

ARROWHEAD LIBRARY SYSTEM  
Board Meeting  
Arrowhead L S/Milton Public Library  
430 E High St.  
Milton, WI  
Wednesday January 10, 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 2017
  - d. Public Library System Redesign Project
  - e. Librarians' Report – Sarah Strunz
7. New Business
  - a. DPI approval of 2018 ALS System Plan
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 1/4/2018.

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

ALS/Milton Public Library

December 13, 2017

ALS Board President Rich Bostwick called the meeting to order at 5:00 p.m. Present were Bill Wilson, Janet Haag, Wes Davis, Jose Carrillo, Adam Dinnes, Maribeth Miller, Sarah Strunz, Nick Dimassis and Steven Platteter.

The Agenda was moved approved, with addition under New Business, *Approval of member library web hosting agreement between Arrowhead L S and Lakeshores LS*, by Wes Davis. Bill Wilson seconded and the motion carried unanimously.

The November 2017 minutes were moved approved, with correction, by Adam Dinnes. Bill Wilson seconded and the motion carried unanimously.

Expenditures were approved, including a walk in expenditure of \$3634.50 from Orbis, on a motion by Bill Wilson with Adam Dinnes seconding. The motion carried unanimously.

### **Citizen participation, communication or announcements:**

#### **Unfinished Business**

**a. Shared System –SHARE Update:** Platteter discussed how the migration process was moving along. He also mentioned the migration to SHARE has been getting a lot of good PR with an article in the Janesville Gazette and piece on Channel 3000.

**b. 2017/2018 Budget:** Platteter mentioned that ALS has received its first state aid payment of 2018.

**c. LSTA 2017:**

**d. ALS Strategic Planning:**

**e. Public Library System Redesign Project:** Platteter mentioned that he has been asked to be on the PLSR Delivery Workgroup review panel.

**f. Librarians' Report:**

## **New Business**

**a. Approval of the 2018 ALS Budget:** Wes Davis moved to approve the 2018 ALS Budget as recommended by the Budget Committee. Bill Wilson seconded and the motion carried unanimously.

**b. Approval of Youth Services Contract with Beloit PL:** Maribeth Miller moved to approve the Youth Services Contract with Beloit PL. Bill Wilson seconded and the motion carried unanimously.

**c. Gale Courses Quote:** Platteter shared information regarding Gale Courses.

**d. Wild Wisconsin Winter Web Conference January 23 -25, 2018:**

**e. Approval of member library web hosting agreement between Arrowhead L S and Lakeshores LS:** Adam Dinnes moved to approve the web hosting agreement with Lakeshores Library System. Maribeth Miller seconded. The motion carried unanimously.

## **Communications:**

Jose Carrillo moved to adjourn. Wes Davis seconded and the motion carried unanimously. The meeting ended at 6:28 p.m.

Respectfully submitted,  
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

## COMMITTEE APPROVAL REPORT

12/27/2017

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	OTHER SERVICES	01/02/2018	DEPARTMENT OF PUBLIC INSTRUCTI	200.00	
		01/02/2018	MIDWEST TAPE LLC	44,171.00	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	150,158.00	(44,371.00)	0.00	44,371.00	150,158.00
51-5000-0000-65321	BLDG/OFC LEASE	02/01/2018	CITY OF MILTON	1,166.67	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	14,000.00	(1,166.67)	0.00	1,166.67	14,000.00
<b>ARROWHEAD LIBRARY PROG TOTAL</b>				<b>45,537.67</b>	

I have examined the preceding bills and encumbrances in the total amount **\$45,537.67**

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
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**REPORT COMPLETE!**

