ARROWHEAD LIBRARY SYSTEM
Budget Committee Meeting
Eager Free Public Library
39 W. Main St.
Evansville, WI
Wednesday June 12, 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. 2020 Staff Wages
7. Set next meeting date
8. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ www.co.rock.wi.us on 6/6/2019

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING
Edgerton PL
May 8, 2019

1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:30 p.m. Also present were Bill Wilson, Wes Davis, Maribeth Miller, Edgerton PL Director Kirsten Almo and Steven Platteter.

2) **Approval of Agenda:** Wes Davis moved to approve the agenda, Bill Wilson seconded. The motion carried unanimously.

3) **Approval of Minutes:** The December 12th, 2018 minutes were moved approved by Bill Wilson with. Wes Davis seconded, and the motion carried unanimously.

4) **2019 Budget:** Platteter mentioned that ALS has received its second state aid payment for 2019, $116,955. He also mentioned that DPI is changing its audit requirements for single county systems, ALS will be required to submit a full audit for 2019 in 2020.

5) **2020 Budget:** Platteter passed out the 2020 Rock County budget calendar. He has some concerns on how long it might take for the state budget to get passed and when we will know how much state aid ALS will receive for 2020.

6) **ALS Fund Balance:** Current Fund balance is $ 271,212. ALS Board has previously suggested having a balance of approximately 20% of current years budget, which would be $147,338 for 2019. Remaining balance could be earmarked for projects having system wide impact. Platteter is considering strategic planning and a RFID tagging project.

7) **Set Next Meeting date:** June 12th, 5:30 at the Eager Free Public Library.

Bill Wilson made the motion to adjourn and Wes Davis seconded. Motion carried unanimously. The meeting ended at 5:53 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 Total Circulation	2018 Township Circulation	2018 % Town. use	Participating Library Payment 2020	% of total	% cost of Township Circ 2019	2019
Beloit	$ 1,780,877.00	294,474	57,957	19.68%	$ 350,503.91	31.48%	83.14%	$ 301,762.65
Clinton	$ 107,267.00	28,410	12,586	44.30%	$ 47,520.68	4.27%	71.75%	$ 40,182.99
Edgerton	$ 294,643.00	97,473	25,885	26.56%	$ 78,245.61	7.03%	72.14%	$ 71,290.39
Evansville	$ 277,011.00	65,209	15,492	23.76%	$ 65,810.77	5.91%	82.60%	$ 61,297.56
Janesville	$ 3,370,676.00	758,488	100,187	13.21%	$ 445,225.13	39.99%	87.36%	$ 437,850.20
Milton	$ 288,224.00	95,546	30,933	32.37%	$ 93,312.47	8.38%	77.11%	$ 82,252.71
Orfordville	$ 84,635.00	25,285	9,796	38.74%	$ 32,789.58	2.94%	73.29%	$ 31,330.70
TOTAL	$ 6,203,333.00	1,364,885	252,836	19%	$ 1,113,408.14		82.39%	

*PLP is Participating Library Payment
**** 70% rule applies

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Brodhead	$ 20,095.00	20,843.00	20,586.00	$ 24,106.00	$ 20,566.00	$ 19,156.00	$ 23,217.00	28,785.34	
Lakeshores*	$ 602.00	1,929.00	2,439.00	$ 1,872.00	$ 1,970.00	$ 3,436.00	$ 4,123.00	2,816.00	
Board per diem									
Whitewater	$ 23,802.14	37,454.58	45,627.48	$ 26,149.27	$ 26,010.78	$ 27,378.69	$ 15,874.76	22,045.60	
Jefferson County	$ 4,013.85	5,121.12	4,368.82	$ 3,483.78	$ 3,691.94	$ 4,147.85	$ 2,339.09	2,773.56	
Green County	$ 2,303.00	1,692.27	2,211.00	$ 3,794.00	$ 4,318.00	$ 5,575.00	$ 4,883.00	4,883.00	
Dane County	$ 13,381.92	13,828.42	12,957.43	$ 19,093.87	$ 16,544.00	$ 16,708.00	$ 15,333.69	12,875.41	
TOTAL	$ 64,197.91	80,868.39	88,189.73	$ 78,498.92	$ 73,100.72	$ 76,401.54	$ 65,770.54	72,690.63	
	$ 1,004,095.00	956,132.00	930,935.00	$ 926,377.00	$ 920,775.00	$ 953,539.00	$ 1,001,938.00	1,025,967.20	$ 1,113,408.14
Board Per Diem	$ 1,500.00	1,500.00	1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	1,500.00	
Total requested	$ 1,069,792.91	$ 1,038,500.39	$ 1,020,624.73	$ 1,006,375.92	$ 995,375.72	$ 1,031,440.54	$ 1,069,208.54	1,100,157.83	
	97%	97%	98.28%	99%	99%	104%	104%	107%	

*Reimbursement for Walworth County. Intersystem agreement with LLS uses statewide cost of circ in formula.

