

ARROWHEAD LIBRARY SYSTEM
Personnel Committee Meeting
Arrowhead Library System
430 E. High St.
Milton, WI
Wednesday February 13, 2019
5:30 pm

1. Call to Order
2. Approval of agenda
3. Approval of Minutes
4. Approval of FMLA/Maternity Leave for Tovah Anderson
5. Set next meeting date
6. Adjourn

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

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ www.co.rock.wi.us on 2/7/2019

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM PERSONNEL COMMITTEE MEETING
Milton Public Library
January 9, 2019

- 1) **Call to Order:** ALS Personnel Committee Chair Rich Bostwick called the meeting to order at 5:30 p.m. Also present were Bill Wilson, Wes Davis, Jose Carrillo, Rock County HR Director Annette Mikula and Steven Platteter.
- 2) **Approval of agenda:** Bill Wilson moved to approve the agenda. Jose Carrillo seconded and the motion carried unanimously.
- 3) **Approval of Minutes:** Bill Wilson moved to approve the minutes. Jose Carrillo seconded and the motion carried unanimously.
- 4) **Update on Arrowhead Participation in the Rock County Health Insurance:** Rock County HR Director Annette Mikula discussed the Healthy Employee Incentive Program (HEIP) with the committee
- 5) **Set Next Meeting Date:** 5:30 February 13 at MPL.
- 6) **Adjourn:** Jose Carrillo moved to adjourn. Bill Wilson seconded and the motion carried unanimously. The meeting ended at 5:55 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Milton Public Library

430 E High St.

Milton, WI

Wednesday February 13, 2019

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 – SHARE Update
 - b. 2018/19 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. Approval of FMLA/Maternity Leave for Tovah Anderson
 - b. Approval of ALS 2018 Annual Report

8. Communications

9. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ www.co.rock.wi.us on 2/7/2019.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Milton Public Library

January 9th, 2019

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Bill Wilson, Wes Davis, Jose Carrillo, Maribeth Miller, Adam Dinnes, Eloise Eager, Sarah Strunz, Charles Teval, Rock County HR Director Annette Mikula and Steven Platteter.

The Agenda was moved approved by Wes Davis. Adam Dinnes seconded and the motion carried unanimously.

The December 2018 minutes were moved approved by Bill Wilson. Adam Dinnes seconded and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Rich Bostwick seconding. The motion carried unanimously.

Citizen participation, communication or announcements: Jose Carrillo announced that a Martin Luther King, Jr. Commemoration program will be held at Blackhawk Technical College on January 12th from 3:00 – 5:00.

Unfinished Business

a. Shared System –SHARE Update

b. 2018/19 Budget: Platteter reported that the December transfers were reflected in the 2018 Actuals.

c. Public Library System Redesign Project:

e. Librarians' Report:

New Business

a. Update on Arrowhead Participation in the Rock County Health Insurance:

Rock County HR Director Annette Mikula discussed the Healthy Employee Incentive Program (HEIP) with the Board.

b. Committee appointments: Budget and Personnel committees: Rich Bostwick, Bill Wilson, Jose Carrillo, Wes Davis and Maribeth Miller.

c. Date of the October 2019 ALS Board Meeting: As the original date conflicted with the WLA Fall Conference, the October meeting date was moved to October 16th.

Communications:

Jose Carrillo moved to adjourn. Eloise Eager seconded and the motion carried unanimously. The meeting ended at 6:34 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	OTHER SERVICES	01/16/2019	WISCONSIN LIBRARY ASSOCIATION	439.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	15,337.35	0.00	439.00	168,116.65
51-5000-0000-62410	R & M-VEHICLES	01/15/2019	BURTNESS CHEVROLET INC	49.95	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	0.00	0.00	49.95	9,950.05
51-5000-0000-63100	OFC SUPP & EXP	01/07/2019	JAX CUSTOM PRINTING INC	198.54	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	0.00	0.00	198.54	1,301.46
51-5000-0000-63101	POSTAGE	01/02/2019	ARROWHEAD LIBRARY PETTY CASH	23.30	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	23.30	976.70
51-5000-0000-63108	PUBLIC INFO	01/10/2019	ORIENTAL TRADING COMPANY INC	179.11	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	0.00	0.00	179.11	4,820.89
51-5000-0000-63200	PUBL/SUBCR/DUES	01/18/2019	LIBRARY JOURNALS LLC	119.99	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	0.00	0.00	119.99	1,380.01
51-5000-0000-64201	CONVENTION EXP	01/09/2019	PLATTETER,STEVE	25.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	25.00	0.00	25.00	3,950.00
51-5000-0000-64306	RESOURCE/LIBRARY	01/09/2019	HEDBERG PUBLIC LIBRARY	40,000.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	40,000.00	0.00	0.00	40,000.00	0.00
51-5000-0000-64307	PARTICIPATE/LIBR	02/01/2019	BELOIT PUBLIC LIBRARY	301,762.65	
		02/01/2019	CLINTON PUBLIC LIBRARY	40,182.99	
		02/01/2019	EAGER FREE PUBLIC LIBRARY	61,297.56	
		02/01/2019	EDGERTON PUBLIC LIBRARY	71,290.39	
		02/01/2019	HEDBERG PUBLIC LIBRARY	437,850.20	
		02/01/2019	MILTON PUBLIC LIBRARY	82,252.71	
		02/01/2019	ORFORDVILLE PUBLIC LIBRARY	31,330.70	

