

ARROWHEAD LIBRARY SYSTEM  
Board Meeting  
Arrowhead L S/Milton Public Library  
430 E High St.  
Milton, WI  
Wednesday February 14, 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
  - b. 2017/2018 Budget
  - c. LSTA
  - d. Public Library System Redesign Project
  - e. Librarians' Report – Sarah Strunz
7. New Business
  - a. Approval of ALS 2017 Annual Report
  - b. Consider Eloise Eager to the ALS Board

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 2/8/2018.

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

ALS/Milton Public Library

January 10, 2017

ALS Board President Rich Bostwick called the meeting to order at 6:09 p.m. Present were Adam Dinnes, Maribeth Miller, Jose Carrillo (via phone) and Steven Platteter. Also present were Bill Wilson, Wes Davis and Eloise Eager

The Agenda was moved approved by Adam Dinnes. Rich Bostwick seconded and the motion carried unanimously.

The December 2017 minutes were moved approved by Maribeth Miller. Adam Dinnes seconded and the motion carried unanimously.

Expenditures were approved on a motion by Adam Dinnes with Rich Bostwick seconding. The motion carried unanimously.

**Citizen participation, communication or announcements:** Jose Carrillo mentioned the Martin Luther King Jr. event at Blackhawk Tech to take place on January 13<sup>th</sup>.

### **Unfinished Business**

**a. Shared System –SHARE Update:** Platteter announce that the SHARE go-live had started earlier that day.

**b. 2017/2018 Budget:**

**c. LSTA 2017:** Platteter announced that we received the 2017 reimbursement payment of \$9,620.

**d. ALS Strategic Planning:**

**e. Public Library System Redesign Project.**

**f. Librarians' Report:**

**New Business**

**a. DPI approval of the 2018 ALS System Plan:** Platteter announced that the 2018 ALS System plan had been approved by the DPI

**Communications:**

Jose Carrillo moved to adjourn. Rich Bostwick 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	01/25/2018	BELOIT PUBLIC LIBRARY	10,000.00	
		01/25/2018	WILS	4,246.00	
		01/01/2018	TECHMAX BUSINESS SOLUTIONS LLC	90.00	
		01/15/2018	GALE CENGAGE LEARNING	14,607.00	
	Budge	YTD	YTD	Pendin	Closing
	150,158.00	44,371.00	0.00	28,943.00	76,844.00
51-5000-0000-63100	OFC SUPP & EXP	01/13/2018	OFFICE DEPOT INC	109.11	
		01/12/2018	PLATTETER,STEVE	39.99	
	Budge	YTD	YTD	Pendin	Closing
	1,500.00	0.00	0.00	149.10	1,350.90
51-5000-0000-63101	POSTAGE	01/04/2018	ARROWHEAD LIBRARY PETTY CASH	11.20	
	Budge	YTD	YTD	Pendin	Closing
	1,000.00	0.00	0.00	11.20	988.80
51-5000-0000-63104	PRNT & DUPLICATI	01/01/2018	DIMAX OFFICE SOLUTIONS INC	178.00	
	Budge	YTD	YTD	Pendin	Closing
	5,000.00	119.53	0.00	178.00	4,702.47
51-5000-0000-63200	PUBL/SUBCR/DUES	01/03/2018	PLATTETER,STEVE	228.00	
	Budge	YTD	YTD	Pendin	Closing
	1,500.00	0.00	0.00	228.00	1,272.00
51-5000-0000-64201	CONVENTION EXP	01/22/2018	PLATTETER,STEVE	25.00	
	Budge	YTD	YTD	Pendin	Closing
	4,000.00	0.00	0.00	25.00	3,975.00
51-5000-0000-64214	ILS COSTS	01/25/2018	WILS	30,109.00	
	Budge	YTD	YTD	Pendin	Closing
	194,393.00	0.00	0.00	30,109.00	164,284.00
51-5000-0000-64303	EXTENSION MATERI	01/04/2018	INGRAM LIBRARY SERVICES	122.73	
	Budge	YTD	YTD	Pendin	Closing
	3,000.00	0.00	0.00	122.73	2,877.27
51-5000-0000-64306	RESOURCE/LIBRARY	01/10/2018	HEDBERG PUBLIC LIBRARY	40,000.00	

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	40,000.00	0.00	0.00	40,000.00	0.00
51-5000-0000-64307	PARTICIPATE/LIBR				
		02/01/2018	BELOIT PUBLIC LIBRARY		291,413.68
		02/01/2018	CLINTON PUBLIC LIBRARY		34,118.39
		02/01/2018	EAGER FREE PUBLIC LIBRARY		60,007.38
		02/01/2018	EDGERTON PUBLIC LIBRARY		68,629.30
		02/01/2018	HEDBERG PUBLIC LIBRARY		432,056.38
		02/01/2018	MILTON PUBLIC LIBRARY		85,266.41
		02/01/2018	ORFORDVILLE PUBLIC LIBRARY		30,446.33
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	1,001,938.00	0.00	0.00	1,001,937.87	0.13
51-5000-0000-64309	INTERSYS/AGREEME				
		02/01/2018	IRVING L YOUNG PUBLIC LIBRARY		15,874.76
		02/01/2018	MEMORIAL PUBLIC LIBRARY		23,217.00
		02/01/2018	ALBERTSON MEMORIAL LIBRARY		3,716.00
		02/01/2018	DWIGHT FOSTER PUBLIC LIBRARY		1,863.69
		02/01/2018	MADISON PUBLIC LIBRARY		2,203.00
		02/01/2018	MONROE PUBLIC LIBRARY		1,152.00
		02/01/2018	MONONA PUBLIC LIBRARY		25.00
		02/01/2018	OREGON PUBLIC LIBRARY		4,030.00
		02/01/2018	STOUGHTON PUBLIC LIBRARY		8,037.00
		02/01/2018	DANE COUNTY LIBRARY SERVICE		183.00
		02/01/2018	POWERS MEMORIAL LIBRARY		475.40
		02/01/2018	VERONA PUBLIC LIBRARY		138.00
		02/01/2018	FITCHBURG PUBLIC LIBRARY		665.00
		02/01/2018	NEW GLARUS PUBLIC LIBRARY		15.00
		02/01/2018	MIDDLETON PUBLIC LIBRARY		41.69
		02/01/2018	DEERFIELD PUBLIC LIBRARY		3.00
		02/01/2018	SUN PRAIRIE PUBLIC LIBRARY		8.00
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	65,771.00	(0.00)	0.00	61,647.54	4,123.46
51-5000-0000-64904	SUNDRY EXPENSE				
		01/09/2018	ARROWHEAD LIBRARY PETTY CASH		27.96
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	1,000.00	0.00	0.00	27.96	972.04
51-5000-0000-65101	INS ON BLDGS				
		01/02/2018	AMERICAN FAMILY INSURANCE		196.00
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	5,000.00	0.00	0.00	196.00	4,804.00
51-5000-0000-65321	BLDG/OFC LEASE				
		03/01/2018	CITY OF MILTON		1,166.67

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budge	YTD	YTD	Pendin	Closing
	14,000.00	1,166.67	0.00	1,166.67	11,666.66
ARROWHEAD LIBRARY PROG TOTAL				1,164,742.07	

I have examined the preceding bills and encumbrances in the total amount \$1,164,742.07

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

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

B. Bills under \$10,000 to be

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

Date:

Dept

Committee

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

**REPORT COMPLETE!**

For Job Numbers: 1721090

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	OTHER SERVICES	12/31/2017	GROVER,SHARON B	936.25	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	99,035.00	(936.25)	0.00	936.25	99,035.00
51-5000-0000-63100	OFC SUPP & EXP	12/14/2017	AMAZON.COM	28.78	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	1,500.00	(28.78)	0.00	28.78	1,500.00
51-5000-0000-63101	POSTAGE	12/29/2017	EAGER FREE PUBLIC LIBRARY	117.06	
		12/31/2017	MILTON PUBLIC LIBRARY	53.08	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	1,000.00	(170.14)	0.00	170.14	1,000.00
51-5000-0000-64214	ILS COSTS	12/22/2017	LAKESHORES LIBRARY SYSTEM	600.00	
		12/31/2017	JAX CUSTOM PRINTING INC	95.00	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	218,892.00	(695.00)	0.00	695.00	218,892.00
51-5000-0000-64303	EXTENSION MATERI	12/28/2017	INGRAM LIBRARY SERVICES	806.00	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	3,000.00	(806.00)	0.00	806.00	3,000.00
<b>ARROWHEAD LIBRARY PROG TOTAL</b>				<b>2,636.17</b>	

I have examined the preceding bills and encumbrances in the total amount \$2,636.17

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

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

B. Bills under \$10,000 to be

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

Date:

Dept

Committee



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

**REPORT COMPLETE!**

For Job Numbers: 1721091

# Rock County - Production

## Budget to Actual Figures

Fiscal Year: 2018

As of: 01/31/2018

Budget: RV

Org Key      Title  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	STATE AID	453,212.00	0.00	0.00	(453,212.00)
44120	MISC. FEES	6,103.00	0.00	0.00	(6,103.00)
45504	INTERGOVT.CHGS-OTHER LIBRARIES	212,764.00	0.00	0.00	(212,764.00)
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>0.00</b>	<b>0.00</b>	<b>(\$694,079.00)</b>
<b>EXPENSE</b>					
61100	REGULAR WAGES	174,669.00	0.00	0.00	174,669.00
61300	PER DIEMS	1,500.00	107.49	0.00	1,392.51
61400	FICA	13,363.00	7.88	0.00	13,355.12
61510	RETIREMENT-EMPLOYERS	11,703.00	0.00	0.00	11,703.00
61610	HEALTH INSURANCE	41,000.00	0.00	0.00	41,000.00
61620	DENTAL INSURANCE	1,513.00	129.69	0.00	1,383.31
61630	LIFE INSURANCE	180.00	9.03	0.00	170.97
62119	OTHER CONTRACTED SERVICES	150,158.00	44,371.00	0.00	105,787.00
62130	AUDIT FEES	1,200.00	0.00	0.00	1,200.00
62210	TELEPHONE	2,000.00	13.46	0.00	1,986.54
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	0.00	0.00	9,000.00
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	0.00	0.00	1,500.00
63101	POSTAGE	1,000.00	0.00	0.00	1,000.00
63104	PRINTING & DUPLICATION	5,000.00	119.53	0.00	4,880.47
63108	PUBLIC INFORMATION	5,000.00	(414.00)	0.00	5,414.00
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	0.00	0.00	1,500.00
63300	TRAVEL	3,000.00	0.00	0.00	3,000.00
64200	TRAINING EXPENSE	4,000.00	0.00	0.00	4,000.00
64201	CONVENTION EXPENSE	4,000.00	0.00	0.00	4,000.00
64214	ILS COSTS	194,393.00	0.00	0.00	194,393.00
64303	EXTENSION MATERIALS	3,000.00	0.00	0.00	3,000.00
64306	RESOURCE LIBRARIES	40,000.00	0.00	0.00	40,000.00
64307	PARTICIPATING LIBRARIES	1,001,938.00	0.00	0.00	1,001,938.00
64309	INTERSYSTEM AGREEMENT	65,771.00	0.00	0.00	65,771.00
64904	SUNDRY EXPENSE	1,000.00	0.00	0.00	1,000.00
64918	ADVERTISING	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	0.00	0.00	5,000.00
65321	BUILDING/OFFICE LEASE	14,000.00	1,166.67	0.00	12,833.33
67199	MISC EQUIPMENT	6,500.00	0.00	0.00	6,500.00
	<b>Total Expense</b>	<b>1,763,288.00</b>	<b>45,510.75</b>	<b>0.00</b>	<b>1,717,777.25</b>
	<b>County Share (Revenue - Expense)</b>	<b>(1,069,209.00)</b>	<b>(45,510.75)</b>	<b>0.00</b>	<b>(1,023,698.25)</b>

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

Fiscal Year: 2018

As of: 01/31/2018

Budget: RV

Org Key      Title  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
Grand Total Revenue		694,079.00	0.00	0.00	(694,079.00)
Grand Total Expense		1,763,288.00	45,510.75	0.00	1,717,777.25
Grand Totals County Share		(1,069,209.00)	(45,510.75)	0.00	(1,023,698.25)

# Rock County - Production

## Budget to Actual Figures

Fiscal Year: 2017

As of: 12/31/2017

Budget: RV

Org Key      Title  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	STATE AID	438,605.00	438,605.00	0.00	0.00
44120	MISC. FEES	6,103.00	6,103.25	0.00	0.25
45504	INTERGOVT.CHGS-OTHER LIBRARIES	230,649.00	223,360.94	0.00	(7,288.06)
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
46400	FUNDS FORWARDED FROM PRIOR YR	85,000.00	0.00	0.00	(85,000.00)
Total Revenue		762,357.00	670,069.19	0.00	(\$92,287.81)
<b>EXPENSE</b>					
61100	REGULAR WAGES	197,668.00	176,603.16	0.00	21,064.84
61300	PER DIEMS	1,500.00	1,316.32	0.00	183.68
61400	FICA	17,417.00	13,580.47	0.00	3,836.53
61510	RETIREMENT-EMPLOYERS	15,482.00	10,612.78	0.00	4,869.22
61610	HEALTH INSURANCE	56,868.00	39,012.48	0.00	17,855.52
61620	DENTAL INSURANCE	2,160.00	1,556.28	0.00	603.72
61630	LIFE INSURANCE	135.00	125.78	0.00	9.22
62119	OTHER CONTRACTED SERVICES	99,035.00	81,099.66	0.00	17,935.34
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	1,334.26	0.00	665.74
62410	REPAIR & MAINTENANCE-VEHICLES	6,500.00	7,465.76	0.00	(965.76)
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	1,406.89	0.00	93.11
63101	POSTAGE	1,000.00	402.20	0.00	597.80
63104	PRINTING & DUPLICATION	5,000.00	3,859.12	0.00	1,140.88
63108	PUBLIC INFORMATION	4,000.00	2,465.93	0.00	1,534.07
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	1,341.47	0.00	158.53
63300	TRAVEL	3,600.00	1,688.51	0.00	1,911.49
64200	TRAINING EXPENSE	4,000.00	1,863.75	0.00	2,136.25
64201	CONVENTION EXPENSE	4,000.00	2,115.80	0.00	1,884.20
64214	ILS COSTS	218,892.00	173,844.88	0.00	45,047.12
64303	EXTENSION MATERIALS	3,000.00	2,924.95	0.00	75.05
64306	RESOURCE LIBRARIES	85,000.00	85,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	953,539.00	953,539.42	0.00	(0.42)
64309	INTERSYSTEM AGREEMENT	76,402.00	76,401.54	0.00	0.46
64904	SUNDRY EXPENSE	1,000.00	851.63	0.00	148.37
64918	ADVERTISING	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	4,500.00	2,953.00	0.00	1,547.00
65321	BUILDING/OFFICE LEASE	14,000.00	14,000.04	0.00	(0.04)
67199	MISC EQUIPMENT	12,500.00	2,803.40	0.00	9,696.60
Total Expense		1,793,798.00	1,661,369.48	0.00	132,428.52
County Share (Revenue - Expense)		(1,031,441.00)	(991,300.29)	0.00	(40,140.71)