Average of last three year's appropri $ 723,122.12

5/24/2019

2020 salaries 0% TA Health change

			3% 2019	0% 2020		6.55%		7.65%	7.65%	Total Salaries & Fringes	Total	
Staff	FTE	hrs/wk	Hour - 2018	Hour - 2019 0%	Total	Retirement	Heath + Dental	FICA	Life Insurance	Total Salaries & Fringes	Salaries	fringes
Director	1	40	$ 30.76	30.76	$63,980.80	$4,190.74	$17,371.00	$4,895	$60		$90,497.07	$26,516.27
ILS Admin	0	0	$ 27.12	27.12	$0.00	$0.00	$0.00	$0			$0.00	$0.00
Tovah A.	1	40	$ 22.98	22.98	$47,798.40	$3,130.80	$27,200.00	$3,657	$60		$81,845.77	$34,047.37
Anita S.	0.9	36	$ 21.10	21.10	$39,499.20	$2,587.20	$7,771.00	$3,022	$60		$52,939.09	$13,439.89
Driver	0	0	$ 14.46	14.46	$0.00	$0.00		$0			$0.00	$0.00
Mike Willger	0.375	15	$ 13.66	13.66	$10,654.80	$697.89		$815			$12,167.78	$1,512.98
Gordon	0.2	8	$ 15.66	15.66	$6,514.56	$426.70		$498			$7,439.63	$925.07
Ron	0.375	15	$ 13.88	13.88	$10,826.40	$709.13	$0.00	$828			$12,363.75	$1,537.35
Trainer	0	0	$ 24.83	24.83	$0.00	$0.00		$0			$0.00	$0.00
Total												
FTE's	3.85				$179,274.16	$11,742.46	$52,342.00	$13,714.47	$180.00		$257,253.09	$77,978.93
											$123.68 per hour	

26,553 - Family health
16,724 - E&S health
7,771 Employee health
647 family Dental
219 Single Dental

2020 salaries 1%

Staff	FTE	hrs/wk	Hour - 2018	Hour - 2019 0% (3% 2019 / 1% 2020)	Total	Retirement (6.55%)	Heath + Dental	FICA (7.65%)	Life Insurance (7.65%)	Total Salaries & Fringes	Total fringes (7.65%)
Director	1	40	$30.76	$31.07	$64,620.61	$4,232.65	$17,371.00	$4,943	$60	$91,227.73	$26,607.13
ILS Admin	0	0	$27.12	$27.12	$0.00	$0.00	$0.00	$0		$0.00	$0.00
Tovah A.	1	40	$22.98	$23.21	$48,276.38	$3,162.10	$27,200.00	$3,693	$60	$82,391.63	$34,115.25
Anita S.	0.9	36	$21.10	$21.31	$39,894.19	$2,613.07	$7,771.00	$3,052	$60	$53,390.17	$13,495.98
Driver	0	0	$14.46	$14.46	$0.00	$0.00		$0		$0.00	$0.00
Mike Willger	0.375	15	$13.66	$13.80	$10,761.35	$704.87		$823		$12,289.46	$1,528.11
Gordon	0.2	8	$15.66	$15.82	$6,579.71	$430.97		$503		$7,514.02	$934.32
Ron	0.375	15	$13.88	$14.02	$10,934.66	$716.22	$0.00	$837		$12,487.39	$1,552.72
Trainer	0	0	$24.83	$24.83	$0.00	$0.00	$0.00	$0	$0.00	$0.00	$0.00
Total FTE's	3.85				$181,066.90	$11,859.88	$52,342.00	$13,851.62	$180.00	$259,300.40	$78,233.50

$124.66 per hour

26,553 - Family health
16,724 - E&S health
7,771 Employee health
647 family Dental
219 Single Dental

