

**ARROWHEAD LIBRARY SYSTEM**

**Budget Committee Meeting**

**Milton Public Library**

**430 E High St.**

**Milton, WI**

**Wednesday July 10, 2019**

**5:30 pm**

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

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes
4. 2019 ALS Budget
5. 2020 ALS Budget
6. Set next meeting date
7. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ [www.co.rock.wi.us](http://www.co.rock.wi.us) on 7/4/2019

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Eager Free PL

June 12, 2019

- 1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:36 p.m. Also present were Bill Wilson, Wes Davis and Steven Platteter.
- 2) **Approval of Agenda:** Bill Wilson moved to approve the agenda, Wes Davis seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The May 8th, 2019 minutes were moved approved by Wes David with. Bill Wilson seconded, and the motion carried unanimously.
- 4) **2019 Budget:** Platteter mentioned that ALS will go over in the health insurance line but will see some savings in regard to WiscNet.
- 5) **2020 Budget:** Platteter mentioned that Rock County funding looks good for the member libraries. As far as 2020 State Aid, Joint Finance voted to fund at the 2019 level, not sure what will happen if the Governor vetoes. Platteter also mentioned that he plans on using funds from the fund balance for strategic planning, through WiLS, and a RFID project.
- 6) **Staff Wages:** Bill Wilson moved to recommend, to the ALS Board, a 2% wage increase for all staff for 2019. Wes Davis seconded, and the motion carried unanimously.
- 7) **Set Next Meeting date:** July 10th, 5:30 at the Milton Public Library.

Bill Wilson made the motion to adjourn and Wes Davis seconded. Motion carried unanimously. The meeting ended at 5:52 p.m.

