

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Clinton Public Library
214 Mill Street
Clinton, WI
Wednesday October 16, 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. Approval of the 2020 ALS Affiliate Contracts
 - b. 2020 Exemption from county library tax letters
 - c. Approval of the 2020 Continuing Education Agreement with South Central Library System
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 10/11/2019.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Orfordville Public Library

September 11th, 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, Jose Carrillo, Sarah Strunz and Steven Platteter.

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

The August 2019 minutes were moved approved by Bill Wilson. Wes Davis seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Wes Davis with Adam Dinnes seconding. The motion carried unanimously.

Citizen participation, communication or announcements: Jose Carrillo discussed the Diversity Action Team of Rock County (DAT) meeting scheduled for October 17th. Bill Wilson thanked Sarah Strunz for the meeting snacks.

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that the new Hedberg PL branch has been set up in SHARE

b. 2019/20 Budget: Platteter mentioned he is waiting for the 2020 recommended budget from the County

c. Public Library System Redesign Project:

d. Librarians' Report:

New Business

a. Approval of the 2020 ALS System Plan: Bill Wilson moved to approve the 2020 System Plan. Wes Davis seconded, and the motion carried unanimously.

b. Libraries Activating Workforce Development Skills (LADS) Project: Platteter discussed the project which is designed to provide library staff with training in workforce development resources.

Communications:

Jose Carrillo moved to adjourn. Maribeth Miller seconded, and the motion carried unanimously. The meeting ended at 6:38 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	
00-0000-0021-17000	PREPAID BUDGET I	09/23/2019	AMERICAN FAMILY INSURANCE	2,012.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	1,500.00	0.00	2,012.00	(3,512.00)
00-0000-0021-23990	DUE OTHER LIBR.				
		10/01/2019	BELOIT PUBLIC LIBRARY	615.20	
		10/01/2019	CLINTON PUBLIC LIBRARY	1,192.96	
		10/01/2019	EDGERTON PUBLIC LIBRARY	45.57	
		10/01/2019	HEDBERG PUBLIC LIBRARY	10,087.25	
		10/01/2019	MILTON PUBLIC LIBRARY	216.46	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(12,158.22)	0.00	12,157.44	0.78
STL-LIBRARY PROG TOTAL				14,169.44	

I have examined the preceding bills and encumbrances in the total amount of **\$14,169.44**

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		
51-5000-0000-62119	Other Services	09/20/2019	SOUTH CENTRAL LIBRARY SYSTEM	6,821.00		
		09/01/2019	TECHMAX BUSINESS SOLUTIONS LLC	70.00		
		09/03/2019	KOENE COURIER SERVICE LLC	1,665.00		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	143,300.10	0.00	8,556.00	32,036.90	
51-5000-0000-62410	R&M-Vehicles	09/09/2019	BURTNESS CHEVROLET INC	205.82		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		10,000.00	3,010.15	0.00	205.82	6,784.03
		51-5000-0000-63100	Office&Misc Exp	09/11/2019	JAX CUSTOM PRINTING INC	94.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	1,500.00	763.44	0.00	94.00	642.56	
51-5000-0000-63101	Postage	08/30/2019	ARROWHEAD LIBRARY PETTY CASH	21.15		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,000.00	130.15	0.00	21.15	848.70
		51-5000-0000-63104	Print/Duplicate	09/10/2019	DIMAX OFFICE SOLUTIONS INC	178.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	5,000.00	2,427.52	0.00	178.00	2,394.48	
51-5000-0000-63200	Pubs/Subs/Dues	09/15/2019	LIBRARY JOURNAL	157.99		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,500.00	696.99	0.00	157.99	645.02
		51-5000-0000-64201	Convention Exp	08/27/2019	PLATTETER,STEVE	247.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	4,000.00	1,190.56	0.00	247.00	2,562.44	
51-5000-0000-64303	Ext Materials	08/28/2019	INGRAM LIBRARY SERVICES	987.73		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		4,000.00	0.00	0.00	987.73	3,012.27
		51-5000-0000-64904	Sundry Expense	09/17/2019	ARROWHEAD LIBRARY PETTY CASH	5.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	1,000.00	114.94	0.00	5.99	879.07	

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-65321	Building Lease	11/01/2019	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	13,678.70	0.00	1,166.67	(845.37)
Arrowhead Library System PROG TOTAL				11,620.35	

I have examined the preceding bills and encumbrances in the total amount of **\$11,620.35**
 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 _____