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

Fiscal Year: 2017

As of: 12/31/2017

Budget: RV

Org Key      Title  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
Grand Total Revenue		762,357.00	670,069.19	0.00	(92,287.81)
Grand Total Expense		1,793,798.00	1,661,369.48	0.00	132,428.52
Grand Totals County Share		(1,031,441.00)	(991,300.29)	0.00	(40,140.71)



Wisconsin Department of Public Instruction  
**2017 PUBLIC LIBRARY SYSTEM**  
**ANNUAL REPORT**  
PI-2404-A (Rev. 1-18)

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

**INSTRUCTIONS:** Complete and return the original board-approved, signed annual report and one copy by **MARCH 1, 2018**, to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**ATTN: MARIA INGRAHAM**  
**DIVISION FOR LIBRARIES AND TECHNOLOGY**  
**P.O. BOX 7841**  
**MADISON, WI 53707-7841**

I. GENERAL INFORMATION						
1. System Name Arrowhead Library System		2. System Director Name Steven T. Platteter		3. Certification Grade Gr 1	4. Date Certification Expires 2022-06-30	
5. Street Address 430 E. High St., Suite 200			6. Phone Area/No. (608) 868-2872	7. Fax Number Area/No. (608) 868-2875		
8. Mailing Address PO Box		9. System Website URL als.lib.wi.us		10. Director System Email Address platteter.steve@als.lib.wi.us		
11. City / Village / Town Milton			12. County Rock		13. ZIP Code 53563-1579	
14. Number of Public Libraries Participating in the System 7		15. Does System Operate a Books-By Mail Program No		16. Number of Book mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 146,717	
18. DUNS Number Nine digits 078376758						
II. SYSTEM COLLECTION						
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased	
1. Books in Print	2,131	75	4. Electronic Collections Number available to members	1	7. Licensed Electronic Video Materials Units (copies) available to members 1,058	
2. Audio Materials	0	0	5. Licensed books Units (copies) available to members	163,708	8. Subscriptions Exclude those in electronic format 7	
3. Video Materials	25	0	6. Licensed Electronic Audio Materials Units (copies) available to members	47,417		
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 0		2. Interlibrary Loans System interlibrary loan transactions	
					a. Items Loaned 1	b. Items Received 0
3. System Electronic Resources Use Number of uses of system licensed electronic resources						
a. E-book NetLibrary/OverDrive 61,678		b. E-audio 43,250		c. E-video 198		d. Electronic Collection Retrievals 14,299

## 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. Bill	Wilson	417 E. High St.	Milton	53563	wilson@libraryconsultant.com
3. Adam	Dinnes	1438 Lafayette St.	Janesville	53546	adamdinnes@gmail.com
4. Eloise	Eager	401 Badger Dr.	Evansville	53536	eloiseeager@charter.net
5. Wes	Davis	4210 Castlemoor St.	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
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

## 1. County Government

2. State Aid to Public Library Systems	\$438,605
--	-----------

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. 251 ALS Technology Projects 2017.

\$9,620

b. 16-135 Accessible Early Literacy

\$1,518

C.

d.

e.

Subtotal 4

\$11,138

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.

### **h Affiliate members (Delivery)**

\$6.103

**g**

### c. Member Library Automation

**\$223,361**

## h

d.

i.

e.

j.

Subtotal 5

\$231,464

## 6. Other Income

7. <b>Total Income</b> Add 1 through 6	\$1,938,386
--	-------------



### 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	\$176,603	\$0	\$0	\$176,603
2. Employee Benefits	\$64,887	\$0	\$0	\$64,887
3. System Collection Expenditures				
a. Printed Material	\$1,369	\$0	\$2,000	
b. Electronic Material	\$7,000	\$0	\$46,661	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal Collection Expenditures	\$8,369	\$0	\$48,661	\$57,030
4. System Contract Expenditures Attach a brief description of contracts; i.e., recipient, amount, and purpose.	\$90,000	\$0	\$118,727	\$208,727
5. System Payments to Member Libraries Attach lists of individual payments.	\$170	\$0	\$953,539	\$953,709
6. All Other Operating Expenditures	\$90,891	\$11,138	\$108,456	\$210,435
7. Total Operating Expenditures	\$480,870	\$11,138	\$1,229,383	\$1,671,391
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 2017 public library system state aid, state aid funds carried forward to 2017, 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 2017. Attach the page(s) of each county budget that show the amounts below.

County Name	2017 Amount	County Name	2017 Amount	County Name	2017 Amount
1. Rock	\$1,029,941	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 calendar year 2017. 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 2017 and 2018 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.**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Reimbursed member libraries for ILL | <input checked="" type="checkbox"/> Maintained a shared database of member library bibliographic records and holdings |
| <input checked="" type="checkbox"/> Maintained ILL Clearinghouse        | <input checked="" type="checkbox"/> Utilized WISCAT to promote interlibrary loan                                      |
| <input type="checkbox"/> Contracted for ILL Clearinghouse               | <input checked="" type="checkbox"/> 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 2017 in conjunction with this service requirement.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Conducted workshops for member library staff and trustees | <input checked="" type="checkbox"/> Provided scholarships and grants for member library staffs                 |
| <input checked="" type="checkbox"/> Maintained a calendar of CE events                        | <input checked="" type="checkbox"/> 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 2017 in conjunction with this service requirement.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Public library administration and governance | <input checked="" type="checkbox"/> Technical services                          | <input checked="" type="checkbox"/> Legal issues                       |
| <input checked="" type="checkbox"/> Adult services                               | <input checked="" type="checkbox"/> Interlibrary loan and resource sharing      | <input checked="" type="checkbox"/> Public relations                   |
| <input checked="" type="checkbox"/> Youth services                               | <input checked="" type="checkbox"/> Staff development (certification, CE, etc.) | <input checked="" type="checkbox"/> Reference and information services |
| <input checked="" type="checkbox"/> Library automation                           | <input checked="" type="checkbox"/> Planning and evaluation, standards          | <input checked="" type="checkbox"/> Special needs                      |
| <input type="checkbox"/> Building and remodeling                                 | <input checked="" type="checkbox"/> Collection development                      |  |

## 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 2017 in conjunction with this service requirement.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Had regular courier or van delivery service               | <input checked="" type="checkbox"/> Used fax for document delivery/communication |
| <input type="checkbox"/> Provided an 800 number, phone credit card, or accepted collect calls | <input type="checkbox"/> Used mail as primary delivery system                    |
| ILL transactions sent by:   |  |
| <input checked="" type="checkbox"/> Email   | <input type="checkbox"/> OCLC  |
| <input checked="" type="checkbox"/> Regional automated system                                 | <input checked="" type="checkbox"/> WISCAT                                       |
|   | <input checked="" type="checkbox"/> 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 of Libraries and Technology.

Indicate with a check those services provided for in the adjacent library/system agreements for 2017.

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Reciprocal borrowing between systems  | <input checked="" type="checkbox"/> Delivery                       | <input type="checkbox"/> Audiovisual services   |
| <input checked="" type="checkbox"/> Cash payments in cross-system lending | <input checked="" type="checkbox"/> Newsletter exchange            | <input type="checkbox"/> Cooperative purchasing |
| <input checked="" type="checkbox"/> Continuing education                  | <input type="checkbox"/> Cooperative planning/information exchange |   |

## 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 for 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 2017. 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.

# **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 2017 on special needs topics, identify the topic(s) and speaker(s)

## **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 2017.

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Consultation                     | <input type="checkbox"/> Union list of serials             | <input type="checkbox"/> Back-up reference services |
| <input checked="" type="checkbox"/> Continuing education / workshops | <input checked="" type="checkbox"/> Directory of libraries | <input checked="" type="checkbox"/> Newsletter      |
| <input checked="" type="checkbox"/> ILL (Direct)                     | <input checked="" type="checkbox"/> Delivery services      | <input type="checkbox"/> 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)(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 board after consultation with participating public libraries.**

List and evaluate each service program carried out under this statute in 2017. Do not lump miscellaneous activities under a single "other" program.