For Job Numbers: 1712174

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	OTHER SERVICES	12/12/2017	TECHMAX BUSINESS SOLUTIONS LLC	348.00	
	Budge	YTD	YTD	Pendin	Closing
	99,035.00	(348.00)	0.00	348.00	99,035.00
51-5000-0000-62410	R & M-VEHICLES	11/28/2017	BURTNESS CHEVROLET INC	636.00	
	Budge	YTD	YTD	Pendin	Closing
	6,500.00	(636.00)	0.00	636.00	6,500.00
51-5000-0000-63100	OFC SUPP & EXP	12/14/2017	ARROWHEAD LIBRARY PETTY CASH	14.99	
		11/16/2017	AMAZON.COM	153.98	
	Budge	YTD	YTD	Pendin	Closing
	1,500.00	(168.97)	0.00	168.97	1,500.00
51-5000-0000-63101	POSTAGE	12/06/2017	ARROWHEAD LIBRARY PETTY CASH	24.01	
	Budge	YTD	YTD	Pendin	Closing
	1,000.00	(24.01)	0.00	24.01	1,000.00
51-5000-0000-63104	PRNT & DUPLICATI	12/01/2017	DIMAX OFFICE SOLUTIONS INC	178.00	
	Budge	YTD	YTD	Pendin	Closing
	5,000.00	(178.00)	0.00	178.00	5,000.00
51-5000-0000-64214	ILS COSTS	12/06/2017	LAKESHORES LIBRARY SYSTEM	1,166.51	
		12/11/2017	OFFICE DEPOT INC	79.99	
		12/21/2017	JAX CUSTOM PRINTING INC	131.00	
		12/18/2017	ORBIS CORP	307.70	
		12/13/2017	TECHMAX BUSINESS SOLUTIONS LLC	361.50	
	Budge	YTD	YTD	Pendin	Closing
	218,892.00	(2,046.70)	0.00	2,046.70	218,892.00
51-5000-0000-64303	EXTENSION MATERI	12/21/2017	INGRAM LIBRARY SERVICES	203.44	
		11/28/2017	AMAZON.COM	601.23	
	Budge	YTD	YTD	Pendin	Closing
	3,000.00	(804.67)	0.00	804.67	3,000.00
51-5000-0000-64904	SUNDRY EXPENSE	12/13/2017	ARROWHEAD LIBRARY PETTY CASH	84.54	
	Budge	YTD	YTD	Pendin	Closing
	1,000.00	(84.54)	0.00	84.54	1,000.00

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
ARROWHEAD LIBRARY PROG TOTAL			4,290.89	

I have examined the preceding bills and encumbrances in the total amount \$4,290.89

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
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**REPORT COMPLETE!**

For Job Numbers: 1712231



# Rock County - Production

## Budget to Actual Figures

Fiscal Year: 2018

As of: 01/03/2018

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	0.00	0.00	1,500.00
61400	FICA	13,363.00	0.00	0.00	13,363.00
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	0.00	0.00	2,000.00
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	0.00	0.00	5,000.00
63108	PUBLIC INFORMATION	5,000.00	0.00	0.00	5,000.00
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>45,676.39</b>	<b>0.00</b>	<b>1,717,611.61</b>
	<b>County Share (Revenue - Expense)</b>	<b>(1,069,209.00)</b>	<b>(45,676.39)</b>	<b>0.00</b>	<b>(1,023,532.61)</b>

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

Fiscal Year: 2018

As of: 01/03/2018

Budget: RV

Org Key      Title  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
<hr/>					
	Grand Total Revenue	694,079.00	0.00	0.00	(694,079.00)
	Grand Total Expense	1,763,288.00	45,676.39	0.00	1,717,611.61
	Grand Totals County Share	(1,069,209.00)	(45,676.39)	0.00	(1,023,532.61)

**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	778,514.00	0.00	339,909.00
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	1,009,978.19	0.00	\$247,621.19
<b>EXPENSE</b>					
61100	REGULAR WAGES	197,668.00	163,493.41	0.00	34,174.59
61300	PER DIEMS	1,500.00	1,316.32	0.00	183.68
61400	FICA	17,417.00	12,577.58	0.00	4,839.42
61510	RETIREMENT-EMPLOYERS	15,482.00	9,813.90	0.00	5,668.10
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	131.02	0.00	3.98
62119	OTHER CONTRACTED SERVICES	99,035.00	80,163.41	0.00	18,871.59
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	1,225.77	0.00	774.23
62410	REPAIR & MAINTENANCE-VEHICLES	6,500.00	6,993.01	0.00	(493.01)
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	1,378.11	0.00	121.89
63101	POSTAGE	1,000.00	232.06	0.00	767.94
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	1,613.60	0.00	1,986.40
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	173,149.88	0.00	45,742.12
64303	EXTENSION MATERIALS	3,000.00	2,118.95	0.00	881.05
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	1,643,170.88	0.00	150,627.12
	County Share (Revenue - Expense)	(1,031,441.00)	(633,192.69)	0.00	(398,248.31)