2020 salaries 2%

Staff	FTE	hrs/wk	Hour - 2018	Hour - 2019 (2% 2020 / 0%)	Total	Retirement (6.55%)	Heath + Dental	FICA (7.65%)	Life Insurance (7.65%)	Total Salaries & Fringes	fringes
Director	1	40	$30.76	31.38	$65,260.42	$4,274.56	$17,371.00	$4,992	$60	$91,958.40	$26,697.98
ILS Admin	0	0	$27.12	27.12	$0.00	$0.00	$0.00	$0		$0.00	$0.00
Tovah A.	1	40	$22.98	23.44	$48,754.37	$3,193.41	$27,200.00	$3,730	$60	$82,937.49	$34,183.12
Anita S.	0.9	36	$21.10	21.52	$40,289.18	$2,638.94	$7,771.00	$3,082	$60	$53,841.25	$13,552.06
Driver	0	0	$14.46	14.46	$0.00	$0.00		$0		$0.00	$0.00
Mike Willger	0.375	15	$13.66	13.93	$10,867.90	$711.85		$831		$12,411.14	$1,543.24
Gordon	0.2	8	$15.66	15.97	$6,644.85	$435.24		$508		$7,588.42	$943.57
Ron	0.375	15	$13.88	14.16	$11,042.93	$723.31	$0.00	$845		$12,611.02	$1,568.10
Trainer	0	0	$24.83	24.83	$0.00	$0.00		$0		$0.00	$0.00
Total FTE's	3.85				$182,859.64	$11,977.31	$52,342.00	$13,988.76	$180.00	$261,347.71	$78,488.07

$125.65 per hour

26,553 - Family health
16,724 - E&S health
7,771 Employee health
647 family Dental
219 Single Dental

2020 salaries 3%

Staff	FTE	hrs/wk	3% 2019 Hour - 2018	3% 2020 Hour - 2019 0%	Total	Retirement 6.55%	Heath + Dental	FICA 7.65%	Life Insurance 7.65%	Total Salaries & Fringes	Total Salaries fringes
Director	1	40	$ 30.76	31.68	$65,900.22	$4,316.46	$17,371.00	$5,041	$60	$92,689.06	$26,788.83
ILS Admin	0	0	$ 27.12	27.12	$0.00	$0.00	$0.00	$0		$0.00	$0.00
Tovah A.	1	40	$ 22.98	23.67	$49,232.35	$3,224.72	$27,200.00	$3,766	$60	$83,483.35	$34,250.99
Anita S.	0.9	36	$ 21.10	21.73	$40,684.18	$2,664.81	$7,771.00	$3,112	$60	$54,292.33	$13,608.15
Driver	0	0	$ 14.46	14.46	$0.00	$0.00		$0		$0.00	$0.00
Mike Willger	0.375	15	$ 13.66	14.07	$10,974.44	$718.83		$840		$12,532.82	$1,558.37
Gordon	0.2	8	$ 15.66	16.13	$6,710.00	$439.50		$513		$7,662.82	$952.82
Ron	0.375	15	$ 13.88	14.30	$11,151.19	$730.40	$0.00	$853		$12,734.66	$1,583.47
Trainer	0	0	$ 24.83	24.83	$0.00	$0.00		$0		$0.00	$0.00
Total FTE's	3.85				$184,652.38	$12,094.73	$52,342.00	$14,125.91	$180.00	$263,395.02	$78,742.64
										$126.63 per hour	

26,553 - Family health
16,724 - E&S health
7,771 Employee health
647 family Dental
219 Single Dental

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Eager Free Public Library
39 W. Main St.
Evansville, WI
Wednesday June 12, 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. 2019/2020 Budget

   c. Public Library System Redesign Project

   e. Librarians' Report – Sarah Strunz

7. New Business

   a. Support Agreement Between Lakeshores Library System (LLS) and Arrowhead Library System for IT and Network Support Services – possible action

   b. 2019 Trustee Training week August 12-16

8. Communications

9. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ www.co.rock.wi.us on 6/6/2019.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING
Edgerton Public Library
May 8th, 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, Sarah Strunz,
Charles Teval and Steven Platteter. Also present was Edgerton PL Director Kirsten
Almo.

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

The April 2019 minutes were moved approved by Adam Dinnes. Maribeth Miller
seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Wes Davis
seconding. The motion carried unanimously.

