ARROWHEAD LIBRARY SYSTEM
Budget Committee Meeting
Milton Public Library
430 E High St.
Milton, WI
Wednesday December 11, 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. 2020 ALS Budget (Action)
5. Set next meeting date
6. 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 12/5/2019

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING
Milton PL
July 10, 2019

1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:32 p.m. Also present were Bill Wilson, Wes Davis, Jose Carrillo 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 Davis with correction. Bill Wilson seconded, and the motion carried unanimously.

4) **2019 Budget:** Platteter mentioned that The Lynda.com subscription will most likely be canceled due to privacy concerns. He also mentioned that DPI will not need a full audit from ALS, for 2019 reported in 2020, the Rock County audit will be enough.

5) **2020 Budget:** Platteter mentioned that Rock County funding looks good for the member libraries. 2020 State Aid will be funded at the 2019 level. Platteter also mentioned that he plans on using funds from the fund balance for strategic planning, through WiLS, and a RFID project.

6) **Set Next Meeting date:** Either November or December, yet to be determined.

Jose Carrillo made the motion to adjourn and Wes Davis seconded. Motion carried unanimously. The meeting ended at 5:55 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Revenue		2017	2017 Actual	2018 Request	2018 Actual	2019 Request	2019 estimate	2020 Request
42200	State Aid	438,605	438,605	453,212	453,212	467,820	467,820	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	6,103
45504	Intergovt-Other libraries	230,649	223,360	212,764	213,564	240,765	240,765	250,654
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.	85,000		20,000		20,000		86,050
46900	Refund of prior years expense							
47000	Transfers in							
	Total Revenue*	762,357	670,068	694,079	674,879	736,688	716,688	812,627
	Total Fund Balance	119,313	238,887	218,887	271,212			
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	197,668	176,603	174,669	176,888	184,972	180,500	182,860
61300	Per Diems	1,500	1,316	1,500	1,665	1,500	1,800	1,800
61400	FICA	17,417	13,580	13,363	13,623	14,149	12,500	13,989
61510	Retirement-Employers	15,482	10,613	11,703	10,600	12,116	12,116	11,977
61610	Heath Insurance	56,868	39,012	41,000	41,000	41,000	49,000	51,048
61620	Dental Insurance	2,160	1,556	1,513	1,556	1,513	1,556	1,556
61630	Life Insurance	135	126	180	109	180	130	180
62119	Other contracted services	99,035	85,180	150,158	117,839	183,893	164,041	258,933
62130	Audit Fees	1,200	1,200	1,200	1,200	1,200	1,500	2,000
62210	Telephone	2,000	1,334	2,000	1,322	2,000	1,300	2,000
62410	R&M-Vehicles	6,500	7,466	9,000	9,645	10,000	10,000	10,000
62420	R&M-Machinery&Equip.	100	0	100	0	100	0	100
63100	Office Supplies&Expenses	1,500	1,407	1,500	975	1,500	1,000	1,500
63101	Postage	1,000	402	1,000	274	1,000	300	1,000
63104	Printing & Duplication	5,000	3,859	5,000	3,678	5,000	3,500	5,000
63108	Public Information	4,000	2,466	5,000	2,065	5,000	3,000	5,000
63200	Publications/Subscriptions/Dues	1,500	1,341	1,500	1,062	1,500	1,062	1,500
63300	Travel	3,600	1,689	3,000	2,089	3,000	2,100	3,000
64200	Training Expense	4,000	1,864	4,000	1,859	4,000	3,500	4,000
64201	Convention Expense	4,000	2,116	4,000	2,327	4,000	3,000	4,000
64214	ILS Costs	218,892	173,845	194,393	191,147	193,265	193,265	185,684
64303	Extension Materials	3,000	2,925	3,000	3,799	4,000	4,000	4,000
64306	Resource Library	85,000	85,000	40,000	40,000	40,000	40,000	40,000
64307	Participating Libraries	953,539	953,539	1,001,938	1,001,938	1,025,967	1,025,967	1,113,408
64309	Intersystem Agreement	76,402	76,402	65,771	65,771	72,691	72,691	73,534
64904	Sundry Expense	1,000	852	1,000	270	1,000	350	1,000
64918	Advertising	300	0	300	0	300	0	300
65101	Insurance on Building	4,500	4,441	5,000	4,964	5,000	5,000	5,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	12,500	2,803	6,500	97	3,000	600	3,000
	Total Expenses	1,793,798	1,666,937	1,763,288	1,711,763	1836846	1,807,778	2,001,369
	Expenses minus County funds	762,357	635,680	694,079	642,389	736,688	707,320	812,627
			34,388					

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Milton Public Library
430 E High St.
Milton, WI
Wednesday December 11, 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 2020 ALS budget

   b. Bill Wilson resignation from the ALS Board

   c. DPI approval of ALS 2020 system plan and first state aid payment

   d. Gordon Odegaard retirement

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 12/5/2019.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING
Milton Public Library
November 13th, 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, Charles Teval and Steven Platteter.

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

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

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

Citizen participation, communication or announcements:

Unfinished Business
a. Shared System –SHARE Update: Platteter discussed SHARE delivery plans for
2020.

b. 2019/20 Budget: Platteter discussed the recommend 2020 budget which had
been just approved by Rock County.

c. Public Library System Redesign Project:

d. Librarians' Report:

New Business
a. Approval of the 2020 Youth Services Consulting Agreement with Beloit PL:
Wes Davis moved to approve the 2020 YS agreement. Bill Wilson seconded, and
the motion carried unanimously.

b. Dates and locations of the 2020 ALS Board and Librarians' meetings:

Communications:

Eloise Eager moved to adjourn. Adam Dinnes seconded, and the motion carried unanimously. The meeting ended at 6:33 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			
		12/31/2019	HEDBERG PUBLIC LIBRARY	40,000.00
		12/31/2019	CITY OF MILTON	1,166.67
		11/08/2019	GALE CENGAGE LEARNING	16,104.22

	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	5,940.00	0.00	57,270.89	(63,210.89)

	STL-LIBRARY PROG TOTAL	57,270.89

I have examined the preceding bills and encumbrances in the total amount of **$57,270.89**

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				
		11/17/2019	BUE,RENE		93.78
		11/01/2019	TECHMAX BUSINESS SOLUTIONS LLC		70.00
		11/01/2019	KOENE COURIER SERVICE LLC		1,665.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	152,991.47	0.00	1,828.78	29,072.75
51-5000-0000-63101	Postage				
		11/06/2019	ARROWHEAD LIBRARY PETTY CASH		9.10
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	171.40	0.00	9.10	819.50
51-5000-0000-63104	Print/Duplicate				
		11/01/2019	DIMAX OFFICE SOLUTIONS INC		178.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	3,024.58	0.00	178.00	1,797.42
51-5000-0000-63200	Pubs/Subs/Dues				
		10/21/2019	VOICE OF YOUTH ADVOCATES		62.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	854.98	0.00	62.00	583.02
51-5000-0000-64201	Convention Exp				
		11/19/2019	BELOIT PUBLIC LIBRARY		212.75
		11/06/2019	PLATTETER,STEVE		30.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	2,271.64	0.00	242.75	1,485.61
51-5000-0000-64303	Ext Materials				
		10/29/2019	INGRAM LIBRARY SERVICES		1,304.92
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	2,480.45	0.00	1,304.92	214.63
51-5000-0000-64904	Sundry Expense				
		11/03/2019	ARROWHEAD LIBRARY PETTY CASH		75.07
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	157.93	0.00	75.07	767.00
		Arrowhead Library System PROG TOTAL		**3,700.62**	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt

I have examined the preceding bills and encumbrances in the total amount of **$3,700.62**

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: 1976164

Fiscal Year: 2019   **As of:** 12/02/2019   **Budget:** RV

Org Key	Title
5150000000	**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	150,386.01	0.00	34,585.99
61300	Per Diems	1,500.00	1,668.83	0.00	(168.83)
61400	FICA	14,149.00	11,600.00	0.00	2,549.00
61510	Retirement - Employer Share	12,116.00	8,806.24	0.00	3,309.76
61610	Health Insurance Premium	41,000.00	44,798.07	0.00	(3,798.07)
61620	Dental Insurance	1,513.00	1,556.20	0.00	(43.20)
61630	Life Insurance	180.00	113.70	0.00	66.30
62119	Other Contracted Services	183,893.00	154,820.25	0.00	29,072.75
62130	Audit Fees	1,200.00	1,500.00	0.00	(300.00)
62210	Telephone	2,000.00	1,132.61	0.00	867.39
62410	Repair & Maintenance-Vehicles	10,000.00	4,797.88	0.00	5,202.12
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	1,010.52	0.00	489.48
63101	Postage	1,000.00	180.50	0.00	819.50
63104	Printing & Duplicating	5,000.00	3,202.58	0.00	1,797.42
63108	Public Information	5,000.00	2,555.62	0.00	2,444.38
63200	Publications/Subscriptions/Due	1,500.00	916.98	0.00	583.02
63300	Travel	3,000.00	1,388.04	0.00	1,611.96
64200	Training Expense	4,000.00	1,902.00	0.00	2,098.00
64201	Convention Expense	4,000.00	2,514.39	0.00	1,485.61
64214	ILS Costs	193,265.00	193,006.74	0.00	258.26
64303	Extension Materials	4,000.00	3,785.37	0.00	214.63
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	233.00	0.00	767.00
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	5,340.00	0.00	(340.00)
65321	Building Lease	14,000.00	14,000.04	0.00	(0.04)
67199	Miscellaneous Equipment	3,000.00	668.30	0.00	2,331.70
	Total Expense	**1,836,846.00**	**1,750,541.70**	**0.00**	**86,304.30**
	County Share (Revenue - Expense)	**(1,100,158.00)**	**(1,033,853.45)**	**0.00**	**(66,304.55)**
	Grand Total Revenue	**736,688.00**	**716,688.25**	**0.00**	**(19,999.75)**

Fiscal Year: 2019   **As of:** 12/02/2019   **Budget:** RV

Org Key	Title
5150000000	Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,750,541.70	0.00	86,304.30
	Grand Totals County Share	(1,100,158.00)	(1,033,853.45)	0.00	(66,304.55)

Revenue		2017	2017 Actual	2018 Request	2018 Actual	2019 Request	2019 estimate	2020 Request
42200	State Aid	438,605	438,605	453,212	453,212	467,820	467,820	467,820
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46900	Refund of prior years expense							
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61610	Heath Insurance	56,868	39,012	41,000	41,000	41,000	49,000	51,048
61620	Dental Insurance	2,160	1,556	1,513	1,556	1,513	1,556	1,556
61630	Life Insurance	135	126	180	109	180	130	180
62119	Other contracted services	99,035	85,180	150,158	117,839	183,893	164,041	258,933
62130	Audit Fees	1,200	1,200	1,200	1,200	1,200	1,500	2,000
62210	Telephone	2,000	1,334	2,000	1,322	2,000	1,300	2,000
62410	R&M-Vehicles	6,500	7,466	9,000	9,645	10,000	10,000	10,000
62420	R&M-Machinery&Equip.	100	0	100	0	100	0	100
63100	Office Supplies&Expenses	1,500	1,407	1,500	975	1,500	1,000	1,500
63101	Postage	1,000	402	1,000	274	1,000	300	1,000
63104	Printing & Duplication	5,000	3,859	5,000	3,678	5,000	3,500	5,000
63108	Public Information	4,000	2,466	5,000	2,065	5,000	3,000	5,000
63200	Publications/Subscriptions/Dues	1,500	1,341	1,500	1,062	1,500	1,062	1,500
63300	Travel	3,600	1,689	3,000	2,089	3,000	2,100	3,000
64200	Training Expense	4,000	1,864	4,000	1,859	4,000	3,500	4,000
64201	Convention Expense	4,000	2,116	4,000	2,327	4,000	3,000	4,000
64214	ILS Costs	218,892	173,845	194,393	191,147	193,265	193,265	185,684
64303	Extension Materials	3,000	2,925	3,000	3,799	4,000	4,000	4,000
64306	Resource Library	85,000	85,000	40,000	40,000	40,000	40,000	40,000
64307	Participating Libraries	953,539	953,539	1,001,938	1,001,938	1,025,967	1,025,967	1,113,408
64309	Intersystem Agreement	76,402	76,402	65,771	65,771	72,691	72,691	73,534
64904	Sundry Expense	1,000	852	1,000	270	1,000	350	1,000
64918	Advertising	300	0	300	0	300	0	300
65101	Insurance on Building	4,500	4,441	5,000	4,964	5,000	5,000	5,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	12,500	2,803	6,500	97	3,000	600	3,000
	Total Expenses	1,793,798	1,666,937	1,763,288	1,711,763	1836846	1,807,778	2,001,369
	Expenses minus County funds	762,357	635,680	694,079	642,389	736,688	707,320	812,627
			34,388					

November 26, 2019

Richard Bostwick
Arrowhead Library System Board President
430 East High Street, Suite 200
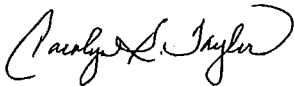Milton, WI 53563-1579

Dear Mr. Bostwick:

I am pleased to inform you of the approval of your 2020 annual system plan. The request for your first public library system state aid payment for 2020 has been initiated by staff of the Division for Libraries and Technology (DLT). For this biennium, all funding is provided from the state Universal Service Fund. For this first state aid payment you will receive an electronic transfer totaling $350,865.00. The second state aid payment for 2020 will be initiated upon completion of a review and acceptance of your system's 2019 annual report and evaluation.

This payment and the approval of the enclosed plan are based on the expectation that your system will implement the plan in compliance with the statutory requirements for public library systems and that your counties and member public libraries will be in compliance with system membership requirements, or that a plan accepted by the DLT will be in place to bring about member compliance. Signed agreements and contracts for 2020 operations must be filed before January 15, 2020. Audits for 2019 should be provided to the DLT within 30 days of audit completion and no later than September 30, 2020.

The Department of Public Instruction looks forward to working with you, your board, and your system staff in the coming year to support essential public library and library system services across the state.

Sincerely,

Carolyn Stanford Taylor
State Superintendent

CST:mjd

Enclosure

c: Steven T. Platteter, Director, Arrowhead Library System
      Kurt Kiefer, Assistant State Superintendent, Division for Libraries and Technology
      John DeBacher, Director, Public Library Development

Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2020**
PI-2446 (Rev. 08-19)

INSTRUCTIONS: Complete and submit one copy of this Word document along with one signed, scanned copy in PDF format to the Division for Libraries and Technology (Division) by Tuesday, October 15, 2019. Submit completed Word and PDF documents to:

LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.17(5) and 43.24(3)

	GENERAL INFORMATION	

Library System

Arrowhead Library System

Describe significant needs and problems that influenced the development of this and other system plans.

Going into 2020, the greatest challenge facing the Arrowhead Library System (ALS) is staffing. Through office reorganization and relocation, ALS was able to reverse the funding shortfalls the system faced earlier in the decade. While in 2012 ALS was running in the red, by 2017 Arrowhead had been able to restore a fund balance. Much of this was accomplished by office reorganization, however, this has come at a cost. Currently staffing is down to 3.85 FTEs which includes three part time delivery drivers. At the current level of State funding ALS has had to rely on contract work to provide certain services. For 2020, ILS support in SHARE will be handled with a support agreement with Lakeshores Library System (LLS). Besides ILS administration, the Arrowhead member libraries have been moved on to the LLS Wide Area Network with network administration and IT support that is also provided through an agreement with Lakeshores. Since 2016, Arrowhead has also relied on a contract consultant for youth services consulting. Currently, ALS is contracting with the Beloit Public Library to provide youth services consulting to ALS member libraries.

Did the library system consult member libraries in the development of this plan?

☐ No, the library system did not include member libraries in the development of this plan.

☒ Yes, the library system included member libraries in the development of this plan.

If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:

The monthly librarian meetings are the principal place that the seven libraries have input into the system plan and services. Regularly on the agenda are the shared system, technology, budgets, ALS Board report and reports of activities in the member libraries. The Arrowhead Library System Board also meets monthly and participates in planning and reviewing programs offered by the system. Ex-officio members of the Board include the director of the Hedberg Public Library; the director of the Beloit Public library; and the director of one of the other five public libraries, who is elected by the librarians. As ex-officio Board members they are directly involved with the approval of the system plan.

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

☐ No, the library system does not have a formally appointed advisory committee.

☒ Yes, the library system has a formally appointed advisory committee.

If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:

A committee of the ALS member library directors serves as the advisory committee for the Arrowhead Library System Board. Besides physical postings, meeting packets are also posted on the ALS website, https://test.als.lib.wi.us/site/services-for-libraries-boards/library-directors-meeting/. A member of the Librarians' Committee is elected to serve as an ex-officio member of the ALS Board and as part of the Board agenda reports to the Board monthly. Two other members of the Librarians' committee, the directors of the Hedberg Public Library and the Beloit Public Library also serve as ex-officio members of system Board. Beginning in January of 2020, ALS will resume the strategic planning process with WiLS facilitating.

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2020**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

Wis. Stat. § 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

☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:

Resource Library Agreement

☒ Wis. Stat. § 43.24(2)(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.

☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:

Reference Referral, Interlibrary Loan, and Technology

☒ Wis. Stat. § 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.

List ongoing activities related to this requirement:

The system maintains an Office & Interlibrary Loan Manager to assist member libraries with difficult interlibrary loan requests.

The Resource Library also provides staff to assist with reference questions and maintains records of these requests. Reports are made to the Arrowhead Library System on an annual basis by the resource library of these reference request statistics.

ALS, along with the Lakeshores and Kenosha County library systems, is a member of the SHARE consortium. SHARE provides a shared catalog and ILS to its members which facilitates the exchange of materials between the member libraries.

ALS also has both ILS support and Network/IT support agreements with the Lakeshores Library System (LLS) which facilitates ILS and technology support and enables IT cooperative purchasing. Currently both ALS and LLS member libraries are on the same Wide Area Network (WAN) which is administered by LLS.

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

In order to increase efficiency for resource sharing and delivery within SHARE, ALS is planning on initiating an RFID tagging project in 2020. The goal is to RFID tag as many member library collections as possible.

Inservice Training

☒ Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.

The Division interprets inservice training to incorporate a range of in-person and virtual continuing education opportunities.

List ongoing activities related to this requirement.

Arrowhead has set aside funding for inservice training. With only seven member libraries ALS has found collaborating with other systems to be a more efficient way to utilize budgeted funds. Currently ALS collaborates with the South Central Library System (SCLS) and is a member of the Southeastern Wisconsin Continuing Education (SEWI CE) consortium. Anowhead is also a cosponsor of the "Wild Wisconsin Winter Web Conference" and "Trustee Training Week." In 2016, Arrowhead started offering scholarships to help library staff attend distant CE training activities

Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):

Homeless populations in the Library

Identify the names and email addresses of continuing education staff employed by the system for continuing education services:

Arrowhead Library System Director, Steven Platteter (platteter.steve@als.lib.wi.us) is the inservice training/CE coordindator for ALS. ALS Youth Services consultant Jeni Schomber (jschomber@beloitlibrary.org) coordinates youth services related

ASSURANCES (cont'd)

continuing education opportunities.

If the system contracts with another system or entity to plan and conduct continuing education services, list that system or entity and provide a link to, or copy of, the current agreement:

Arrowhead contracts with the South Central Library system in regard to CE activities which includes in library crisis prevention training. ALS is also a member of the Southeastern Wisconsin Continuing Education (SEWI CE) consortium and a cosponsor of the "Wild Wisconsin Winter Web Conference" and "Trustee Training Week." ALS has entered into a ILS support agreement with the Lakeshores Library System which facillitates SHARE related ILS training.