No

## **Administration**

- ☒ The system did not expend more than 20 percent of the state aid received in 2017 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 2017 resource library contract.*

With a go-live date of January 2018, 2017 marked the beginning of the Arrowhead Library System's largest collaboration to date by partnering with the Lakeshores and Kenosha County Library Systems in joining the SHARE Consortium. The new combined SHARE catalog will feature approximately 2,150,000 items and will offer improved functionality for both patrons and library staff. The migration work for moving the RockCat catalog into SHARE took place during the second half of 2017. Joining SHARE also opens up ILS support and delivery collaboration possibilities for ALS. 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 2017. In regards to Continuing Education, Arrowhead LS Continued three collaborations. First ALS continued its collaboration with the South Central Library System (SCLS). Second ALS also continued its membership in the SEWI CE consortium. Finally The Arrowhead LS remained 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 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 co 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 would incorporate 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 has helped ALS automate its MailChimp based notification system which works with the 1000 Books patron database that ALS had developed. Unfortunately one planned collaboration with the Southwest Wisconsin Library System (SWLS) did not happen. ALS and SWLS were to partner in a LSTA Outcome Measurement Support Grant which would have provided door counters for the Eager Free and Orfordville Public Libraries, however, the grant was not awarded.

Cost Benefit. <i>For each activity above, list the activity name and estimated cost benefit realized.</i>	
Activity	Amount
1. Migration into SHARE Consortium	40,000
2. WPLC/EContent buying pool	1,119,051
3. Great Outdoors @ Your Library	5,000
4. SCLS Continuing Education	1,000
5. SE CE Consortium	11,758
6. Winter Web Conference/Trustee week with NFLS/SCLS	4,890
7. 1000 Books before Kindergarten App with Bridges LS	7,850
8. 1000 Books before Kindergarten MailChimp automation with LLS	2,500
9.	
10.	
Cost Benefit Total	1,192,049

## X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES—2017

**Program Expenditures**

Provide a summary of your public library system expenditures by system service program and fund source for 2017.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan See note</b>				
1. Shared System	48,207	0	143,362	191,569
2. LSTA Technology	0	9,620	0	9,620
3. Resource Contract (minus Overdrive Advantage)	80,000	0	0	80,000
4. Electronic Resources	7,000	0	46,661	53,661
<b>Subprogram Total</b>	<b>135,207</b>	<b>9,620</b>	<b>190,023</b>	<b>334,850</b>
<b>Continuing Education and Consulting Service See note</b>				
1. Continuing Education	15,890	0	0	15,890
2. Consulting	14,027	0	0	14,027
<b>Subprogram Total</b>	<b>29,917</b>	<b>0</b>	<b>0</b>	<b>29,917</b>
Delivery	72,822	0	6,103	78,925
Library Services to Special Users	14,027	0	2,000	16,027
Library Collection Development	15,395	0	0	15,395
Direct Payment to Members for Nonresident Access	14,027	0	953,539	967,566
Direct Nonresident Access Payments Across System Borders	14,027	0	76,402	90,429
Library Services to Youth	24,027	1,518	0	25,545
Public Information	89,874	0	0	89,874
Administration	21,547	0	1,316	22,863
<b>Other System Programs</b>				
1.	0	0	0	0
2.	0	0	0	0
3.	0	0	0	0
4.	0	0	0	0
<b>Grand Totals</b>	<b>430,870</b>	<b>11,138</b>	<b>1,229,383</b>	<b>1,671,391</b>
<b>Estimated Expenditures for Technology-Related Services Provided by the System</b>	<b>53,207</b>	<b>9,620</b>	<b>190,023</b>	<b>252,850</b>

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, 2017 *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	<input checked="" type="checkbox"/>	\$60,890	40.00
		Shared System Administrator	<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

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	\$45,487	40.00			
Office \$ ILL Manager	\$37,616	36.00			
Driver	\$8,168	11.00			
Driver	\$10,849	14.00			
Driver	\$8,249	12.00			

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

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

b. All Other Paid Staff FTE *incl. maintenance, plant operation, and security*

2.83

c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*

3.83

**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)(b) 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.
- ☒ (c) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- ☒ (d) Inservice training for participating public library personnel and trustees.
- ☒ (e) Electronic delivery of information and physical delivery of library materials to participating libraries.
- ☒ (f) Service agreements with all adjacent library systems.
- ☒ (g) Professional consultant services to participating public libraries.
- ☒ (h) 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.
- ☒ (i) Promotion and facilitation of library service to users with special needs.
- ☒ (j) 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.
- ☒ (k) 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 5<sup>th</sup> January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ (l) 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 Steven T. Platteter	Date Signed
Signature of Public Library System Board President ➤	Name of Public Library System Board President Richard Bostwick	Date Signed

