

ARROWHEAD LIBRARY SYSTEM

Board 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 November 11, 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
 - e. ALS Covid-19 Update
7. New Business
 - a. WiLS MOU for ALS merger exploration project. (action)
 - b. Budget Committee appointment for vacant position (action)
 - c. 2021 meeting dates.

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 11/5/2020.

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

October 14, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:06 p.m. Present were Stephanie Aegerter, Adam Dinnes, Jose Carrillo, Sarah Strunz, Nick Dimassis and Steven Platteter.

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

The September 2020 minutes were moved approved by Adam Dinnes. Jose Carrillo seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Jose Carrillo with Adam Dinnes seconding. The motion carried unanimously.

Citizen participation, communication, or announcements: Stephanie Aegerter commented on a virtual murder mystery program that Hedberg PL is hosting for a fundraiser.

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that item quarantine in SHARE may be reduced to 24 hours do a new recommendation from DPI/DHS.

b. 2020/21 Budget: Platteter announced that ALS received around \$10,000 in CARES funding to cover costs of CreativeBug and LinkedIn Learning.

c. Public Library System Redesign Project:

d. Librarians' Report:

e. ALS Covid-19 Update: Platteter again mentioned the possible quarantine reduction.

New Business

a. Approval of the 2021 Affiliate Contracts: Stephanie Aegerter moved to approve the 2021 Affiliate Contracts, Adam Dinnes seconded, and the motion carried unanimously.

b. Approval of the 2021 Youth Services Consulting Agreement with Beloit PL: Adam Dinnes moved to approve the 2021 YS agreement. Jose Carrillo seconded, and the motion carried unanimously.

c. New phone system: Platteter mentioned that both ALS and Milton PL will be moving to a new VOIP phone system

Communications:

Jose Carrillo moved to adjourn. Stephanie Aegerter seconded, and the motion carried unanimously. The meeting ended at 6:30 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

COMMITTEE APPROVAL REPORT

10/27/2020

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0021-17000	PREPAID BUDGET I	10/01/2020	WISNET	750.00	
		10/15/2020	AMERICAN FAMILY INSURANCE	2,257.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	2,701.00	0.00	3,007.00	(5,708.00)
STL-LIBRARY PROG TOTAL				3,007.00	

I have examined the preceding bills and encumbrances in the total amount of **\$3,007.00**

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	10/01/2020	WISNET	750.00	
		10/07/2020	KOENE COURIER SERVICE LLC	2,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	258,933.00	216,117.18	0.00	3,415.00	39,400.82
51-5000-0000-63100	Office&Misc Exp	09/24/2020	OFFICE DEPOT INC	185.64	
		09/22/2020	JAX CUSTOM PRINTING INC	94.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	700.78	0.00	279.64	519.58
51-5000-0000-63101	Postage	10/06/2020	ARROWHEAD LIBRARY PETTY CASH	9.80	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	126.40	0.00	9.80	863.80
51-5000-0000-64904	Sundry Expense	09/24/2020	OFFICE DEPOT INC	7.29	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	43.31	0.00	7.29	949.40
51-5000-0000-65321	Building Lease	12/01/2020	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	12,833.37	0.00	1,166.67	(0.04)
Arrowhead Library System PROG TOTAL				4,878.40	

I have examined the preceding bills and encumbrances in the total amount of **\$4,878.40**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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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: 2112400

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2020

As of: 11/03/2020

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	250,654.00	252,644.68	0.00	1,990.68
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	86,050.00	0.00	0.00	(86,050.00)
Total Revenue		812,627.00	728,567.93	0.00	(\$84,059.07)
EXPENSE					
61100	Regular Wages	182,860.00	136,426.10	0.00	46,433.90
61300	Per Diems	1,800.00	1,154.46	0.00	645.54
61400	FICA	13,989.00	10,200.63	0.00	3,788.37
61510	Retirement	11,977.00	7,934.81	0.00	4,042.19
61610	Health Insurance Premium	51,048.00	42,418.07	0.00	8,629.93
61620	Dental Insurance	1,556.00	1,426.48	0.00	129.52
61630	Life Insurance	180.00	110.17	0.00	69.83
62119	Other Contracted Services	258,933.00	219,532.18	0.00	39,400.82
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	1,012.77	0.00	987.23
62410	Repair & Maintenance-Vehicles	10,000.00	3,893.35	0.00	6,106.65
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	980.42	0.00	519.58
63101	Postage	1,000.00	136.20	0.00	863.80
63104	Printing & Duplicating	5,000.00	3,613.91	0.00	1,386.09
63108	Public Information	5,000.00	911.30	0.00	4,088.70
63200	Publications/Subscriptions/Due	1,500.00	1,134.49	0.00	365.51
63300	Travel	3,000.00	519.89	0.00	2,480.11
64200	Training Expense	4,000.00	2,852.15	0.00	1,147.85
64201	Convention Expense	4,000.00	484.58	0.00	3,515.42
64214	ILS Costs	185,684.00	185,692.16	0.00	(8.16)
64303	Extension Materials	4,000.00	0.00	0.00	4,000.00
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,113,408.00	1,113,408.15	0.00	(0.15)
64309	Intersystem Agreement	73,534.00	73,534.16	0.00	(0.16)
64904	Sundry Expense	1,000.00	50.60	0.00	949.40
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	5,416.00	0.00	(416.00)
65321	Building Lease	14,000.00	14,000.04	0.00	(0.04)
67199	Miscellaneous Equipment	3,000.00	2,563.54	0.00	436.46
Total Expense		2,001,369.00	1,869,406.61	0.00	131,962.39
County Share (Revenue - Expense)		(1,188,742.00)	(1,140,838.68)	0.00	(47,903.32)
<hr/>					
Grand Total Revenue		812,627.00	728,567.93	0.00	(84,059.07)

Rock County - Production
Budget to Actual Figures

Fiscal Year: 2020

As of: 11/03/2020

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,869,406.61	0.00	131,962.39
	Grand Totals County Share	(1,188,742.00)	(1,140,838.68)	0.00	(47,903.32)

Steve Platteter

From: Shannon.Schultz@dpi.wi.gov <wissysdir@lists.dpi.wi.gov>
Sent: Monday, October 12, 2020 8:42 AM
To: Wisconsin Public Library System Directors
Cc: DPI DL DLT Libraries
Subject: [wissysdir] Recommended Materials Quarantine Time Reduced

In response to inquiries received from various sources connected to the Wisconsin library community, the Division for Libraries and Technology (DLT) reached out to the Wisconsin Department of Health Services (DHS) for guidance on the handling and circulation of library materials during the COVID-19 pandemic. The decision to contact DHS at this time was based on the [recent advice released by the State Library of Oregon](#), in response to concerns about independent interpretation of the results of the [REALM project](#), whose research has provided information about the viability of the virus on library materials, but has not provided specific recommendations on materials handling.

Upon review of the guidance provided by the State Library of Oregon, advice from the experts at the Oregon Health Authority, and review of the REALM test results, Wisconsin DHS agreed with the Oregon Health Authority's interpretation that a 24-hour quarantine time would be sufficient as a precautionary measure.

DLT acknowledges that these recommendations are intended to assist libraries in making local decisions about handling and circulating materials safely. Regional and local conditions should be taken into account when considering changes to current materials handling and delivery practices. *We strongly encourage local libraries to communicate with their public library systems prior to making such changes, as systems may need time to prepare for logistical challenges brought on by an influx of circulating materials.*

Libraries can continue to help mitigate the spread of COVID-19 by following the safety protocols of mask wearing, social distancing, hand washing, increased cleaning; by avoiding touching one's eyes, nose, and mouth; and by limiting in-person services and reducing occupancy within their facilities.

The [Wisconsin Public Libraries Reopening Guide](#) will be edited to include this updated information this week.

Shannon M. Schultz, Public Library Administration Consultant
Division for Libraries & Technology
Wisconsin Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841
P: 608-266-7270 shannon.schultz@dpi.wi.gov



Oregon

Kate Brown, Governor



**State Library
of Oregon**

250 Winter St. NE

Salem, OR 97301

503-378-4243

Fax 503-585-8059

www.oregon.gov/library

Contact: Jennifer Patterson
State Librarian
503-378-4367
jennifer.l.patterson@state.or.us

October 5, 2020

Updated Advice on Handling Library Materials during COVID-19 Pandemic

In response to questions received from local libraries, the State Library of Oregon sought the advice of experts from the Oregon Health Authority (OHA) on how to handle and circulate library materials safely during the COVID-19 pandemic. Those questions arose as libraries independently interpreted the results of the REopening Archives, Libraries, and Museums (REALM) project, which studied the viability of the novel coronavirus on surfaces typically found on circulating library materials. The REALM project's intent is to provide information, not to give specific recommendations on materials handling.

