

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

GoToMeeting

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

in a browser

or to join by phone, dial:

[+1 \(872\) 240-3311](tel:+18722403311) Access Code: 710-683-725

Wednesday September 23, 2020

6:00 pm

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. 2020/21 Budget
 - c. Public Library System Redesign Project
 - d. Librarians’ Report – Sarah Strunz
 - e. ALS Covid-19 Update
7. New Business
 - a. Approval of the 2021 ALS System Plan
 - b. 2021 Exemption from county library tax letters
 - c. Approval of the 2021 Continuing Education Agreement with South Central Library System
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 9/17/2020.

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

August 12, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:03 p.m. Present were Stephanie Aegerter, Adam Dinnes, Jose Carrillo, Maribeth Miller, Eloise Eager, Sarah Strunz and Steven Platteter. Also present was Jim Novy, Lakeshores Library System IT Manager, who ran the remote part of the meeting.

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

The July 2020 minutes were moved approved by Maribeth Miller. Adam Dinnes seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Maribeth Miller with Adam Dinnes seconding. The motion carried unanimously.

Citizen participation, communication, or announcements

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that circ for the ALS member libraries was up over 68,000 for July.

b. 2020/21 Budget: Platteter discussed his 2021 budget request, which has been submitted to the County

c. Public Library System Redesign Project: Platteter mentioned that SHARE has a spot on the PLSR Delivery Advisory Team.

d. Librarians' Report:

New Business

a. ALS Covid-19 Update: Platteter discussed what is happening with ALS and its member libraries regarding the Covid-19 situation.

b. 2021 Staff Wages: Jose Carrillo moved to approve a 1% staff wage increase for 2021 as recommended by the ALS Budget Committee. Maribeth Miller seconded, and the motion carried unanimously.

b. ALS Strategic Plan: The Board discussed the draft plan. Maribeth Miller moved to approve the Plan with Adam Dinnes seconding. The motion carried unanimously.

c. Approval of the 2021 Intersystem Agreement with Lakeshores Library System: Adam Dinnes moved to approve the 2021 Intersystem agreement with LLS, Eloise Eager seconded, and the motion carried unanimously.

d. REMINDER- 2020 Trustee Training Week: Platteter discussed the series of training webinars.

Communications:

Jose Carrillo moved to adjourn. Maribeth Miller seconded, and the motion carried unanimously. The meeting ended at 6:29 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

| Account Number | Account Name | Inv Date | Vendor Name | Inv/Enc Amt | | |
|--|----------------|------------|------------------------------|------------------|-----------------|--|
| 51-5000-0000-62119 | Other Services | 08/14/2020 | BUE,RENE | | 77.44 | |
| | | 07/28/2020 | WILS | | 4,550.00 | |
| | | 07/31/2020 | KOENE COURIER SERVICE LLC | | 5,330.00 | |
| | | | | | | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 258,933.00 | 212,647.57 | 0.00 | 9,957.44 | 36,327.99 | |
| 51-5000-0000-62410 | R&M-Vehicles | 08/14/2020 | BURTNES CHEVROLET INC | | 361.23 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 10,000.00 | 2,926.27 | 0.00 | 361.23 | 6,712.50 | |
| 51-5000-0000-63101 | Postage | 08/05/2020 | ARROWHEAD LIBRARY PETTY CASH | | 11.20 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 1,000.00 | 94.40 | 0.00 | 11.20 | 894.40 | |
| 51-5000-0000-63200 | Pubs/Subs/Dues | 09/03/2020 | LIBRARY JOURNAL | | 157.99 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 1,500.00 | 976.50 | 0.00 | 157.99 | 365.51 | |
| 51-5000-0000-64309 | Instersystem | 08/11/2020 | LAKESHORES LIBRARY SYSTEM | | 2,353.50 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 73,534.00 | 71,180.66 | 0.00 | 2,353.50 | (0.16) | |
| 51-5000-0000-64904 | Sundry Expense | 08/27/2020 | ARROWHEAD LIBRARY PETTY CASH | | 3.99 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 1,000.00 | 39.32 | 0.00 | 3.99 | 956.69 | |
| 51-5000-0000-65321 | Building Lease | 10/01/2020 | CITY OF MILTON | | 1,166.67 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance | |
| | 14,000.00 | 12,512.03 | 0.00 | 1,166.67 | 321.30 | |
| Arrowhead Library System PROG TOTAL | | | | 14,012.02 | | |