Respectfully submitted,  
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

2020 ALS ROCK COUNTY FUNDING REQUEST

Libraries	2019 Municipal Appropriation		2018		2018		2018		Participating Library Payment		% cost of	
	Total	Circulation	Township Circulation	Town. use	2018	2019	2020	% of total	Township Circ	2019	2020	Township Circ
<b>Beloit</b>	\$ 1,780,877.00	294,474	57,957	19.68%	\$ 350,503.91	31.48%	\$ 350,503.91	31.48%	83.14%	\$ 301,762.65	83.14%	\$ 301,762.65
<b>Clinton</b>	\$ 107,267.00	28,410	12,586	44.30%	\$ 47,520.68	4.27%	\$ 47,520.68	4.27%	71.75%	\$ 40,182.99	71.75%	\$ 40,182.99
<b>Edgerton</b>	\$ 294,643.00	97,473	25,885	26.56%	\$ 78,245.61	7.03%	\$ 78,245.61	7.03%	72.14%	\$ 71,290.39	72.14%	\$ 71,290.39
<b>Evansville</b>	\$ 277,011.00	65,209	15,492	23.76%	\$ 65,810.77	5.91%	\$ 65,810.77	5.91%	82.60%	\$ 61,297.56	82.60%	\$ 61,297.56
<b>Janesville</b>	\$ 3,370,676.00	758,488	100,187	13.21%	\$ 445,225.13	39.99%	\$ 445,225.13	39.99%	87.36%	\$ 437,850.20	87.36%	\$ 437,850.20
<b>Milton</b>	\$ 288,224.00	95,546	30,933	32.37%	\$ 93,312.47	8.38%	\$ 93,312.47	8.38%	77.11%	\$ 82,252.71	77.11%	\$ 82,252.71
<b>Orfordville</b>	\$ 84,635.00	25,285	9,796	38.74%	\$ 32,789.58	2.94%	\$ 32,789.58	2.94%	73.29%	\$ 31,330.70	73.29%	\$ 31,330.70
<b>TOTAL</b>	<b>\$ 6,203,333.00</b>	<b>1,364,885</b>	<b>252,836</b>	<b>19%</b>	<b>1,113,408.14</b>		<b>1,113,408.14</b>		<b>82.39%</b>			
*PLP is Participating Library Payment												
**** 70% rule applies												
<b>Brodhead</b>	\$ 20,095.00	20,843.00	20,586.00	24,106.00	2014	2015	2016	2017	2018	2019	2020	
<b>Lakeshores*</b>	\$ 602.00	1,929.00	2,439.00	1,872.00	\$ 2,439.00	\$ 1,872.00	\$ 1,970.00	\$ 3,436.00	\$ 4,123.00	\$ 2,816.00	\$ 4,707.00	
<b>Board per diem</b>												
<b>Whitewater</b>	\$ 23,802.14	37,454.58	45,627.48	26,149.27	\$ 45,627.48	\$ 26,149.27	\$ 26,010.78	\$ 27,378.69	\$ 15,874.76	\$ 22,045.60	\$ 26,110.65	
<b>Jefferson County</b>	\$ 4,013.85	5,121.12	4,368.82	3,483.78	\$ 4,368.82	\$ 3,483.78	\$ 3,691.94	\$ 4,147.85	\$ 2,339.09	\$ 2,773.56	\$ 3,188.59	
<b>Green County</b>	\$ 2,303.00	1,692.27	2,211.00	3,794.00	\$ 2,211.00	\$ 3,794.00	\$ 4,318.00	\$ 5,575.00	\$ 4,883.00	\$ 3,394.72	\$ 3,121.11	
<b>Dane County</b>	\$ 13,381.92	13,828.42	12,957.43	19,093.87	\$ 12,957.43	\$ 19,093.87	\$ 16,544.00	\$ 16,708.00	\$ 15,333.69	\$ 12,875.41	\$ 15,266.77	
<b>TOTAL</b>	<b>\$ 64,197.91</b>	<b>\$ 80,868.39</b>	<b>\$ 88,189.73</b>	<b>\$ 78,488.92</b>	<b>\$ 88,189.73</b>	<b>\$ 78,488.92</b>	<b>\$ 73,100.72</b>	<b>\$ 76,401.54</b>	<b>\$ 65,770.54</b>	<b>\$ 72,690.63</b>	<b>\$ 73,534.16</b>	
<b>Board Per Diem</b>	\$ 1,004,095.00	\$ 956,132.00	\$ 930,935.00	\$ 926,377.00	\$ 930,935.00	\$ 926,377.00	\$ 920,775.00	\$ 953,539.00	\$ 1,001,938.00	\$ 1,025,967.20	\$ 1,113,408.14	
<b>Total requested</b>	\$ 1,069,792.91	\$ 1,038,500.39	\$ 1,020,624.73	\$ 1,006,375.92	\$ 1,020,624.73	\$ 1,006,375.92	\$ 995,375.72	\$ 1,031,440.54	\$ 1,069,208.54	\$ 1,100,157.83	\$ 1,188,442.30	
		97%	98.28%	99%	99%	99%	99%	104%	104%	103%	108%	
*Reimbursement for Walworth County. Intersystem agreement with L.S. uses statewide cost of circ in formula.												
<b>Average of last three year's appropri \$ 1,119,269.56</b>												