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,025,967.00	0.00	0.00	1,025,967.20	(0.20)
51-5000-0000-64309	INTERSYS/AGREEME				
		02/01/2019	IRVING L YOUNG PUBLIC LIBRARY		22,045.60
		02/01/2019	MEMORIAL PUBLIC LIBRARY		28,785.34
		02/01/2019	ALBERTSON MEMORIAL LIBRARY		2,593.08
		02/01/2019	DWIGHT FOSTER PUBLIC LIBRARY		2,627.99
		02/01/2019	MADISON PUBLIC LIBRARY		1,230.09
		02/01/2019	MONROE PUBLIC LIBRARY		801.64
		02/01/2019	OREGON PUBLIC LIBRARY		3,731.03
		02/01/2019	STOUGHTON PUBLIC LIBRARY		6,754.69
		02/01/2019	JEFFERSON PUBLIC LIBRARY		145.57
		02/01/2019	VERONA PUBLIC LIBRARY		602.80
		02/01/2019	FITCHBURG PUBLIC LIBRARY		556.80
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	72,691.00	0.00	0.00	69,874.63	2,816.37
51-5000-0000-64904	SUNDRY EXPENSE				
		01/15/2019	ARROWHEAD LIBRARY PETTY CASH		24.64
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	24.64	975.36
51-5000-0000-65101	INS ON BLDGS				
		01/01/2019	AMERICAN FAMILY INSURANCE		196.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	0.00	0.00	196.00	4,804.00
51-5000-0000-65321	BLDG/OFC LEASE				
		03/01/2019	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	1,166.67	0.00	1,166.67	11,666.66
ARROWHEAD LIBRARY PROG TOTAL				1,138,264.03	

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$1,138,264.03**

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

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

B. Bills under \$10,000 to be paid.

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

Date:

Dept Head

Committee Chair

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
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REPORT COMPLETE!

For Job Numbers: 1846843

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2019

As of: 02/04/2019

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	467,820.00	0.00	0.00	(467,820.00)
44120	MISC. FEES	6,103.00	0.00	0.00	(6,103.00)
45504	INTERGOVT.CHGS-OTHER LIBRARIES	240,765.00	0.00	0.00	(240,765.00)
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)
Total Revenue		736,688.00	0.00	0.00	(\$736,688.00)
EXPENSE					
61100	REGULAR WAGES	184,972.00	0.00	0.00	184,972.00
61300	PER DIEMS	1,500.00	138.15	0.00	1,361.85
61400	FICA	14,149.00	9.30	0.00	14,139.70
61510	RETIREMENT-EMPLOYERS	12,116.00	0.00	0.00	12,116.00
61610	HEALTH INSURANCE	41,000.00	0.00	0.00	41,000.00
61620	DENTAL INSURANCE	1,513.00	259.38	0.00	1,253.62
61630	LIFE INSURANCE	180.00	18.06	0.00	161.94
62119	OTHER CONTRACTED SERVICES	183,893.00	16,527.80	0.00	167,365.20
62130	AUDIT FEES	1,200.00	0.00	0.00	1,200.00
62210	TELEPHONE	2,000.00	112.11	0.00	1,887.89
62410	REPAIR & MAINTENANCE-VEHICLES	10,000.00	49.95	0.00	9,950.05
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	198.54	0.00	1,301.46
63101	POSTAGE	1,000.00	23.30	0.00	976.70
63104	PRINTING & DUPLICATION	5,000.00	120.53	0.00	4,879.47
63108	PUBLIC INFORMATION	5,000.00	179.11	0.00	4,820.89
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	119.99	0.00	1,380.01
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	50.00	0.00	3,950.00
64214	ILS COSTS	193,265.00	0.00	0.00	193,265.00
64303	EXTENSION MATERIALS	4,000.00	0.00	0.00	4,000.00
64306	RESOURCE LIBRARIES	40,000.00	40,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	1,025,967.00	1,025,967.20	0.00	(0.20)
64309	INTERSYSTEM AGREEMENT	72,691.00	69,874.63	0.00	2,816.37
64904	SUNDRY EXPENSE	1,000.00	24.64	0.00	975.36
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	196.00	0.00	4,804.00
65321	BUILDING/OFFICE LEASE	14,000.00	2,333.34	0.00	11,666.66
67199	MISC EQUIPMENT	3,000.00	0.00	0.00	3,000.00
Total Expense		1,836,846.00	1,156,202.03	0.00	680,643.97
County Share (Revenue - Expense)		(1,100,158.00)	(1,156,202.03)	0.00	56,044.03
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Grand Total Revenue		736,688.00	0.00	0.00	(736,688.00)

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

Fiscal Year: 2019

As of: 02/04/2019

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,156,202.03	0.00	680,643.97
	Grand Totals County Share	(1,100,158.00)	(1,156,202.03)	0.00	56,044.03

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	OTHER SERVICES	12/31/2018	KOENE COURIER SERVICE LLC	1,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	146,188.00	116,174.32	0.00	1,665.00	28,348.68
51-5000-0000-63101	POSTAGE	12/28/2018	EAGER FREE PUBLIC LIBRARY	30.74	
		12/26/2018	MILTON PUBLIC LIBRARY	8.55	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	234.33	0.00	39.29	726.38
51-5000-0000-64303	EXTENSION MATERI	12/31/2018	INGRAM LIBRARY SERVICES	831.16	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	2,967.57	0.00	831.16	(798.73)
ARROWHEAD LIBRARY PROG TOTAL				2,535.45	

I have examined the preceding bills and encumbrances in the total amount of **\$2,535.45**

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

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

B. Bills under \$10,000 to be paid.

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

Date:

Dept Head _____

Committee Chair _____

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
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REPORT COMPLETE!

For Job Numbers: 1846821

Rock County - Production Budget to Actual Figures

Fiscal Year: 2018

As of: 12/31/2018

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	453,212.00	453,212.00	0.00	0.00
44120	MISC. FEES	6,103.00	6,103.25	0.00	0.25
45504	INTERGOVT.CHGS-OTHER LIBRARIES	212,764.00	213,564.00	0.00	800.00
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
Total Revenue		694,079.00	674,879.25	0.00	(\$19,199.75)
EXPENSE					
61100	REGULAR WAGES	178,140.00	176,888.08	0.00	1,251.92
61300	PER DIEMS	1,500.00	1,665.43	0.00	(165.43)
61400	FICA	13,629.00	13,575.06	0.00	53.94
61510	RETIREMENT-EMPLOYERS	11,936.00	10,559.68	0.00	1,376.32
61610	HEALTH INSURANCE	41,000.00	41,000.04	0.00	(0.04)
61620	DENTAL INSURANCE	1,513.00	1,556.28	0.00	(43.28)
61630	LIFE INSURANCE	180.00	109.46	0.00	70.54
62119	OTHER CONTRACTED SERVICES	146,188.00	117,839.32	0.00	28,348.68
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	1,322.17	0.00	677.83
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	9,344.28	0.00	(344.28)
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	974.85	0.00	525.15
63101	POSTAGE	1,000.00	273.62	0.00	726.38
63104	PRINTING & DUPLICATION	5,000.00	3,677.95	0.00	1,322.05
63108	PUBLIC INFORMATION	5,000.00	2,065.08	0.00	2,934.92
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	1,061.99	0.00	438.01
63300	TRAVEL	3,000.00	2,088.73	0.00	911.27
64200	TRAINING EXPENSE	4,000.00	1,859.25	0.00	2,140.75
64201	CONVENTION EXPENSE	4,000.00	2,326.83	0.00	1,673.17
64214	ILS COSTS	194,393.00	191,147.42	0.00	3,245.58
64303	EXTENSION MATERIALS	3,000.00	3,798.73	0.00	(798.73)
64306	RESOURCE LIBRARIES	40,000.00	40,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	1,001,938.00	1,001,937.87	0.00	0.13
64309	INTERSYSTEM AGREEMENT	65,771.00	65,770.54	0.00	0.46
64904	SUNDRY EXPENSE	1,000.00	269.82	0.00	730.18
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	4,964.00	0.00	36.00
65321	BUILDING/OFFICE LEASE	14,000.00	14,000.04	0.00	(0.04)
67199	MISC EQUIPMENT	6,500.00	97.08	0.00	6,402.92
Total Expense		1,763,288.00	1,711,373.60	0.00	51,914.40
County Share (Revenue - Expense)		(1,069,209.00)	(1,036,494.35)	0.00	(32,714.65)
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Grand Total Revenue		694,079.00	674,879.25	0.00	(19,199.75)

