



Wisconsin Department of Public Instruction  
**2018 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](mailto: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 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 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	
1. Books in Print	2,123	45	4. Electronic Collections <i>Number available to members</i>	3	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>
2. Audio Materials	0	0	5. Licensed E-books <i>Units (copies) available to members</i>	151,574	8. Subscriptions <i>Exclude those in electronic format</i>
3. Video Materials	25	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	50,661	

III. SYSTEM SERVICES			
Circulation Transactions <i>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.</i>		1. Total Circulation 0	2. Interlibrary Loans <i>System interlibrary loan transactions</i> a. Items Loaned 0
			b. Items Received 0
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>			
a. E-book <i>NetLibrary/OverDrive</i> 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
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
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	\$1,069,209			Walworth	\$24,257
Subtotal 1a			\$1,069,209	Subtotal 1b	\$24,257

2. State Aid to Public Library Systems \$453,212

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.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 4			

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	\$213,564	h.	
d.		i.	
e.		j.	
Subtotal 5			\$221,667

## 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
\$238,887	\$0	\$0	\$0	\$0	\$0	\$238,887

7. Total Income Add 1 through 6 \$2,007,232

### 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.	\$51,660	\$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 state aid, 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 for 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.

Xeroxhead 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 Walworth County. This has 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
<b>Technology, Reference and Interlibrary Loan</b> <i>See note</i>				
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
<b>Subprogram Total</b>	<b>111,055</b>	<b>0</b>	<b>213,564</b>	<b>324,619</b>
<b>Continuing Education and Consulting Service</b> <i>See note</i>				
1. Continuing Education	16,099	0	0	16,099
2. Consulting	14,930	0	0	14,930
<b>Subprogram Total</b>	<b>31,029</b>	<b>0</b>	<b>0</b>	<b>31,029</b>
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
<b>Other System Programs</b>				
1.	0	0	0	0
2.	0	0	0	0
3.	0	0	0	0
4.	0	0	0	0
<b>Grand Totals</b>	<b>422,971</b>	<b>0</b>	<b>1,290,876</b>	<b>1,713,847</b>
<b>Estimated Expenditures for Technology-Related Services Provided by the System</b>	<b>76,055</b>	<b>0</b>	<b>213,564</b>	<b>289,619</b>

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.



# XI. SYSTEM STAFF

## 1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31, 2018 *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"/>	\$62,099	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"/>		

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	\$46,399	40.00			
Office & ILL Manager	\$38,361	36.00			
Driver	\$9,653	14.00			
Driver	\$11,064	14.00			
Driver	\$9,817	14.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian

i. Master's Degree from an ALA Accredited Program FTE	ii. Other Persons Holding the Title of Librarian FTE	Subtotal
1.00	0.00	1.00

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

2.95

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

3.95

**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**

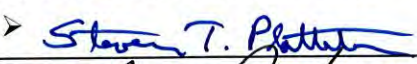
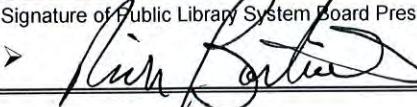
As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (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 5<sup>th</sup> January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
  - ☒ (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	2-13-19
Signature of Public Library System Board President	Name of Public Library System Board President	Date Signed
	Richard Bostwick	2/13/19



## 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 awarded in Electronic Resources: \$35,000.--2019-02-04

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

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

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

<sup>4</sup>, 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)

<sup>5</sup>, 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)

<sup>6</sup>, 65,651 Overdrive, 8,230 Hoopla (0-2019-01-31)

<sup>7</sup>, 49310 Overdrive, 15,920 Hoopla (0-2019-01-31)

<sup>8</sup>, 247 Overdrive, 4337 Hoopla (0-2019-01-31)

<sup>9</sup>, Gale Courses & Lynda.com (0-2019-01-31)

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

<sup>11</sup>, 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)