OHA staff reviewed the results of tests 1-4 of the REALM project, together with studies and commentary from other experts analyzing the ongoing COVID-19 pandemic. Staff reviewing the information included Deputy State Epidemiologist Ali Hamade, PhD, DABT; Public Health Physician Claire Poche, PhD; Public Health Physician Ann Thomas, PhD; and other analysts from the Oregon Health Authority. Below is Dr. Hamade's response to the State Library's inquiry. *Italics added.*

"We considered the testing results, the [commentary in The Lancet](#), and some of the studies cited therein and came to the conclusion that an overnight quarantine period of materials is likely sufficient and 24 hours is even more precautionary. This would be ideally combined with advice to library workers to wash hands with soap and water regularly especially if they are prone to touching their faces.

For this conclusion, we accounted for almost complete virus loss of viability within 1-6 days in the REALM studies despite the high amounts of viable virus used that are not reflective of most real-life scenarios.

With that in mind, when considering the relatively low amount of virus transferred to a surface, how much virus becomes nonviable within a day, how much the next person picks up, and how often they touch eye/nose/mouth, our conclusion of quarantine between overnight and 24 hours is reasonable."

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

This advice may differ from libraries' current practices, which are informed by individual interpretations of the REALM results, analysis of other research, and consultation with local public health professionals. OHA's recommendations are intended to assist libraries in making local decisions about handling and circulating materials safely. As such, the State Library recommends that libraries do the following:

- Compare above OHA's advice to current practice. Note how implementing the recommendations may change workflows, if at all.
- Share this information with library staff, decision makers, local health departments, and anyone else involved in establishing the library's pandemic protocols.
- Discuss the recommendations and determine if any changes to current practice are warranted, based on local situations and needs.

As Dr. Hamade noted, libraries can continue helping mitigate the spread of novel coronavirus by adopting policies and procedures to encourage pandemic best practices:

- Wearing masks/face coverings,
- Washing or sanitizing hands frequently,
- Avoiding touching one's eyes/nose/mouth, and
- Maintaining at least 6 feet of physical distance from others.

Libraries seeking further information and support to respond to the pandemic may access the State Library's page on COVID-19 information for Oregon libraries at <https://libguides.osl.state.or.us/coronavirus>. Questions may also be directed to Buzzy Nielsen, Program Manager for Library Support and Development Services, at buzzy.nielsen@state.or.us or 971-375-3486.

Steve Platteter

From: Tovah Anderson <anderson.tovah@als.lib.wi.us>
Sent: Tuesday, October 27, 2020 1:16 PM
To: SHARE Director's List
Subject: 24-Hour Quarantine Statement

Statement About Moving to a 24-Hour Quarantine

Effective October 21, 2020, **Arrowhead Library System (ALS)** and its public library members will reduce material quarantine times from 96 hours to 24 hours in accordance with the latest recommendations by the Wisconsin Department of Health Services. This recommendation was made after state officials evaluated the results of the REALM Project research and the Centers for Disease Control and Prevention's statement on how the SARS-CoV-2 virus is most often transmitted, which is through inhaled respiratory droplets².

Patrons browsing or borrowing materials are encouraged to wash their hands before and after use and to avoid touching their mouth, nose, or eyes after touching a library item. These preventative measures, in addition to the 24-hour material quarantine help to mitigate the risk of virus transmission through contact with a potentially contaminated item.

Any patron who is quarantining or awaiting a COVID-19 test result is asked to not return their materials until their quarantine is over or they have received a negative test. In the meantime, patrons can renew materials by phone, online through the catalog, or using the Bookmyne app.

Patron and staff safety remains a priority. **Arrowhead Library System** continues to monitor national and local health guidelines and recommendations.

1 <https://www.oclc.org/realm/research.html>

2 <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

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Recommended Signage for Book Return Locations

Our quarantine procedures meet or exceed Wisconsin Department of Health Services recommendations. All returned items are quarantined prior to check-in.

Items may take several days to clear your account. No fines will be charged for the time items spend in quarantine.

Tovah Anderson
Public Information Coordinator

Arrowhead Library System
430 E. High Street
Milton, WI 53563
Ph: 608-868-2872



Arrowhead Library System (ALS)
Merger Exploration Process Consulting Services
Proposal
October 5, 2020

Introduction

The purpose of this proposal is to define the parameters and costs of the consulting services WiLS will provide to the Arrowhead Library System (ALS) to develop a merger exploration process in 2021.