Delivery and Communication

☒ Wis. Stat. § 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement. *For physical delivery reference resources, personnel, and vendors.*

ALS provides five day a week delivery to each of its member public libraries. For this service Arrowhead employs three part time drivers: Gorden Odegaard, Ron Oberle and Mike Willger. ALS pays for state-wide delivery service, through SCLS, 4 days per week. To facilitate resource sharing with other SHARE members, ALS provides a five day a week delivery run to the Lakeshores Library System delivery hub in Elkhorn through a contract with Koene Courier Service. In addition ALS provides delivery service to Beloit College, Blackhawk Technical College, Beloit Schools, Janesville Schools, Evansville Schools and Parkview Schools as well as the Wisconsin School for the Blind and Visually Impaired.

ALS also provides email services for five of its seven member libraries. ALS also provides five email lists for use by member library staff. The Hedberg (Janesville) and Beloit Public Libraries maintain there own mail servers. The ALS electronic Newsletter, the "Monthly Memo," is not only highly regarded locally but also statewide.

Indicate new or priority activities relating to this requirement for the plan year (*if none, indicate so*):

The SHARE sorting hub will most likely be moving from Elkhorn to Racine sometime in 2020 and Arrowhead will make arrangements in kind. ALS still intends to contract with Koene Courier Service for this delivery run.

Service Agreements

☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

If the system is providing the service agreements through a publicly available webpage, provide the URL here:

If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:

ASSURANCES (cont'd)

Other Types of Libraries

☒ Wis. Stat. § 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.

☒ The system will have 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. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:

If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:

Library Technology and Resource Sharing Plan

☒ Wis. Stat. § 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 fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2020. See the Library System Technology and Resource Sharing plan webpage for more information.

If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:

Is the plan current and comprehensive for the technology and resource sharing services the system provides?

☒ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.

☐ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):

Indicate new or priority activities relating to this requirement for the plan year:
Arrowhead intends to continue and expand its technology collaborations with LLS in 2020.

Professional Consultation

☒ Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:
The Arrowhead Library System provides consulting in inclusive services, administration, public information and promotional materials, and certification. ALS Director, Steven Platteter, handles administration, inclusive services, continuing education, certification and some technology consulting. Public Information Coordinator, Tovah Anderson is responsible for public relations consulting, the ALS newsletter "the Monthly Memo", some outreach and the creation of promotional materials. Office & ILL Manager, Anita Schultz specializes in interlibrary loan, jail and nursing home outreach, and the ALS delivery network.Youth Services consulting is handled by contract with the Beloit P L, currently BPL Head of Library Services, Jeni Schomber serves as the ALS Youth Services Consultant. General techology consulting is currently handled under an agreement with Lakeshores Library System.

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate None):
Youth Services consulting will continue through contract with Beloit Public Library.

| | ASSURANCES (cont'd) | |

Inclusive Services

☒ Wis. Stat. § 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.

Indicate new or priority activities relating to this requirement for the plan year:

A major focus will be made at educating member libraries and their boards in regards to DPI's "The Inclusive Services Assesssment and Guide For Wisconsin Public Libraries". In addition ALS intends to host a "Homeless Populations in the Library" workshop for member library staff.

Other Service Programs

Wis. Stat. § 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 system board after consultation with participating public libraries.

List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

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. Budget for this program is included in the Public Information line of the Annual Program Budget.

Administration

☒ The system will not expend more than 20 percent of state aid received in the plan year for administration.

☒ The system will submit the 2019 system audit to the Division no later than September 30, 2020.

Budget

☒ The system completed and included the budget by service program category and fund source for the plan year (see guidelines).

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 2020 resource library contract.*

2020 marks the the third year of the Arrowhead Library System's largest collaboration to date, becoming a member of the SHARE Consortium. SHARE is a partnership of the Arrowhead, Lakeshores and Kenosha County Library Systems providing a shared catalog and ILS to 24 public libraries and one school district library. The new combined SHARE catalog features approximately 2,150,000 items and provides improved functionality, for both patrons and library staff, over Arrowhead's previous ILS, RockCat.