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

<sup>13</sup>, Subscriptions, nursing home outreach, jail outreach. (0-2019-01-31)

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

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

<sup>16</sup>, \$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)

<sup>17</sup>, 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)

<sup>18</sup>, 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)

<sup>19</sup>, 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)

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

<sup>21</sup>, Funds from affiliate members for delivery related expenditures. Funds from non-e-collection/contract automation expenditures and Rock County funds for ALS Board per diems. (0-2019-01-31)

<sup>22</sup>, 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)

<sup>23</sup>, 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)

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

<sup>25</sup>, \$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)

<sup>26</sup>, \$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)

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

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

<sup>29</sup>, 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)

<sup>30</sup>, 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)

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

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

<sup>33</sup>, ALS Board per Diem. (0-2019-02-01)

<sup>34</sup>, ALS and Rock County have a County Library Plan. Because ALS is considered a county department, each year as part of the annual county budget cycle, ALS submits a budget request to Rock County to reimburse both Rock County and adjacent county libraries for Rock County township and village of Footville circulation. Also submitted to Rock County each year as part of the ALS budget request is the Arrowhead Library System Charter which details system services. The Charter is annually approved by the ALS Board of Trustees and the Rock County Board of Supervisors and is an annually updated appendix of the County Library Plan. The 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

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### Resource Library Agreement

Other agreements

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### Reference Referral and Interlibrary Loan

Other reference referral and interlibrary loan services

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#### 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 of 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.

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### Inservice Training

Other inservice training or professional consultant services

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#### Comments

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### Delivery and Communication

Other delivery and communication services

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#### 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.

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### Service Agreements

Other service agreements

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#### Comments

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### 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.

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## Other Types of Libraries

Other system services to other types of libraries

Other Comments

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## 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.



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## Charter: Arrowhead Library System

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### 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. 43.12
  - 2. Maintain and monitor reimbursement program to the public libraries in adjacent counties for serving Rock County residents. 43.12

- B. Provide Rock County residents with access to materials in school, academic and special library collections in Rock County, and to libraries in the rest of the State.
  - 1. Maintain area-wide interlibrary loan program and participation in statewide interlibrary loan network. 43.24(2)(d)
  - 2. Promote and monitor the Infopass Program.
  - 3. Provide Rock County residents walk-in access to public libraries throughout the state by means of agreements with 14 other Wisconsin library systems. 43.24(2)g
  - 4. Provide a shared Rock County Catalog -- SHARE for the 7 member libraries
  - 5. Integrate SHARE into the WISCAT Z-Catalog to 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. 43.24(2)(L)
  - 7. Provide delivery service five days a week to all Arrowhead Library System public libraries. 43.24(2)(fm)
  - 8. Participate in the State-wide Delivery Network.
  - 9. Maintain contract with Hedberg Public Library, Janesville to provide back-up reference services to member libraries. 43.24(2)(b)
- C. Expand and coordinate the cost effective use of computer and communication technologies by ALS and system libraries.
  - 1. Assist ALS libraries in the use of technology to provide better and more efficient library services.

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## Charter: Arrowhead Library System