Citizen participation, communication or announcements:

Unfinished Business
a. Shared System –SHARE Update:

b. 2019/20 Budget: Platteter mentioned that DPI is changing its audit
requirements for single county systems, ALS will be required to submit a full audit
for 2019 in 2020. He passed out the 2020 Rock County budget calendar. Platteter
mentioned he has some concerns on how long it might take for the state budget
to get passed and when we will know how much state aid ALS will receive for
2020.

c. Public Library System Redesign Project:

e. Librarians' Report:

New Business

a. WAN project update: Platteter discussed how the WAN project was progressing. Milton, Clinton and Edgerton Public Libraries have been moved onto the Lakeshores LS WAN, Eager Free and Orfordville were scheduled for later that week.

b. 2nd State Aid payment - $116,955: Platteter reported that ALS has received its 2nd state aid payment, $116,955, for 2019.

Communications:

Bill Wilson moved to adjourn. Wes Davis seconded, and the motion carried unanimously. The meeting ended at 6:17 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				
		05/15/2019	WISCNET		618.50
		01/02/2019	TECHMAX BUSINESS SOLUTIONS LLC		2,707.50
		05/07/2019	BRIDGES LIBRARY SYSTEM		100.00
		04/30/2019	KOENE COURIER SERVICE LLC		1,665.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	125,210.55	0.00	5,091.00	53,591.45
51-5000-0000-63101	POSTAGE				
		05/01/2019	ARROWHEAD LIBRARY PETTY CASH		8.05
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	74.35	0.00	8.05	917.60
51-5000-0000-63104	PRNT & DUPLICATI				
		01/01/2019	DIMAX OFFICE SOLUTIONS INC		890.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	602.65	0.00	890.00	3,507.35
51-5000-0000-63300	TRAVEL				
		04/29/2019	SCHOMBER,JENI		59.84
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	234.90	0.00	59.84	2,705.26
51-5000-0000-65321	BLDG/OFC LEASE				
		07/01/2019	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	9,012.02	0.00	1,166.67	3,821.31
		ARROWHEAD LIBRARY PROG TOTAL		7,215.56	

I have examined the preceding bills and encumbrances in the total amount of   **$7,215.56**
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: 1900435

Fiscal Year: 2019   **As of:** 06/03/2019   **Budget:** RV

Org Key	Title
5150000000	**ARROWHEAD LIBRARY**

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	467,820.00	467,820.00	0.00	0.00
44120	MISC. FEES	6,103.00	5,375.75	0.00	(727.25)
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)
	Total Revenue	**736,688.00**	**715,960.75**	**0.00**	**($20,727.25)**
EXPENSE					
61100	REGULAR WAGES	184,972.00	61,201.61	0.00	123,770.39
61300	PER DIEMS	1,500.00	778.85	0.00	721.15
61400	FICA	14,149.00	4,726.79	0.00	9,422.21
61510	RETIREMENT-EMPLOYERS	12,116.00	3,646.91	0.00	8,469.09
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	130,301.55	0.00	53,591.45
62130	AUDIT FEES	1,200.00	1,500.00	0.00	(300.00)
62210	TELEPHONE	2,000.00	458.04	0.00	1,541.96
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	1,492.65	0.00	3,507.35
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	294.74	0.00	2,705.26
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
	Total Expense	**1,836,846.00**	**1,575,029.71**	**0.00**	**261,816.29**
	County Share (Revenue - Expense)	**(1,100,158.00)**	**(859,068.96)**	**0.00**	**(241,089.04)**
	Grand Total Revenue	**736,688.00**	**715,960.75**	**0.00**	**(20,727.25)**

Fiscal Year: 2019   **As of:** 06/03/2019   **Budget:** RV

Org Key	Title
5150000000	**ARROWHEAD LIBRARY**

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,575,029.71	0.00	261,816.29
	Grand Totals County Share	(1,100,158.00)	(859,068.96)	0.00	(241,089.04)

DRAFT
Agreement Between Lakeshores Library System (LLS) and Arrowhead Library System for IT and Network Support Services

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Introduction:

This document outlines a service agreement between Arrowhead Library System (ALS) and Lakeshores Library System (LLS). Under this agreement, LLS will provide network services to ALS and may provide local IT services to certain ALS member libraries on an opt-in basis.

General Outline of the Service Program:

<u>Wide Area Network Relocation Component</u>
The goals of this program area are:

1. To transfer the ALS head-end network equipment to the LLS network facility;
2. To achieve general head-end network stability through upgrading equipment, wiring, and other appropriate physical network infrastructure relating to the wide area network;
3. To implement a network monitoring service on the ALS wide area network.

LLS staff will first assess the existing wide area network. LLS staff will then conduct a process to disassemble, transfer, reassemble, and restart the ALS head-end network equipment at the same facility as the LLS head-end. LLS will coordinate with ALS administration throughout this process, making and implementing recommendations concerning replacement of equipment, software policies, procedures and budgeting. LLS will then test and deploy an appropriate network monitoring service across the ALS wide area network. Finally, LLS staff will preconfigure and maintain appropriate "hot swappable" backup equipment at the LLS headquarters. During this process, the ALS headquarters will be set up similar to a library site on the ALS wide area network.

<u>Wide Area Network Ongoing Management Component</u>
Once the Wide Area Network has been moved, work will then focus on achieving an ongoing general stability of the service program, refocusing the general service program on handling day-to-day management. The goals of this phase shall be:

1. Provide ongoing monitoring, troubleshooting, and proactive management of the network;
2. To resolve any remaining challenges to long-term viability of the service;
3. To develop an effective means for LLS to evaluate the success of the venture in meeting the needs of ALS;
4. To hone the effectiveness and efficiency of the service program through ALS feedback and ongoing partnership.

<u>Member Library Local IT Component</u>

Through its general local library IT program, LLS may offer local IT services to ALS member libraries on a library-by-library basis. Through this program, LLS staff may provide certain IT services in exchange for an hourly rate, plus mileage. Elements of this program component include:

1. Implementing the LLS help desk as the primary method by which technical issues are reported by ALS member libraries and system administration;
2. Assessing, upgrading, and maintaining staff computers, patron computers, software needs, patron time management, and local area network needs at participating ALS member libraries;
3. Facilitating participation in the annual group purchase program administered by LLS, or working with the libraries to otherwise ensure appropriate basic warranty coverage on library PC's managed by LLS through the program; and
4. Otherwise transitioning participating ALS member libraries to the general IT support framework in use for LLS member libraries.

Timing of Project Components:
While the components of this project may be addressed sequentially, it is probable that they may overlap at varying points. The amount of time required to complete each component will depend on LLS staff hours available, ALS member library capacities, and ALS system capacities. Physical aspects of the project such as transit times, winter road conditions, or other unforeseen challenges may also affect the project.

Specific Service Provisions:

<u>Technical Support Contact for the ALS Staff and Member Libraries.</u> LLS staff will be available to the ALS Director or designated individuals via phone, email and the helpdesk when technical questions arise beginning immediately. LLS staff will be available to participating member libraries of ALS on a library-by-library basis via the helpdesk beginning immediately.

<u>Wide Area Network.</u> LLS staff will inspect, disassemble, transport, reassemble and reconfigure the ALS head-end network equipment as necessary. Ongoing support will be provided for the wide area network in the form of active network monitoring, remote and in-person configuration work, helpdesk, email and telephone. Backup network equipment will be configured and available for redundancy. Library-end upgrades will occur beginning as-needed.

<u>PC Purchasing, Deployment and Management.</u> LLS staff will work with participating ALS member libraries to use the annual LLS group purchase (or other procurement strategy) to procure PC's with sufficient manufacturer support agreements. LLS staff will deploy PC's at participating ALS member

libraries. In order to provide a sustainable service, it is important that any PC's managed by LLS shall have the following basic characteristics:

1. Capable of running Windows 10 (or current version supported by LLS);
2. Three-year service plan coverage (Dell "5 x 8" plan or equivalent - "next day" parts & technician response) or better.

Everyday Coordination of Repairs and Warranties. LLS staff will coordinate repairs to PC equipment with participating ALS member libraries as-needed. The LLS tech team currently maintain a list of recommended hardware and peripheral equipment that we are able to support on the system website. This list is available for any partnering system or member library who receives local IT service from LLS.

Software and Software Updates. LLS will work with the ALS Director and member libraries to determine the most effective process for the licensing and management of any essential software on library pc's.

Email. LLS staff will not provide administration of email accounts on behalf of ALS at this time.