# **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
<hr/>					
	Grand Total Revenue	762,357.00	1,009,978.19	0.00	247,621.19
	Grand Total Expense	1,793,798.00	1,643,170.88	0.00	150,627.12
	Grand Totals County Share	(1,031,441.00)	(633,192.69)	0.00	(398,248.31)
<hr/>					

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

Fiscal Year: 2017

As of: 12/31/2017

Budget: RV

Org Key      Title  
5152752017    ALS TECH PROJECTS

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42100	FEDERAL AID	<u>9,620.00</u>	<u>9,620.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Revenue	<u>9,620.00</u>	<u>9,620.00</u>	<u>0.00</u>	<u>\$0.00</u>
<b>EXPENSE</b>					
62119	OTHER CONTRACTED SERVICES	<u>9,620.00</u>	<u>9,620.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Expense	<u>9,620.00</u>	<u>9,620.00</u>	<u>0.00</u>	<u>0.00</u>
	County Share (Revenue - Expense)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<hr/>					
	Grand Total Revenue	<u>9,620.00</u>	<u>9,620.00</u>	<u>0.00</u>	<u>0.00</u>
	Grand Total Expense	<u>9,620.00</u>	<u>9,620.00</u>	<u>0.00</u>	<u>0.00</u>
	Grand Totals County Share	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



November 30, 2017

Richard Bostwick, President  
Arrowhead Library System  
430 E. High Street, Suite 200  
Milton, WI 53563-1579

Dear Mr. Bostwick:

I am pleased to inform you of the approval of your 2018 annual system plan. The request for your first state aid payment for 2018 has been initiated by staff of the Division for Libraries and Technology (DLT). The amount of library system 2018 aid to all 16 public library systems has increased \$500,000 over the amount distributed in 2017. For this biennium, all funding is provided from the Universal Service Fund. For this first state aid payment you will receive an electronic transfer totaling \$339,909.

This payment and the approval of your plan are based on the expectation that your system will implement the plan in compliance with the statutory requirements for public library systems and that your counties and member public libraries will be in compliance with system membership requirements, or that a plan accepted by the DLT will be in place to bring about member compliance. Signed agreements and contracts for 2018 operations must be filed before January 15, 2018. Audits for 2017 should be provided to the DLT as soon as available, but no later than October 1, 2018.

The state aid payments your system will receive for next year's operations are shown on the enclosed schedule. Your approved plan, with original signatures, will be sent to your system director. The second state aid payment for 2018 will be initiated upon completion of a review and acceptance of your system's 2017 annual report and evaluation.

I look forward to working with you, your board, and your system staff in the coming year to support essential public library and library system services across the state.

Sincerely,

Tony Evers, PhD  
State Superintendent

TE: jd

Enclosure

cc: Steven Platteter, System Director



State of Wisconsin

## Payment Advice

22 December 2017 6:57:30 AM

Page 1 of 1

**To:**

**Supplier Name:** Arrowhead Lib Sys  
**Supplier Address:** 430 East High Street Ste 200  
Milton WI, 53563-1579  
USA

**Reference Information**

**Pay Cycle:** DLYACH  
**Pay Cycle Seq Number:** 571  
**Supplier Number:** 0000071945

**Payment Information**

**Payment Reference:** 0000155772  
**Payment Date:** 12/26/2017  
**Payment Method:** Automated Clearing House

Bank ID	Bank Name	Branch ID	Branch Name
Bank To Information:	FIRST NATIONAL BANK AND TRUST		
Bank To Account:	****013		