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

Fiscal Year: 2018

As of: 12/31/2018

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,763,288.00	1,711,373.60	0.00	51,914.40
	Grand Totals County Share	(1,069,209.00)	(1,036,494.35)	0.00	(32,714.65)



Wisconsin Department of Public Instruction
**2017 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT**
PI-2404-A (Rev. 1-19)

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

INSTRUCTIONS: Complete and return the original board-approved, signed annual report as a PDF to LibraryReport@dpi.wi.gov or mail the original and one copy by **MARCH 1, 2019**, 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 I	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 Bookmobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 147,437	18. DUNS Number Nine digits 078376758	

II. SYSTEM COLLECTION					
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased
1. Books in Print	2,123	45	4. Electronic Collections Number available to members	3	7. Licensed Electronic Video Materials Units (copies) available to members 1,406
2. Audio Materials	0	0	5. Licensed E-books Units (copies) available to members	151,574	8. Subscriptions Exclude those in electronic format 5
3. Video Materials	25	0	6. Licensed Electronic Audio Materials Units (copies) available to members	50,661	

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 0	b. Items Received 0
3. System Electronic Resources Use Number of uses of system licensed electronic resources					
a. E-book NetLibrary/OverDrive 73,881		b. E-audio 65,230		c. E-video 4,584	
				d. Electronic Collection Retrievals 2,952	

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	billwilsonretired@gmail.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 Dr.	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
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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	\$177,393	\$0	\$0	\$177,393
2. Employee Benefits	\$68,341	\$0	\$0	\$68,341
3. System Collection Expenditures				
a. Printed Material	\$2,168	\$0	\$2,000	
b. Electronic Material	\$30,000	\$0	\$49,280	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal Collection Expenditures	\$32,168	\$0	\$51,280	\$83,448
4. System Contract Expenditures Attach a brief description of contracts; i.e., recipient, amount, and purpose.	\$51,680	\$0	\$148,771	\$200,431
5. System Payments to Member Libraries Attach lists of individual payments.	\$618	\$0	\$1,001,938	\$1,002,556
6. All Other Operating Expenditures	\$92,791	\$0	\$88,887	\$181,678
7. Total Operating Expenditures	\$422,971	\$0	\$1,290,876	\$1,713,847
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 2018 public library system federal, state aid funds carried forward to 2018, 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 2018. Attach the page(s) of each county budget that show the amounts below.

County Name	2018 Amount	County Name	2018 Amount	County Name	2018 Amount
1. Rock	\$1,067,709	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 2018. 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 2018 and 2019 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 2018 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 2018 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 2018 in conjunction with this service requirement.

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

Service Agreements

- ☒ **S. 43.24(2)(g) Service agreements with all adjacent library systems.**

- ☒ Copies of the most recent agreements have been filed with the Division of Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for 2018.

- | | | |
|---|--|---|
| <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 2018. 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 2018 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 2018.

- | | | |
|--|--|---|
| <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 2018. Do not lump miscellaneous activities under a single "other" program.

Xesowhead maintains a public information coordinator to produce promotional information about library services, special programs, youth and adult ongoing programs, brochures, website design, SHARE, computer classes and other activities in the libraries. The promotions include 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 did not expend more than 20 percent of the state aid received in 2018 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 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 features approximately 2,150,000 items and offers improved functionality for both patrons and library staff. Joining SHARE also opened up ILS support and delivery collaboration possibilities for ALS. An ILS/IT agreement has been signed with Lakeshores Library System (LLS) bringing LLS' IT expertise to the ALS member libraries, it has also allowed for cooperative computer purchasing. ALS has also benefited from a SHARE wide subscription to Lynda.com. 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 2018. In regards to Continuing Education, Arrowhead LS was involved with three collaborations. First ALS continued its contractual collaboration with the South Central Library System (SCLS). Secondly 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 made available to ALS member library directors and staff a wealth of CE opportunities. These opportunities included 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 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 incorporated 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 Watworth County. This led to discussions with the Lakeshores Library System. Lakeshores 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	41,000
2. ILS/IT Agreement with LLS	35,000
3. SHARE subscription to Lynda.com	9,500
4. SCLS Continuing Education	1,000
5. SEWI CE Consortium	11,500
6. Winter Web Conference/Trustee week	4,500
7. 1000 Books before Kindergarten App with Bridges LS	7,500
8. 1000 Books before Kindergarten MailChimp automation with LLS	2,500
9. WPLC/EContent buying pool	1,119,891
10.	
Cost Benefit Total	1,232,391

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES—2018**Program Expenditures**

Provide a summary of your public library system expenditures by system service program and fund source for 2018.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan See note				
1. ALS Technology	46,055	0	0	46,055
2. SHARE ILS & Support	0	0	164,284	164,284
3. Resource Contract (minus Overdrive Advantage)	35,000	0	0	35,000
4. Electronic Resources	30,000	0	49,280	79,280
Subprogram Total	111,055	0	213,564	324,619
Continuing Education and Consulting Service See note				
1. Continuing Education	16,099	0	0	16,099
2. Consulting	14,930	0	0	14,930
Subprogram Total	31,029	0	0	31,029
Delivery	80,860	0	6,103	86,963
Library Services to Special Users	17,241	0	2,000	19,241
Library Collection Development	15,408	0	0	15,408
Direct Payment to Members for Nonresident Access	14,241	0	1,001,938	1,016,179
Direct Nonresident Access Payments Across System Borders	14,241	0	65,771	80,012
Library Services to Youth	24,541	0	0	24,541
Public Information	91,521	0	0	91,521
Administration	22,834	0	1,500	24,334
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	422,971	0	1,290,876	1,713,847
Estimated Expenditures for Technology-Related Services Provided by the System	76,055	0	213,564	289,619

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.

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~~ indicates noncompliance.

- ☒ Library system board is constituted and operated in compliance with s. 43.17(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	Date Signed
	Steven T. Platteter	
Signature of Public Library System Board President	Name of Public Library System Board President	Date Signed
	Richard Bostwick	

COMMENTS

1. Books in Print (end of year total)

2064 large print and 59 professional collection books--2019-01-29

3. Video Materials

No video items added or deleted --2019-01-29

4. System Licensed Electronic Collections (number available to members)

ALS subscriptions to Hoopla, Gale Courses and Lynda.com--2019-01-29

1. Total Annual Circulation

The Arrowhead Library System book collection is mainly large print materials for nursing home outreach. While no items "circulated" in 2018, 3225 items were loaned out, in bulk collections, to Rock County nursing homes--2019-01-29

2a. Items Loaned (provided to)

Apart from its book and video collections, ALS loaned 43 stand-ups, 1 huge stuffed bear and 42 makerspace items to member libraries. ALS also handled 1676 clearinghouse requests, 1640 from member libraries, 11 from affiliate member libraries and 25 from non-ALS libraries. Membership in SHARE is responsible for the decline in non-ALS requests--2019-01-29

a. Uses of E-Books By Users of Your System

65,651 Overdrive, 8,230 Hoopla--2019-01-31

b. Uses of E-Audio by Users of Your System

49310 Overdrive, 15,920 Hoopla--2019-01-31

c. Uses of E-Video by Users of Your System

247 Overdrive, 4337 Hoopla--2019-01-31

d. Electronic Collection Retrievals

Gale Courses & Lynda.com--2019-01-31

Amount

Includes \$1,067,709 for library service and \$1,500 for ALS Board per diems--2019-01-31

Amount

Reimbursement for ALS circulation to Walworth Co. residents without libraries. Funds pass through ALS to member libraries: \$2,060 - Beloit, \$491 - Clinton, \$18 - Eager Free, \$867 - Edgerton, \$20,110 - Hedburg, \$711 - Milton.--2019-01-31

Amount

Includes SHARE, Econtent buying pool and member libraries share of HOOPLA.--2019-01-31