County	Library	Operating Expenditures	2018 Circulation	2018 cost/Circ	Rural Rock Circ	100% Reimbursement	70% Reimbursement
Dane	Dane County Library Service	\$ 394,582.00	46,406	\$ 8.50	3	\$ 25.51	\$ 17.86
	Cambridge	\$ 251,674.00	57,392	\$ 4.39	10	\$ 43.85	\$ 30.70
	Fitchburg	\$ 1,832,547.00	379,926	\$ 4.82	87	\$ 419.64	\$ 293.75
	Madison	\$ 19,886,067.00	3,159,974	\$ 6.29	369	\$ 2,322.16	\$ 1,625.51
	MacFarland	\$ 778,239.00	187,918	\$ 4.14	427	\$ 1,768.37	\$ 1,237.86
	Waunakee	\$ 937,344.00	237,661	\$ 3.94	1	\$ 3.94	\$ 2.76
	Oregon	\$ 819,997.00	241,482	\$ 3.40	1,469	\$ 4,988.26	\$ 3,491.78
	Stoughton	\$ 880,036.00	221,686	\$ 397.00	2,952	\$ 11,718.68	\$ 8,203.07
	Sun Prairie	\$ 2,182,429.00	635,368	\$ 3.43	46	\$ 158.01	\$ 110.60
	Verona	\$ 1,699,788.00	574,045	\$ 2.96	122	\$ 361.25	\$ 252.88
							\$ 15,266.77
							\$
Green	Brodhead	\$ 265,321.00	54,338	\$ 4.88	6,185	\$ 30,200.00	\$ 21,140.04
	Albany	\$ 100,968.00	33,763	\$ 2.99	1,048	\$ 3,134.04	\$ 2,193.83
	Monroe	\$ 1,109,598.00	177,578	\$ 6.25	212	\$ 1,324.68	\$ 927.28
	New Glarus	\$ -	0	\$ -	0	\$ -	\$ -
							\$ 3,121.11
Jefferson	Whitewater	\$ 825,252.00	119,913	\$ 6.88	5,420	\$ 37,300.93	\$ 26,110.65
	Jefferson	\$ 544,777.00	86,172	\$ 6.32	30	\$ 189.66	\$ 132.76
	Fort Atkinson	\$ 782,633.00	192,186	\$ 4.07	1,072	\$ 4,365.47	\$ 3,055.83
	Palmyra	\$ 107,711.00	28,072	\$ 3.84	0	\$ -	\$ -
							\$ 3,188.59
Walworth						Walworth County	\$ 4,707.00
						Rock County Total	\$ 73,534.16



ARROWHEAD LIBRARY SYSTEM  
Board Meeting  
Milton Public Library  
430 E High St.  
Milton, WI  
Wednesday July 10, 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. 2019/20 Budget
  - c. Public Library System Redesign Project
  - d. Librarians' Report – Sarah Strunz
7. New Business
  - a. 2020 staff wages - Action
  - b. WILS strategic planning proposal - Action
  - c. Approval of 2020 Arrowhead Library System Charter
  - d. Change October meeting date – Action
8. Communications
9. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ [www.co.rock.wi.us](http://www.co.rock.wi.us) on 7/4/2019.

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Eager Free Public Library

June 12<sup>th</sup>, 2019

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Bill Wilson, Wes Davis, Maribeth Miller, Adam Dinnes, Eloise Eager, Sarah Strunz and Steven Platteter.

The Agenda was moved approved, with addition - **Approval of the 2020 Intersystem Agreement with Lakeshores Library System**, by Wes Davis. Bill Wilson seconded, and the motion carried unanimously.

The May 2019 minutes were moved approved by Bill Wilson. Adam Dinnes seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Eloise Eager with Bill Wilson seconding. The motion carried unanimously.

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

#### **Unfinished Business**

##### **a. Shared System –SHARE Update:**

**b. 2019/20 Budget:** Platteter talked about 2020 State Aid, currently Joint Finance voted to fund at the 2019 level - Platteter is not sure what will happen if the Governor vetoes.

##### **c. Public Library System Redesign Project:**

##### **d. Librarians' Report:**

#### **New Business**

**a. Agreement Between Lakeshores Library System (LLS) and Arrowhead Library System (ALS) for IT and Network support Services:** Bill Wilson moved to approve the Agreement between LLS and ALS. Maribeth Miller seconded, and the motion carried unanimously.



**b. 2019 Trustee Training Week – August 12 -16:** Platteter encouraged the Board to take advantage of these free webinars.

**c. Approval of the 2020 Intersystem Agreement with Lakeshores Library System:** Wes Davis moved to approve the 2020 Intersystem agreement with LLS, Bill Wilson seconded, and the motion carried unanimously.