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with ref# and amt

AP Business Unit	Agency	Invoice Number	Invoice Date	Voucher ID	Paid Amt
25500		SAFA1213170138995435	12/14/2017	00105882	9,620.00
		8			
		Reimbursement for LSTA System Aids Public			
		<b>Total:</b>			9,620.00 USD

# **2018 Wisconsin Public Library System Aid** *Anticipated*

<i>System</i>	<i>Agency Code</i>	<i>2017 System Aid</i>	<i>2018 Additional Funds</i>	<i>Total 2018 System Aid</i>	<i>Revised allocation</i>	<i>December 1 2017 Payment</i>	<i>2nd Payment April 1, 2018</i>
Arrowhead Library System	539926	\$ 438,605	14,607	453,212	453,212	339,909	113,303
Bridges Library System **	679939	\$ 1,216,744	40,523	1,257,267	1,257,267	942,950	314,317
Indianhead Federated Library System	189928	\$ 1,125,114	37,471	1,162,585	1,162,585	871,939	290,646
Kenosha County Library System	309929	\$ 398,675	13,278	411,953	411,953	308,965	102,988
Lakeshores Library System	519930	\$ 637,716	21,239	658,955	658,955	494,216	164,739
Manitowoc-Calumet Library System	369937	\$ 312,113	10,395	322,508	322,508	241,881	80,627
Milwaukee County Federated Library System	409933	\$ 2,677,006	89,156	2,766,162	2,766,160	2,074,620	691,540
Monarch Library System *	599943	\$ 1,069,644	35,624	1,105,268	1,105,268	828,951	276,317
Nicolet Federated Library System	059934	\$ 1,069,413	35,616	1,105,029	1,105,029	828,772	276,257
Northern Waters Library Service	029935	\$ 529,104	17,621	546,725	546,725	410,044	136,681
Outagamie Waupaca Library System	449936	\$ 607,514	20,233	627,747	627,747	470,810	156,937
South Central Library System	369937	\$ 2,062,581	68,693	2,131,274	2,131,274	1,598,456	532,818
Southwest Wisconsin Library System	229938	\$ 363,341	12,101	375,442	375,442	281,582	93,860
Winding Rivers Library System	329940	\$ 767,701	25,568	793,269	793,269	594,952	198,317
Winnefox Library System	709941	\$ 885,885	29,504	915,389	915,389	686,542	228,847
Wisconsin Valley Library Service	379942	\$ 851,944	28,373	880,317	880,317	660,238	220,079
<b>Total</b>		<b>\$ 15,013,100</b>	<b>500,000</b>	<b>15,513,100</b>	<b>15,513,100</b>	<b>11,634,825</b>	<b>3,878,275</b>

\* Formerly Eastern Shores Library System (merged with Mid-Wisconsin Federated Library System, effective 2017)





**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION  
ATTN: JOHN DEBACHER  
DIVISION FOR LIBRARIES AND TECHNOLOGY  
PO BOX 7841  
MADISON, WI 53707-7841**

Also send a copy of the completed Word document to  
[libraryreports@dpi.wi.gov](mailto:libraryreports@dpi.wi.gov)

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

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## GENERAL INFORMATION

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### Library System

#### Arrowhead Library System

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

The Arrowhead Library System (ALS) is a single county library system in Rock County, with seven member libraries in Beloit, Clinton, Edgerton, Evansville (Eager Free Public library), Janesville (Hedberg Public Library), Milton and Orfordville. Rock County has a population estimated at 159,372 as reported in the Wisconsin Department of Administration, January 1, 2017 Preliminary Population Estimate. This reflects a loss of 959 persons from the 2010 census population of 160,331. As of 2015, 40,015 persons lived in communities without a library. Many of the seven libraries are in villages and cities under 6,000 population, with one person primarily responsible for the programming and services that are offered. The number of staff at the libraries varies greatly with 1.95 FTEs at the smallest library in Orfordville to 47.5 FTEs at the Hedberg Public Library in Janesville. Of a total of 94.16 library staff FTEs system wide, a total of 23.33, or 25 percent, have MLS degrees.

