

ARROWHEAD LIBRARY SYSTEM

Budget Committee 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 July 14, 2021

5:30 pm

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

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes
4. 2022 ALS Budget
5. 2022 ALS Charter
6. Set next meeting date
7. 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 7/8/2021

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Via GoToMeeting

June 9th, 2021

- 1) **Call to Order:** ALS Budget Committee Chair Adam Dinnes called the meeting to order at 5:30 p.m. Also present was Bill Wilson, Jose Carrillo and Steven Platteter.
- 2) **Approval of Agenda:** Bill Wilson moved to approve the agenda; Jose Carrillo seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The April 14th, 2021 minutes were moved approved by Bill Wilson. Jose Carrillo seconded, and the motion carried unanimously.
- 4) **2022 Staff Wages:** Bill Wilson moved to recommend, as was also recommended by the Personnel Committee, to the ALS Board, for 2022, a three percent wage increase for all ALS staff members.
- 5) **Set Next Meeting date:** July 14th, 2021.

Adam Dinnes made the motion to adjourn, and Bill Wilson seconded. Motion carried unanimously. The meeting ended at 5:38 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

2022 ALS Rock County Funding-70% cost of circ.

| | 2020 | 2020 | Total Operating Expenditures | Total Circulations | Cost per Circulation | Township Circulation | Cost of Township Circ. | 70% of cost of Township circ |
|--|--------------|---------|------------------------------|--------------------|----------------------|----------------------|------------------------|------------------------------|
| *PLP is Participating Library Payment | | | | | | | | |
| ***The formula cost of rural service times 70% based on total operating expenditures - federal fund expenditures divided by total circulations | | | | | | | | |
| Beloit | \$ 2,176,145 | 152,617 | \$ 14.26 | 35,427 | \$ 505,148.76 | \$ 353,604.13 | | |
| Clinton | \$ 133,297 | 18,798 | \$ 7.09 | 9,609 | \$ 68,137.61 | \$ 47,696.33 | | |
| Edgerton | \$ 373,034 | 60,414 | \$ 6.17 | 16,008 | \$ 98,843.45 | \$ 69,190.42 | | |
| Evansville | \$ 366,986 | 33,553 | \$ 10.94 | 7,933 | \$ 86,767.20 | \$ 60,737.04 | | |
| Hedberg | \$ 3,878,359 | 409,778 | \$ 9.46 | 56,294 | \$ 532,796.64 | \$ 372,957.65 | | |
| Milton | \$ 395,112 | 56,310 | \$ 7.02 | 19,745 | \$ 138,545.31 | \$ 96,981.72 | | |
| Orfordville | \$ 121,794 | 19,233 | \$ 6.33 | 8,206 | \$ 51,964.93 | \$ 36,375.45 | | |
| Average Cost/Circ | | | \$ 8.75 | | \$ 1,482,203.92 | \$ 1,037,542.74 | | |
| 70% formula is only used if it is higher than Rock County formula | | | | | | | | |

CHARTER

ARROWHEAD LIBRARY SYSTEM

2022

Objectives and Standards

The key objective of the Arrowhead Library System (ALS) is to facilitate equitable access to information and improve library operations to provide cost-effective and responsive services for all users. It will be accomplished by satisfying the following commitments:

- A. Public Service Commitment - To provide open access to information and library service to all Rock County residents as effectively and cost efficiently as possible.
- B. Intergovernmental Commitment - To work with local, county, state and federal agencies to coordinate and provide library services in ALS in compliance with state mandates.
- C. Management Commitment - To be accountable to the Arrowhead Library System Board, County Board, and the Division for Libraries and Technology (DLT) for managing the programs of the ALS in an effective, efficient, and professional manner. To be responsible for performing functions required of the ALS under Wisconsin Statutes.

Service Statements and Tasks

- A. Provide open access to quality library service to the 40,000 county residents of Rock County who do not maintain their own library.
 1. Equitably reimburse the public libraries in Beloit, Clinton, Edgerton, Evansville, Janesville, Milton and Orfordville for providing library service to residents outside these municipalities. 43.12
 2. Maintain and monitor reimbursement program to the public libraries in adjacent counties for serving Rock County residents. 43.12

B. Provide Rock County residents with access to materials in school, academic and special library collections in Rock County, and to libraries in the rest of the State.

1. Maintain area-wide interlibrary loan program and participation in statewide interlibrary loan network. 43.24(2)(d)
2. Promote and monitor the Infopass Program.
3. Provide Rock County residents walk-in access to public libraries throughout the state by means of agreements with 14 other Wisconsin library systems. 43.24(2)g
4. Provide a shared Rock County Catalog – SHARE for the 7 member libraries
5. Integrate SHARE into the WISCAT Z-Catalog to ensure the accuracy of Rock County's WISCAT records.
6. Continue multitype library system services through a "fee for service" program for non-public libraries in the system area. 43.24(2)(L)
7. Provide delivery service five days a week to all Arrowhead Library System public libraries. 43.24(2)(fm)
8. Participate in the State-wide Delivery Network.
9. Maintain contract with Hedberg Public Library, Janesville to provide back-up reference services to member libraries. 43.24(2)(b)

C. Expand and coordinate the cost-effective use of computer and communication technologies by ALS and system libraries.

1. Assist ALS libraries in the use of technology to provide better and more efficient library services.
2. Assist area librarians in becoming knowledgeable about and taking advantage of, developing technologies to provide improved reference and resource sharing in Rock County.
3. Provide shared access to fee-based reference products via the Internet.
4. Provide ALS libraries access to and assist them in the use of the Internet for information and communication.
5. Assist residents of Rock County in effective use and evaluation of electronic resources.

D. Enhance and improve the knowledge and skills of library directors, staff, and trustees. 43.24(2)(e)

1. Support the continuing education needs of library staff. 43.24(2)(e)
2. Select books and journals for the professional collection in coordination with area libraries in order to minimize duplication.
3. Consult with libraries on problems and areas of concern on a regular basis and by special request. 43.24(2)(h)

- E. Together with area libraries and other service institutions, provide inclusive services to library users. Inclusive services reflect equity and accessibility for all members of the community. 43.24(2)(k)
1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.
 2. Continue to encourage and assist libraries in providing materials and services to combat illiteracy and unemployment, and to respond to the special needs of the elderly and visually and hearing-impaired persons.
 3. Work with member libraries to implement provisions of the Americans with Disabilities Act.
- F. Increase awareness about library services by Rock County residents.
1. Distribute public service announcements to radio and television stations in the area.
 2. Send out regular news releases to area newspapers.
 3. Produce flyers, brochures, bookmarks, and other materials.
 4. Work with libraries in developing and implementing their own public information programs.
 5. Coordinate countywide library special events and observances.
 6. Provide a newsletter, the Monthly Memo, to all member libraries.
- G. Provide special programs and services for children and adults, which supplement individual library programs and services.
1. Coordinate special activities during the Summer Reading Program.
 2. Coordinate activities, which foster reading readiness for preschoolers.

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

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or to join by phone, dial:

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

July 14, 2021

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. 2021/22 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
 - e. ALS Covid-19 Update
 - f. Merger exploration update
7. New Business
 - a. Approval of 2022 ALS Charter
 - b. Approval of 2022 Intersystem Agreement with Lakeshores 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 7/8/2021.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

June 9, 2021

ALS Board President Adam Dinnes called the meeting to order at 6:00 p.m. Present were Bill Wilson, Sherry Blakeley, Jose Carrillo, Stephanie Aegerter, Annette Smith, Sarah Strunz, Nick Dimassis, Charles Teval and Steven Platteter. Also present was Lakeshores Library System Director Steve Ohs.

The Agenda was moved approved by Sherry Blakeley. Stephanie Aegerter seconded, and the motion carried unanimously.

The May 2021 minutes were moved approved by Sherry Blakeley. Bill Wilson seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Jose Carrillo with Bill Wilson seconding. The motion carried unanimously.

Citizen participation, communication, or announcements:

Unfinished Business

a. Shared System –SHARE Update:

b. 2020/21 Budget: Platteter reported that ALS has received the \$2,000 from the Sheriff's Department for jail books.

c. Public Library System Redesign Project: Platteter mentioned that DPI has putting out a bid for a consultant to analyze the state aid funding formula for library systems.

d. Librarians' Report:

e. ALS Covid-19 Update: Platteter mentioned that Rock County has reopened.

f. Strategic planning/merger exploration update: Platteter and Steve Ohs discussed a merger roadmap document.

New Business

a. 2022 staff wages (Action): Bill Wilson moved to approve a 3% staff wage increase for 2022 as recommended by the ALS Budget & Personnel committees. Annette Smith seconded, and the motion carried unanimously.

b. Formation of Joint Merger Exploration Committee (Action): Adam Dinnes moved to form the Joint Merger Exploration Committee with Lakeshores Library System. Bill Wilson seconded, and the motion carried unanimously. Committee members from the ALS Board will be Bill Wilson and Adam Dinnes, with Annette Smith as a backup member.

