, 2019. A renewal contract should be signed by both parties by December 31 of each year.

Fee for Services

The parties involved agree that the fee for services provided by the consultant, as outlined in the Scope of the Agreement, shall be at a rate of \$35 per hour for an annual total of no greater than 285 hours.

Payment Schedule

A lump sum payment in the amount of \$10,000 will be made to the fiscal agent (BPL) by February 15<sup>th</sup> of each year the contract is in effect.

Modifications of Contract

No modifications of the contract will be effective unless it is in writing and is signed by both parties. This contract binds and benefits both parties and any successors. This document, including any attachments, is the entire agreement between the parties. This contract is governed by the laws of the State of Wisconsin.

Arrowhead Library System

Arrowhead Library System

\_\_\_\_\_  
Board President                      Date

\_\_\_\_\_  
System Director                      Date

Beloit Public Library

\_\_\_\_\_  
Library Director                      Date

### Standard Terms and Conditions

The following terms are incorporated into any Agreement between the Arrowhead Library System (Client) and Beloit Public Library as identified in the Agreement.

1. Execution and Delivery. If the Agreement is executed by Beloit Public Library and returned to the Client more than thirty-days (30) after its execution by the Client, the Client reserves the right to reconsider the Agreement.
2. Time-based Fees. The fees specified in the Agreement are based on the time projected to complete the specified contracted services. It is anticipated that the projected time will be adequate. If additional time should be required to complete the services, Beloit Public Library reserves the right to propose revising the attached Agreement, provided, however, that no such revision shall become effective without the prior approval of the Client. Any changes requested by the Client from the services specified in the Agreement shall be subject to additional fees to be negotiated between the Client and Beloit Public Library.
3. Terms of Payment. Unless specifically provided otherwise in the Agreement, a lump sum payment will be made to the fiscal agent by February 15<sup>th</sup> of each year the contract is in effect.
4. Termination or Suspension. The Agreement is subject to cancellation or suspension by either party upon thirty (30) days' written notice. In the event of cancellation, the Client will continue to be responsible for all fees and actual expenses incurred under the Agreement for 30 days following the receipt by either party of such notice. Any remaining balance from the lump sum payment will be returned to the Client no later than 45 days from the final agreement date of service.
5. Services of Client Personnel. The Client will make available at its expense the project-related services of any employees or representatives of the Client provided for in the Agreement.
6. Ownership of Personal Notes and Study Questionnaires. The Consultant reserves the right of ownership of all confidential notes created during the term of this agreement. They will not be shared with the Client in their original form.
7. Liability. The Consultant will perform services under the Agreement in accordance with prevailing standards of quality and professionalism in the youth services consulting field. The Consultant does not guarantee the success of youth services programming efforts.
8. Consultant as Beloit Public Library Employee. The Consultant is rendering services under the Agreement as an employee of Beloit Public Library and not as an agent or employee of the Client. The Consultant is not eligible for any personnel benefits of the Client.
9. Force Majeure. The Consultant's performance under the Agreement will be excused without liability when prevented by strike, act of God, governmental action, accident or any other condition beyond its reasonable control.
10. Indemnity. Beloit Public Library and the Consultant will indemnify, defend and hold harmless the Client, Client's officers, directors, employees, representatives, volunteers, and clients for claims, losses, damages, costs and expenses including attorney and expert fees and court costs arising out of, or in connection with, the negligent acts or omissions or willful misconduct of the Consultant, the Consultants' employees or representatives or any other party for whom the Consultant is responsible.