

**Arrowhead Library System
Librarians Meeting
Wednesday, February 21 2018
Arrowhead LS/Milton Public Library
430 E High St. Milton
9:30 a.m.**

This meeting is being held at the Arrowhead LS/Milton Public Library, 430 E High St., Milton.

1. Call to order 9:30a.m. – Chair – Sarah Strunz
2. Secretary – Tovah Anderson
3. Additions to Agenda
4. Approval of the January 2018 Minutes
5. Unfinished Business
 - a. Shared System
 1. Share update
 - b. LSTA
 - c. Technology
 1. Hoopla
 2. BadgerNet – Router updates
 - d. WPLC/Overdrive
 - e. Budget 2018
 - f. Youth Services update- Jeni Schomber
 - g. Public Library System Redesign Project
 - h. ALS Board Report – Sarah Strunz
6. New Business
 - a. Leadership Academy – Youth Project
 - b. Annual Reports
 - c. Manhattan Short Film Festival
 - d. April Librarians' meeting
7. ALS Activities
8. Activities in Member Libraries
9. Adjourn

Dates to Remember:

ALS Board Meeting – February 14 – 6:00 pm @ ALS

Arrowhead Library System
Librarians Meeting Minutes

Wednesday, January 17, 2018
Arrowhead LS/Milton Public Library
430 E High St., Milton
9:30 a.m.

Attendees: Steve Platteter, Tovah Anderson, Anita Schultz, Charles Teval, Jeni Schomber, Michael DeVries, Nick Dimassis, Kirsten Almo, Mary Beiber, Megan Kloeckner, Sarah Strunz,

1. Call to order 9:36 a.m. – Chair Mary Beiber
2. Secretary – Tovah Anderson
3. Additions to Agenda
 - a. Bin Tags
 - b. SHARE Q & A
4. Approval of December 2017 Minutes
 - a. Motion to approved by Kirsten Almo
 - b. Seconded by Sarah Strunz
 - c. Motion Carries unanimously
5. Unfinished Business
 - a. Shared System
 - i. SHARE
 1. **Please document any issues and submit a LLS Help Desk**
 2. **Update Delivery is starting to even out:** All our records were considered “new” and went to the top of the rankings + our materials were visible to KCLS/LLS a week ahead of the migration – that’s why ALS materials had so many holds initially. De-duplicating records in the next 2-3 weeks will help.
 3. **Hold List item keep resurfacing on the list.** Must check in items on the hold shelf.
 4. **Patrons with multiple (old) library cards couldn’t log in because their old number was defaulted.** Jim Novy can give you a separate spreadsheet of the information.
 5. **Fines:** extraction didn’t transfer reason for charges into notes field
 6. **Magazine Cataloging:** must have a bib record before cataloging a control record.
 7. **Google Doc of answered tickets:** could Jim setup a google doc of submitted tickets and their solutions **(Kirsten will talk to Jim)**

8. **SHARE Listserve** Steve P. will see if it's still running, if we can get added
 - b. LSTA
 - i. 2017 payment from DPI arrived
 - c. Technology
 - i. Hoopla
 1. 2018 Funds have been sent to Hoopla
 2. Stats are in packet.
 - ii. BadgerNet – router update
 1. Thursday 1/25/18 – HPL Router Head Test – could cause internet issues
 - d. WPLC/OverDrive – Michael DeVries
 - i. Sent email with updates
 - ii. \$150,000 extra is not going to overall budget, rather to advantage selectors
 - iii. Advantage Selector Training – TBD
 - iv. Advantage selections will eventually open to other systems after meeting several criteria
 - e. Budget 2017/2018
 - i. Participating Library Vouchers and adjacent county payments set up
 - f. Youth Services update – Jeni Schomber
 - i. Talked with Tessa about State expectations, will talk to Steve P. about System Expectations
 - g. Public Library System Redesign Project (PLSR)
 - i. Review group looking for people
 - h. ALS Board Report – Steve P.
 - i. Janet Haag is no longer on the board
 - ii. Day after the board meeting: Eloise Eager appointed to replace her. 3 other members reappointed.
 - iii. An exofficio member can be appointed in the absence of a board member
6. New Business
- a. Bin Tags
 - i. Green Bins
 1. **The clients that work at VIP are disabled and many are illiterate, the symbol/color system is essential. Please use proper tags**
 2. Destination Lakeshores: VIP
 3. Destination ALS Hub: ALS
 4. Destination KCLS: KCLS Hub
 5. ALS Hub • HPL and ALS Hub • BPL tags are for KCLS to use for full bins to HPL or BPL (**not in use now**)
 - ii. Gray Bins
 1. keep doing whatever you've been doing pre-migration