Contacts

Communication regarding this proposal should be directed to:

WiLS

Melissa McLimans
1360 Regent Street, #121
Madison, WI 53715-1255
608-515-8953
melissa@wils.org

ALS

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

Project process and deliverables

WiLS will work with ALS to create the infrastructure needed for a successful exploration process, including representation of stakeholders (libraries, board, county, system), timeline, and communication plan. WiLS will additionally work with ALS to begin to develop a decision making process, including how decisions will be made as group and the creation of a decision making matrix for a larger planning team to assess and complete.

WiLS will gather information about past efforts and consult with experts and present to the planning team.

WiLS will facilitate a meeting of the planning team to complete matrix and come to a decision about next steps.

WiLS will present all information collected along with the process for merger exploration to ALS in a written format.

Costs and agreement terms

Payment Schedule

Due upon delivery of the final document(s):	\$1,980.00
Total	\$1,980.00

Agreement Terms

- WiLS and ALS will work together to establish a timeline of the different activities to complete each step of the proposal. If either WiLS or ALS need to alter the previously agreed upon timeline, such alterations should be made prior to the deadline date of the activity that will need to be rescheduled. If deadlines are repeatedly not met by ALS without communicating with WiLS, WiLS reserves the right to change the project timeline with ALS approval of the new timeline. If the change in timeline will result in overlap with other projects to the extent that WiLS will not be able to complete the work with existing staff resources, WiLS reserves the right to delay the project to a mutually agreed upon time or to cancel the project.
- During the course of the agreement the contracting parties have the right to stop work at any time and WiLS will be paid for any work and expenses incurred through the time of cancellation.
- As part of the above costs, WiLS calculates approximately 2 hours per month of communication time with the system to coordinate next steps, answer questions and discuss any potential changes to the project. This is beyond the meetings scheduled in the different phases of the project as documented in each phase of the proposal. Should communication be required by the system beyond this amount of time each month, WiLS will discuss with the system either creating a communication plan to maintain communications within this time range or providing a cost estimate to provide more communication time for the project.
- There may be points during the project where information is discovered that leads to the potentially adding or removing a step or two to the process. When this occurs, if requested, WiLS will provide a cost estimate to perform the additional work.

Agreed to and accepted by:

WiLS



Signature

Melissa McLimans
Name

Community Liaison
Title

October 5, 2020
Date

ALS

Signature

Name

Title

Date

ALS Librarians Meetings 2021

9:30 a.m.

Meeting Date	Location	Chair
Wednesday, January 20	ALS or Remote	
Wednesday, February 17	ALS or Remote	
Wednesday, March 17	ALS or Remote	
Wednesday, April 21	BPL or Remote	Nick Dimassis
Wednesday, May 19	CPL or Remote	Maribeth Miller
Wednesday, June 16	EPL or Remote	Kirsten Almo
Wednesday, July 21	EFPL or Remote	Megan Kloeckner
Wednesday, August 18	HPL or Remote	Bryan McCormick
Wednesday, September 15	MPL or Remote	Ashlee Kunkel
Wednesday, October 20	ALS or Remote	Sarah Strunz
Wednesday, November 17	ALS or Remote	
Wednesday, December 15	ALS or Remote	

ARROWHEAD LIBRARY SYSTEM
2021 Board Meeting Dates &
Dates Vouchers are due at Courthouse

Vouchers Due @ Courthouse by Noon	Location	Board Meeting Date
Friday, December 29	ALS or Remote	Wednesday, January 13
Tuesday, January 26	ALS or Remote	Wednesday, February 10
Tuesday, February 23	ALS or Remote	Wednesday, March 10
Tuesday, March 30	BPL or Remote	Wednesday, April 14
Tuesday, April 27	CPL or Remote	Wednesday, May 12
Tuesday, May 25	EPL or Remote	Wednesday, June 9
Tuesday, June 29	EFPL or Remote	Wednesday, July 14
Tuesday, July 27	HPL or Remote	Wednesday, August 11
Tuesday, August 24	MPL or Remote	Wednesday, September 8
Tuesday, September 28	OPL or Remote	Wednesday, October 13
Tuesday, October 26	ALS or Remote	Wednesday, November 10
Tuesday, November 23	ALS or Remote	Wednesday, December 8