The county economically suffered during the early part of the decade. The recession caused a major employer, the GM plant to close, which in-turn shut down many local supporting industries. Unemployment in Beloit reached over 18%, with the county unemployment reaching 13%. There has been improvement over the last couple of years with county unemployment, as of June 2017, down to around 3.8%. Even Beloit's unemployment is now at 4.8%. Rock County has been very supportive of library services to township residents and in 2011 exceeded 1 million dollars in support to Rock County libraries and to libraries in adjacent counties that provide service to Rock County township residents. In 2018, the level of County funding will be \$1,067,709 of which \$1,001,938 goes to Rock County libraries and \$65,771 to libraries in neighboring counties. ALS acts as the agent for Rock County in regards to calculating and dispersing county library funds to both the ALS member and adjacent county libraries.

RockCat is the shared catalog and ILS of the seven ALS member libraries. By 2017, RockCat will have been in place for ten years and has served to facilitate the exchange of materials between the member libraries. Nearly 86% of Rock County's population is registered in RockCat. As successful as RockCat has been, the software running it is now obsolete and in March 2017 the Arrowhead member libraries voted to join the SHARE consortium with the Lakeshores and Kenosha County library systems. The ALS delivery service complements RockCat, as well as the upcoming SHARE consortium, and is able to provide five day a week delivery to all of the member libraries. In addition delivery is provided to Beloit College, many Rock County school districts and a number of nursing homes. ALS is part of the Wisconsin Public Library Consortium (WPLC) and provides electronic content to Rock County patrons through WPLC membership. In addition to WPLC, ALS also provides electronic content to the patrons of its member libraries through a subscription to the Hoopla collection provided by Midwest Tape. This service was started in June of 2016 and will continue through 2018. Public Relations continues to be one of the most valued services that the system offers, as more of the libraries are doing programming for people of all ages and want professional looking advertising. Hedberg Public Library is the Resource Library for the Arrowhead Library System.

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

Despite a modest State Aid increase, funding and staffing are the greatest challenges facing Arrowhead going into 2018. 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 respectable fund balance. Much of this was accomplished by office reorganization, however, this has come at a cost. Currently staffing is down to 3.8 FTEs which includes three part time delivery drivers. Also, a single FTE position, ILS Administrator, is being used to fund the migration to SHARE. Currently RockCat administration is being handled via contract with WiLS. For 2018, ILS support in SHARE will be handled with a support agreement with Lakeshores Library System. At the current level of State funding ALS is running out of "tools" in its "toolkit" and any need to increase service levels will have to be handled through contract work. Besides ILS Administration, Arrowhead has also relied on a contract consultant for youth services consulting. Since 2016, ALS has contracted with the former Hedberg PL YS department head Sharon Grover for this role. As Sharon has indicated a desire to retire from consulting, ALS will be looking for a new Youth Services consultant in 2018.

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## GENERAL INFORMATION (cont'd.)

Describe the planning environment and process under which this and other system plans were developed. Include how member libraries are involved in plan development and review and whether your system has a formally appointed advisory committee. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

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, LST A grants, budgets, and reports of activities in the member libraries. The Arrowhead Library System Board also meets monthly and participates in the 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.

The Arrowhead Library System has maintained a shared catalog (also known as an Integrated Library System or ILS) of the seven member Rock County libraries known as RockCat since 2007. In 2016, as part of the strategic planning process ALS had been involved in, one immediate concern was identified. While running the latest updates, RockCat is based on the Innovative Interfaces Inc (iii) Millennium software which is a legacy system no longer under major development. Since RockCat is based on legacy software, it is unable to provide some functionality and features requested by the member libraries. In order to determine next generation ILS for Arrowhead, the ALS Board has created an ILS Exploration Committee charged with recommending the best course of action in regard to RockCat. The committee was composed of four member library directors, seven member library staff members, an ALS Board member, the ALS director, the DL T Public Library Technology Consultant and a facilitator from WiLS. The committee was charged with not just looking at whether to migrate to the current iii product Sierra or another vendors similar ILS, but also to see if joining a neighboring ILS consortium, would be in the better interest of ALS.

In October of 2016, ALS on behalf of the ILS Exploration Committee sent out a request for proposal (RFP) to the three neighboring ILS Consortia: the South Central Library System's LINKcat, Bridges Library System's CAFÉ and the Lakeshores LS-Kenosha LS SHARE consortium. A request was also sent to Innovative Interfaces Inc in regard to their Sierra product. Demonstrations of the three consortia, and iii Sierra, were held on four separate dates in February of 2017 and on March 3rd the ILS Exploration committee recommended that ALS join the SHARE Consortium, the shared catalog of the Lakeshores (Walworth & Racine counties) and Kenosha County Library Systems. On March 15, 2017, the ALS member library directors sent this recommendation to ALS Board which approved it at the April 12, 2017 Arrowhead Library System Board meeting. ALS is currently in the migration process of joining SHARE with a go-live date in the first quarter of 2018.

## 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 2018. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

**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.
- ☒ A copy of the agreement with a list of all members signing and the dates signed provided to the division by January 15.

**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.
- ☒ A signed copy of the resource library agreement will be provided to the division by January 15.

**Reference Referral, Interlibrary Loan, and Technology**

- ☒ 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.

**List ongoing activities related to this requirement.**

The system maintains an Office & Interlibrary Loan Manager to assist member libraries with difficult interlibrary loan requests.

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.

RockCat is the shared catalog and ILS of the seven ALS member libraries which facilitates the exchange of materials between

	<b>ASSURANCES (cont'd.)</b>	
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the member libraries.

**Indicate new or priority activities relating to this requirement for the plan year. If none, indicate so.**

During the first quarter of 2018, ALS will replace RockCat by joining the SHARE Consortium. This partnership with the Lakeshores and Kenosha Library Systems will produce the first consortium of three library systems in Wisconsin. ALS has also entered into an ILS support agreement with the Lakeshores Library System which will facilitate ILS and Library specific software support and enable IT cooperative purchasing.

With an increase in State Aid, Arrowhead intends to purchase a system wide subscription to Gale Courses in 2018 to facilitate work force development and life long learning.

#### **Inservice Training**

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

**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 training activities

**Indicate new or priority activities relating to this requirement for the plan year. If none, indicate so.**

In late 2017 and into 2018, ALS will be focusing on ILS related training.

**List specific staff and resources dedicated to this requirement and/or contract arrangements with other libraries or systems.**

Arrowhead Library System Director, Steven Platteter is the inservice training/CE coordinator for ALS. Arrowhead contracts with the South Central Library system in regard to CE activities which includes in library crisis prevention training. ALS is also a member of the Southeastern Wisconsin Continuing Education (SEWI CE) consortium and a cosponsor of the Nicolet Federated Library System's "Wild Wisconsin Winter Web Conference" and "Trustee Training Week." ALS has entered into a ILS support agreement with the Lakeshores Library System which will facilitate SHARE related ILS training.

#### **Delivery and Communication**

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

**List ongoing activities related to this requirement.**

The ALS delivery van goes to each public library Monday through Friday. ALS pays for state-wide delivery service 4 days per week. As interlibrary loan requests within our shared system increased over the last few years, the maintenance of the five day a week delivery to member libraries is very important. In addition the delivery goes to Beloit College, Blackhawk Technical College, Beloit Schools, Janesville Schools, Evansville Schools and Parkview Schools as well as the Wisconsin School for the Blind and Visually Impaired.

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.**

Along with joining the SHARE Consortium, Arrowhead intends to add a delivery run into Walworth County.

#### **Service Agreements**

- ☒ S.43.24(2)(g) Service agreements with all adjacent library systems
- ☒ A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.



## ASSURANCES (cont'd.)

### 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.
- ☒ 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. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
- ☒ Other types of libraries in the system area have had an opportunity to review and comment on the plan.