Communications:

Jose Carrillo moved to adjourn. Bill Wilson seconded, and the motion carried unanimously. The meeting ended at 6:30 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 | 08/01/2021 | MOVIE LICENSING USA | | 3,683.00 | |
| | | 05/28/2021 | KOENE COURIER SERVICE LLC | | 2,665.00 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 237,515.00 | 155,270.86 | 0.00 | 6,348.00 | 75,896.14 | |
| 51-5000-0000-62410 | R&M-Vehicles | 06/08/2021 | BURTNESS CHEVROLET INC | | 104.70 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | 10,000.00 | 2,792.51 | 0.00 | 104.70 | 7,102.79 |
| 51-5000-0000-63100 | Office&Misc Exp | 06/05/2021 | OFFICE DEPOT INC | | 112.02 | |
| | | 06/09/2021 | JAX CUSTOM PRINTING INC | | 160.20 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 1,500.00 | 116.85 | 0.00 | 272.22 | 1,110.93 | |
| 51-5000-0000-63101 | Postage | 06/02/2021 | ARROWHEAD LIBRARY PETTY CASH | | 23.80 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | 1,000.00 | 68.80 | 0.00 | 23.80 | 907.40 |
| 51-5000-0000-63108 | Public Inf | 06/14/2021 | CDW GOVERNMENT INC | | 922.42 | |
| | | 06/23/2021 | ROCK COUNTY SENIOR FAIR | | 264.00 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 5,000.00 | 74.99 | 0.00 | 1,186.42 | 3,738.59 | |
| 51-5000-0000-63200 | Pubs/Subs/Dues | 06/15/2021 | ANDERSON,TOVAH | | 149.00 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | 1,200.00 | 595.69 | 0.00 | 149.00 | 455.31 |
| 51-5000-0000-64201 | Convention Exp | 06/23/2021 | ANDERSON,TOVAH | | 130.00 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | 4,000.00 | 135.00 | 0.00 | 130.00 | 3,735.00 |
| 51-5000-0000-65321 | Building Lease | 08/01/2021 | CITY OF MILTON | | 1,166.67 | |
| | | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | | 14,000.00 | 8,166.69 | 0.00 | 1,166.67 | 4,666.64 |
| Arrowhead Library System PROG TOTAL | | | | 9,380.81 | | |

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

I have examined the preceding bills and encumbrances in the total amount of **\$9,380.81**

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: 2202296

Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 06/30/2021

Budget: RV

Org Key Title
515000000 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 | 3,052.00 | 2,841.34 | 0.00 | (210.66) |
| 45504 | Intergov-Other Libraries | 260,892.00 | 260,891.65 | 0.00 | (0.35) |
| 46000 | Contributions | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 46400 | Fund Balance | 60,000.00 | 0.00 | 0.00 | (60,000.00) |
| Total Revenue | | 793,764.00 | 733,552.99 | 0.00 | (\$60,211.01) |
| EXPENSE | | | | | |
| 61100 | Regular Wages | 183,982.00 | 74,383.34 | 0.00 | 109,598.66 |
| 61300 | Per Diems | 1,800.00 | 550.00 | 0.00 | 1,250.00 |
| 61400 | FICA | 14,075.00 | 5,563.07 | 0.00 | 8,511.93 |
| 61510 | Retirement | 12,051.00 | 4,272.72 | 0.00 | 7,778.28 |
| 61610 | Health Insurance Premium | 47,752.00 | 19,330.39 | 0.00 | 28,421.61 |
| 61620 | Dental Insurance | 1,373.00 | 778.08 | 0.00 | 594.92 |
| 61630 | Life Insurance | 180.00 | 60.78 | 0.00 | 119.22 |
| 62119 | Other Contracted Services | 237,515.00 | 155,270.86 | 0.00 | 82,244.14 |
| 62130 | Audit Fees | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| 62210 | Telephone | 2,000.00 | 332.96 | 0.00 | 1,667.04 |
| 62410 | Repair & Maintenance-Vehicles | 10,000.00 | 2,792.51 | 0.00 | 7,207.49 |
| 62420 | Machinery/Equip R & M | 100.00 | 0.00 | 0.00 | 100.00 |
| 63100 | Office Supplies & Misc Expense | 1,500.00 | 116.85 | 0.00 | 1,383.15 |
| 63101 | Postage | 1,000.00 | 68.80 | 0.00 | 931.20 |
| 63104 | Printing & Duplicating | 5,000.00 | 1,577.20 | 0.00 | 3,422.80 |
| 63108 | Public Information | 5,000.00 | 74.99 | 0.00 | 4,925.01 |
| 63200 | Publications/Subscriptions/Due | 1,200.00 | 595.69 | 0.00 | 604.31 |
| 63300 | Travel | 3,000.00 | 0.00 | 0.00 | 3,000.00 |
| 64200 | Training Expense | 4,000.00 | 1,377.37 | 0.00 | 2,622.63 |
| 64201 | Convention Expense | 4,000.00 | 135.00 | 0.00 | 3,865.00 |
| 64214 | ILS Costs | 191,735.00 | 188,727.11 | 0.00 | 3,007.89 |
| 64303 | Extension Materials | 4,000.00 | 163.20 | 0.00 | 3,836.80 |
| 64306 | Resource Libraries | 40,000.00 | 40,000.00 | 0.00 | 0.00 |
| 64307 | Participating Libraries | 1,162,844.00 | 1,162,844.49 | 0.00 | (0.49) |
| 64309 | Intersystem Agreement | 83,040.00 | 80,451.59 | 0.00 | 2,588.41 |
| 64904 | Sundry Expense | 1,000.00 | 41.93 | 0.00 | 958.07 |
| 64918 | Marketing & Promotion | 300.00 | 0.00 | 0.00 | 300.00 |
| 65101 | Insurance on Buildings | 6,000.00 | 5,877.00 | 0.00 | 123.00 |
| 65321 | Building Lease | 14,000.00 | 8,166.69 | 0.00 | 5,833.31 |
| 67199 | Miscellaneous Equipment | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| Total Expense | | 2,041,447.00 | 1,753,552.62 | 0.00 | 287,894.38 |
| County Share (Revenue - Expense) | | (1,247,683.00) | (1,019,999.63) | 0.00 | (227,683.37) |
| Grand Total Revenue | | 793,764.00 | 733,552.99 | 0.00 | (60,211.01) |

Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 06/30/2021

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

| Object | Description | Budget | Actual | Encumbrance | Balance |
|--------|---------------------------|----------------|----------------|-------------|--------------|
| | Grand Total Expense | 2,041,447.00 | 1,753,552.62 | 0.00 | 287,894.38 |
| | Grand Totals County Share | (1,247,683.00) | (1,019,999.63) | 0.00 | (227,683.37) |

CHARTER
ARROWHEAD LIBRARY SYSTEM

2022

Objectives and Standards

The key objective of the Arrowhead Library System (ALS) is to facilitate equitable access to information and improve library operations to provide cost-effective and responsive services for all users. It will be accomplished by satisfying the following commitments:

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1. Support the continuing education needs of library staff. 43.24(2)(e)
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- G. Provide special programs and services for children and adults, which supplement individual library programs and services.
1. Coordinate special activities during the Summer Reading Program.
 2. Coordinate activities, which foster reading readiness for preschoolers.

2022 INTERSYSTEM AGREEMENT and COUNTY FUNDING MEMORANDUM

Arrowhead Library System for Rock County

Lakeshores Library System for Walworth County

The following agreement and county funding memorandum are intended to fulfill the statutory obligations of the stated public library systems in accordance with Sec. 43.17(6) and Sec. 43.24 of the Wisconsin Statutes,

The indicated public library systems agree on behalf of the people in their areas and the public libraries that constitute their systems to allow any person holding a valid borrower's card from any library belonging to either system to have access to all of the libraries belonging to either system. This arrangement, generally referred to as cross-county borrowing, will be subject to the following conditions:

1. Patrons who borrow materials under this agreement are required to:
 - a) conform to the rules and regulations of the library from which they borrow;
 - b) present a valid borrower's card issued by their local library or by their library system as evidence of their eligibility for this service;
 - c) pay promptly all delinquency charges which may accrue against them.
2. The systems agree to assist each other, if necessary and upon request, in recovering materials.
3. Member libraries are encouraged to provide unlimited access to materials that are available locally.
4. The systems agree to replace materials which are borrowed by their participating member libraries and are lost or destroyed as a result of intersystem borrowing in accordance with this agreement. They further agree that reasonable efforts will be made to reclaim such material or its value from the patron or library responsible for such loss or destruction.
5. Materials may be returned to any member library of either system; it will be the system's responsibility to return the materials to the originating library.
6. Reimbursement to libraries for use of those libraries by residents of counties residing in areas not served by a public library shall not be less than the calculation in Wisconsin Statutes 43.12(1)(b). The library systems may mutually elect to utilize the statewide average cost per circulation as the basis for calculation. The library systems involved will extend their financial services to disburse funds as provided for with local formulas.
7. The systems agree to conform to the Wisconsin statutes and federal law.

This agreement shall become effective January 1, 2022, and remain in force until the end of the calendar year. This agreement shall be subject to such modification as may be mutually agreeable. Should either party wish to terminate this agreement, notice must be received by August 1.