**Communications:** DPI letter confirming 2<sup>nd</sup> 2 State Aid payment of \$116,955 for 2019.

Maribeth Miller moved to adjourn. Wes Davis seconded, and the motion carried unanimously. The meeting ended at 6:24 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	06/13/2019	DEPARTMENT OF ADMINISTRATION	1,500.00			
		05/17/2019	LAKESHORES LIBRARY SYSTEM	123.93			
		05/17/2019	WILS	1,393.00			
		06/04/2019	KOENE COURIER SERVICE LLC	1,665.00			
			<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
	183,893.00	131,053.08	0.00	4,681.93	48,157.99		
51-5000-0000-62410	R & M-VEHICLES	05/01/2019	BURTNESSE CHEVROLET INC	169.69			
			<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
			10,000.00	1,254.28	0.00	169.69	8,576.03
51-5000-0000-63100	OFC SUPP & EXP	05/24/2019	JAX CUSTOM PRINTING INC	149.60			
			<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
			1,500.00	435.32	0.00	149.60	915.08
51-5000-0000-63101	POSTAGE	06/04/2019	ARROWHEAD LIBRARY PETTY CASH	16.45			
			<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
			1,000.00	82.40	0.00	16.45	901.15
51-5000-0000-63108	PUBLIC INFO	06/07/2019	ROCK COUNTY SENIOR FAIR	181.50			
			<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
			5,000.00	1,047.99	0.00	181.50	3,770.51
51-5000-0000-63200	PUBL/SUBCR/DUES	05/21/2019	PLATTETER,STEVE	186.00			
		06/17/2019	ANDERSON,TOVAH	156.00			
			<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
			1,500.00	354.99	0.00	342.00	803.01
51-5000-0000-64200	TRAINING EXP	06/06/2019	ANDERSON,TOVAH	49.00			
			<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
			4,000.00	1,653.00	0.00	49.00	2,298.00
51-5000-0000-64201	CONVENTION EXP	06/17/2019	ANDERSON,TOVAH	450.00			
			<b>Budget</b>	<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>	<b>Closing Balance</b>
			4,000.00	424.56	0.00	450.00	3,125.44
51-5000-0000-65321	BLDG/OFC LEASE	08/01/2019	CITY OF MILTON	1,166.67			

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	10,178.69	0.00	1,166.67	2,654.64
<b>ARROWHEAD LIBRARY PROG TOTAL</b>				<b>7,206.84</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$7,206.84**

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
----------------	--------------	----------	-------------	-------------

