

ARROWHEAD LIBRARY SYSTEM

Budget Committee Meeting

In Person: [ALS/Milton Public Library](#) - 430 E High Street, Milton

Or

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

or to join by phone, dial:

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

September 14, 2022

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. 2023 digital resources funding
5. 2023 Prairie Lakes LS budget
6. Set next meeting date
7. Adjourn

There may be a quorum of the Joint Merger Exploration Committee present, but no business will be conducted on behalf of the Committee.

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 9/8/2020

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Milton PL and GoToMeeting

July 13th, 2022

- 1) **Call to Order:** ALS Budget Committee Chair Annette Smith (via GoToMeeting) called the meeting to order at 5:30 p.m. Also present was Bill Wilson, Jose Carrillo (via GoToMeeting) and Steven Platteter.
- 2) **Approval of Agenda:** Annette Smith moved to approve the agenda; Bill Wilson seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The November 2021 minutes were moved approved by Bill Wilson. Annette Smith seconded, and the motion carried unanimously.
- 4) **2022 Staff Wages:** Bill Wilson moved to recommend to the ALS Board, for 2022, a three percent wage increase for all ALS staff members should a merger with Lakeshores Library System not occur in 2022. Annette Smith seconded, and the motion carried unanimously.
- 5) **Set Next Meeting date:** September 14th, 2022.

Jose Carrillo made the motion to adjourn, and Bill Wilson seconded. Motion carried unanimously. The meeting ended at 5:40 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Program Category	Line/Fund	Amount Budgeted	Notes
	Operating Expenses		
	61000 - Expenses from LLS State Aid		
	61100 - Regular Staff Wages	\$629,757	
	61200 - Regular Staff Benefits		
CE	61201 - CE & Conference Expenses	\$7,000	Professional development funding for system staff to attend conferences, workshops, or other training.
IT	61202 - Cellular Phone Stipends	\$1,000	Monthly stipend of \$20 for staff members approved by system administration.
NA	61203 - Health Insurance (Health and Dental Insurance)	\$206,613	System contribution to monthly health insurance premiums through the Wisconsin Retirement System's benefit program for local government agencies.
NA	61204 - Life Insurance	\$1,338	Basic life insurance for system employees through the Wisconsin Retirement System's benefit program for local government agencies.
IT, PR, Admin 3, 2K	61205 - Mileage Reimbursement	\$9,000	System reimbursement for approved employee mileage. Based on current IRS mileage rate.
NA	61206 - Retirement (6.8%)	\$40,735	System contribution to a hybrid defined benefit retirement fund through the Wisconsin Retirement System's benefit program for local government agencies.
NA	61207 - SocSec/Medicare FICA (7.65%)	\$48,176	Required Federal contribution to Social Security/Medicare
NA	61208 - Workers Comp	\$1,766	Workers compensation insurance paid by the system.
Admin	61210 - Phased Retirement Fund	\$15,000	2023 appropriation to fund one required retirement incentive payment on or about February 15th, 2023.
	Total 61200 - Regular Staff Benefits	\$329,628	
	61300 - General Operating & Overhead		
Admin	61301 - Audit & Accounting (Audit & Accounting Services)	\$12,000	Funding for statutorily-required independent financial audit.
Admin	61302 - Bonding/Crime Insurance (Insurance - Bonding)	\$507	Funding for general bonding insurance policy.
Admin	61303 - Cleaning Service (Cleaning Service - Evergreen Drive)	\$3,000	Funding for Evergreen office cleaning person.
Admin	61304 - Liability & EPLI Insurance (Insurance - Liability)	\$1,300	Funding for general liability insurance policy.
Admin	61305 - Legal Fees	\$2,000	Funding for general legal/attorney fees.
Admin	61306 - Office Supplies	\$2,000	Funding for office "consumable" supplies, such as printer paper, printer ink, and writing utensils.
ILL	61307 - Postage	\$2,000	Funding for postage of certain interlibrary loan materials and office correspondence.
Admin	61308 - Office Printing & Reproduction	\$5,000	Funding for printer lease and related fees.
Admin	61309 - Rent (Rent - Evergreen Drive)	\$22,032	Funding for lease of Evergreen Drive premises.
Admin	Rent - Milton PL	\$14,000	Funding for lease of Milton PL premises.
Admin	61310 - Section 125 Administration	\$700	Funding for annual administration fee for participating in flex spending plan through the Wisconsin Retirement System's benefit program for local government agencies.
IT	61311 - Telecommunications & Datalines	\$6,925	Funding for telephones and internet connections for both office locations.
Admin	61312 - Utilities & Alarm Services (Utilities & Alarm Service - Evergreen Drive)	\$5,500	Funding for utilities such as water, electricity, and alarm service for Evergreen Drive premises.
Admin	Meeting Expenses	\$1,000	Funding for meeting expenses including courtesy beverages and light refreshments.
Admin	Auto Insurance	2,748	Funding for automotive insurance for delivery vans.
Admin	Insurance - Business Owners	\$761	Funding for general business insurance covering the premises leased at the Milton PL.
Admin	Insurance - Milton PL Building	0	Funding for general building insurance covering the premises leased at the Milton PL.
Admin	61313 - Misc. & Other Consulting Exp.	\$10,000	Funding for other general consulting services required by the merger.
Admin	Total 61300 - General Operating & Overhead	\$91,473	
	61400 - System Services		
CE	61401 - CE Workshops & Presenters (SEWI CE System Membership)	\$2,890	Funding for annual cost share of participation in the Southeastern Wisconsin Continuing Education consortium.
ILL	61402 - Lost LLL Materials	\$100	Funding for occasional replacement of lost or damaged interlibrary loan materials.
Public Info	61403 - PR & Marketing (General Program Fund - PR & Marketing)	\$12,000	Funding for system Marketing & Public Relations service programs.
YS	61405 - Storywagon (General Program Fund - Youth Services)	\$35,000	Funding for system Storywagon program, and other YS-related program activities.
IS	General Program Fund - Inclusive Services	\$2,000	Funding for library materials for nursing home and rock county jail
CE	61406 - Professional Magazine Subscriptions	\$500	Funding for system print subscription to ALA Booklist & LibraryJournal publications.
YS	61407 - Summer Reading/Youth Program (Contract - Youth Services Consulting)	\$10,000	Funding for a contract YS consultant position until results of system strategic planning are known.
IS	Contract - Inclusive Services Consulting	\$10,000	Funding for a contract IS consultant, until results of system strategic planning are known.
Consulting	61408 - Wils Membership (Member Library Wils Memberships)	\$4,400	Funding for individual memberships to the WILS purchasing co-op program for all member libraries.
NA	61409 - WPLC Magazine Collection	\$0	
E-Resources	Movie Licensing USA Subscription	\$7,300	Funding for access by all member libraries to public performance rights for feature films.
E-Resources	LinkedIn Learning Subscription Less RPL and Community	\$20,483	Is there a way to keep this in the library-funded pass-through side??
NA	Geis Courses Subscriptions	\$0	Steve P - Prepay for 3 years for ALS members??
E-Resources	Transparent Languages Subscription	\$1,869	
E-Resources	Ancestry.com Subscription	\$22,000	Steve P - Prepay for 1-3 years for ALS members??
E-Resources	WISCAT (WISCAT Member Library Licenses)	\$4,400	Budgeted high - need figures from Proquest --> Could we prepay this for 1-3 years??
NA	WPLC-Advantage-Collection	\$0	Funding for WISCAT licenses for all member libraries.
Delivery	Delivery Service Contract - RPL/Milton Link	\$32,000	Shifting to library expenses
Delivery	Fuel & Delivery Vehicle Maintenance	\$16,000	
NA	New Delivery Vehicle Fund	\$0	
Delivery	61411 - SCLS Delivery Service (Delivery Service Contract - SCLS)	\$26,353	Zero out and use reserve fund dollars.
Delivery	61412 - LLS Delivery Service (Delivery Service Contract - Excel Express)	\$116,500	LLS is \$13,571 - ALS is 12,782 --> Talk to Corey about consolidating to a single drop.
Ref. Referral	61415 - Resource Library Contract (Resource Library Contracts)	\$47,000	
IT	61416 - Broadband & Tech Access Programs (General Program Fund - Technology)	\$22,000	Main Fund for IT programs & activities not specifically funded elsewhere
E-Resources	61417 - System Hoopla Collection (System Funding for Member Hoopla Accounts)	\$50,000	Initially calibrated based on ALS per library spend. 8/15 dated-back - SRO
IT	61418 - WISNET Fees (WISNET Converged WAN - Less SWLS Portion)	\$10,030	
E-Resources	61419 - WPLC Membership (WPLC System Membership Fee)	\$13,200	
NA	61420 - Director Conference Stipends (Conference Stipends for Directors)	\$0	Zeroed this out b/c LSTA continuing education support going into 2023.
E-Resources	61421 - System Canvas Subscription	\$2,000	
	Total 61400 - System Services	\$468,025	
	61500 - Capital Expenses		
Admin	61501 - New Furnishing & Equipment	\$1,000	
IT	61502 - Hardware & Software	\$3,000	
	Total 61500 - Capital Expenses	\$4,000	
	Total 61000 - Expenses from LLS State Aid	\$1,522,883	
	66000 - Expenses from Other Income		

IT	66450 - Local IT Service - SWLS				
IT	66451 - SWLS IT Program Overhead (SWLS IT Program Expenses)	\$42,000		changed per Jim feedback	
IT	66452 - SWLS Funds for Other (WiscNet) (WISCNET Converged WAN - SWLS Portio	\$3,834		Jim	
	Total - Local IT Service SWLS	\$45,834			
	Allocation to Prairie Lakes Reserve Fund	\$0			
	Allocation to Special Projects Fund	\$0			
	Total 66000 - Other Expenses (Expenses from Other Income)	\$45,834			
	Grand Total Operating Expenses	\$1,568,716			

PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET					
---	--	--	--	--	--

Program	2023 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. Technology	\$213,045	\$0	\$0	\$56,439	
2. Reference	\$61,188	\$0	\$0	\$0	
3. Interlibrary Loan	\$23,382	\$0	\$0	\$0	
4.					
5. Electronic Resources	\$140,491	\$0	\$0	\$0	
Program Total	\$438,106	\$0	\$0	\$56,439	\$494,545

Continuing Education and Consulting Service*

1. Continuing Education	\$30,506	\$0	\$0	\$0	
2. Consulting Service	\$200,126	\$0	\$0	\$0	
Program Total	\$230,632	\$0	\$0	\$0	\$230,632

Delivery Services	\$257,186	\$0	\$0	\$0	\$257,186
Inclusive Services	\$12,000	\$0	\$0	\$0	\$12,000
Library Collection Development	\$0	\$0	\$0	\$0	\$0
Direct Payment to Members for Nonresident Access	\$0	\$0	\$0	\$0	\$0
Direct Nonresident Access Payments Across System Borders	\$0	\$0	\$0	\$0	\$0
Youth Services	\$45,000	\$0	\$0	\$0	\$45,000
Public Information	\$95,922	\$0	\$0	\$0	\$95,922
Administration	\$274,643	\$0	\$0	\$0	\$274,643
Subtotal	\$684,751	\$0	\$0	\$0	\$684,751

Other System Programs

1. SHARE Consortium	\$81,292	\$0	\$0	\$34,997	\$116,289
2.					
Program Total	\$81,292	\$0	\$0	\$34,997	\$1,526,217

		PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET				
--	--	---	--	--	--	--

Grand Totals	\$1,434,781	\$0	\$0	\$91,436	\$1,526,217
---------------------	-------------	-----	-----	----------	-------------

* 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](#)).

ARROWHEAD LIBRARY SYSTEM

Board Meeting

In Person: [ALS/Milton Public Library](#) - 430 E High Street, Milton

Or

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

or to join by phone, dial:

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

September 14, 2022

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. 2022/2023 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
 - e. ALS Covid-19 Update
 - f. Merger exploration update
7. New Business
 - a. 2023 Prairie Lakes System Plan with program budget (discussion and possible action)
 - b. Prairie Lakes LS Rock County Board representation (discussion and possible action)
 - c. 2023 Exemption from county library tax letters

8. Communications

9. Adjourn

There may be a quorum of the Joint Merger Exploration Committee present, but no business will be conducted on behalf of the Committee.

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 9/8/2022.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Milton Public Library

August 10th, 2022

ALS Board President Annette Smith called the meeting to order at 6:00 p.m.

Present were: Annette Smith; Stephen Brace; