

ARROWHEAD LIBRARY SYSTEM

Budget Committee Meeting

Via:

GoToMeeting

<https://global.gotomeeting.com/join/710683725>

in a browser

or to join by phone, dial:

[+1 \(872\) 240-3311](tel:+18722403311) Access Code: 710-683-725

Wednesday July 8, 2020

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
5. 2021 ALS Budget
6. 2021 Staff Wages
7. 2021 Affiliate Member Fees
8. Set next meeting date
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 7/2/2020

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Milton PL

December 11, 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, 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 July 10th, 2019 minutes were moved approved by Bill Wilson with correction. Jose Carrillo seconded, and the motion carried unanimously.
- 4) **2020 Budget:** Bill Wilson moved to recommend the 2020 ALS budget, as approved by Rock County, to the ALS Board. Wes Davis seconded, and the motion carried unanimously
- 5) **Set Next Meeting date:** April 8th at Edgerton PL

Bill Wilson made the motion to adjourn and Jose Carrillo seconded. Motion carried unanimously. The meeting ended at 5:36 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2020

As of: 06/25/2020

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	5,375.75	0.00	(727.25)
45504	Intergov-Other Libraries	250,654.00	252,644.68	0.00	1,990.68
46000	Contributions	2,000.00	0.00	0.00	(2,000.00)
46400	Fund Balance	86,050.00	0.00	0.00	(86,050.00)
Total Revenue		812,627.00	725,840.43	0.00	(\$86,786.57)
EXPENSE					
61100	Regular Wages	182,860.00	74,494.01	0.00	108,365.99
61300	Per Diems	1,800.00	754.46	0.00	1,045.54
61400	FICA	13,989.00	5,585.90	0.00	8,403.10
61510	Retirement	11,977.00	4,329.23	0.00	7,647.77
61610	Health Insurance Premium	51,048.00	21,528.42	0.00	29,519.58
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67199	Miscellaneous Equipment	3,000.00	2,265.54	0.00	734.46
Total Expense		2,001,369.00	1,735,013.76	0.00	266,355.24
County Share (Revenue - Expense)		(1,188,742.00)	(1,009,173.33)	0.00	(179,568.67)
<hr/>					
Grand Total Revenue		812,627.00	725,840.43	0.00	(86,786.57)