<sup>1</sup>, 2072 large print and 59 professional collection books. (0-2018-01-29)

<sup>2</sup>, No changes in DVD collection (0-2018-01-29)

<sup>3</sup>, ALS subscription to HOOPLA (0-2018-01-25)

<sup>4</sup>, The Arrowhead Library System book collection is mainly large print materials for nursing home outreach. While no items "circulated" in 2017, 3275 items were loaned out, in bulk collections, to Rock County nursing homes. (0-2018-01-29)

<sup>5</sup>, Apart from its book and video collections, ALS loaned 45 stand-ups, 1 huge stuffed bear and 90 makerspace items to member libraries. ALS also handled 3962 clearinghouse requests, 1959 from member libraries, 7 from affiliate member libraries and 1996 from non-ALS libraries. (0-2018-01-29)

<sup>6</sup>, HOOPLA usage. (0-2018-01-25)

<sup>7</sup>, Includes \$1,029,941 for library service and \$1,500 for ALS Board per diems (0-2018-01-25)

<sup>8</sup>, Reimbursement for ALS circulation to Walworth Co. residents without libraries. Funds pass through ALS to member libraries: \$1,769 - Beloit, \$1,539 - Clinton, \$786 - Edgerton, \$17,186 - Hedburg, \$145 - Milton. (0-2018-01-25)

<sup>9</sup>, Funds expended, \$1,518, in 2017 for this grant. (0-2018-01-25)

<sup>10</sup>, Includes Econtent buying pool and member libraries share of HOOPLA. (0-2018-01-25)

<sup>11</sup>, Subscriptions and new large print books. (0-2018-01-30)

<sup>12</sup>, Funds from the Rock County Sheriff's Department for jail books. (0-2018-01-30)

<sup>13</sup>, \$5000 from Resource Contract to cover ALS Overdrive Advantage account. \$2000 toward HOOPLA subscription. (0-2018-01-30)

<sup>14</sup>, \$30,949 - 'ALS member libraries' contribution to Digital Buying pool. \$15,7112 - ALS member libraries contribution to HOOPLA Subscription, ALS provides an additional \$2,000. (0-2018-01-30)

<sup>15</sup>, Resource contract with Hedberg PL \$85,000 minus \$5000 for ALS Overdrive Advantage program in 3b System Collection Electronic Materials. 10,000 for YS consulting contract with Sharon Grover. (0-2018-01-30)

<sup>16</sup>, Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County \$31,527, Green County \$24,731, Dane County \$16,708 and Walworth County \$3,436. \$42,325 to WiLS for ILS administration contract from member libraries automation fees. (0-2018-01-30)



<sup>17</sup>, ILL postage related payments. \$117 to Eager Free Public Library (Evansville) and \$53 to the Milton Public Library. (0-2018-01-30)

<sup>18</sup>, Rock County Payment to ALS member libraries for reimbursable township circulation. (0-2018-01-30)

<sup>19</sup>, LSTA grants. Includes \$1,518 Accessible Early Literacy (16-135-LSTA) and \$9,620 ALS Technology projects 2017 (LSTA-251). (0-2018-01-31)

<sup>20</sup>, 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. (0-2018-01-31)

<sup>21</sup>, Rock County: \$953,539. Dane County: \$16,708, Green County: \$24,731. Jefferson County: \$31,527. Walworth County: \$3,436. (0-2018-01-30)

<sup>22</sup>, For 2017, "Shared System" includes the maintenance of RockCat, the migration into the SHARE Consortium and any associated technology infrastructure. (0-2018-01-31)

<sup>23</sup>, LSTA-251 ALS Technology Projects 2017 - \$9,620 (0-2018-01-31)

<sup>24</sup>, Resource Contract with Hedberg Public Library, \$85,000 minus \$5,000 reported in Electronic Resources: \$80,000. (0-2018-01-31)

<sup>25</sup>, \$5,000 from Resource Library Contract with Hedberg Public Library for ALS Overdrive advantage program. \$2000 ALS contribution toward Hoopla subscription (0-2018-01-31)

<sup>26</sup>, ALS member library share of digital buying pool, \$30,949 and member libraries share of HOOPLA, \$15,712. (0-2018-01-31)

<sup>27</sup>, Includes membership in SEWI CE Consortium (0-2018-01-31)

<sup>28</sup>, \$6,103 from affiliate members for delivery service. (0-2018-01-31)

<sup>29</sup>, The Rock County Sheriffs department provides \$2000 for books for the Rock County Jail. (0-2018-01-31)