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| <p>2. Assist area librarians in becoming knowledgeable about and taking advantage of, developing technologies to provide improved reference and resource sharing in Rock County.</p> <p>3. Provide shared access to fee-based reference products via the Internet.</p> <p>4. Provide ALS libraries access to and assist them in the use of the Internet for information and communication.</p> <p>5. Assist residents of Rock County in effective use and evaluation of electronic resources.</p> <p>D. Enhance and improve the knowledge and skills of library directors, staff and trustees. 43.24(2)(e)</p> <p>1. Support the continuing education needs of library staff. 43.24(2)(e)</p> <p>2. Select books and journals for the professional collection in coordination with area libraries in order to minimize duplication.</p> <p>3. Consult with libraries on problems and areas of concern on a regular basis and by special request. 43.24(2)(h)</p> <p>E. Together with area libraries and other service institutions, provide inclusive services to library users. Inclusive services reflect equity and accessibility for all members of the community. 43.24(2)(k)</p> <p>1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.</p> <p>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.</p> | <p>3. Work with member libraries to implement provisions of the Americans with Disabilities Act.</p> <p>F. Increase awareness about library services by Rock County residents.</p> <p>1. Distribute public service announcements to radio and television stations in the area.</p> <p>2. Send out regular news releases to area newspapers.</p> <p>3. Produce flyers, brochures, bookmarks and other materials.</p> <p>4. Work with libraries in developing and implementing their own public information programs.</p> <p>5. Coordinate countywide library special events and observances.</p> <p>6. Provide a newsletter, the Monday Memo, to all member libraries.</p> <p>G. Provide special programs and services for children and adults, which supplement individual library programs and services.</p> <p>1. Coordinate special activities during the Summer Reading Program.</p> <p>2. Coordinate activities, which foster reading readiness for preschoolers.</p> |
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# **Arrowhead Library System 2018 Payments to Libraries**

<b>State Funds</b>	<b>Beloit</b>	<b>Clinton</b>	<b>Edgerton</b>	<b>Evansville</b>	<b>Janesville</b>	<b>Milton</b>	<b>Orfordville</b>	<b>Total</b>
Resource contract(64306)					40,000.00			40,000.00
Postage(63101)				30.74		8.55		39.29
Printing/Duplicating(63104)								0.00
Contractual Services(62119)								0.00
Shared System (64214)								0.00
Sundry (64904)			378.76	200.00				578.76
Training Expense								
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>378.76</b>	<b>230.74</b>	<b>40,000.00</b>	<b>8.55</b>	<b>0.00</b>	<b>40,618.05</b>
<b>County Funds</b>								
Participating Library Payment(64307)	291,413.68	34,118.39	68,629.30	60,007.38	432,056.38	85,226.41	30,446.33	1,001,897.87
<b>Subtotal</b>	<b>291,413.68</b>	<b>34,118.39</b>	<b>68,629.30</b>	<b>60,007.38</b>	<b>432,056.38</b>	<b>85,226.41</b>	<b>30,446.33</b>	<b>1,001,897.87</b>
<b>Adjacent County Funds</b>								
from Walworth County-LLS	2,060.10	491.37	866.77	18.31	20,109.63	711.12	0.00	24,257.30
<b>Federal Funds</b>								
								0.00
<b>Subtotal</b>	<b>2,060.10</b>	<b>491.37</b>	<b>866.77</b>	<b>18.31</b>	<b>20,109.63</b>	<b>711.12</b>	<b>0.00</b>	<b>24,257.30</b>
<b>Totals</b>	<b>293,473.78</b>	<b>34,609.76</b>	<b>69,874.83</b>	<b>60,256.43</b>	<b>492,166.01</b>	<b>85,946.08</b>	<b>30,446.33</b>	<b>1,066,773.22</b>