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Libraries	2020 Municipal		2019		2019 %		Participating Library Payment			
	Appropriation	Total Circulation	Township Circulation	Town. use	% of total	% cost of	2021	2020	2021	2020
Beloit	\$ 1,780,877.00	266,782	56,751	21.27%	32.58%	Township Circ	\$ 378,835.72	\$ 350,503.91	83.56%	\$ 350,503.91
Clinton	\$ 115,902.00	30,588	13,106	42.85%	4.27%		\$ 49,660.38	\$ 47,520.68	75.59%	\$ 47,520.68
Edgerton	\$ 281,622.00	98,459	26,916	27.34%	7.07%		\$ 82,247.48	\$ 78,245.61	70.00%	\$ 78,245.61
Evansville	\$ 277,011.00	68,498	15,423	22.52%	5.36%		\$ 62,371.76	\$ 65,810.77	77.22%	\$ 65,810.77
Janesville	\$ 3,523,470.00	625,524	82,591	13.20%	40.01%		\$ 465,221.02	\$ 445,225.13	92.12%	\$ 445,225.13
Milton	\$ 296,314.00	103,328	32,840	31.78%	8.10%		\$ 94,175.36	\$ 93,312.47	76.96%	\$ 93,312.47
Orfordville	\$ 82,179.00	23,202	8,564	36.91%	2.61%		\$ 30,332.77	\$ 32,789.58	70.00%	\$ 32,789.58
TOTAL	\$ 6,357,375.00	1,216,381	236,191	19%			1,162,844.48		83.78%	
*PLP is Participating Library Payment										
**** 70% rule applies										
70% formula is only u										
Brodhead	\$ 20,843.00	20,586.00	24,106.00	20,566.00	2016	2017	2018	2019	2020	2021
Lakeshores*	\$ 1,929.00	\$ 2,439.00	\$ 1,872.00	\$ 1,970.00	\$ 20,566.00	\$ 19,156.00	\$ 23,217.00	\$ 28,785.34	\$ 21,140.04	\$ 23,721.29
Board per diem					\$ 1,970.00	\$ 3,436.00	\$ 4,123.00	\$ 2,816.00	\$ 4,707.00	\$ 5,176.00
Whitewater	\$ 37,454.58	\$ 45,627.48	\$ 26,149.27	\$ 26,010.78	\$ 26,010.78	\$ 27,378.69	\$ 15,874.76	\$ 22,045.60	\$ 26,110.65	\$ 29,346.83
Jefferson County	\$ 5,121.12	\$ 4,368.82	\$ 3,483.78	\$ 3,691.94	\$ 3,691.94	\$ 4,147.85	\$ 2,339.09	\$ 2,773.56	\$ 3,188.59	\$ 2,984.42
Green County	\$ 1,692.27	\$ 2,211.00	\$ 3,794.00	\$ 4,318.00	\$ 4,318.00	\$ 5,575.00	\$ 4,883.00	\$ 3,394.72	\$ 3,121.11	\$ 1,737.02
Dane County	\$ 13,828.42	\$ 12,957.43	\$ 19,093.87	\$ 16,544.00	\$ 16,544.00	\$ 16,708.00	\$ 15,333.69	\$ 12,875.41	\$ 15,266.77	\$ 20,074.03
TOTAL	\$ 80,868.39	\$ 88,189.73	\$ 78,498.92	\$ 73,100.72	\$ 73,100.72	\$ 76,401.54	\$ 65,770.54	\$ 72,690.63	\$ 73,534.16	\$ 83,039.59
Board Per Diem	\$ 956,132.00	\$ 930,935.00	\$ 926,377.00	\$ 920,775.00	\$ 920,775.00	\$ 953,539.00	\$ 1,001,938.00	\$ 1,025,967.20	\$ 1,113,408.14	\$ 1,162,844.48
Total requested	\$ 1,038,500.39	\$ 1,020,624.73	\$ 1,006,375.92	\$ 995,375.72	\$ 995,375.72	\$ 1,031,440.54	\$ 1,069,208.54	\$ 1,100,157.83	\$ 1,188,742.30	\$ 1,247,684.07
*Reimbursement for Walworth County. Intersystem agreement with LLS uses statewide cost of circ in formula.										
			98.60%	99%		104%	104%	103%	108%	105%
Average of last three year's appropri \$ 1,178,861.40										

2021 ALS Rock County Funding-70% cost of circ.

[illegible]

County	Library	Operating Expenditures	2019 Circulation	2018 Cost/Circ	Rural Rock Circ	Cost of Rural Circ	70% Reimbursement
Dane	Dane County Library Service	\$ 378,172.00	42,154	\$ 8.97	18	\$ 161.46	\$ 113.02
	Cambridge	\$ 252,305.00	53,010	\$ 4.76	2	\$ 9.52	\$ 6.66
	DeForest	\$ 926,219.00	231,086	\$ 4.01	5	\$ 20.01	\$ 14.04
	Fitchburg	\$ 1,895,156.00	384,112	\$ 4.93	155	\$ 764.15	\$ 534.91
	Madison	\$ 20,652,607.00	2,954,425	\$ 6.99	377	\$ 2,635.23	\$ 1,844.66
	MacFarland	\$ 819,377.00	182,738	\$ 4.48	402	\$ 1,800.96	\$ 1,260.67
	Mazomanie	\$ 129,697.00	26,092	\$ 4.97	3	\$ 14.91	\$ 10.44
	Middleton	\$ 2,183,630.00	704,692	\$ 3.10	13	\$ 40.30	\$ 28.21
	Mount Horeb	\$ 675,229.00	199,482	\$ 2.38	1	\$ 3.38	\$ 2.37
	Oregon	\$ 879,282.00	241,058	\$ 3.65	1,372	\$ 5,007.80	\$ 3,505.46
	Stoughton	\$ 920,911.00	210,144	\$ 4.38	3,779	\$ 16,552.02	\$ 11,586.41
	Sun Prairie	\$ 2,245,695.00	618,390	\$ 3.63	95	\$ 344.85	\$ 241.40
	Verona	\$ 1,903,678.00	566,981	\$ 3.36	391	\$ 1,313.76	\$ 919.63
Waunakee	\$ 1,155,614.00	262,977	\$ 4.39	2	\$ 8.78	\$ 6.15	
						\$ 20,074.03	\$ 20,074.03
Green							
	Brodhead	\$ 288,423.00	55,718	\$ 5.18	6,542	\$ 33,887.56	\$ 23,721.29
	Albany	\$ 97,491.00	29,594	\$ 3.29	348	\$ 1,144.92	\$ 801.44
	Monroe	\$ 1,114,928.00	160,425	\$ 6.95	190	\$ 1,320.50	\$ 924.35
	New Glarus	\$ 248,965.00	62,033	\$ 4.01	4	\$ 16.04	\$ 11.23
							Minus Brodhead \$ 25,458.31 \$ 1,737.02 \$ 1,737.02
Jefferson							
	Whitewater	\$ 769,023.00	122,111	\$ 6.30	6,657	\$ 41,924.04	\$ 29,346.83
	Jefferson	\$ 544,777.00	86,172	\$ 6.32	0	\$ -	\$ -
	Fort Atkinson	\$ 800,612.00	194,809	\$ 4.11	780	\$ 3,205.59	\$ 2,243.91
	Palmyra	\$ 115,875.00	22,893	\$ 5.06	209	\$ 1,057.87	\$ 740.51
						\$ 32,331.25 \$ 2,984.42 \$ 2,984.42	
Walworth						Walworth County	\$ 5,176.00 \$ 5,176.00
						Rock County Total	\$ 83,039.59

2021 salaries 0% FA

[illegible]

2021 salaries 1% FA

[illegible]

2021 salaries 2% FA

[illegible]

Affiliate or Associate Fee - Service Chart 2020

Library	Contact Person	Annual Base Fee	+Delivery	# Stops	TOTAL
		\$604 Base-\$60/add building	\$3.25 / stop		
Beloit College, M-Tu-Th-F Sch Yr & M-W-F Summer	Megan Fitch	\$604.00	\$598.00	184	\$1,202.00
Beloit SD, W, no summer	Julie Watson	\$604.00	\$126.75	39	\$730.75
Blackhawk Tech, Tu - Th	Janet White	\$604.00	\$331.50	102	\$935.50
Evansville SD-High School, M-W, no summer	Adrienne Kangas	\$604.00	\$237.25	73	\$841.25
Milton SD, M-W, no summer	Holly Nelson	\$604.00	\$227.50	70	\$831.50
Parkview SD, M-W, no summer	Ann Buehl	\$604.00	\$230.75	71	\$834.75
WCBV1, Th, no summer	Michelle Rueckert	\$604.00	\$123.50	38	\$727.50
TOTAL		\$4,228.00	\$1,875.25	577	\$6,103.25

ARROWHEAD LIBRARY SYSTEM

Board Meeting

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Wednesday July 8, 2020

6:00 pm

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. 2020/21 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. ALS Covid-19 Update
 - b. Approval of 2021 Arrowhead Library System Charter
 - c. ALS Strategic Plan
 - d. [2020 Trustee Training Week](#), August 24-28

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 7/2/2020.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

June 10, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:05 p.m. Present were Stephanie Aegerter, Adam Dinnes, Annette Smith, Maribeth Miller, Jose Carrillo, Sarah Strunz, Charles Teval, Nick Dimassis and Steven Platteter. Also present was Jim Novy, Lakeshores Library System IT Manager, who ran the remote part of the meeting.

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

The May 2020 minutes were moved approved by Maribeth Miller. Stephanie Aegerter seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Adam Dinnes with Maribeth Miller seconding. The motion carried unanimously.

Citizen participation, communication, or announcements: Platteter discussed the situation at Le Crosse Public Library, which had \$535,000 cut from its 2020 budget.

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that patron-initiated holds have been restored in the SHARE Consortium.

b. 2020/21 Budget: Platteter discussed 2021 Rock County funding, Jose Carrillo moved to accept the budget report with Maribeth Miller seconding. The motion carried unanimously.

c. Public Library System Redesign Project:

d. Librarians' Report:

New Business

a. ALS Covid-19 Update: Platteter discussed what is happening with ALS and its member libraries regarding the Covid-19 situation. He mentioned that ALS has returned to five-day delivery.

b. Consider Stephanie Aegerter to the ALS Board: Jose Carrillo moved to approve the appointment of Stephanie Aegerter to the ALS Board, Annette Smith seconded. The motion carried unanimously.

c. ALS Board Officer and Committee Vacancies (action): Adam Dinnes was nominated Vice President by Maribeth Miller, seconded by Rich Bostwick. Dinnes was elected unanimously. The Budget Committee is now composed of Bostwick, Carrillo and Dinnes. The Personnel Committee is now composed of Bostwick, Carrillo and Miller.

d. Approval of the 202 Resource Contract with Hedberg PL: Maribeth Miller moved to approve the 2021 Resource Contract. Adam Dinnes seconded, and the motion carried unanimously.

Communications:

Wes Davis moved to adjourn. Maribeth Miller seconded, and the motion carried unanimously. The meeting ended at 6:55 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	Other Services	06/11/2020	LAKESHORES LIBRARY SYSTEM	13,007.00	
		05/28/2020	WISNET	335.00	
		05/29/2020	KOENE COURIER SERVICE LLC	1,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	258,933.00	192,319.07	0.00	15,007.00	51,606.93
51-5000-0000-62410	R&M-Vehicles	05/20/2020	LAKESHORES LIBRARY SYSTEM	99.06	
		06/04/2020	BURTNESS CHEVROLET INC	54.95	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	2,772.26	0.00	154.01	7,073.73
51-5000-0000-63100	Office&Misc Exp	05/20/2020	OFFICE DEPOT INC	66.50	
		05/28/2020	JAX CUSTOM PRINTING INC	141.25	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	493.03	0.00	207.75	799.22
51-5000-0000-63101	Postage	06/03/2020	ARROWHEAD LIBRARY PETTY CASH	9.80	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	72.00	0.00	9.80	918.20
51-5000-0000-65321	Building Lease	08/01/2020	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	10,178.69	0.00	1,166.67	2,654.64
Arrowhead Library System PROG TOTAL				16,545.23	

I have examined the preceding bills and encumbrances in the total amount of **\$16,545.23**

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
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REPORT COMPLETE!

For Job Numbers: 2060575

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CHARTER

ARROWHEAD LIBRARY SYSTEM

2021

Objectives and Standards

The key objective of the Arrowhead Library System (ALS) is to facilitate equitable access to information and improve library operations to provide cost-effective and responsive services for all users. It will be accomplished by satisfying the following commitments:

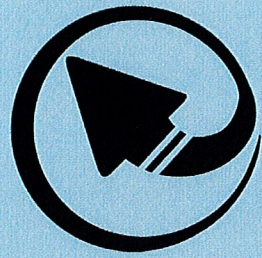
- A. Public Service Commitment - To provide open access to information and library service to all Rock County residents as effectively and cost efficiently as possible.
- B. Intergovernmental Commitment - To work with local, county, state and federal agencies to coordinate and provide library services in ALS in compliance with state mandates.
- C. Management Commitment - To be accountable to the Arrowhead Library System Board, County Board, and the Division for Libraries and Technology (DLT) for managing the programs of the ALS in an effective, efficient, and professional manner. To be responsible for performing functions required of the ALS under Wisconsin Statutes.

Service Statements and Tasks

- A. Provide open access to quality library service to the 35,000 county residents of Rock County who do not maintain their own library.
 - 1. Equitably reimburse the public libraries in Beloit, Clinton, Edgerton, Evansville, Janesville, Milton and Orfordville for providing library service to residents outside these municipalities. 43.12
 - 2. Maintain and monitor reimbursement program to the public libraries in adjacent counties for serving Rock County residents. 43.12

- B. Provide Rock County residents with access to materials in school, academic and special library collections in Rock County, and to libraries in the rest of the State.
1. Maintain area-wide interlibrary loan program and participation in statewide interlibrary loan network. 43.24(2)(d)
 2. Promote and monitor the Infopass Program.
 3. Provide Rock County residents walk-in access to public libraries throughout the state by means of agreements with 14 other Wisconsin library systems. 43.24(2)g
 4. Provide a shared Rock County Catalog – SHARE for the 7 member libraries
 5. Integrate SHARE into the WISCAT Z-Catalog to ensure the accuracy of Rock County's WISCAT records.
 6. Continue multitype library system services through a "fee for service" program for non-public libraries in the system area. 43.24(2)(L)
 7. Provide delivery service five days a week to all Arrowhead Library System public libraries. 43.24(2)(fm)
 8. Participate in the State-wide Delivery Network.
 9. Maintain contract with Hedberg Public Library, Janesville to provide back-up reference services to member libraries. 43.24(2)(b)
- C. Expand and coordinate the cost-effective use of computer and communication technologies by ALS and system libraries.
1. Assist ALS libraries in the use of technology to provide better and more efficient library services.
 2. Assist area librarians in becoming knowledgeable about and taking advantage of, developing technologies to provide improved reference and resource sharing in Rock County.
 3. Provide shared access to fee-based reference products via the Internet.
 4. Provide ALS libraries access to and assist them in the use of the Internet for information and communication.
 5. Assist residents of Rock County in effective use and evaluation of electronic resources.
- D. Enhance and improve the knowledge and skills of library directors, staff, and trustees. 43.24(2)(e)
1. Support the continuing education needs of library staff. 43.24(2)(e)
 2. Select books and journals for the professional collection in coordination with area libraries in order to minimize duplication.
 3. Consult with libraries on problems and areas of concern on a regular basis and by special request. 43.24(2)(h)

- E. Together with area libraries and other service institutions, provide inclusive services to library users. Inclusive services reflect equity and accessibility for all members of the community. 43.24(2)(k)
1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.
 2. Continue to encourage and assist libraries in providing materials and services to combat illiteracy and unemployment, and to respond to the special needs of the elderly and visually and hearing-impaired persons.
 3. Work with member libraries to implement provisions of the Americans with Disabilities Act.
- F. Increase awareness about library services by Rock County residents.
1. Distribute public service announcements to radio and television stations in the area.
 2. Send out regular news releases to area newspapers.
 3. Produce flyers, brochures, bookmarks, and other materials.
 4. Work with libraries in developing and implementing their own public information programs.
 5. Coordinate countywide library special events and observances.
 6. Provide a newsletter, the Monthly Memo, to all member libraries.
- G. Provide special programs and services for children and adults, which supplement individual library programs and services.
1. Coordinate special activities during the Summer Reading Program.
 2. Coordinate activities, which foster reading readiness for preschoolers.



Arrowhead Library System



Strategic Plan 2020-2023

The mission of ALS is to facilitate equitable access to information and improved library operations to provide cost-effective and responsive services for all users. In support of this collaborative effort, the system is defined as its member libraries, System Staff and the System Board. ALS is not a substitute for local and county planning and financial support.

Introduction and Overview

Arrowhead Library System was established in 1974 to coordinate and expand Rock County's public library services. All Rock County residents benefit from enhanced, cost-effective library services through the continued cooperation of ALS and its member libraries. ALS provides members with delivery services, access to consulting and continuing education resources, interlibrary loan support, contracts with Lakeshores Library System to provide full support of the shared integrated library system (ILS) that all ALS member libraries use, and provides outreach and marketing expertise.

In order to guide decisions and priorities for the next years, the Arrowhead Library System staff and Board undertook a strategic planning process that brought together representatives from all member libraries. Building a strategic plan with the membership as part of the process guarantees the work of the system is always centered around those it serves. This has always been the case, but the context in which this plan was written makes this even more important.

This plan, especially the goal to develop an exploration process for system merger, leaves both the system and its member libraries both prepared and empowered. ALS has limited resources and may face funding decreases in the wake of COVID-19, library closures, and the resulting economic challenges. It is critically important that decisions made allow for both a continuation of existing successful services and additional services identified in the planning process. One way to meet member needs is to merge with another system, thus increasing capacity and resources. However, that process must be done carefully and thoughtfully and it must critically consider the benefits and disadvantages for the system and its members.

Fortunately, the system has a strong foundation and recently went through an instructive and ultimately successful process to identify and review possible ILS upgrade options for the Arrowhead Library System that resulted in an ILS merger with the Lakeshores Library System's SHARE. The ILS merger process had representation from member libraries and any merger exploration process must have the same. It must also be based upon data, a shared and articulated vision of the process and its outcomes, and must rely upon consensus. Just like all aspects of system operations, the work accomplished is for the greater good of all the libraries and the communities they represent. Therefore, consensus is critical even in the creation of the exploration process.

When this strategic planning process was begun, library and system operations were occurring as expected. Doors were open, books were delivered amongst members, meetings took place in shared spaces. Nobody expected a global pandemic to interrupt those operations, but it did and the system and member libraries responded to it with flexibility and composure and saw the unique conditions as an opportunity to think about system needs when faced crisis, whether a pandemic, catastrophic flood, power outage, or some other large scale disaster.

This plan articulates the important directions for our library system during this time of historic change and acts as guide for us we work to continually improve services to our members so they in turn can continue to provide the very best service to the communities they serve. Because of the nature of the plan's objectives, this plan is in effect 2020-2023.

Process

The process and timeline originally conceived was modified in light of the COVID-19 pandemic and the Safer at Home orders that closed libraries and limited travel. However, through flexibility and creativity, the goals of the process were met through planning team surveys and a virtual meeting to determine the goals and objectives of the plan.

Information gathering and understanding of member needs were critical. Two surveys were administered to ALS Trustees, Staff, and Member Library Directors during the process. The initial survey was made up of two sections, the first asking for input to determine what support and leadership roles the system could fulfill or enhance, if any, and the second exploring bigger picture strategic options. The survey was completed by 21 people, 10 ALS Trustees, 7 member library directors, and 4 system staff persons. The results made the following clear:

- Overwhelmingly, respondents indicated the primary support roles for the system were related to education, coordination and collaboration, and making connections in areas such as developing partnerships, marketing and communication, and programming support, and
- There was wide support for the development of an exploration process for system merger, though the process, and any possible merger, would need to be inclusive and carefully constructed.

With these results in mind, a second survey was administered to more fully understand what a merger process might look like. It was at this point that the Safer at Home order was put in place and libraries faced massive and sudden change. Therefore, the survey asked about immediate needs related to the pandemic and needs that might have been exposed that should be considered in longer term planning. This survey was completed by 12 respondents, 5 library directors, 4 board members, and 3 ALS staff members. The survey results indicated:

- Support for a merger exploration process that is inclusive, data informed and will examine both the benefits and the costs of a potential system merger,
- Need for system guidance, advocacy, and priority support for priority services during a time of crisis; and
- A need to find new and strengthen existing collaborations to improve services and build upon each other's expertise, especially related to consulting and continuing education.

With the survey results as its basis, the library system director and consultants at WiLS drafted a framework of strategic goals and objectives, along with potential activities to accomplish the objectives. This framework was reviewed and improved at a virtual meeting held on May 11 and attended by system staff, trustees, and member library directors. A revised draft was then shared with system library directors at a monthly meeting.

Approved [DATE]

Goals and Objectives

Strategically Supporting Member Libraries Through Crisis

The COVID-19 health crisis has made clear that ALS members have unique needs during a pandemic, however, the System can support members through this crisis and future crises, from flooding to power outages, by sharing guidance, providing advocacy and advocacy tools, and supporting critical services and the missions of the member libraries.

Objectives

- Develop or share guidance and best practices by working with experts and partners across the state to ensure safe work environments, best meet community needs, and reduce duplication of efforts.
- Library advocacy is always a critical need, but even more so during a time of crisis. ALS will help member libraries tell their stories to stakeholders, with action and tools, to ensure libraries have resources to continue offering critical community services.
- Resource sharing, library material delivery, technology support, and the literacy mission of libraries are critical services, especially when communities are faced with crisis. ALS will continue to support critical services in critical times.