---

**REPORT COMPLETE!**

For Job Numbers: 1915298

# Rock County - Production Budget to Actual Figures

Fiscal Year: 2019

As of: 06/26/2019

Budget: RV

Org Key      Title  
515000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	STATE AID	467,820.00	467,820.00	0.00	0.00
44120	MISC. FEES	6,103.00	6,103.25	0.00	0.25
45504	INTERGOVT.CHGS-OTHER LIBRARIES	240,765.00	240,765.00	0.00	0.00
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	20,000.00	0.00	0.00	(20,000.00)
	<b>Total Revenue</b>	<b>736,688.00</b>	<b>716,688.25</b>	<b>0.00</b>	<b>(\$19,999.75)</b>
<b>EXPENSE</b>					
61100	REGULAR WAGES	184,972.00	74,949.25	0.00	110,022.75
61300	PER DIEMS	1,500.00	903.21	0.00	596.79
61400	FICA	14,149.00	5,787.20	0.00	8,361.80
61510	RETIREMENT-EMPLOYERS	12,116.00	4,436.88	0.00	7,679.12
61610	HEALTH INSURANCE	41,000.00	18,721.51	0.00	22,278.49
61620	DENTAL INSURANCE	1,513.00	778.12	0.00	734.88
61630	LIFE INSURANCE	180.00	54.18	0.00	125.82
62119	OTHER CONTRACTED SERVICES	183,893.00	131,053.08	0.00	52,839.92
62130	AUDIT FEES	1,200.00	1,500.00	0.00	(300.00)
62210	TELEPHONE	2,000.00	569.85	0.00	1,430.15
62410	REPAIR & MAINTENANCE-VEHICLES	10,000.00	1,254.28	0.00	8,745.72
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	435.32	0.00	1,064.68
63101	POSTAGE	1,000.00	82.40	0.00	917.60
63104	PRINTING & DUPLICATION	5,000.00	1,613.18	0.00	3,386.82
63108	PUBLIC INFORMATION	5,000.00	1,047.99	0.00	3,952.01
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	354.99	0.00	1,145.01
63300	TRAVEL	3,000.00	371.88	0.00	2,628.12
64200	TRAINING EXPENSE	4,000.00	1,653.00	0.00	2,347.00
64201	CONVENTION EXPENSE	4,000.00	424.56	0.00	3,575.44
64214	ILS COSTS	193,265.00	193,006.74	0.00	258.26
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	72,690.63	0.00	0.37
64904	SUNDRY EXPENSE	1,000.00	76.96	0.00	923.04
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	3,328.00	0.00	1,672.00
65321	BUILDING/OFFICE LEASE	14,000.00	10,178.69	0.00	3,821.31
67199	MISC EQUIPMENT	3,000.00	574.00	0.00	2,426.00
	<b>Total Expense</b>	<b>1,836,846.00</b>	<b>1,591,813.10</b>	<b>0.00</b>	<b>245,032.90</b>
	<b>County Share (Revenue - Expense)</b>	<b>(1,100,158.00)</b>	<b>(875,124.85)</b>	<b>0.00</b>	<b>(225,033.15)</b>
	<b>Grand Total Revenue</b>	<b>736,688.00</b>	<b>716,688.25</b>	<b>0.00</b>	<b>(19,999.75)</b>

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

Fiscal Year: 2019

As of: 06/26/2019

Budget: RV

Org Key      Title  
515000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	<u>1,836,846.00</u>	<u>1,591,813.10</u>	<u>0.00</u>	<u>245,032.90</u>
	Grand Totals County Share	<u>(1,100,158.00)</u>	<u>(875,124.85)</u>	<u>0.00</u>	<u>(225,033.15)</u>













**Arrowhead Library System (ALS)**  
**Strategic Plan Development, Consulting and Facilitation Services**  
**Proposal**  
**May 30, 2019**

**Introduction**

The purpose of this proposal is to define the parameters and costs of the Strategic Plan Development, Consulting and Facilitation Services WILS will provide to the Arrowhead Library System (ALS) to develop a system strategic plan in 2020.

**Contacts**

Communication regarding this proposal should be directed to:

WILS

Bruce Smith  
1360 Regent Street, #121  
Madison, WI 53715-1255  
608-620-5421  
bsmith@wils.org

ALS

Steve Platteter  
430 E High St., Suite 200  
Milton, WI 53563  
608-868-2872  
platteter.steve@als.lib.wi.us

**Project process and deliverables**

*Information and data gathering and assessment*

1. WILS will do an analysis of DPI Annual Report data to determine trends of ALS libraries in comparison to trends on a statewide level and among other systems.
2. WILS will develop and administer a two-part survey for member libraries, ALS staff and the ALS Board of Trustees.
  - a. The first part of the service will focus on questions to identify satisfaction, importance and needs of services from the system by member libraries.
  - b. The second part of the survey will ask questions related to the recommendations from the Public Library System Redesign (PLSR) Steering Committee to identify opportunities and concerns related the recommendations, potential areas of collaboration to improve services to member libraries, and potential actions or roles the system may consider related to the recommendations.