System Collection - Print: System State Aid

Subscriptions, nursing home outreach, jail outreach.--2019-01-31

System Collection - Print: All Other

Funds from the Rock County Sheriff's Department for jail books.--2019-01-31

System Collection - Electronic: System State Aid

\$5,000 from Resource Contract to cover ALS Overdrive Advantage account. \$25,000 toward HOOPLA content.--2019-02-04

System Collection - Electronic: All Other

\$30,109 - ALS member libraries' contribution to Digital Buying pool. \$19,171 - ALS member libraries contribution for HOOPLA content, ALS provides an additional \$25,000.--2019-01-31

System Contracts: System State Aid

Resource contract with Hedberg PL \$40,000 minus \$5000 for ALS Overdrive Advantage program in 3b System Collection Electronic Materials. 10,000 for YS consulting contract with Beloit PL. \$6,660 Koene Courier Services - delivery run from ALS sorting hub to LLS sorting hub in Elkhorn.--2019-01-31

System Contracts: All Other

Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County \$18,214, Green County \$28,100, Dane County \$15,334 and Walworth County \$4,123. \$83,000 to LLS for SHARE/IT support agreement from member libraries automation fees --2019-01-31

System Payments to Libraries: System State Aid

ILL postage related payments: \$30.74 to Eager Free Public Library (Evansville) and \$8.55 to the Milton Public Library. CE Scholarships: \$200 to the Eager Free Public Library, 378.76 to the Edgerton Public Library--2019-01-31

System Payments to Libraries: All Other

Rock County Payment to ALS member libraries for reimbursable township circulation --2019-01-31

Total Operating Expenditures: All Other

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.--2019-01-31

Amount

Rock County: \$1,001,938. Dane County: \$15,334. Green County: \$28,100. Jefferson County: \$18,214. Walworth County: \$4,123.--2019-01-31

Had regular courier or van delivery service

The ALS van provides five day a week delivery to ALS member libraries. ALS contracts with Koene Courier Service, Madison, to provide a five day a week delivery run between the ALS sorting hub in Milton and the LLS sorting hub in Elkhorn.--2019-01-31

Program 3 System Aid

Resource Contract with Hedberg Public Library: \$40,000 minus \$5,000 reported in Electronic Resources: \$35,000 --2019-02-04

¹, 2064 large print and 59 professional collection books (0-2019-01-29)

², No video items added or deleted. (0-2019-01-29)

³, ALS subscriptions to Hoopla, Gale Courses and Lynda.com (0-2019-01-29)

⁴, The Arrowhead Library System book collection is mainly large print materials for nursing home outreach. While no items "circulated" in 2018, 3225 items were loaned out, in bulk collections, to Rock County nursing homes. (0-2019-01-29)

⁵, Apart from its book and video collections, ALS loaned 43 stand-ups, 1 huge stuffed bear and 42 makerspace items to member libraries. ALS also handled 1676 clearinghouse requests, 1640 from member libraries, 11 from affiliate member libraries and 25 from non-ALS libraries. Membership in SHARE is responsible for the decline in non-ALS requests. (0-2019-01-29)

⁶, 65,651 Overdrive, 8,230 Hoopla (0-2019-01-31)

⁷, 49310 Overdrive, 15,920 Hoopla (0-2019-01-31)

⁸, 247 Overdrive, 4337 Hoopla (0-2019-01-31)

⁹, Gale Courses & Lynda.com (0-2019-01-31)

¹⁰, Includes \$1,067,709 for library service and \$1,500 for ALS Board per diems (0-2019-01-31)

¹¹, Reimbursement for ALS circulation to Walworth Co. residents without libraries. Funds pass through ALS to member libraries: \$2,060 - Beloit, \$491 - Clinton, \$18 - Eager Free, \$867 - Edgerton, \$20,110 - Hedburg, \$711 - Milton. (0-2019-01-31)

¹², Includes SHARE, Econtent buying pool and member libraries share of HOOPLA. (0-2019-01-31)

¹³, Subscriptions, nursing home outreach, jail outreach. (0-2019-01-31)

¹⁴, Funds from the Rock County Sheriff's Department for jail books. (0-2019-01-31)

¹⁵, \$5,000 from Resource Contract to cover ALS Overdrive Advantage account. \$25,000 toward HOOPLA content. (0-2019-02-04)

¹⁶, \$30,109 - ALS member libraries' contribution to Digital Buying pool. \$19,171 - ALS member libraries contribution for HOOPLA content, ALS provides an additional \$25,000. (0-2019-01-31)