Help Desk. LLS staff maintain an online helpdesk service for LLS member libraries, the SHARE Consortium, and other system partners. As recipients of IT and network services from LLS, participating ALS member libraries and system staff will have access to this tool. In order to ensure prompt responses and appropriate follow-up to all partners, ALS system and member library staff shall utilize the helpdesk to report problems and make requests. The exceptions to this are a few "critical" support scenarios where "all hands on deck" type responses are necessary. In such a scenario, a critical support phone number is available. Critical support scenarios are defined in the LLS support policy and below.

After Hours Emergency Support: LLS staff will assist the ALS member libraries in an after hours emergency capacity (1) if the ALS wide area network is down, or (2) if a participating ALS member library local area network is down. All other support situations must be reported via the helpdesk.

Support Fees:
LLS will assess a base annual support fee in January in the amount of $1,500.00. This amount shall cover up to fifteen hours of staff work. Any staff work in excess of fifteen hours shall be billed at an hourly rate of $150.00. The support fee shall be prorated for the remainder of 2019 or in a cancellation year, if necessary. Support fees in this agreement are intended to cover support activities associated with the ALS Wide Area Network. Fees for local IT work performed at ALS member libraries will be assessed on an hourly basis, plus mileage, per standard practices of LLS.

Renewal, Termination, Modification of Support Agreement:
This agreement shall become effective fifteen days after being signed by both system boards. It shall renew automatically each year unless terminated by either party for any reason. Either party may terminate the agreement by giving six months' notice to the other party in written form. The agreement will then terminate 180 days after the receipt of the written notice. This agreement may be modified only by mutual written instrument signed by both parties.

Affirmations:

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

_____   _____

Jane Brossard (Board President, LLS)   Date

_____   _____

Richard Bostwick (Board President, ALS)   Date

Trustee Training Week 2019

Registration is open! Please join us for one or more of the webinars.

Trustee Training Week 2019 Presentations

Governing Libraries that Inspire Investment

Monday, August 12

Presenter: <u>Rebekkah Smith Aldrich</u>

A primary role of the board is to secure adequate funding for the library. Making the case for funding and inspiring stakeholders to invest in your library has never been more critical. With fierce competition for public and private funds and changing perceptions about what a library actually does, it has never been more important to talk about the essential nature of your library to those you serve to those who make funding decisions about your library. During this webinar you will receive an introduction to the basic building blocks that need to be in place to inspire investment of funding and good will into your library and get a front row seat to some of the latest thinking in the profession on how to ensure your library's future in an uncertain world.

Free is Key: Ensuring Your Library is Meeting its Mission

Tuesday, August 13

Presenter: <u>Dawn Wacek</u>

Join Dawn Wacek for a discussion of your library's mission and how fine policies may be working against you! Learn the ins and outs of going fine free and what library research and best practice recommendations show about the benefits of making your collection more accessible.

Effective Library Advocacy

Wednesday, August 14

Presenter: <u>Connie Meyer</u> and <u>Kathy Pletcher</u>

We are excited to share some advice for effective library advocacy with Library Development & Legislation Committee (LD&L) Co-Chairs Connie Meyer and Kathy Pletcher. Covering everyday advocacy to decision-makers and stakeholders as well as Library Legislative Day, hear tips on who to talk to, when, and how from our presenters.

What Does Inclusivity Look Like at Your Library?

Thursday, August 15

Presenter: <u>Shauna Koszegi</u>

What does inclusive mean to your library and its daily operations? Is your library inclusive? Join Shauna Koszegi, Adult Services Librarian from the Sun Prairie Public Library, as she gives you an overview of the newly released Inclusive Services Assessment and Guide. This guide will help you reflect on how your library can be a place where everyone feels safe, welcome and respected.

Recruiting and Retaining Library Directors and Staff

Friday, August 16

Presenter: <u>Pat Wagner</u>

Expectations are changing when it comes to how long library directors (and other library employees) stay at one job. How can library boards attract and retain quality leadership and personnel in a competitive market? What is the New Normal in terms of director recruitment? Topics include improving board-director relations, reviewing finances and job descriptions, investing in support for better salaries and benefits, setting realistic goals, and being better talent scouts for future hires.

Wisconsin Trustee Training Week was developed in 2014 by Jamie Matczak at the Nicolet Federated Library System with the goal of providing high-quality webinars to public library boards, friends, and trustees in Wisconsin.