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

For Job Numbers: 1954560

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

Fiscal Year: 2019

As of: 10/04/2019

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	467,820.00	467,820.00	0.00	0.00
44120	Miscellaneous Fees	6,103.00	6,103.25	0.00	0.25
45504	Intergov-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	716,688.25	0.00	(\$19,999.75)
EXPENSE					
61100	Regular Wages	184,972.00	122,866.07	0.00	62,105.93
61300	Per Diems	1,500.00	1,467.21	0.00	32.79
61400	FICA	14,149.00	9,485.20	0.00	4,663.80
61510	Retirement - Employer Share	12,116.00	7,206.15	0.00	4,909.85
61610	Health Insurance Premium	41,000.00	36,199.49	0.00	4,800.51
61620	Dental Insurance	1,513.00	1,296.84	0.00	216.16
61630	Life Insurance	180.00	93.86	0.00	86.14
62119	Other Contracted Services	183,893.00	152,607.63	0.00	31,285.37
62130	Audit Fees	1,200.00	1,500.00	0.00	(300.00)
62210	Telephone	2,000.00	1,010.26	0.00	989.74
62410	Repair & Maintenance-Vehicles	10,000.00	3,215.97	0.00	6,784.03
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	857.44	0.00	642.56
63101	Postage	1,000.00	151.30	0.00	848.70
63104	Printing & Duplicating	5,000.00	2,605.52	0.00	2,394.48
63108	Public Information	5,000.00	2,555.62	0.00	2,444.38
63200	Publications/Subscriptions/Due	1,500.00	854.98	0.00	645.02
63300	Travel	3,000.00	1,113.12	0.00	1,886.88
64200	Training Expense	4,000.00	1,702.00	0.00	2,298.00
64201	Convention Expense	4,000.00	1,437.56	0.00	2,562.44
64214	ILS Costs	193,265.00	193,006.74	0.00	258.26
64303	Extension Materials	4,000.00	987.73	0.00	3,012.27
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	120.93	0.00	879.07
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 Lease	14,000.00	14,845.37	0.00	(845.37)
67199	Miscellaneous Equipment	3,000.00	668.30	0.00	2,331.70
	Total Expense	1,836,846.00	1,699,841.12	0.00	137,004.88
	County Share (Revenue - Expense)	(1,100,158.00)	(983,152.87)	0.00	(117,005.13)
	Grand Total Revenue	736,688.00	716,688.25	0.00	(19,999.75)

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

Fiscal Year: 2019

As of: 10/04/2019

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,699,841.12	0.00	137,004.88
	Grand Totals County Share	(1,100,158.00)	(983,152.87)	0.00	(117,005.13)

**Agreement Between the Arrowhead Library System
and Affiliate Libraries
January to December 2020**

The Arrowhead Library System (hereafter abbreviated as ALS) and _____,
which is governed by the _____, enter into this agreement for the **calendar year 2020**.

DEFINITIONS

For the purpose of this agreement:

1. **Arrowhead Library System Board** is the body established by the Rock County Board of Supervisors in accordance with Wisconsin Statutes section 43.19.
2. **Arrowhead Library System (ALS)** is the organization operating under the ALS Board in accordance with Wisconsin Statutes Sections 43.13 through 43.64.
3. **Affiliate library** is an academic library, public school library media center, private school library, state institution library, library of the Vocational, Technical and Adult Education system, or special library operated by a parent institution whose territory lies within Rock County, which accepts the responsibilities outlined in the Affiliate Library Agreement.

AGREEMENT

1. The ALS Board agrees that ALS shall:
 - a) Support and facilitate an efficient and effective interlibrary loan network which provides non-public libraries with direct access to resources at ALS participating libraries and access through the ALS Clearinghouse to the Wisconsin Interlibrary Loan Network.
 - b) Provide reference and referral services from ALS's resource library.
 - c) Reimburse libraries for interlibrary loan on a net lending basis.
 - d) Coordinate the ALS Interlibrary Loan Network.
 - e) Provide regular van delivery service within ALS and connection to the state's intersystem delivery network.
 - f) Provide regular communications through ALS's publication the *Monday Memo* and through publication of an annual *Directory of ALS Libraries*.
 - g) Coordinate the INFOPASS program.
 - h) Provide opportunities for affiliate library input into the ALS decision-making process.
 - i) Provide opportunities for affiliate libraries to attend ALS continuing education workshops.
 - j) Provide access to the ALS Professional Collection.

2. In return, the _____ agrees to:
- a) Enter and maintain the library's bibliographic records and holdings into statewide databases and other tools maintained by ALS for the purpose of resource sharing.
 - b) Lend, without charge, and borrow non-proprietary materials according to the Wisconsin Interlibrary Loan Guidelines of the Division for Library Services and the ALS Area Interlibrary Loan Plan and written procedures.
 - c) Participate in the ALS's INFOPASS program.
 - d) Receive materials from patrons who have borrowed these materials from other ALS libraries and hold for pickup by ALS so that they can be returned to the library of origin.
 - e) Use all reasonable efforts to retrieve materials borrowed by its clientele through interlibrary loan and INFOPASS, and to reimburse the loaning library if the materials are not returned or are damaged.
 - f) Maintain and provide ALS with accurate records and statistics necessary to plan and evaluate ALS services.
 - g) Comply with current ALS policies and procedures.
 - h) Reimburse ALS for services provided according to the Addendum attached to this Agreement.