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

I have examined the preceding bills and encumbrances in the total amount of **\$14,012.02**

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 _____

| <u>Account Number</u> | <u>Account Name</u> | <u>Inv Date</u> | <u>Vendor Name</u> | <u>Inv/Enc Amt</u> |
|-----------------------|---------------------|-----------------|--------------------|--------------------|
|-----------------------|---------------------|-----------------|--------------------|--------------------|

REPORT COMPLETE!

For Job Numbers: 2091380

Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 09/15/2020

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 | 5,375.75 | 0.00 | (727.25) |
| 45504 | Intergov-Other Libraries | 250,654.00 | 252,644.68 | 0.00 | 1,990.68 |
| 46000 | Contributions | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 46400 | Fund Balance | 86,050.00 | 0.00 | 0.00 | (86,050.00) |
| | Total Revenue | 812,627.00 | 727,840.43 | 0.00 | (\$84,786.57) |
| EXPENSE | | | | | |
| 61100 | Regular Wages | 182,860.00 | 108,782.06 | 0.00 | 74,077.94 |
| 61300 | Per Diems | 1,800.00 | 954.46 | 0.00 | 845.54 |
| 61400 | FICA | 13,989.00 | 8,138.67 | 0.00 | 5,850.33 |
| 61510 | Retirement | 11,977.00 | 6,332.33 | 0.00 | 5,644.67 |
| 61610 | Health Insurance Premium | 51,048.00 | 33,947.23 | 0.00 | 17,100.77 |
| 61620 | Dental Insurance | 1,556.00 | 1,167.12 | 0.00 | 388.88 |
| 61630 | Life Insurance | 180.00 | 89.91 | 0.00 | 90.09 |
| 62119 | Other Contracted Services | 258,933.00 | 222,605.01 | 0.00 | 36,327.99 |
| 62130 | Audit Fees | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| 62210 | Telephone | 2,000.00 | 888.27 | 0.00 | 1,111.73 |
| 62410 | Repair & Maintenance-Vehicles | 10,000.00 | 3,287.50 | 0.00 | 6,712.50 |
| 62420 | Machinery/Equip R & M | 100.00 | 0.00 | 0.00 | 100.00 |
| 63100 | Office Supplies & Misc Expense | 1,500.00 | 700.78 | 0.00 | 799.22 |
| 63101 | Postage | 1,000.00 | 105.60 | 0.00 | 894.40 |
| 63104 | Printing & Duplicating | 5,000.00 | 3,298.47 | 0.00 | 1,701.53 |
| 63108 | Public Information | 5,000.00 | 911.30 | 0.00 | 4,088.70 |
| 63200 | Publications/Subscriptions/Due | 1,500.00 | 1,134.49 | 0.00 | 365.51 |
| 63300 | Travel | 3,000.00 | 404.31 | 0.00 | 2,595.69 |
| 64200 | Training Expense | 4,000.00 | 2,852.15 | 0.00 | 1,147.85 |
| 64201 | Convention Expense | 4,000.00 | 285.58 | 0.00 | 3,714.42 |
| 64214 | ILS Costs | 185,684.00 | 185,692.16 | 0.00 | (8.16) |
| 64303 | Extension Materials | 4,000.00 | 0.00 | 0.00 | 4,000.00 |
| 64306 | Resource Libraries | 40,000.00 | 40,000.00 | 0.00 | 0.00 |
| 64307 | Participating Libraries | 1,113,408.00 | 1,113,408.15 | 0.00 | (0.15) |
| 64309 | Intersystem Agreement | 73,534.00 | 73,534.16 | 0.00 | (0.16) |
| 64904 | Sundry Expense | 1,000.00 | 43.31 | 0.00 | 956.69 |
| 64918 | Marketing & Promotion | 300.00 | 0.00 | 0.00 | 300.00 |
| 65101 | Insurance on Buildings | 5,000.00 | 3,404.00 | 0.00 | 1,596.00 |
| 65321 | Building Lease | 14,000.00 | 13,678.70 | 0.00 | 321.30 |
| 67199 | Miscellaneous Equipment | 3,000.00 | 2,563.54 | 0.00 | 436.46 |
| | Total Expense | 2,001,369.00 | 1,828,209.26 | 0.00 | 173,159.74 |
| | County Share (Revenue - Expense) | (1,188,742.00) | (1,100,368.83) | 0.00 | (88,373.17) |
| | Grand Total Revenue | 812,627.00 | 727,840.43 | 0.00 | (84,786.57) |

Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 09/15/2020

Budget: RV

Org Key Title
515000000 Arrowhead Library System

| Object | Description | Budget | Actual | Encumbrance | Balance |
|--------|---------------------------|----------------|----------------|-------------|-------------|
| | Grand Total Expense | 2,001,369.00 | 1,828,209.26 | 0.00 | 173,159.74 |
| | Grand Totals County Share | (1,188,742.00) | (1,100,368.83) | 0.00 | (88,373.17) |



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

GENERAL INFORMATION

Library System

Arrowhead Library System

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

Going into 2021, the greatest challenge facing the Arrowhead Library System (ALS) is the ongoing COVID-19 pandemic. At the time of this writing, September 2020, all of the seven member libraries have realized reduced hours, capacity and programming which will most likely continue, along with curbside pick up, until an effective vaccine has been developed. Using a four-day quarantine, Arrowhead has been able to bring its delivery system back to full capacity. ALS has also expanded its online offerings which patrons can take advantage of from the safety of their homes.

The other great challenge facing Arrowhead is staffing. Through office reorganization and relocation, ALS was able to reverse the funding shortfalls the system faced earlier in the decade. While in 2012 ALS was running in the red, by 2017 Arrowhead had been able to restore a fund balance. Much of this was accomplished by office reorganization, however, this has come at a cost. Currently staffing is down to 3.85 FTEs which includes three part time delivery drivers. At the current level of State funding ALS has had to rely on contract work to provide certain services. For 2021, ILS support in SHARE will be handled with a support agreement with Lakeshores Library System (LLS). Besides ILS administration, the Arrowhead member libraries have been moved on to the LLS Wide Area Network with network administration and IT support that is also provided through an agreement with Lakeshores. Since 2016, Arrowhead has also relied on a contract consultant for youth services consulting. Currently, ALS is contracting with the Beloit Public Library to provide youth services consulting to ALS member libraries. Arrowhead has also contracted with Rene Bue for inclusive services consulting.

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 monthly librarian meetings are the principal place that the seven libraries have input into the system plan and services. Regularly on the agenda are the shared system, technology, budgets, ALS Board report and reports of activities in the member libraries. The Arrowhead Library System Board also meets monthly and participates in planning and reviewing programs offered by the system. Ex-officio members of the Board include the director of the Hedberg Public Library; the director of the Beloit Public library; and the director of one of the other five public libraries, who is elected by the librarians. As ex-officio Board members they are directly involved with the approval of the system plan.