2018 ALS ROCK COUNTY FUNDING REQUEST

2017 Municipal			2016		2016 %		Participating Library Payment				
Appropriation	Total	Circulation	Township	Circulation	Town. use		2018		2017		
Libraries							% of total				
Beloit	\$ 1,780,877.00	366,731	60,010	16.36%	\$ 291,413.68	29.09%					\$ 275,319.04
Clinton	\$ 108,605.00	32,061	10,072	31.42%	\$ 34,118.39	3.41%					\$ 30,898.30
Edgerton	\$ 262,732.00	102,215	26,700	26.12%	\$ 68,629.30	6.85%					\$ 65,518.99
Evansville	\$ 241,716.00	71,233	17,684	24.83%	\$ 60,007.38	5.99%					\$ 53,502.96
Janesville	\$ 3,272,586.00	896,973	118,421	13.20%	\$ 432,056.38	43.12%					\$ 426,332.45
Milton	\$ 264,610.00	71,988	23,197	32.22%	\$ 85,266.41	8.51%					\$ 74,574.96
Orfordville	\$ 84,937.00	26,455	9,483	35.85%	\$ 30,446.33	3.04%					\$ 27,402.72
TOTAL	\$ 6,016,063.00	1,567,656	265,567	17%	1,001,938	80.66%					
*PLP is Participating Library Payment											
**** 70% rule applies											
Brodhead	\$ 14,956.00	\$ 18,925.00	\$ 20,095.00	\$ 20,843.00	\$ 20,586.00	\$ 24,106.00	\$ 20,566.00	\$ 19,156.00	\$ 19,156.00	\$ 23,217.00	2018
Lakeshores*	\$ 2,648.00	\$ 1,841.00	\$ 602.00	\$ 1,929.00	\$ 2,439.00	\$ 1,872.00	\$ 1,970.00	\$ 3,436.00	\$ 3,436.00	\$ 4,123.00	
Board per diem	\$ 2,000.00										
Whitewater	\$ 19,187.28	\$ 22,014.84	\$ 23,802.14	\$ 37,454.58	\$ 45,627.48	\$ 26,149.27	\$ 26,010.78	\$ 27,378.69	\$ 27,378.69	\$ 15,874.76	
Jefferson County	\$ 3,082.51	\$ 3,686.55	\$ 4,013.85	\$ 5,121.12	\$ 4,368.82	\$ 3,483.78	\$ 3,691.94	\$ 4,147.85	\$ 4,147.85	\$ 2,339.09	
Green County	\$ 1,909.00	\$ 1,188.00	\$ 2,303.00	\$ 1,692.27	\$ 2,211.00	\$ 3,794.00	\$ 4,318.00	\$ 5,575.00	\$ 5,575.00	\$ 4,883.00	
Dane County	\$ 13,081.00	\$ 11,915.00	\$ 13,381.92	\$ 13,828.42	\$ 12,957.43	\$ 19,093.87	\$ 16,544.00	\$ 16,708.00	\$ 16,708.00	\$ 15,333.69	
TOTAL	\$ 54,863.79	\$ 59,570.39	\$ 64,197.91	\$ 80,868.39	\$ 88,189.73	\$ 78,498.92	\$ 73,100.72	\$ 76,401.54	\$ 76,401.54	\$ 65,770.54	
Board Per Diem	\$ 930,316.00	\$ 955,038.00	\$ 1,004,095.00	\$ 956,132.00	\$ 930,935.00	\$ 926,377.00	\$ 920,775.00	\$ 953,539.00	\$ 953,539.00	\$ 1,001,938.00	
Total requested	\$ 985,179.79	\$ 1,016,108.39	\$ 1,069,792.91	\$ 1,038,500.39	\$ 1,020,624.73	\$ 1,006,375.92	\$ 995,375.72	\$ 1,031,440.54	\$ 1,031,440.54	\$ 1,069,208.54	
			105%	97%	98.28%	99%	99%	104%	104%	104%	

	2016	2016	
*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			
	Total Operating Expenditures	Circulations	Cost per Circulation
			Township Circulation
			Cost of Township Circ.
			70% of cost of Township circ
Beloit	\$ 2,304,435	366,731	\$ 6.28
Clinton	\$ 134,066	32,061	\$ 4.18
Edgerton	\$ 348,547	102,215	\$ 3.41
Evansville	\$ 304,211	71,233	\$ 4.27
Hedberg	\$ 3,834,288	896,973	\$ 4.27
Milton	\$ 332,011	71,988	\$ 4.61
Orfordville	\$ 120,688	26,455	\$ 4.56
Average Cost/Circ			\$ 4.51