### 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 fifth 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 have had an opportunity to review and comment on the plan.
- ☒ By January 1, 2018, the system's current plan for library technology and resource sharing or changes to the current plan will be submitted to the division.

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

Priority activities in regards to technology for 2018 include the integration of ALS into the SHARE Consortium and the bringing the last three member libraries up on the new BadgerNet over AT&T network. This will be reflected in the ALS Technology and Resource Sharing Plan.

### Professional Consultation

- ☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

**Specifically identify consultants, their service areas, and related activities.**

The Arrowhead Library System provides consulting in inclusive services, administration, public information and promotional materials, and certification. ALS Director, Steven Platteter, handles administration, 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 Sharon Grover. General technology consulting is currently handled under a contract with WiLS.

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

As Sharon Grover has indicated a desire to retire from consulting in 2018, ALS is in the process of looking for a new youth services consultant.

**Indicate specific methods or means of communication with member libraries to fulfill this requirement.**

Arrowhead uses several methods of communication in regards to consultation. Each month, ALS has its Librarians' meeting. These meetings include the director of each member library, ALS staff consultants, and the contract youth services consultant. ALS maintains five email lists; All Staff, ALS Directors, Public Relations, Continuing Education, and Early Literacy. The Early literacy list is a direct outcome of our 1000 Books before Kindergarten project and also includes many of the community partners who are involved with this project. Besides the librarians meetings, email and email lists, the ALS consulting staff is always happy to take phone calls or have one on one, face to face meetings at member libraries.

## ASSURANCES (cont'd.)

### Inclusive Services

- ☒ S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

The division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

#### List ongoing activities related to this requirement.

The system receives \$2,000 from the Rock County Sheriffs department to purchase paperback books for the jail. We maintain a collection of large type and special interest books for nursing homes, assisted living, and senior centers in Rock County and deliver the books, including books from Hedberg Public Library through our delivery system. In 2014 ALS installed a total of eleven point of service hearing loops in ALS member libraries. Each of the seven libraries received at least one point of service hearing loop and a loop listening device. Beloit, Edgerton and Hedberg Public Libraries also have hearing loops installed in their meeting/program rooms. In 2016 Arrowhead has partnered with Bridges and several other library systems to create a version 2 1000 Books before Kindergarten App. ALS used LST A funds to support a Spanish version of the App. Arrowhead staff also attends events targeting residents with special needs to promote library services.

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

#### Indicate specific methods or means of communication with member libraries to fulfill this requirement.

As mentioned above, Arrowhead uses several methods of communication in regards to consultation. Each month, ALS has its Librarians' meeting. These meetings include the director of each member library, ALS staff consultants, and the contract youth services consultant. ALS maintains five email lists; All Staff, ALS Directors, Public Relations, Continuing Education, and Early Literacy. The Besides the librarians meetings, email and email lists, the ALS consulting staff is always happy to take phone calls or have one on one, face to face meetings at member libraries.

### 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 system board after consultation with participating public libraries.

List each "other" service programs 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, ROCKCAT & SHARE, computer classes and other activities in the libraries. The promotions include a 5-day-a-week radio announcement about library programs and services, news releases to local media, bookmarks, posters, brochures, and a booth at the Rock County Fair. This position provides service to all seven ALS member libraries.

### Administration

- ☒ The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- ☒ The 2016 system audit will be submitted to the division no later than September 30, 2018.

### Budget

- ☒ A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

### 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 2018 resource library contract.

2018 marks 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 and ILS will feature approximately 2,150,000 items and will offer improved functionality for both patrons and library staff. 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 will purchase more than \$1,150,000 worth of new content in 2018.

Arrowhead Library System and Lakeshores Library System continue to collaborate on a program called "The Great Outdoors @ Your Library". The program is geared toward connecting library patrons with outdoor activities and resources. The program is also designed to foster relationships between municipal, county, and private organizations, and to tie these in to public library services - creating visibility to non-traditional library users in the process. By taking a regional approach, we hope to save member libraries in both counties time and money in developing individual programs from the ground up. At the system level, economies of scale will be realized by pooling resources to achieve an output greater than the sum of its parts.