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:

A committee of the ALS member library directors serves as the advisory committee for the Arrowhead Library System Board. Besides physical postings, meeting packets are also posted on the ALS website, <https://test.als.lib.wi.us/site/services-for-libraries-boards/library-directors-meeting/>. A member of the Librarians' Committee is elected to serve as an ex-officio member of the ALS Board and as part of the Board agenda reports to the Board monthly. Two other members of the Librarians' committee, the directors of the Hedberg Public Library and the Beloit Public Library also serve as ex-officio members of system Board. At its August 12th, 2020 meeting, the ALS Board approved the Arrowhead Library System Strategic Plan 2020 – 2023. The two main goals of the plan include “Strategically Supporting Member Libraries Through Crisis” and “Develop a System Merger Exploration Process.”

| | | |
|--|-------------------|--|
| | ASSURANCES | |
|--|-------------------|--|

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 2021. 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:

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:

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:

The Resource Library also provides staff to assist with reference questions and maintains records of these requests. Reports are made to the Arrowhead Library System on an annual basis by the resource library of these reference request statistics.

ALS, along with the Lakeshores and Kenosha County library systems, is a member of the SHARE consortium. SHARE provides a shared catalog and ILS to its members which facilitates the exchange of materials between the member libraries. ALS also assists member libraries with interlibrary loan through WISCAT

ALS also has both ILS support and Network/IT support agreements with the Lakeshores Library System (LLS) which facilitates ILS and technology support and enables IT cooperative purchasing. Currently both ALS and LLS member libraries are on the same Wide Area Network (WAN) which is administered by LLS.

To increase efficiency for resource sharing and delivery within SHARE, ALS initiated an RFID tagging project in 2020. The goal of the project was to RFID tag as many member library collections as possible by the end of first half of 2021. Library closures in the wake of the COVID-19 actually allowed for 90% of those collections being tagged by September of 2020. An added benefit of tagging the materials has been the ability of no hands sorting of materials, through the use of an automated sorter at the new SHARE sorting hub at Racine Public Library, greatly increasing the effectiveness of COVID-19 quarantine.

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

Primary focus will be with assisting member libraries during the COVID-19 crisis.

| | | |
|--|----------------------------|--|
| | ASSURANCES (cont'd) | |
|--|----------------------------|--|

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.

Arrowhead has set aside funding for inservice training. With only seven member libraries ALS has found collaborating with other systems to be a more efficient way to utilize budgeted funds. Currently ALS collaborates with the South Central Library System (SCLS) and is a member of the Southeastern Wisconsin Continuing Education (SEWI CE) consortium. Arrowhead is also a cosponsor of the "Wild Wisconsin Winter Web Conference" and "Trustee Training Week." In 2016, Arrowhead started offering scholarships to help library staff attend distant CE training activities

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

None

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

Arrowhead Library System Director, Steven Platteter (platteter.steve@als.lib.wi.us) is the inservice training/CE coordinator for ALS. ALS Youth Services consultant Jeni Schomber (jschomber@beloitlibrary.org) coordinates youth services related continuing education opportunities. Inclusive Services consultant Rene Bue (renebue@yahoo.com) has provided inclusive services training to member library staff and trustees.

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:**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.

ALS provides five day a week delivery to each of its member public libraries. For this service Arrowhead employs three part time drivers: Steven Fernan, Ron Oberle and Mike Willger. ALS pays for state-wide delivery service, through SCLS, 4 days per week. To facilitate resource sharing with other SHARE members, ALS provides a five day a week delivery run to the Lakeshores Library System delivery hub at Racine Public Library through a contract with Koene Courier Service. With the COVID-19 situation ALS advocates a four-day quarantine for all materials moving through its delivery system. In addition ALS provides delivery service to Beloit College, Blackhawk Technical College, Beloit Schools, Milton Schools, Evansville Schools and Parkview Schools as well as the Wisconsin School for the Blind and Visually Impaired. Due to COVID-19 closures, ALS delivery to affiliate members was limited in 2020.

ALS also provides email services for five of its seven member libraries. ALS also provides five email lists for use by member library staff. The Hedberg (Janesville) and Beloit Public Libraries maintain their own mail servers. The ALS electronic Newsletter, the "Monthly Memo," is not only highly regarded locally but also statewide.

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

In 2021, ALS will be offering a 50% discount to affiliate members due to COVID-19 closures.

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:

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:

ASSURANCES (cont'd)

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:

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:

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, 2021, 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:

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):

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

Arrowhead intends to continue and expand its technology collaborations with Lakeshores Library System in 2021.

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 Arrowhead Library System provides consulting in inclusive services, administration, public information and promotional materials, and certification. ALS Director, Steven Platteter, handles administration, some inclusive services, continuing education, certification and some technology consulting. Public Information Coordinator, Tovah Anderson is responsible for public relations consulting, the ALS newsletter "the Monthly Memo", some outreach and the creation of promotional materials. Office & ILL Manager, Anita Schultz specializes in interlibrary loan, jail and nursing home outreach, and the ALS delivery network. Youth Services consulting is handled by contract with the Beloit P L, currently BPL Head of Library Services, Jeni Schomber serves as the ALS Youth Services Consultant. Rene Bue also provides inclusive services consulting. General technology consulting is currently handled under an agreement with Lakeshores Library System.

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

Youth Services consulting will continue through contract with Beloit Public Library.

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:

ALS will continue its focus educating member libraries and their boards in regards to DPI's "The Inclusive Services Assessment and Guide For Wisconsin Public Libraries".

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.)

Arrowhead maintains a public information coordinator to produce promotional information about library services, special programs, youth and adult ongoing programs, brochures, website design, SHARE, computer classes and other activities in the libraries. The promotions include news releases to local media, bookmarks, posters, brochures, and a Library Day at the Rock County Fair. This position provides service to all seven ALS member libraries. Budget for this program is included in the Public Information line of the Annual Program Budget.

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 2020 system audit to the Division no later than September 30, 2021.
-

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 2021 resource library contract.*

2021 marks the the fourth 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 combined SHARE catalog features approximately 1,875,245 items and provides improved functionality, for both patrons and library staff, over Arrowhead's previous ILS, RockCat.

Joining SHARE also opened up other collaborative possibilities, ILS support and Network/IT support agreements with the Lakeshores Library System facilitates ILS and technology support and enables IT cooperative purchasing. Currently both ALS and LLS are on the same Wide Area Network (WAN) which is administered by LLS. Also in 2020 Arrowhead and Lakeshores continue to collaborate in a RFID project. To facilitate SHARE delivery, the two systems are also sharing the cost of the delivery run between the ALS delivery hub in Milton to the LLS hub in Racine.

The Arrowhead Library System is part of the WPLC E-Content 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 will purchase more than \$1,274,220 worth of new content in 2021.

In regards to Continuing Education, Arrowhead LS intends three collaborations. First ALS intends to continue its contractual collaboration with the South Central Library System (SCLS). Second ALS intends to continue its membership in the SEWI CE consortium. Finally The Arrowhead LS will remain a cosponsor for the Wild Wisconsin Winter Conference and Trustee Training Week. These collaborations makes available to ALS member library directors and staff a wealth of CE opportunities. These opportunities include virtual (due to COVID-19) programs, webinars and in the case with SCLS, customized crisis prevention programming.

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 Lakeshores Library System | \$60,000 |
| 3. RFID project with Lakeshores Library System | \$20,000 |
| 4. WPLC/Econtent Buying Pool | \$1,244,460 |
| 5. Continuing Ed agreement with South Central Library System | \$1,000 |
| 6. SEWI CE Consortium | \$11,862 |
| 7. Wild Winter Web Conference/Trustee Week | \$4,500 |
| 8. | |

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

| Activity | Amount |
|---------------------------|--------------------|
| 9. | |
| 10. | |
| Cost Benefit Total | \$1,391,822 |

| |
|----------------------|
| 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 **2021**.