### *Strategic plan development*

1. WiLS will facilitate a full-day meeting of the ALS Board, system staff, and member library directors. The meeting will first focus on identifying strategic issues based on the data and information gathered. The second focus of the meeting will be the development of a goals, objectives and strategies framework to address the strategic issues identified at the first meeting.
  - a. WiLS will work with the system director to determine logistical needs for the meeting, including communicating with participants in advance to share information for the meeting.
  - b. WiLS will develop the agenda and process activities for the meeting.
  - c. WiLS will provide two staff to facilitate and document the meeting.
  - d. WiLS will document the strategic issues that are identified during the meeting and the goals, objectives and strategies framework that are developed during the meeting to be used to create the final strategic plan document.
2. WiLS will meet with ALS staff for a 3-hour meeting to develop strategies to assess and evaluate strategic plan implementation. Action steps include:
  - a. WiLS will work with the system director to determine logistical needs for the meeting, including communicating with staff in advance to share meeting information.
  - b. WiLS will develop an agenda and process activities for the meeting.
  - c. WiLS will document the implementation, assessment and plan evaluation strategies identified during the meeting.
3. WiLS will coordinate the writing of the strategic plan document, collaborating with system staff. Action steps include:
  - a. WiLS will use relevant data and information gathered during the process; the goals, objectives and strategies framework; and the implementation strategies identified with ALS to write the first draft of the strategic plan document.
  - b. WiLS will coordinate a schedule with the system to complete the draft of the final plan document. This will include writing input from the library system to edit the first draft. The system will coordinate feedback from the ALS Board, system staff, and member library directors as part of their work providing edits to the first draft.
  - c. WiLS has allocated 16 hours for writing the strategic plan document. If additional writing time is requested, WiLS will work with the system to develop a mutually agreed upon additional number of hours requested of WiLS by the system.

### **Proposed 2020 timeline**

1. January: DPI annual report analysis.
2. February: develop and administer survey
3. Mid-March: hold full-day plan development meeting.
4. Early April: meet with ALS staff to develop implementation and assessment strategies.
5. Mid-April through May: write and complete the strategic plan.
6. June: submit strategic plan for board approval.

**Costs and agreement terms**

<b>Activity</b>	<b>Time</b>	<b>Cost</b>
DPI annual report analysis	10 hours	\$750
Survey – development, administration and compilation of results	12 hours	\$900
Plan development meeting (2 people - includes preparation, facilitation and travel time)	24 hours	\$1,800
Implementation and assessment development meeting (2 people - includes preparation, facilitation and travel time)	16 hours	\$1,200
Plan writing	16 hours	\$1,200
Mileage and misc. project expenses	N/A	\$200
<b>TOTAL</b>		<b>\$6,050</b>

*Payment Schedule*

Due upon start of project: \$1,500.00  
Due upon delivery of the final plan document: \$4,550.00

# CHARTER

## ARROWHEAD LIBRARY SYSTEM

2020

### 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.
  - 2. Assist area librarians in becoming knowledgeable about and taking advantage of, developing technologies to provide improved reference and resource sharing in Rock County.
  - 3. Provide shared access to fee-based reference products via the Internet.
  - 4. Provide ALS libraries access to and assist them in the use of the Internet for information and communication.
  - 5. Assist residents of Rock County in effective use and evaluation of electronic resources.
- D. Enhance and improve the knowledge and skills of library directors, staff and trustees. 43.24(2)(e)
  - 1. Support the continuing education needs of library staff. 43.24(2)(e)
  - 2. Select books and journals for the professional collection in coordination with area libraries in order to minimize duplication.
  - 3. Consult with libraries on problems and areas of concern on a regular basis and by special request. 43.24(2)(h)

- 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)
1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.
  2. Continue to encourage and assist libraries in providing materials and services to combat illiteracy and unemployment, and to respond to the special needs of the elderly and visually and hearing impaired persons.
  3. Work with member libraries to implement provisions of the Americans with Disabilities Act.
- F. Increase awareness about library services by Rock County residents.
1. Distribute public service announcements to radio and television stations in the area.
  2. Send out regular news releases to area newspapers.
  3. Produce flyers, brochures, bookmarks and other materials.
  4. Work with libraries in developing and implementing their own public information programs.
  5. Coordinate countywide library special events and observances.
  6. Provide a newsletter, the Monthly Memo, to all member libraries.
- G. Provide special programs and services for children and adults, which supplement individual library programs and services.
1. Coordinate special activities during the Summer Reading Program.
  2. Coordinate activities, which foster reading readiness for preschoolers.