70% formula is only used if it is higher than Rock County formula

County	Library	Operating Expenditures	2016 Circulation	2016 cost/Circ	Rural Rock Circ	100% Reimbursement	70% Reimbursement
Dane	Dane County Library Service	\$ 422,674.00	\$ 59,725	7.08	37	\$ 262.00	\$ 183.00
	Deerfield	\$ 205,055.00	\$ 45,258	4.53	1	\$ 4.53	\$ 3.00
	Fitchburg	\$ 1,655,191.00	\$ 388,390	4.26	223	\$ 950.00	\$ 665.00
	Madison	\$ 18,064,090.00	\$ 2,469,271	5.21	604	\$ 3,147.00	\$ 2,203.00
	Middleton	\$ 2,011,795.00	\$ 675,565	2.98	20	\$ 59.56	\$ 41.69
	Monona	\$ 750,364.00	\$ 235,404	3.19	11	\$ 35.00	\$ 25.00
	Oregon	\$ 751,787.00	\$ 264,949	2.84	2,027	\$ 5,757.00	\$ 4,030.00
	Stoughton	\$ 852,386.00	\$ 234,714	3.63	3,163	\$ 11,482.00	\$ 8,037.00
	Sun Prairie	\$ 1,883,360.00	\$ 643,423	2.93	4	\$ 12.00	\$ 8.00
	Verona	\$ 1,400,129.00	\$ 569,104	2.46	80	\$ 197.00	\$ 138.00
						\$ 15,333.69	\$ 15,333.69
Green	Brodhead	\$ 262,338.00	\$ 62,465	4.20	7,897	\$ 33,167.00	\$ 23,217.00
	Albany	\$ 105,615.00	\$ 30,686	3.44	1,543	\$ 5,308.00	\$ 3,716.00
	Monroe	\$ 1,070,867.00	\$ 181,362	5.90	279	\$ 1,646.00	\$ 1,152.00
	New Glarus	\$ 244,995.00	\$ 67,322	3.64	6	\$ 22.00	\$ 15.00
						\$ 28,100.00	\$ 15.00 Minus Brodhead
Jefferson	Whitewater	\$ 805,807.00	\$ 141,276	5.70	3,976	\$ 22,678.22	\$ 15,874.76
	Jefferson	\$ 510,721.00	\$ 96,009	5.32	0	\$ -	\$ -
	Fort Atkinson	\$ 760,871.00	\$ 199,476	3.81	698	\$ 2,662.42	\$ 1,863.69
	Palmyra	\$ 107,711.00	\$ 28,072	3.84	177	\$ 679.14	\$ 475.40
						\$ 18,213.85	\$ 475.40 Minus Whitewater
Walworth						\$ 4,123.00	\$ 2,339.09
						\$ 4,123.00	\$ 2,339.09
						Walworth County	\$ 4,123.00
						Rock County Total	\$ 65,770.54

## Affiliate or Associate Fee - Service Chart 2016

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
<b>TOTAL</b>		<b>\$4,228.00</b>	<b>\$1,875.25</b>	<b>577</b>	<b>\$6,103.25</b>