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 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 continues two collaborations. The first collaboration, with the Bridges Library System, developed out of the LSTA project "Accessible Early Literacy" in 2016. ALS was looking for a 1000 Books before Kindergarten App the same time as Bridges was working to develop their 1000 Books App Version 2, which 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 is helped ALS automate its MailChimp based notification system which works with the 1000 Books patron database that ALS had developed.

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

Activity	Amount
1. SHARE Consortium with Lakeshores & Kenosha County Library Systems	\$41,000
2. WPLC/EContent buying pool	\$1,119,891
3. Great Outdoors @ Your Library	\$5,000
4. SCLS Continuing Ed	\$1,000
5. SEWI CE Consortium	\$11,500
6. Wild Winter Web Conference/Trustee week with NFLS/SCLS	\$4,500
7. 1000 Books before Kindergarten APP with Bridges Library System	\$7,850
8. 1000 Books before Kindergarten MailChimp automation with Lakeshores Library System	\$2,500
9.	
10.	



## COLLABORATIVE ACTIVITIES (cont'd.)

Cost Benefit Total

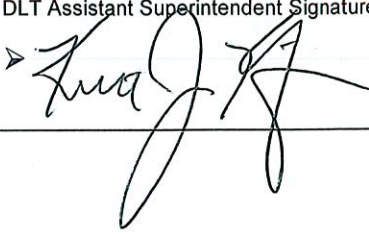
\$1,193,241

## 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 2018.

Name of System Director Steven Platteter	Signature of System Director ➤ 	Date Signed Mo./Day/Yr. 9/13/2017
Name of System Board President Richard Bostwick	Signature of System Board President ➤ 	Date Signed Mo./Day/Yr. 9/13/17

FOR DPI USE  
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved See Comments. <input type="checkbox"/> Not Approved See Comments.	DLT Assistant Superintendent Signature ➤ 	Date Signed Mo./Day/Yr. 12/4/17
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Comments

PUBLIC LIBRARY SYSTEM 2018 ANNUAL PROGRAM BUDGET					
Program	2018 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan*</b>					
1. Shared System	\$44,545			\$164,284	
2. Resource Contract(-OD Ad)	\$35,000				
3. Gale Courses	\$14,607				
4. Electronic Resources	\$30,000			\$48,480	
<b>Program Total</b>	<b>\$124,152</b>	<b>\$0</b>	<b>\$0</b>	<b>\$212,764</b>	<b>\$336,916</b>
<b>Continuing Education and Consulting Service*</b>					
1. Continuing Education	\$18,338				
2. Consulting	\$14,339				
<b>Program Total</b>	<b>\$32,677</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,677</b>
<b>Delivery Services</b>	<b>\$92,217</b>	<b>\$20,000</b>		<b>\$6,103</b>	<b>\$118,320</b>
<b>Library Services to Special Users</b>	<b>\$14,339</b>			<b>\$2,000</b>	<b>\$16,339</b>
<b>Library Collection Development</b>	<b>\$15,707</b>				<b>\$15,707</b>
<b>Direct Payment to Members for Nonresident Access</b>	<b>\$14,339</b>			<b>\$1,001,938</b>	<b>\$1,016,277</b>
<b>Direct Nonresident Access Payments Across System Borders</b>	<b>\$14,339</b>			<b>\$65,771</b>	<b>\$80,110</b>
<b>Library Services to Youth</b>	<b>\$24,339</b>				<b>\$24,339</b>
<b>Public Information</b>	<b>\$96,132</b>				<b>\$96,132</b>
<b>Administration</b>	<b>\$24,971</b>			<b>\$1,500</b>	<b>\$26,471</b>
<b>Subtotal</b>	<b>\$296,383</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$1,077,312</b>	<b>\$1,393,695</b>
<b>Other System Programs</b>					
1.					\$0
2.					\$0
<b>Program Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Totals</b>	<b>\$453,212</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$1,290,076</b>	<b>\$1,763,288</b>

\* 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 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).