| | | |
|--------------------------------|--|--------------------------------|
| 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: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i> | DLT Assistant Superintendent Signature ➤ | Date Signed <i>Mo./Day/Yr.</i> |
|---|---|--------------------------------|

Comments

**PUBLIC LIBRARY SYSTEM 2021
ANNUAL PROGRAM BUDGET**

| Program | 2021 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. ALS Technology | \$40,420 | | | | |
| 2. SHARE ILS & Support | | | | \$157,216 | |
| 3. Resource Contract (no OD) | \$35,000 | | | | |
| 4. | | | | | |
| 5. Electronic Resources | \$48,000 | \$12,040 | | \$105,474 | |
| Program Total | \$123,420 | \$12,040 | \$0 | \$262,690 | \$398,150 |

Continuing Education and Consulting Service*

| | | | | | |
|-------------------------|----------|-----|-----|-----|----------|
| 1. Continuing Education | \$19,604 | | | | |
| 2. Consulting | \$15,605 | | | | |
| Program Total | \$35,209 | \$0 | \$0 | \$0 | \$35,209 |

| | | | | | |
|---|-----------|-----|-----|-------------|-------------|
| Delivery Services | \$79,419 | | | \$3,052 | \$82,471 |
| Inclusive Services | \$17,605 | | | \$2,000 | \$19,605 |
| Library Collection Development | \$15,973 | | | | \$15,973 |
| Direct Payment to Members for Nonresident Access | \$15,605 | | | \$1,162,884 | \$1,178,489 |
| Direct Nonresident Access Payments Across System Borders | \$15,605 | | | \$83,040 | \$98,645 |
| Youth Services | \$25,605 | | | | \$25,605 |
| Public Information | \$101,843 | | | | \$101,843 |
| Administration | \$37,536 | | | | \$37,536 |
| Subtotal | \$309,191 | \$0 | \$0 | \$1,250,976 | \$1,560,167 |

Other System Programs

| | | | | | |
|----------------------|-----------|----------|-----|-------------|-------------|
| 1. | | | | | \$0 |
| 2. | | | | | \$0 |
| Program Total | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grand Totals | \$467,820 | \$12,040 | \$0 | \$1,513,666 | \$1,993,526 |

*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](#)).

September 21, 2020

Eric Miller, Finance and Administrative Services Director
Beloit City Hall
100 State Street
Beloit, WI 53511

Dear Mr. Miller:

Pursuant to Wisconsin Statutes 43.64(2) any city, town or village in a county levying a tax for county library service under subsection (1) shall, upon written application to the county board, be exempted from the tax levy, if the city, town or village making application appropriates and expends for a library fund during the year for which the tax levy is made a sum at least equal to the sum it would have to pay toward the county tax levy for the prior year.

For 2020, Rock County appropriated \$1,186,942 for library service. This amount represents a levy of .314/\$1,000 equalized valuation (EV) for that portion of Rock County outside the seven cities and villages, which levy a tax for library service.

Using its 2020EV (\$1,687,473,700), the City of Beloit would have to have projected 2021 library using expenditures of at least \$529,599 to exempt from the county tax.

In order to apply for exemption from the countywide tax levy for library services with Arrowhead Library System, please complete the information on page two. Because your municipality's exemption depends on next year's expenditures, we are asking that you certify that your library expenditures next year will qualify you for the exemption. Return to me at the below address as soon as possible but not later than Monday, November 9, 2020 I will forward the information to Rock County.

Please contact me if you have questions.

Sincerely,

Steven T. Platteter
Director

Cc: Nick Dimassis, Library Director

LETTER OF EXEMPTION

Page 2

Return to: Arrowhead Library System – no later than **Monday, November 9, 2020.**
430 E. High St., Suite 200
Milton, WI 53563

The City/Village of _____ hereby applies for exemption to the
2021 Rock County library levy and certifies that the City/Village will meet the statutory
requirements for exemption from the county library levy.