<sup>30</sup>, Beloit \$275,319. Clinton \$30,898. Edgerton \$65,519. Evansville \$53,503. Janesville \$426,322. Milton \$74,575. Orfordville \$27,403. (0-2018-01-31)

<sup>31</sup>, Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County \$31,527, Green County \$24,731, Dane County \$16,708 and Walworth County \$3,436. (0-2018-01-31)

<sup>32</sup>, Includes \$10,000 to Sharon Grover per Youth Services Consulting Contract. (0-2018-01-31)

<sup>33</sup>, LSTA Grant 16-135 Accessible Early Literacy expenditure in 2017 - \$1,518 (0-2018-01-31)

<sup>34</sup>, ALS Board per Diem. (0-2018-01-31)

<sup>35</sup>, The 1FTE ILS Administrator position was handled with an ILS Administration contract with WILS. (0-2018-01-31)

<sup>36</sup>, 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 2017 ALS Charter is attached. (0-2018-01-31)

# 2017 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

---

### Inservice Training

Other inservice training or professional consultant services

---

Comments

---

### Delivery and Communication

Other delivery and communication services

---

Comments

Five day delivery is provided for all ALS member libraries. In addition the delivery 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. The Arrowhead Newsletter, now "The Monthly Memo", is highly regarded, both locally and statewide. Beside the newsletter, the ALS public information coordinator also prepares 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 throughout 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.

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*

Comments

---

### **Other Types of Libraries**

Other system services to other types of libraries

Other Comments

---

### **Other Service Programs**

Other service programs List and evaluate

## ALS Board 2018

<b>Appointed Members</b>	<b>Term Expires</b>	<b>Ex-Officio Members</b>
<b>Bill Wilson-Vice President</b>	Reappointed 1-11-18	J. Russell Podzilni, Chairman
417 East High Street		Rock County Board of Superv
Milton, WI 53563	<a href="mailto:wilson@libraryconsultant.com">wilson@libraryconsultant.com</a>	Rock County Courthouse
Phone: 868-9180 or 718-0571(cell)	<a href="mailto:billwilsonretired@gmail.com">billwilsonretired@gmail.com</a>	Janesville, WI 53545
Milton Library Board Member		Phone: 757-5540(courthouse)
<b>Richard Bostwick-President</b>	Reappointed 12-31-16	Steve Platteter, Director
61 Harrison Street		Arrowhead Library System
Janesville, WI 53545	<a href="mailto:richbarb2000@yahoo.com">richbarb2000@yahoo.com</a>	430 E. High St, Suite 200
Phone: 752-9199 or 201-8600(cell)		Milton, WI 53563
Rock County Supervisor		Phone: 868-2872 (work)
		Phone: 262-689-9179 (cell)
		Bryan McCormick Director
<b>Adam Dinnes</b>		Hedberg Public Library
1438 Lafayette Street		316 S. Main Street
Janesville, WI 53546	<a href="mailto:adamdinnes@gmail.com">adamdinnes@gmail.com</a>	Janesville, WI 53545
Phone: 608-295-9219	(serves remainder of Smiley term)	Phone: 758-6594(work)
Hedberg Library Board Member		
<b>Eloise Paula Eager</b>	Appointed 1/11/18	Nick Dimassis
401 Badger Dr.		Beloit Public Library
Evansville, WI 53536	<a href="mailto:eloiseeager@charter.net">eloiseeager@charter.net</a>	605 Eclipse Street
Phone: 608-295-1270		Beloit, WI 53511
Eager Free Library Board Member		Phone: 364-2917(work)
<b>Wes Davis</b>	reappointed 1-11-18	Sarah Strunz
4210 Castlemoor Street		Orfordville Public Library
Janesville, WI 53546	<a href="mailto:wpsdavis@att.net">wpsdavis@att.net</a>	519 E. Beloit St.
Phone: 608-754-3754		Orfordville, WI 53576
Rock County Supervisor		Phone: 879-9229
		<b>Board Committees:</b>
<b>Jose Carrillo</b>	Reappointed 12/31/16	<b>Budget</b>
125 Winesap Drive		Bill Wilson
Janesville, WI 53548	<a href="mailto:jojolatino@aol.com">jojolatino@aol.com</a> (home)	
Phone: 322-8986 (cell)		Richard Bostwick
At Large Board Member		Steve Platteter (Ex-Officio Mem)
<b>Maribeth Miller</b>	Appointed 9-8-16	<b>Personnel:</b>
2481 Oxford Lane		Bill Wilson
Beloit, WI 53511	<a href="mailto:mmiller@beloitlibrary.org">mmiller@beloitlibrary.org</a>	
Phone: 608-313-9518	(serves remainder of Watrous term)	Richard Bostwick
Beloit Library Board Member		Steve Platteter (Ex-Officio Mem)