MODIFICATIONS

This agreement shall be subject to modifications as mutually agreed upon by ALS and the affiliate member library.

PAYMENT FOR SERVICES

Payment shall be made in the amount and according to the dates specified in the Addendum attached to this Agreement.

EFFECTIVE DATES AND RENEWAL

The services called for in this agreement and addendum shall be made available by ALS effective January 1, 2020 and shall continue in force until the end of the calendar year. Renewal or revision of this agreement for 2021 shall take place during November 2020.

Arrowhead Library System Board

President

Date

System Director

Date

Affiliate Library

Library Name: _____

Authorized
Executive Signature

Date

Library Director

Date

**ADDENDUM
AFFILIATE LIBRARY AGREEMENT
2020**

Library: _____

VAN DELIVERY SERVICE

Numbers of delivery stops per week: _____

Delivery should be suspended the following weeks: _____

Total number of delivery stops: _____

Cost for van delivery service during **2020**: \$ _____.

INTERLIBRARY LOAN NETWORK & OTHER SERVICES:

Total cost for **2020**:

GRAND TOTAL FOR 2020: \$ _____.

PAYMENT SCHEDULE

Invoices will be issued: **January 2, 2020**

**From: Division for Libraries and Technology,
Public Library Development**

The following is provided to assist public libraries in municipalities considering exemption from the county library tax for 2020.

How does a public library or county calculate qualification for exemption from the county library tax for 2020?

Under Wisconsin Statute s. 43.64 (2), municipalities with public libraries may be exempt from the county library tax if they appropriate locally an amount above the defined minimum. In order to determine if a municipality may request an exemption from the county library tax for 2020 (the tax the county board will set in the fall of 2019 and expend in 2020), complete the following calculations.

1. Determine the 2018 equalized value of the property taxed for 2019 county library service; i.e., subtract the equalized value of any communities exempting from the county library tax for 2019 (municipalities exempted from the appropriation levy set in the fall of 2018) from the 2018 total county equalized value. See www.revenue.wi.gov/slfreportsassessor/2018coapprt.pdf for the 2018 total equalized value of municipalities less TID.
2. Determine the total county library services appropriation for 2019. This is the appropriation made in the fall of 2018 for all 2019 county library service.
3. Divide the appropriation amount determined in step 2 by the equalized value determined in step 1. This is the county library tax levy rate for 2019 (the appropriation made in the fall of 2018).
4. Multiply the county tax levy rate from step 3 by the 2019 equalized value of the municipality being considered for exemption. The result is the minimum amount the municipality must appropriate for 2020 to exempt itself from the county library tax levy for 2020. See www.revenue.wi.gov/slfreportsassessor/2019coapprt.pdf for the 2019 total equalized value of municipalities less TID.
5. Compare the minimum amount calculated in step 4 with the 2020 municipal appropriation for the library (the appropriation made by the municipality in the fall of 2019). The municipal appropriation cannot include any state, federal, or county payments provided specifically for library services.

If the municipal appropriation is greater than the minimum amount required for exemption, the municipality may request to be exempted from the county tax. The exemption may be refused if, by September 1 of any year, the county board determines the public library has not complied with any minimum standards of operation approved under s. 43.11 (3) (d).

Municipalities that participate in joint libraries may be able to exempt by an alternate means as a result of 2013 Act 20, which amended s. 43.64 (2) (c) to read:

Notwithstanding sub. (2m), any city, village, town, or school district in a county levying a tax for public library service under sub. (1) is exempt from the tax levy if all of the following apply:

1. *The city, village, town, or school district is included in a joint library under s. 43.53.*
2. *The city, village, town, or school district levies a tax for public library service, less the amount levied for public library capital expenditures, and appropriates and spends for a library fund during the year for which the county tax levy is made an amount that is not less than the average of the previous 3 years.*