By: _____ Date: _____

Exemption values 2021 highlighted

| | EV 2019 | EV 2020 | Exempt 2021 |
|-----------------------------------|----------------------|--------------------------|--------------|
| Beloit | \$1,559,541,400 | \$1,687,473,700 | \$ 529,599 |
| Clinton | \$108,022,000 | \$114,964,000 | \$ 36,080 |
| Edgerton | \$368,065,800 | \$401,982,500 | \$ 126,159 |
| Evansville | \$419,103,500 | \$453,038,100 | \$ 142,182 |
| Janesville | \$5,061,218,500 | \$5,274,011,200 | \$ 1,655,204 |
| Milton | \$373,222,000 | \$396,694,100 | \$ 124,499 |
| Orfordville | \$71,705,400 | \$78,175,200 | \$ 24,535 |
| | 7,960,878,600 | 8,406,338,800 | |
| Rock County | \$11,742,857,300 | \$12,446,225,600 | |
| EV Lib Service | 3,781,978,700 | 4,039,886,800 | |
| 2020 Rock County LIB Expenditures | 1,186,942 | 1,188,742-1800 per diems | |
| Levy Rate -libraries | 0.031384153486% | | |

2021 Continuing Education Agreement
Arrowhead Library System
South Central Library System

Article I: General

The Arrowhead Library System (ALS) Board of Trustees and the South Central Library System (SCLS) Board of Trustees do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the provision of Continuing Education (CE) Services to ALS from SCLS.

Article II: Definitions

For the purposes of this agreement:

- (1) ALS is the body established by the Board of Supervisors of Rock County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) ALS is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Rock County.
- (3) SCLS is the body established by the Boards of Supervisors of Adams, Columbia, Dane, Green, Portage, Sauk and Wood Counties in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (4) SCLS is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Adams, Columbia, Dane, Green, Portage, Sauk and Wood Counties.

Article III: SCLS Responsibility

It is mutually agree that SCLS shall make the following CE resources available to ALS.

- (1) Include ALS libraries in any emails about upcoming CE programs (webinars and in-person programs), with implicit invitation for ALS libraries to participate in any/all programs.
- (2) Include ALS libraries in any surveys about future CE topics.
- (3) Make SCLS CE Consultant Jean Anderson available to conduct CPI Prepare Training on a cost-recovery basis for any ALS member libraries.
- (4) Develop CE programs that mutually benefit SCLS and ALS library staff and offer ALS opportunity to co-sponsor programs at a mutually agreed upon cost.

Article IV: ALS Responsibilities

It is mutually agreed that ALS shall:

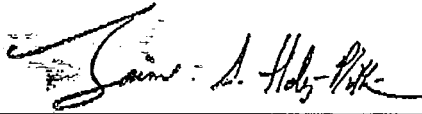
- (1) Reimburse SCLS on a cost-recovery basis for any CPI Prepare Training (mileage, booklets, and staff time on site @ \$40/hour).
- (2) Pay the mutually agreed upon cost of any co-sponsored programs developed by SCLS.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) This agreement shall become effective upon signing of the agreement by both parties. This agreement shall continue in force through December 31, 2021, or until superseded by a new agreement.
- (2) SCLS shall bill ALS for its agreed upon share of CE program costs when payment is requested from CE presenter.
- (3) Either party may terminate this agreement by giving notice to the other party thirty (30) days in advance of the date of termination.
- (4) In the event this agreement is terminated prior to December 31st of any calendar year, SCLS will not bill ALS for CE programs not already held.
- (5) This agreement may be amended in writing at any time as is mutually agreeable to both parties.
- (6) Neither ALS nor SCLS shall be considered an agent, servant, partner, employee or joint venture of the other.

For the SCLS:



(Board President)

9/3/2020

(Date)

For the ALS:

(Board President)

(Date)