2018 costs for shared system based on SHARE and RockCat formulas

	of Municipality	Total Service Area	Registered Borrowers	2016 Total circulation	2016	% of Registered Borrowers	% of Circulation	Average	
Libraries		2013							
Beloit	36,792	45,978	38,925	366,731		27.43%	23.39%	0.2541	
Clinton	2,121	3,507	3,523	32,061		2.48%	2.05%	0.0226	
Edgerton	5,521	9,080	8,195	102,215		5.77%	6.52%	0.0615	
Evansville	5,135	7,733	8,850	71,233		6.24%	4.54%	0.0539	
Janesville	63,510	81,195	72,325	896,973		50.96%	57.22%	0.5409	
Milton	5,538	9,700	7,981	71,988		5.62%	4.59%	0.0511	
Orfordville	1,456	2,895	2,117	26,455		1.49%	1.69%	0.0159	
<b>TOTAL</b>	<b>120,073</b>	<b>160,088</b>	<b>141,916</b>	<b>1,567,656</b>		<b>1</b>	<b>1</b>	<b>1</b>	
<b>2018</b>									
<b>Ongoing Maintenance Costs for a Shared System</b>									
Total Cost Library based on percentage of borrowers/circulation in 2016 annual reports									
Innovative									
2017									
Total Annual Cost									
Beloit									
Edgerton									
Evansville									
Janesville									
Milton									
Orfordville									
1									
Item - Central Site									
Maintenance to Software*	\$ 80,084.00	\$ 19,309.00	\$ 1,439.00	\$ 5,018.00	\$ 3,520.00	\$ 45,225.00	\$ 4,194.00	\$ 1,379.00	\$ 80,084.00
Enhanced Content	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WPLC audio books	\$ 30,109.00	\$ 7,650.97	\$ 681.61	\$ 1,850.92	\$ 1,622.88	\$ 16,286.06	\$ 1,537.94	\$ 478.62	\$ 30,109.00
Hoopla*	\$ 19,171.00	\$ 2,591.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 8,080.00	\$ 2,000.00	\$ 1,000.00	\$ 19,171.00
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 200.00	\$ 50.82	\$ 4.53	\$ 12.29	\$ 10.78	\$ 108.18	\$ 10.22	\$ 3.18	\$ 200.00
Overhead/rent/utilities/	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ 1,000.00	\$ 254.11	\$ 22.64	\$ 61.47	\$ 53.90	\$ 540.90	\$ 51.08	\$ 15.90	\$ 1,000.00
telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff-Salary&Fringe									
SHARE Support	\$ 83,000.00	\$ 21,091.04	\$ 1,878.96	\$ 5,102.34	\$ 4,473.70	\$ 44,894.99	\$ 4,239.57	\$ 1,319.40	\$ 83,000.00
Replacement of server	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$30,000/3 years									
Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018									
Total 2018 costs	\$ 213,564.00	\$ 50,946.94	\$ 5,526.73	\$ 14,045.02	\$ 11,681.26	\$ 115,135.14	\$ 12,032.81	\$ 4,196.10	\$ 213,564.00
*As per SHARE Formula									\$ -
*Hoopla Contributions									\$ -
									\$ -





## **Agreement Between the Lakeshores Library System (LLS) and the Arrowhead Library System (ALS) for Maintenance and Support Services Related to ALS' Participation in the SHARE Consortium**

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### **Introduction:**

The SHARE Consortium is an automation and resource-sharing partnership among libraries in Wisconsin. Lakeshores Library System (LLS) provides technical, administrative, and logistical support for SHARE. Members of LLS receive SHARE support as a system service at no extra cost, while non-LLS institutions are assessed an annual support fee. This model is designed to ensure that the SHARE automation and resource partnership is sustained through adequate funding.

### **LLS Support to ALS SHARE Member Libraries:**

LLS will provide "full" support to member libraries of ALS. This means that ALS member libraries will generally be eligible to receive the same level of SHARE-related support as LLS member libraries, subject to the LLS & SHARE Technology Policies. LLS Staff will respond to support requests in the same fashion as to requests submitted by other SHARE member institutions (responses shall be prioritized by severity and by the order in which issues are received) also in accordance with the LLS & SHARE Technology Policies.

### **Examples of support services LLS may provide to ALS member libraries:**

- SirsiDynix WorkFlows workstation support, including support for recommended peripheral hardware such as receipt printers and barcode scanners.
- Troubleshooting of peripheral hardware items (such as receipt printers and barcode scanners) on the "recommended peripheral equipment list".
- Setting-up existing "canned" SirsiDynix Symphony reports.
- Troubleshooting cataloging issues as they relate to the use of the SHARE ILS systems.
- Backup & disaster recovery of SHARE systems.
- Library-specific assistance in recovering from a SHARE down-system event/outage.
- Access to the SHARE HelpDesk.
- Scan history requests.
- Setting up item types, home locations, and other ILS software policies.
- Annual work flow analysis visits.