Joining SHARE also opened up other collaborative possibilities, ILS support and Network/IT support agreements with the Lakeshores Library System which facilitates ILS and technology support and enables IT cooperative purchasing. Currently both ALS and LLS are on the same Wide Area Network (WAN) which is administered by LLS. In 2020 Arrowhead and Lakeshores plan on colaborating in a RFID project. There may also be collaboration between the two systems in regard to SHARE delivery.

The Arrowhead Library System is part of the WPLC E-Content 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 will purchase more than $1,207,500 worth of new content in 2020.

In regards to Continuing Education, Arrowhead LS intends three collaborations. First ALS intends to continue its contractual collaboration with the South Central Library System (SCLS). Second ALS intends to continue its membership in the SEWI CE consortium. Finally The Arrowhead LS will remain a cosponsor for the Wild Wisconsin Winter Conference and Trustee Training Week. These collaborations makes available to ALS member library directors and staff a wealth of CE opportunities. These opportunities include 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 continues two collaborations. The first collaboration, with Bridges Library System, developed out of the LSTA project "Accessible Early Literacy" in 2016. ALS was looking for a 1000 Books before Kindergarten App at the sametime as Bridges was looking to develop their 1000 Books App Version 2, which would incorporate many of the feature 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 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.*
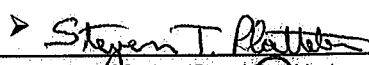
Activity	Amount
1. Share Consortium with Lakeshores & Kenosha County library systems	$50,000
2. ILS/network/IT support agreements with Lakeshores Library System	$60,000
3. RFID project with Lakeshores Library System	$20,000
4. WPLC/Econtent Buying Pool	$1,178,278
5. Continuing Ed agreement with South Central Library System	$1,000
6. SEWI CE Consortium	$11,835
7. Wild Winter Web Conference/Trustee Week	$4,500
8. 1000 Books before Kindergarten App with Bridges Library System	$7,850

Cost Benefit *For each activity above, list the activity name and estimated cost benefit realized.*
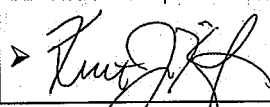
Activity	Amount
9. 1000 Books before Kindergarten MailChimp automation with Lakeshores Library System	$2,500
10.	
Cost Benefit Total	$1,335,963

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year 2020.

Name of System Director	Signature of System Director	Date Signed *Mo./Day/Yr.*
Steven T. Platteter	*[signature]*	9/11/2019
Name of System Board President	Signature of System Board President	Date Signed *Mo./Day/Yr.*
Richard Bostwick	*[signature]*	9/11/2019

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature	Date Signed *Mo./Day/Yr.*
☒ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	*[signature]*	11/1/2019

Comments

PUBLIC LIBRARY SYSTEM 2020
ANNUAL PROGRAM BUDGET

Program	2020 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference, and Interlibrary Loan*					
1. ALS Technology	$55,792	$60,000			
2. SHARE ILS & Support				$156,461	
3. Resource Contract (no OD)	$35,000				
4.					
5. Electronic Resources	$30,000			$94,193	
Program Total	$120,792	$60,000	$0	$250,654	$431,446
Continuing Education and Consulting Service*					
1. Continuing Education	$18,875				
2. Consulting	$14,876				
Program Total	$33,751	$0	$0	$0	$33,751
Delivery Services	$88,383	$20,000		$6,103	$114,486
Library Services to Special Users	$16,876			$2,000	$18,876
Library Collection Development	$15,244				$15,244
Direct Payment to Members for Nonresident Access	$14,876			$1,113,408	$1,128,284
Direct Nonresident Access Payments Across System Borders	$14,876			$73,534	$88,410
Library Services to Youth	$24,876				$24,876
Public Information	$110,839				$110,839
Administration	$27,307	$6,050		$1,800	$35,157
Subtotal	$313,277	$26,050	$0	$1,196,845	$1,536,172
Other System Programs					
1.					$0
2.					$0
Program Total	$0	$0	$0	$0	$0
Grand Totals	$467,820	$86,050	$0	$1,447,499	$2,001,369

*These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1.
Line 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).