Develop a System Merger Exploration Process

ALS is made up of member libraries that are highly collaborative and has a system staff with incredible talents. There is a high level of satisfaction with current system services, but member libraries are interested in developing and coordinating connections and increasing their access to consulting and learning opportunities. A system merger could increase partnerships and access to resources, but any merger would need to be accomplished through a careful process of learning and planning. ALS will work with stakeholders to develop an inclusive, data informed process to examine both the benefits and the costs of a potential system merger.

Objectives:

- Create an exploration process that is inclusive of and responsive to the different needs of participants, including system staff, member libraries and the communities they serve.
- Articulate and document the objectives that should be met for a successful merger to occur, with a clear and shared understanding of the criteria that should be considered in the exploration process.
- Perform an analysis of past library system merger examples to learn from the processes and outcomes.
- Consult experts to understand and form the best merger process possible.

Supporting Member Libraries Continuing Education and Consulting Needs

Even as the System forms an exploratory process for a system merger, member library needs must be supported. ALS will find new and strengthen existing collaborations to improve services and build upon each other's expertise.

Objective:

- Facilitate coordination of group efforts and collaborations among member libraries and with other libraries or partners to provide access to consulting services and continuing education.

Implementation and Communication

The ALS Director and staff will work in conjunction with the ALS Board of Trustees to prioritize, identify service goals, and coordinate activities from this plan. The System will consider available resources, including funding and staff time; changing conditions locally, regionally and statewide; and opportunities that arise to innovate during the implementation of the plan.

The ongoing planning process for the library will include project management, assessment, communication and re-prioritization activities to ensure the goals of the plan are realized with flexibility to adapt as needed. The System will regularly communicate progress made on the goals laid out in this plan to both the Board of Trustees and System members.



Trustee Training Week 2020

Registration is open for Trustee Training Week 2020, August 24 - 28. Webinars will be held each day from 12:00 noon - 1 p.m. Register for one or all of the webinars. If you're not able to attend live, the webinars will be recorded for later viewing.

Trustee Training Week 2020 Presentations

Core Values of Librarianship

Monday, August 24

Presenter: [Jessamyn West](#)

Librarianship as a profession has a set of core values. But where do they come from, and what do they mean? Library technologist Jessamyn West will talk about the things that make up the core values of librarianship and discuss the tensions that exist between some of them.

<https://register.gotowebinar.com/register/2990529096090229505>

Recruiting and Engaging Friends and Trustees Under Age 40

Tuesday, August 25

Presenter: [Madeline Jarvis](#) and [Tess Wilson](#)

Millennials are more likely than other adults to have visited the library recently. However, most Friends and Trustee boards do not have even a single Millennial member (Pew 2016, ALA 2018). What accounts for this discrepancy, and how can we rectify it? Learn how to attract Millennials to your Friends group and Board of Trustees, and turn the largest generation of library users into your best advocates.

<https://register.gotowebinar.com/register/8534386570104265217>

Public Library System Redesign (PLSR) Implementation Update

Wednesday, August 26

Presenter: [Bruce Smith](#)

Throughout the response to the public health event, the Department of Public Instruction Division for Libraries and Technology, Public Library Systems, Public Libraries and other partners have been extraordinarily collaborative in our efforts to support the Wisconsin library community. These efforts have allowed us to see new ways for how libraries and systems can be connected and work together in the spirit of [PLSR](#). Through this lens of cooperation and continuous improvement as libraries bounce back from the impact of the pandemic, we

continue to move our efforts forward to implement the recommendations of the [PLSR Steering Committee](#). This presentation will include an overview of the PLSR process and an update on the progress of implementing the seven recommendations including information about specific activities and timelines. There also will be time for questions, comments, and input from attendees.

<https://register.gotowebinar.com/register/2954467313722456321>

Equity, Diversity, Inclusion: What Library Trustees Need to Know

Thursday, August 27

Presenter: [Anne Phibbs](#)

Equity, diversity, and inclusion (EDI) impacts all communities and all aspects of librarianship. Library Boards of Trustees have an important role in supporting EDI and related initiatives. This webinar will help trustees and library directors understand how to incorporate EDI into policy development, strategic planning, funding initiatives, board development, and more. Anne will present a variety of interactive scenarios in which EDI issues are a factor, with time for Q&A and discussion. In this webinar, Anne Phibbs, PhD, Founder and President of Strategic Diversity Initiatives, will give a basic introduction to EDI and discuss what library trustees and boards need to know about EDI.

<https://register.gotowebinar.com/register/1208287817674667009>

Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority

Friday, August 28

Presenter: [Becky Spratford](#)

Being a Trustee is an important job. You are part of a team that represents the tax payers, oversees the Library Director, and advocates for libraries. However, where exactly do your duties end and the Library staff's begin? This line, while very clear from a legal standpoint, can become a bit fuzzy in practice. Join Becky Spratford, a 20+ years librarian and 5 term library trustee as she helps you understand how to walk the fine line between being a leader and being in the way. She will go over how you as a Trustee can best help the Library thrive, noting when you should step in but also when you should back off, strengthening all of Wisconsin's Libraries in the process.

<https://register.gotowebinar.com/register/5542530768530457857>

Wisconsin Trustee Training Week (TTW) 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. Since 2015, TTW has been coordinated by Jean Anderson at the South Central Library System.

ALS Board 2020

Appointed Members	Term Expires	Ex-Officio Members
Annette Smith		Kara Puriance, Chair
1044 Sunset Drive	Expires 12/31/20	Rock County Board of Super
Milton, WI 53563	arsmith14@gmail.com	Rock County Courthouse
Phone: 346-3673	(serves remainder of Wilson term)	Janesville, WI 53545
Milton Library Board Member		Phone: 757-5540(courthouse
Richard Bostwick-President	Reappointed 1/9/20	Steve Platteter, Director
61 Harrison Street	Expires 12/31/22	Arrowhead Library System
Janesville, WI 53545	richbarb2000@yahoo.com	430 E. High St, Suite 200
Phone: 752-9199 or 201-8600(cell)		Milton, WI 53563
Rock County Supervisor		Phone:868-2872 (work)
		Phone: 262-689-9179 (cell)
Adam Dinnes-Vice President	Reappointed 1/3/19	Bryan McCormick Director
1438 Lafayette Street	Expires 12/31/21	Hedberg Public Library
Janesville, WI 53546	adamdinnes@gmail.com	316 S. Main Street
Phone: 608-295-9219		Janesville, WI 53545
Hedberg Library Board Member		Phone: 758-6594(work)
Eloise Paula Eager	Reappointed 1/1/19	Nick Dimassis
43 N Second St.	Expires 12/31/21	Beloit Public Library
Evansville, WI 53536	eloiseeager@charter.net	605Eclipse Street
Phone: 608-295-1270		Beloit, WI 53511
Eager Free Library Board Member		Phone: 364-2917(work)
Stephane Aegerter		Sarah Strunz
526 Laurel Avenue	Expires 12-31-20	Orfordville Public Library
Janesville, WI 53548	stephanie.aegerter@co.rock.wi.us	519 E. Beloit St.
Phone: 608-295-9274	(serves remainder of Davis term)	Orfordville, WI 53576
Rock County Supervisor		Phone: 879-9229
Jose Carrillo	Reappointed 1/9/20	Board Committees:
125 Winesap Drive	Expires 12/31/22	Budget
Janesville, WI 53548	jojolatino@aol.com (home)	Bostwick, Carrillo, Miller
Phone: 322-8986 (cell)		Platteter (Ex-Officio Member)
At Large Board Member		
Maribeth Miller	Reappointed 1/1/19	Personnel:
2481 Oxford Lane	Expires 12/31/21	Bostwick, Carrillo, Dinnes
Beloit, WI 53511	mmiller@beloitlibrary.org	Platteter (Ex-Officio Member)
Phone: 608-313-9518		
Beloit Library Board Member		