Exemption values 2020 DPI Values - highlighted

	EV 2018	EV 2019	Less exempt 2019	No exemptions
Beloit	\$1,428,249,200	\$1,559,541,400	\$ 477,692	\$ 156,986
Clinton	\$104,942,200	\$108,022,000	\$ 33,087	\$ 10,874
Edgerton	\$343,787,200	\$368,065,800	\$ 112,740	\$ 37,050
Evansville	\$393,037,700	\$419,103,500	\$ 128,372	\$ 42,188
Janesville	\$4,635,650,400	\$5,061,218,500	\$ 1,550,264	\$ 509,471
Milton	\$352,517,700	\$373,222,000	\$ 114,319	\$ 37,569
Orfordville	\$69,337,100	\$71,705,400	\$ 21,964	\$ 7,218
	7,327,521,500	7,960,878,600		
Rock County	\$10,914,360,200	\$11,742,857,300		
EV Lib Service	3,586,838,700	3,781,978,700		
2019 Rock County LIB Expenditures	1,098,658	1,100,158-1500 per diems		
Levy Rate -libraries	0.030630259454%			
Levy Rate +libraries	0.010066169522%			

October 1, 2019

Eric Miller, Finance and Administrative Services Director
Beloit City Hall
100 State Street
Beloit, WI 53511

Dear Mr. Miller:

Pursuant to Wisconsin Statutes 43.64(2) any city, town or village in a county levying a tax for county library service under subsection (1) shall, upon written application to the county board, be exempted from the tax levy, if the city, town or village making application appropriates and expends for a library fund during the year for which the tax levy is made a sum at least equal to the sum it would have to pay toward the county tax levy for the prior year.

For 2019, Rock County appropriated \$1,098,658 for library service. This amount represents a levy of .306/\$1,000 equalized valuation (EV) for that portion of Rock County outside the seven cities and villages, which levy a tax for library service.

Using its 2019EV (\$1,559,541,400), the City of Beloit would have to have projected 2020 library using expenditures of at least \$477,692 to exempt from the county tax.

In order to apply for exemption from the countywide tax levy for library services with Arrowhead Library System, please complete the information on page two. Because your municipality's exemption depends on next year's expenditures we are asking that you certify that your library expenditures next year will qualify you for the exemption. Return to me at the below address as soon as possible but not later than Monday, November 18, 2019 I will forward the information to Rock County.

Please contact me if you have questions.

Sincerely,

Steven T. Platteter
Director

Cc: Nick Dimassis, Library Director

LETTER OF EXEMPTION

Page 2

Return to: Arrowhead Library System – no later than **Monday, November 18, 2019.**
430 E. High St., Suite 200
Milton, WI 53563

The City/Village of _____ hereby applies for exemption to the
2020 Rock County library levy and certifies that the City/Village will meet the statutory
requirements for exemption from the county library levy.

By: _____ Date: _____

2020 Continuing Education Agreement

Arrowhead Library System

South Central Library System

Article I: General

The Arrowhead Library System (ALS) Board of Trustees and the South Central Library System (SCLS) Board of Trustees do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the provision of Continuing Education (CE) Services to ALS from SCLS.

Article II: Definitions

For the purposes of this agreement:

- (1) ALS is the body established by the Board of Supervisors of Rock County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) ALS is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Rock County.
- (3) SCLS is the body established by the Boards of Supervisors of Adams, Columbia, Dane, Green, Portage, Sauk and Wood Counties in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (4) SCLS is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Adams, Columbia, Dane, Green, Portage, Sauk and Wood Counties.

Article III: SCLS Responsibility

It is mutually agree that SCLS shall make the following CE resources available to ALS.

- (1) Include ALS libraries in any emails about upcoming CE programs (webinars and in-person programs), with implicit invitation for ALS libraries to participate in any/all programs.
- (2) Include ALS libraries in any surveys about future CE topics.
- (3) Make SCLS CE Consultant Jean Anderson available to conduct CPI Prepare Training on a cost-recovery basis for any ALS member libraries.
- (4) Develop CE programs that mutually benefit SCLS and ALS library staff and offer ALS opportunity to co-sponsor programs at a mutually agreed upon cost.

Article IV: ALS Responsibilities

It is mutually agreed that ALS shall:

- (1) Reimburse SCLS on a cost-recovery basis for any CPI Prepare Training (mileage, booklets, and staff time on site @ \$40/hour).
- (2) Pay the mutually agreed upon cost of any co-sponsored programs developed by SCLS.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) This agreement shall become effective upon signing of the agreement by both parties. This agreement shall continue in force through December 31, 2020, or until superseded by a new agreement.
- (2) SCLS shall bill ALS for its agreed upon share of CE program costs when payment is requested from CE presenter.
- (3) Either party may terminate this agreement by giving notice to the other party thirty (30) days in advance of the date of termination.
- (4) In the event this agreement is terminated prior to December 31st of any calendar year, SCLS will not bill ALS for CE programs not already held.
- (5) This agreement may be amended in writing at any time as is mutually agreeable to both parties.
- (6) Neither ALS nor SCLS shall be considered an agent, servant, partner, employee or joint venture of the other.

For the SCLS:

(Board President)

(Date)

For the ALS:

(Board President)

(Date)