- b. DPI approval of 2018 ALS System Plan
 - i. Plan was approved, we have first state aid payment
- c. Annual Reports
 - i. Prepopulated spreadsheet has been submitted
 - ii. LibPass open now
 - iii. New: BadgerLink data tracking (Ebsco and Britannica data has been uploaded. Waiting on Teaching Books Data)
 - 1. For individual Ebsco databases talk to Steve P.
 - iv. Passed out data – measured in clicks
 - v. Double check your ILL numbers and WisCat numbers.
 - 1. Anything passed between Rock County Libraries is considered by the state to be ILL.
 - 2. Add Wiscat number to the number that is already populated (Melody's ILL # is not the Wiscat number)
- d. Driver's license numbers in patron records
 - i. SHARE issue: Scrub from records or keep (most Library Systems are scrubbing them)
 - ii. Legal Liability if hacked/shared with third party
 - 1. Indianhead Federated LS was hacked and had to notify everyone on the database that their information was compromised
 - 2. May leave us open to lawsuits
 - iii. HPL/EFPL– currently doesn't keep DL#
 - iv. CPL/BPL/LLS/KCLS – currently keeps DL#
 - v. Can still use DL as form of identification, and can use it to populate fields (just tell Jim Novy to change it to not input DL#)
 - vi. Collection Agencies do not require DL#
 - vii. Motion to cease collecting driver's license # and delete from records: Kirsten Almo**
 - viii. Seconded by Megan Klockener**
 - ix. Motion carries unanimously**
- e. Lynda.com
 - i. SHARE discussion got tabled
 - ii. If SHARE goes with Lynda, ALS will pay for it for all Rock County Libraries for at least 2018-2019
- f. Large delivery bins
 - i. Extra Large Bins are awkward for drivers – would like to replace with HPL/Green size bins
 - 1. Will be ordering bins soon
 - ii. Like to go universally with HPL/Green size bins
- g. April Librarians Meeting – April 18 at MPL (Steve is in the UK)
 - i. Option 1: Keep same day, Tovah runs
 - ii. Option 2: Move same day as board meeting (April 11)

7. ALS Activities

- a. Don't forget to register for the Wild Wisconsin Winter Webinar, free, next week
- b. 60 replies to mass SHARE communication, 2.5 nice, 2 nasty, 30 moved, 13 unsubscribes, 4 wrong people, 4 old email address, 3 mad/questioning bills, 2 dead, 2 specific questions
- c. BookMyne press release next month

8. Activities of Member Libraries

- a. Edgerton Public Library – Kirsten Almo
 - i. First SHARE Help Desk for patrons – had people come!
 - ii. Whos Woods Program Coming
 - iii. Kathleen Ernst (Author) coming in February – 2 programs for different ages
 - iv. Used Book Sale coming up
 - v. RCCR Book Club tonight (Seventh Generation Earth Ethics)
- b. Orfordville Public Library – Sarah Strunz
 - i. Both open board positions have been filled
 - ii. Staff is feeling more comfortable with SHARE
 - iii. Teen Tuesday Nights are really popular, teens and parents are picking books up now. (OPL is feeding them, adding a lot to the budget)
 - 1. 8-9 guys come every day after school... keep inviting more people
 - 2. Thinking about a "Feed the Teen" fundraising campaign to earn money to supplement funds
- c. Beloit Public Library – Nick, Michael, Jeni
 - i. Over 1300 people coming through the library Saturday – Friends group had booksale. Made \$1500+ dollars. Café made double \$\$.
 - ii. Best Beloit Model (changing service model)
 - 1. Training and shadowing starting soon, pause in that mode during summer library club.
 - 2. October will jettison the big desk in lieu of "service points".
 - 3. New job descriptions through attrition, new hires, promotions (no demotions)
 - 4. 90-95% of questions asked should be able to be answered by anyone working a "service point" or desk
 - 5. Whos Woods Raptor Program, Tom McBride (author), Big Read in the Café, AudioCon, Orphan Trains, Shelley Tougas (author), Mock Caldecott "Picture This", Parenting Connections Workshops (special needs) will present at a conference in LaCrosse in February
- d. Eager Free Public Library - Megan Kloeckner
 - i. SHARE catalog catchup, City Council
 - ii. Approved Vogel Brothers construction contract for new building
 - 1. Clearing out Program room – if you need tables, chairs, shelving units, etc. let Megan know
 - 2. January 31, 2019 estimated complete date
 - 3. Adding 8,000 ft² and remodeling current space

- e. Hedberg Public Library – Charles Teval
 - i. TRANSFORMATION
 - 1. Offered two part-time “Public Services Assistant II” positions (circ and information searches), promoted 6-7 to this level. Will hire substitutes for various positions as well.
 - 2. Reached the million-dollar mark... donor matching opportunity until July
 - ii. WI IL HO Modular Railroad Group display (20th year) under the skylight
 - f. Clinton Public Library – Mary Bieber
 - i. Not much program going on
 - ii. Discussion about WISE Program.
 - g. Milton Public Library – Not Present
9. Adjourn at 11:39
- a. Motion to adjourn by Megan Kloeckner
 - b. Motion Seconded by Nick Dimassis
 - c. Motion carries unanimously

DATES TO REMEMBER:

- **SHARE Migration Meeting** – Friday, January 26, 9:30 am at Beloit Public Library
- **ALS Board Meeting** – Wednesday, February 14, 6:00 pm at ALS
- **ALS Librarians Meeting** – Wednesday, February 21, 9:30 am at ALS – Chair Sarah Strunz



Libraries Across the USA Join the World's First Global Film Festival MANHATTAN SHORT 2018

One World – One Week – One Festival

During September 27–October 7, 2018, more than 100,000 film lovers will gather in over 300 screening venues across six continents for just one reason—to view 10 outstanding short films chosen as finalists in the 21st annual MANHATTAN SHORT Film Festival.

Last year—for the first time in MANHATTAN SHORT's history—more than 20 libraries from across the USA joined the event with great success, producing an enthusiastic response from the participating libraries and their filmgoers.

This success showed us that libraries are not just about books, they're about community and building community. And that's exactly what The Manhattan Short Film Festival is all about too—bringing communities together across the globe to enjoy a handpicked selection of the world's best short films.

Now, in 2018, MANHATTAN SHORT—one of the world's largest short film festivals and the first-ever global film festival—is expanding its reach to include a further 100 US libraries, and we hope your library and your community would like to join us in our international celebration.

After last year's show, the feedback we received from the 2017 participating US libraries was wonderful and inspiring:

"The 2017 Manhattan Short Film Festival was our institution's first year as a participant. It will NOT be our last. We do a great many programs throughout the year and this was, by far and away, the most well received of anything we have done to date. We did one daytime and one evening showing, and both showings were filled to capacity. People from all over the area attended and it was the talk of the local 'cocktail circuit' for days afterward. In 2018, we intend to do at least 4 showings. The films were remarkable, poignant, shocking, funny and some of the finest filmmaking I have ever seen. Thank you Nick Mason and everyone at Manhattan Short for this incredible festival, and thank you for the opportunity to be part of it. See you next year!" – Joseph Galbraith, Library Director of the Moorestown Library, NJ

www.ManhattanShort.com

ONE WORLD • ONE WEEK • ONE FESTIVAL

"The MANHATTAN Short film festival is one of our most anticipated events of the year. While the art, process, and creation of a short film are laudable, it's the stories that make us come back each year. Each year brings a new batch of films and each film opens a window to a different time, a different corner of the globe and a different way of viewing the world; resulting in a better understanding to our world and the ideas that drive us. The Library is proud to host such an event that not only entertains, but inspires, teaches, and opens our eyes. We can't wait to see what Nick Mason and the MANHATTAN SHORT put together for next year." – Elisha Davies, Archivist, Cazenova Public Library, NY

You Be the Judge! Not only do MANHATTAN SHORT filmgoers get the chance to watch the cream of the year's international short films, every audience member also plays an integral part in deciding the winner. By casting their vote for their favorite film and actor, it is our worldwide audience that determines the ultimate victor.



The image shows a voting card for the MANHATTAN SHORT film festival. It has a header with the festival name and a 'Voting Card for 2017' label. Below the header, there are two sections: 'BEST FILM' and 'BEST ACTOR'. Each section contains a list of film titles and actor names with checkboxes next to them. At the bottom, there is a URL 'www.ManhattanShort.com' and a banner that reads 'ONE WORLD • ONE WEEK • ONE FESTIVAL'.

BEST FILM	
<input type="checkbox"/> Do No Harm (New Zealand)	<input type="checkbox"/> Just Go! (Latvia)
<input type="checkbox"/> Behind (Spain)	<input type="checkbox"/> Mare Nostrum (Spain)
<input type="checkbox"/> Fickle Bickle (USA)	<input type="checkbox"/> Viola, France (Italy)
<input type="checkbox"/> Hope Dies Last (United Kingdom)	<input type="checkbox"/> In A Nutshell (Switzerland)
<input type="checkbox"/> Perfect Day (Spain)	<input type="checkbox"/> 8 Minutes (Greece)

BEST ACTOR	
<input type="checkbox"/> Marshia Yuan (Do No Harm)	<input type="checkbox"/> Aleksandra Rania (Just Go!)
<input type="checkbox"/> Macarena Gomez (Behind)	<input type="checkbox"/> Claudia Guzman (Viola, France)
<input type="checkbox"/> Tarek Slater (Hope Dies Last)	<input type="checkbox"/> Slave Nalenadze (8 Minutes)

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Votes are tallied by you (the cinema) and e-mailed through to us at MANHATTAN SHORT HQ with the winner announced in New York City on Monday, October 8th, at 10am (EST).

- *Note: In 2011, MANHATTAN SHORT received over 74,000 votes worldwide, with only 117 votes separating first and second place. So, cinemas, please take note that every vote really does count.*

Oscar Buzz! With past finalists from the Festival going on to be nominated and to win (1999, 2007 & 2015) Academy Awards in the Short Film category, MANHATTAN SHORT is, quite simply, a collection of some of the best short films currently screening in the world today.



Making the cut. Each year, The Manhattan Short Film Festival receives in excess of 1800 film entries from all over the world. Only 10 of these films—of 18 minutes duration or less—are selected as finalists and packaged and distributed on Blu-Ray or DVD to all participating libraries, cinemas, cultural centers, and other venues.

How long does the show run? Collectively, the ten short films run for approximately 120 minutes—about the same run-time as a feature film. The directors of each film have a 10-15 second spot on screen introducing their films to your audience, and there is a 10-minute intermission.

What are the screening dates for the show? You can screen the show at any time from Thursday, September 27, to Sunday, October 7, 2018.

www.ManhattanShort.com

THE WORLD'S FIRST GLOBAL FILM FESTIVAL

What marketing material does MANHATTAN SHORT supply? We will provide you with everything you need to make the event a success at your venue, including personalized press releases and promotional material and 10 amazing short films. And, when you meet us half way with energy and enthusiasm for the event, the magic happens.

- * Posters (27" x 40") and (11" x 17")
- * Flyers (8.5" x 11")
- * 20-page Programs
- * Voting Cards
- * Trailer: QT files for Facebook and social media. Click here to view last year's trailer:

<http://manhattanshort.com/download-trailer.html>



How much does it cost to book? The event costs a flat rate of \$600. We will send an invoice *after* the event.

How do you sign up? Simply fill out the attached booking form and e-mail it to us at Manhattan Short HQ and you're set to go.

Click here to see a list of venues taking part in 2018:

<http://manhattanshort.com/screening-venues.html>

Nicholas Mason

One World – One Week – One Festival

Nick@ManhattanShort.com

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www.ManhattanShort.com

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More glowing testimonials from participating libraries:

"Rowan Public Library participated for the first time in the 2017 MANHATTAN SHORT film festival and plan to make it an annual event. We had a terrific response from the community and hope to reach more folks in the future. Our staff enjoyed the films and shared their enthusiasm with our patrons. The films were startling, exciting, inspiring and enlightening. The collection was amazing and the filmmaking extraordinary. Thanks to Nick Mason and all the filmmakers for producing this fantastic film festival. Rowan Public Library is excited to be a part of it in the coming years." – **Gretchen Beilfuss Witt, Supervisor, Rowan Public Library, Salisbury, NC**

"When Nick Mason approached our library to ask if we would be interested in screening MANHATTAN SHORT, we quickly became enthused and agreed to it. We regularly show movies at our libraries, so we already had a ready-made audience of cinephiles. We planned four showings during the week of the festival, and ended up having to add a fifth due to demand. We had well over 200 library patrons come to view the short films. Due to the high-quality posters and flyers provided by MANHATTAN SHORT, along with our usual PR channels, quite a bit of excitement had built up prior to the festival. The films turned out to be everything we had anticipated and more! After each screening, people came up to me and thanked me profusely for having the library provide them the opportunity to be a part of this event. Everyone was excited about voting, and many wanted to talk about the films. I cannot stress enough how exciting it was to be a part of MANHATTAN SHORT, and we look forward to offering it again in years to come." – **Terry Edwards, Branch Manager, Hunterdon County Library, Flemington, NJ**

"The Cape May County Library system was so honored to be a part of the 2017 Manhattan Short Film Festival for the first time. Many of our patrons remarked they were familiar with the film festival, and were so pleased it was offered in Cape May County. We did seven showings at different Cape May County Branches to large crowds. The feedback from the audiences was overwhelmingly positive, and many participants asked for the Manhattan Short Film Festival to be offered again in 2018. We will happily comply to those requests! Many thanks to Nick Mason and the Manhattan Short Film Festival for the invitation to join in the world's first global film festival." – **Karen Johnson, Adult Program Coordinator, Cape May County Library, NJ**

www.ManhattanShort.com

THE WORLD'S FIRST GLOBAL FILM FESTIVAL

MANHATTAN SHORT

2018 CINEMA BOOKING FORM

E-MAIL COMPLETED FORM BACK TO: Nick@ManhattanShort.com

If we already have this information on our site just fill in dates and times for 2018

Dates for the **2018 MANHATTAN SHORT** - Thursday, September 27, to Sunday, October 7

Name of Your Cinema: _____

Address of Your Cinema: _____

Dates You Want to Screen: _____

Show Times: _____

Ticket Prices: _____

Mailing Address Where Posters and Films are to be Sent: _____
(If same as above just write "as above"; if already on ManhattanShort.com - leave blank.)

Web Site Address of Your Cinema: _____
(If on our site leave blank)

Please note the Festival is called **MANHATTAN SHORT**
Not Manhattan Short or Manhattan Shorts - always type **MANHATTAN SHORT** in Caps - you can add
Film Festival at the end if you like - **MANHATTAN SHORT Film Festival**. Thank You.

E-MAIL COMPLETED FORM BACK TO: Nick@ManhattanShort.com

www.ManhattanShort.com

ONE WORLD • ONE WEEK • ONE FESTIVAL



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 E-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.					
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22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System				b. Other County Payments Received	
County Name	Amount	County Name	Amount	County Name	Amount
Rock	\$1,031,441			Walworth	\$21,425
Subtotal 1a			\$1,031,441	Subtotal 1b	\$21,425

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	f.	
b. 16-135 Accessible Early Literacy	\$1,518	g.	
c.		h.	
d.		i.	
e.		j.	
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.	
b. Affiliate members (Delivery)	\$6,103	g.	
c. Member Library Automation	\$223,361	h.	
d.		i.	
e.		j.	
Subtotal 5			\$231,464

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$204,313	\$0	\$0	\$0	\$0	\$0	\$204,313

7. Total Income 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.	\$370	\$0	\$953,539	\$953,909
6. All Other Operating Expenditures	\$90,641	\$11,138	\$108,456	\$210,235
7. Total Operating Expenditures	\$430,870	\$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"/> Published a newsletter |
| <input checked="" type="checkbox"/> Email | |
| <input type="checkbox"/> OCLC | |
| <input checked="" type="checkbox"/> Regional automated system | |
| <input checked="" type="checkbox"/> WISCAT | |

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 for 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 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.

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

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
Technology, Reference and Interlibrary Loan <i>See note</i>				
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
Subprogram Total	135,207	9,620	190,023	334,850
Continuing Education and Consulting Service <i>See note</i>				
1. Continuing Education	15,890	0	0	15,890
2. Consulting	14,027	0	0	14,027
Subprogram Total	29,917	0	0	29,917
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
Other System Programs				
1.	0	0	0	0
2.	0	0	0	0
3.	0	0	0	0
4.	0	0	0	0
Grand Totals	430,870	11,138	1,229,383	1,671,391
Estimated Expenditures for Technology-Related Services Provided by the System	53,207	9,620	190,023	252,850

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
			<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"/>		
			<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

1.00

ii. Other Persons Holding the Title of Librarian FTE

0.00

Subtotal

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.

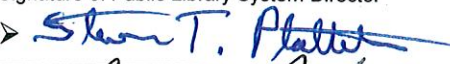
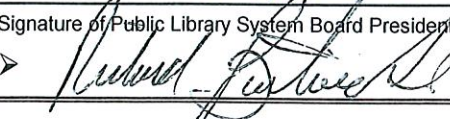
- ☒ Library system board is constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [s. 43.17(4)]
- ☒ Library system is organized and operated 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.
- ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- ☒ (e) Inservice training for participating public library personnel and trustees.
- ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
- ☒ (g) Service agreements with all adjacent library systems.
- ☒ (h) Professional consultant services to participating public libraries.
- ☒ (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.
- ☒ (k) Promotion and facilitation of library service to users with special needs.
- ☒ (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.
- ☒ (m) 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 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ (n) 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 2-14-18
Signature of Public Library System Board President ➤ 	Name of Public Library System Board President Richard Bostwick	Date Signed 2/14/18

- ¹, 2072 large print and 59 professional collection books. (0-2018-01-29)
- ², No changes in DVD collection (0-2018-01-29)
- ², No video items added (0-2018-02-01)
- ³, ALS subscription to HOOPLA (0-2018-01-25)
- ⁴, 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)
- ⁵, 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)
- ⁶, HOOPLA usage. (0-2018-01-25)
- ⁷, Includes \$1,029,941 for library service and \$1,500 for ALS Board per diems (0-2018-01-25)
- ⁸, 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)
- ⁹, Funds expended, \$1,518, in 2017 for this grant. (0-2018-01-25)
- ¹⁰, Includes Econtent buying pool and member libraries share of HOOPLA. (0-2018-01-25)
- ¹¹, Subscriptions and new large print books. (0-2018-01-30)
- ¹², Funds from the Rock County Sheriff's Department for jail books. (0-2018-01-30)
- ¹³, \$5000 from Resource Contract to cover ALS Overdrive Advantage account. \$2000 toward HOOPLA subscription. (0-2018-01-30)
- ¹⁴, \$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)
- ¹⁵, 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)
- ¹⁶, 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)

¹⁷, ILL postage related payments: \$117 to Eager Free Public Library (Evansville) and \$53 to the Milton Public Library. CE Scholarship: \$200 to the Clinton Public Library. (0-2018-02-06)

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

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

²⁰, 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)

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

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

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

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

²⁵, \$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)

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

²⁷, Includes membership in SEWI CE Consortium (0-2018-01-31)

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

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

³⁰, 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)

³¹, 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)

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

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

³⁴, ALS Board per Diem. (0-2018-01-31)

³⁵, The 1FTE ILS Administrator position was handled with an ILS Administration contract with WiLS. (0-2018-01-31)

³⁶, 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 through out 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

Charter: Arrowhead Library System

Objectives and Standards

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

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

Service Statements and Tasks

- A. Provide open access to quality library service to the 35,000 county residents of Rock County who do not maintain their own library.
 1. Equitably reimburse the public libraries in Beloit, Clinton, Edgerton, Evansville, Janesville, Milton and Orfordville for providing library service to residents outside these municipalities.
 2. Maintain and monitor reimbursement program to the public libraries in adjacent counties for serving Rock County residents.

- B. Provide Rock County residents with access to materials in school, academic and special library collections in Rock County, and to libraries in the rest of the State.
 1. Maintain area-wide interlibrary loan program and participation in statewide interlibrary loan network.
 2. Promote and monitor the Infopass Program.
 3. Provide Rock County residents walk-in access to public libraries throughout the state by means of agreements with 14 other Wisconsin library systems.
 4. Provide a shared Rock County Catalog - ROCKCAT for the 7 member libraries
 5. Integrate ROCKCAT into the WISCAT Z-Catalog to insure the accuracy of Rock County's WISCAT records.
 6. Continue multitype library system services through a "fee for service" program for non-public libraries in the system area.
 7. Provide delivery service five days a week to all Arrowhead Library System public libraries.
 8. Participate in the State-wide Delivery Network.
 9. Maintain contract with Hedberg Public Library, Janesville to provide back-up reference services to member libraries.
- C. Expand and coordinate the cost effective use of computer and communication technologies by ALS and system libraries.
 1. Assist ALS libraries in the use of technology to provide better and more efficient library services.
 2. Assist area librarians in becoming knowledgeable about and taking advantage of, developing technologies to provide improved reference and resource sharing in Rock County.

Charter: Arrowhead Library System

3. Provide shared access to fee-based reference products via the Internet.
 4. Provide ALS libraries access to and assist them in the use of the Internet for information and communication.
 5. Assist residents of Rock County in effective use and evaluation of electronic resources.
- D. Enhance and improve the knowledge and skills of library directors, staff and trustees.
1. Support the continuing education needs of library staff.
 2. Select books and journals for the professional collection in coordination with area libraries in order to minimize duplication.
 3. Consult with libraries on problems and areas of concern on a regular basis and by special request.
- E. Together with area libraries and other service institutions, provide library services to users with special needs.
1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.
 2. Continue to encourage and assist libraries in providing materials and services to combat illiteracy and unemployment, and to respond to the special needs of the elderly and visually and hearing impaired persons.
 3. Work with member libraries to implement provisions of the Americans with Disabilities Act.
- F. Increase awareness about library services by Rock County residents.
1. Distribute public service announcements to radio and television stations in the area.
 2. Send out regular news releases to area newspapers.
 3. Produce flyers, brochures, bookmarks and other materials.
 4. Work with libraries in developing and implementing their own public information programs.
 5. Coordinate countywide library special events and observances.
 6. Provide a newsletter, the Monday Memo, to all member libraries.
- G. Provide special programs and services for children and adults, which supplement individual library programs and services.
1. Coordinate special activities during the Summer Reading Program.
 2. Coordinate activities, which foster reading readiness for preschoolers.


Steven T. Platteter, Arrowhead Library System Director

**Arrowhead Library System
2017 Payments to Libraries**

State Funds	Beloit	Clinton	Edgerton	Evansville	Janesville	Milton	Orfordville	Total
Resource contract(64306)					85,000.00			85,000.00
Postage(63101)				117.06		53.08		170.14
Printing/Duplicating(63104)								0.00
Contractual Services(62119)								0.00
Shared System (64214)								0.00
Sundry (64904)								0.00
Training Expense		200.00						200.00
Subtotal	0.00	0.00	0.00	117.06	85,000.00	53.08	0.00	85,370.14
County Funds								
Participating Library Payment(64307)	275,319.04	30,898.30	65,518.99	53,502.96	426,322.45	74,574.96	27,402.72	953,539.42
Subtotal	275,319.04	30,898.30	65,518.99	53,502.96	426,322.45	74,574.96	27,402.72	953,539.42
Adjacent County Funds								
from Walworth County-LLS	1,769.45	1,539.03	785.76	0.00	17,186.37	144.75	0.00	21,425.36
Federal Funds								
								0.00
Subtotal	1,769.45	1,539.03	785.76	0.00	17,186.37	144.75	0.00	21,425.36
Totals	277,088.49	32,437.33	66,304.75	53,620.02	528,508.82	74,772.79	27,402.72	1,060,134.92

2/14/2018

Libraries	2016 Municipal Appropriation		2015		2015 %		Participating Library Payment		
	Total	Circulation	Township Circulation	Town. use	2017	% of total			
Beloit	\$ 1,780,877.00	419,276	64,819	15.46%	\$ 275,319.04	28.87%		2016	
Clinton	\$ 93,295.00	29,539	9,783	33.12%	\$ 30,898.30	3.24%		\$ 278,679.06	
Edgerton	\$ 255,205.00	107,374	25,116	23.39%	\$ 65,518.99	6.87%	70% rule	\$ 36,266.91	
Evansville	\$ 225,488.00	77,277	18,336	23.73%	\$ 53,502.96	5.61%		\$ 59,918.55	
Janesville	\$ 3,248,309.00	950,768	124,783	13.12%	\$ 426,322.45	44.71%		\$ 54,552.27	
Milton	\$ 246,204.00	96,963	29,370	30.29%	\$ 74,574.96	7.82%		\$ 395,222.97	
Orfordville	\$ 84,210.00	31,213	10,157	32.54%	\$ 27,402.72	2.87%		\$ 71,950.36	
TOTAL	\$ 5,933,588.00	1,712,410	282,364	16%	953,539	80% reimbursement		\$ 24,185.15	
*PLP is Participating Library Payment									
**** 70% rule applies									
Brodhead	\$ 18,279.13	\$ 14,956.00	\$ 18,925.00	\$ 20,095.00	\$ 20,843.00	\$ 20,586.00	\$ 24,106.00	2016	
Lakeshores*	\$ 4,106.00	\$ 2,648.00	\$ 1,841.00	\$ 602.00	\$ 1,929.00	\$ 2,439.00	\$ 1,872.00	\$ 20,566.00	
Board per diem	\$ 2,000.00	\$ 2,000.00						\$ 1,970.00	
Whitewater	\$ 13,469.00	\$ 19,187.28	\$ 22,014.84	\$ 23,802.14	\$ 37,454.58	\$ 45,627.48	\$ 26,149.27	\$ 26,010.78	
Jefferson County	\$ 3,304.29	\$ 3,082.51	\$ 3,686.55	\$ 4,013.85	\$ 5,121.12	\$ 4,368.82	\$ 3,483.78	\$ 3,691.94	
Green County	\$ 963.00	\$ 1,909.00	\$ 1,188.00	\$ 2,303.00	\$ 1,692.27	\$ 2,211.00	\$ 3,794.00	\$ 4,318.00	
Dane County	\$ 12,078.31	\$ 13,081.00	\$ 11,915.00	\$ 13,381.92	\$ 13,828.42	\$ 12,957.43	\$ 19,093.87	\$ 16,544.00	
TOTAL	\$ 52,199.73	\$ 54,863.79	\$ 59,570.39	\$ 64,197.91	\$ 80,868.39	\$ 88,189.73	\$ 78,498.92	\$ 73,100.72	
Board Per Diem	\$ 859,523.00	\$ 930,316.00	\$ 955,038.00	\$ 1,004,095.00	\$ 956,132.00	\$ 930,935.00	\$ 926,377.00	\$ 920,775.00	
Total requested	\$ 949,426.00	\$ 985,179.79	\$ 1,016,108.39	\$ 1,089,792.91	\$ 1,038,500.39	\$ 1,020,624.73	\$ 1,006,375.92	\$ 995,375.72	
				105%	97%	98.28%	99%	104%	
Average of last three year's approp. \$ 1,011,064.06									

2017 ALS Rock County Funding-70% cost of circ.

	2015		2015		2015		2015	
	Total Operating Expenditures		Total Circulations		Cost per Circulation		Township Circulation	
	Expenditures		Circulations		Cost of		Township Circ.	
*PLP is Participating Library Payment								
***The formula cost of rural service times 70% based on total operating expenditures - federal fund expenditures divided by total circulations								
Beloit	\$	2,174,086	419,276	\$	5.19		64,819	\$ 235,275.70
Clinton	\$	131,715	29,539	\$	4.46		9,783	\$ 30,535.82
Edgerton	\$	401,487	107,734	\$	3.73		25,116	\$ 65,518.99
Evansville	\$	284,193	77,277	\$	3.68		18,336	\$ 47,202.58
Hedberg	\$	4,006,990	950,768	\$	4.21		124,783	\$ 368,126.57
Milton	\$	290,137	96,963	\$	2.99		29,370	\$ 61,517.55
Orfordville	\$	110,943	31,213	\$	3.55		10,157	\$ 25,271.32
							\$ 1,190,640.77	\$ 833,448.54

County	Library	Operating Expenditures	2015 Circulation	2015 cost/Circ	Rural Rock Circ	100% Reimbursement	70% Reimbursement
Dane	Dane County Library Service	\$ 407,907.00	61,139	\$ 6.67	35	\$ 234.00	\$ 163.00
	Cambridge	\$ 221,490.00	59,079	\$ 3.74	0	\$ -	\$ -
	Fitchburg	\$ 1,596,029.00	385,176	\$ 4.14	156	\$ 646.00	\$ 452.00
	Madison	\$ 16,950,403.00	3,659,130	\$ 4.63	909	\$ 4,211.00	\$ 2,948.00
	McFarland	\$ 598,996.00	200,178	\$ 2.99	14	\$ 42.00	\$ 29.00
	Middleton	\$ 1,979,797.00	710,108	\$ 2.79	43	\$ 120.00	\$ 84.00
	Monona	\$ 731,980.00	241,536	\$ 3.03	14	\$ 42.00	\$ 30.00
	Oregon	\$ 706,312.00	268,633	\$ 2.63	2,718	\$ 7,146.00	\$ 5,002.00
	Stoughton	\$ 820,894.00	239,419	\$ 4.43	3,255	\$ 11,160.00	\$ 7,812.00
	Verona	\$ 1,247,575.00	572,676	\$ 2.18	123	\$ 269.00	\$ 188.00
						\$ 16,708.00	\$ 16,708.00
Green	Broadhead	\$ 237,941.00	68,958	\$ 3.45	7,931	\$ 27,366.00	\$ 19,156.00
	Albany	\$ 99,944.00	32,733	\$ 3.05	1,928	\$ 5,887.00	\$ 4,121.00
	Monroe	\$ 1,097,951.00	186,668	\$ 5.88	343	\$ 2,017.00	\$ 1,412.00
	New Glarus	\$ 240,175.00	71,568	\$ 3.36	18	\$ 60.00	\$ 42.00
							Minus Broadhead \$ 24,731.00 \$ 5,575.00 \$ 5,575.00
Jefferson	Whitewater	\$ 846,117.00	150,998	\$ 5.60	6,980	\$ 39,112.42	\$ 27,378.69
	Jefferson	\$ 510,721.00	96,009	\$ 5.32	0	\$ -	\$ -
	Fort Atkinson	\$ 740,171.00	181,472	\$ 4.08	1,380	\$ 5,628.61	\$ 3,940.03
	Palmyra	\$ 114,644.00	21,625	\$ 5.30	56	\$ 296.88	\$ 207.82
							Minus Whitewater \$ 31,526.54 \$ 4,147.85 \$ 4,147.85
Walworth						Walworth County	\$ 3,436.00 \$ 3,436.00
						Rock County Total	\$ 76,401.54

Affiliate or Associate Fee - Service Chart 2017

Library	Contact Person	Annual Base Fee \$604 Base-\$60/add building	+Delivery \$3.25 / stop	# Stops	TOTAL
Beloit College, M-Tu-Th-F Sch Yr & M-W-F Summer	Megan Fitch	\$604.00	\$598.00	184	\$1,202.00
Beloit SD, W, no summer	Julie Watson	\$604.00	\$126.75	39	\$730.75
Blackhawk Tech, Tu - Th	Janet White	\$604.00	\$331.50	102	\$935.50
Evansville SD-High School, M-W, no summer	Adrienne Kangas	\$604.00	\$237.25	73	\$841.25
Milton SD, M-W, no summer	Holly Nelson	\$604.00	\$227.50	70	\$831.50
Parkview SD, M-W, no summer	Ann Buehl	\$604.00	\$230.75	71	\$834.75
WCBVI, Th, no summer	Michelle Rueckert	\$604.00	\$123.50	38	\$727.50
TOTAL		\$4,228.00	\$1,875.25	577	\$6,103.25

2/15/2018

[illegible]

2017 ALS Contract Expenditures

Contract Expenditure	Amount	Source	Notes
Resource Contract - Hedberg PL	\$80,000	State Aid	Full amount \$85,000 minus \$5000 for Overdrive advantage reported under 3b Electronic Material
YS Consulting - Sharon Grover	\$10,000	State Aid	YS Consulting - Sharon Grover - Independent contractor
Intersystem Agreement - Jefferson County	\$31,527	Rock County	Intersystem agreement payments from Rock County to adjacent counties for nonresident use
Intersystem Agreement - Green County	\$24,731	Rock County	Intersystem agreement payments from Rock County to adjacent counties for nonresident use
Intersystem Agreement - Dane County	\$16,708	Rock County	Intersystem agreement payments from Rock County to adjacent counties for nonresident use
Intersystem Agreement - Walworth County	\$3,436	Rock County	Intersystem agreement payments from Rock County to adjacent counties for nonresident use
ILS Administration - WILS	\$42,325	Library Automation Fees	RockCat administration + technology consulting