¹⁷, Resource contract with Hedberg PL \$40,000 minus \$5000 for ALS Overdrive Advantage program in 3b System Collection Electronic Materials. 10,000 for YS consulting contract with

Beloit PL. \$6,660 Koene Courier Services - delivery run from ALS sorting hub to LLS sorting hub in Elkhorn. (0-2019-01-31)

¹⁸, Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County \$18,214, Green County \$28,100, Dane County \$15,334 and Walworth County \$4,123. \$83,000 to LLS for SHARE/IT support agreement from member libraries automation fees. (0-2019-01-31)

¹⁹, ILL postage related payments: \$30.74 to Eager Free Public Library (Evansville) and \$8.55 to the Milton Public Library. CE Scholarships: \$200 to the Eager Free Public Library, 378.76 to the Edgerton Public Library (0-2019-01-31)

²⁰, Rock County Payment to ALS member libraries for reimbursable township circulation. (0-2019-01-31)

²¹, 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. (0-2019-01-31)

²², Rock County: \$1,001,938. Dane County: \$15,334, Green County: \$28,100. Jefferson County: \$18,214. Walworth County: \$4,123. (0-2019-01-31)

²³, The ALS van provides five day a week delivery to ALS member libraries. ALS contracts with Koene Courier Service, Madison, to provide a five day a week delivery run between the ALS sorting hub in Milton and the LLS sorting hub in Elkhorn. (0-2019-01-31)

²⁴, Resource Contract with Hedberg Public Library, \$40,000 minus \$5,000 reported in Electronic Resources: \$35,000. (0-2019-02-01)

²⁵, \$5,000 from Resource Library Contract with Hedberg Public Library for ALS Overdrive advantage program. \$25000 ALS contribution toward Hoopla subscription (0-2019-02-01)

²⁶, \$30,109 - ALS member libraries' contribution to Digital Buying pool. \$19,171 - ALS member libraries contribution for HOOPLA content, member libraries may separately added additional Hoopla content through direct invoicing from Midwest Tape. (0-2019-02-01)

²⁷, \$6,103 from affiliate members for delivery service. (0-2019-02-01)

²⁸, The Rock County Sheriffs department provides \$2000 for books for the Rock County Jail. (0-2019-02-01)

²⁹, Beloit \$291,414. Clinton \$34,118. Edgerton \$68,629. Evansville \$60,007. Janesville \$432,056. Milton \$85,266. Orfordville \$30,446. (0-2019-02-01)

³⁰, Intersystem agreement payments from Rock County to adjacent counties for nonresident use: Jefferson County \$18,214, Green County \$28,100, Dane County \$15,334 and Walworth County \$4,123. (0-2019-02-01)

³¹, Includes \$10,000 to Beloit Public Library per Youth Services Consulting Contract. (0-2019-02-01)

³², Includes both Public Information consulting and Public Information Services listed under VIII - Other Service Programs. (0-2019-02-01)

³³, ALS Board per Diem. (0-2019-02-01)

³⁴, 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 2018 ALS Charter is attached. (0-2019-02-01)

2018 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

Joining the SHARE Consortium has changed the dynamics of interlibrary loan for the Arrowhead Library System. While the amount of WISCAT generated ILL has decreased, the amount hold generated loans has increased considerably. In 2018 roughly around another 500,000 items passed through the ALS sorting hub either coming from LLS & KCLS to ALS member libraries or heading to LLS & KCLS from ALS member libraries to fill holds.

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. To facilitate SHARE-wide delivery. ALS also contracts with Koene Courier Service, Madison, to provide a five day a week delivery run between the ALS sorting hub in Milton and the LLS sorting hub in Elkhorn. 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. The Wisconsin Center for the Blind and Visually Impaired is an ALS affiliate member and receives materials through the ALS delivery system.

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

Starting in 2018 ALS provided a \$1000 match to the funds already provided by the Rock County Sheriff's Department for books to the Rock County Jail. The additional funds were used to purchase Alcoholics and Narcotics Anonymous materials for inmates.

Other Types of Libraries

Other system services to other types of libraries

Other Comments

Other Service Programs

Other service programs List and evaluate

Arrowhead maintains a public information coordinator to produce promotional information about library services, special programs, youth and adult ongoing programs, brochures, website design, SHARE, computer classes and other activities in the libraries. The promotions include 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.