- Facilitation of group purchases within established cycles (a "group purchase" is defined as a purchase of equipment or supplies involving multiple libraries & facilitated by LLS staff).
- OPAC (online public access catalog) support.
- Online & in-person-group training for OPAC, WorkFlows and other system-supported services.
- Ongoing support of SHARE Patron Time Management Software.
- Automated catalog maintenance development, implementation & support.
- BLUECloud Analytics management & support.
- Support for other BLUECloud products & features.
- Authentication support for online resources licensed by SHARE members (examples: OverDrive, self-checkouts, automated materials handling equipment, WISCAT integration, setting up other SIP2 connections).
- Pre-population of Wisconsin Public Library Annual Report data.

**Examples of support services LLS cannot provide:**

- Web development.
- Printer or hardware repair.
- Patron training & workshops.
- Municipal tech support.
- Research or negotiation with 3rd parties for non-LLS or non-SHARE initiatives.
- Authentication support for online resources not licensed by LLS/SHARE member libraries.

**After Hours Emergency Support:**

LLS staff will assist the ALS member libraries in an after hours emergency capacity under the following circumstances:

- If the SHARE Online Catalog is down.
- If the SHARE Staff Client is down.

Under these circumstances, approved ALS staffers are welcome to call the SHARE critical support number as published in the LLS & SHARE Technology Policies. All other support requests must be submitted via the LLS HelpDesk.

**Training & On-Site Support:**

LLS staff will assist the ALS member libraries in establishing and delivering training to local staff on an annual basis within its capacity to do so.

ALS libraries shall have access to SirsiDynix Mentor and SirsiDynix Symphony online help tools. LLS staff will also assist ALS to the best of its ability in developing in-house training activities.

**Annual Support Fee:**

The support fee shall cover an annual term. The first term shall begin on January 1st of 2018. Payment for each term shall be submitted by January 31st of each term/year. Based on the calculation described below, LLS will assess an annual fee in the amount of \$83,000 per year for support services.

**Calculation of Support Fee:**

The initial calculation of the support fee is based upon a "per circulation support cost". Per circulation support cost is calculated by dividing the total value of LLS staff time spent on SHARE (in the year prior to the expansion of SHARE beyond the LLS member libraries) by the total number of library circulations in the SHARE automated system (also in the year prior to the expansion of SHARE beyond the LLS member libraries). The per circulation support cost is then multiplied by the total number of ALS circulations in the previous year.

**Renewal of Support Agreement**

This Support Agreement may be renewed after a period of 3 years at a rate to be negotiated between the parties. Renewal shall require approval of the LLS Board and the ALS Board.

**Advanced Training, Access, Etc.**

ALS or ALS member library staff are encouraged to expand their knowledge of the automation system. Individual staffers may (after establishing a foundation of training and a track record of good judgment) be granted limited additional system privileges at the discretion of the LLS IT manager and with approval of the LLS administrator. Additional system privileges may include access to Web Services, additional report passwords, elevated system policy access or other tools deemed appropriate by the LLS IT manager. Additional system privileges shall not include command-line api access, unix or oracle access.

**Participation in SHARE Governance**

The ALS libraries shall each participate as voting members and remain full member libraries in good standing of the SHARE Consortium as long as they comply with member responsibilities outlined in the the SHARE Consortium Bylaws.

**Acknowledgement of Annual Software Licensing Fees:**

It is agreed that annual software licensing charges levied by the software vendors supplying the SHARE Consortium will be split proportionally among all of the participants in SHARE. The formula used to determine this is decided upon by the SHARE governing body. Annual software licensing charges may be prorated as of the agreed upon "Go Live" date.

**Affirmations & Signatures**

The following parties agree to the terms set forth in this agreement:

Robert N. Miller  
Robert N. Miller (Board President, LLS)

5-16-2017  
Date

Richard Bostwick  
Richard Bostwick (Board President, ALS)

6/20/17  
Date