May 14, 2019
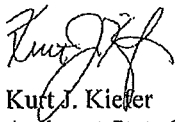
Richard Bostwick, President
Arrowhead Library System
430 E. High St., Ste. 200
Milton WI, 53563

Dear Mr. Bostwick:

I am pleased to notify you that Arrowhead Library System's second payment for operations in 2019 in the amount of $116,955 has been electronically transmitted. This payment will allow you to continue to carry out this year's system plan as approved earlier by the Division for Libraries and Technology (DLT). Public library system funding is provided from the Universal Service Fund. A listing of this year's payments is enclosed, as well as a list of your system's mid-year duties and responsibilities.

I would like to take this opportunity to thank you and your fellow board members for all your efforts to bring excellence in public library service to the residents of the Arrowhead Library System area. The Department of Public Instruction looks forward to joining with your board and staff to ensure that adequate resources are provided to support the important services your system provides.

Sincerely,

Kurt J. Kiefer
Assistant State Superintendent
Division for Libraries and Technology

KJK/mjd

c: Steven Platteter, System Director, Arrowhead Library System
      John DeBacher, Director, Public Library Development

2019 Wisconsin Public Library System Aid

System	Agency Code	Total 2019 System Aid	1st Payment - December 1, 2018	2nd Payment - April 30, 2019
Arrowhead Library System	539926	$ 467,820.00	$ 350,865.00	$ 116,955.00
Bridges Library System	679939	$ 1,297,789.00	$ 973,342.00	$ 324,447.00
IFLS Library System	189928	$ 1,200,056.00	$ 900,042.00	$ 300,014.00
Kenosha County Library System	309929	$ 425,230.00	$ 318,923.00	$ 106,307.00
Lakeshores Library System	519930	$ 680,193.00	$ 510,145.00	$ 170,048.00
Manitowoc-Calumet Library System	369937	$ 332,902.00	$ 249,677.00	$ 83,225.00
Milwaukee County Federated Library System	409933	$ 2,855,319.00	$ 2,141,489.00	$ 713,830.00
Monarch Library System	599943	$ 1,140,891.00	$ 855,668.00	$ 285,223.00
Nicolet Federated Library System	059934	$ 1,140,645.00	$ 855,484.00	$ 285,161.00
Northern Waters Library Service	029935	$ 564,347.00	$ 423,260.00	$ 141,087.00
Outagamie Waupaca Library System	449936	$ 647,980.00	$ 485,985.00	$ 161,995.00
South Central Library System	139937	$ 2,199,966.00	$ 1,649,975.00	$ 549,991.00
Southwest Wisconsin Library System	229938	$ 387,543.00	$ 290,657.00	$ 96,886.00
Winding Rivers Library System	329940	$ 818,836.00	$ 614,127.00	$ 204,709.00
Winnefox Library System	709941	$ 944,892.00	$ 708,669.00	$ 236,223.00
Wisconsin Valley Library Service	379942	$ 908,691.00	$ 681,518.00	$ 227,173.00
Total		**$ 16,013,100.00**	**$ 12,009,826.00**	**$ 4,003,274.00**

Ongoing and Annual System Obligations

You and the system board are encouraged to review your current system plan during your next meeting and inform us no later than **June 30** any required alteration to your plan, such as changes to the service structure, personnel changes that require realignment of duties, or contracts for services with libraries or other systems that affect the plan.

While we realize that meeting the statutory services required of public library systems may be increasingly difficult, the Division nonetheless must be diligent in ensuring that we all are responsible stewards of public funds intended to support local services. Toward that end, please attend to the following list of recurring or annual obligations your system must meet for the Division to properly fulfill its duty to provide oversight of library systems:

- Send PDF copies of the required system audit as well as comments from the auditor as an email attachment or URL to LibraryReport@dpi.wi.gov soon after the system board accepts the audit, and no later than **September 30**.

- With your annual system plan due by **October 15**, include an inventory of current system contracts and member library agreements. For each, include the date of execution and, if appropriate, length of term. An example of the current member agreement will help us to determine if we have others on file.

- With your annual system plan due by October 15, include a list of county plans and their period of coverage. All county plans must address current statutory language for county funding of libraries. This may require updates of county plans, particularly for consolidated county libraries.

- System board meeting agendas. We require these in part to ensure that the system boards meet at least once every two months as required by s. 43.17 (2). Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.

- Draft and approved minutes of system board meetings. We require these in part to ensure that the system boards meet at least once every two months as required by s. 43.17 (2). Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.

- If the system has an appointed advisory committee comprised of member libraries under s. 43.17 (2m), please send agendas and minutes of those meetings as well. Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.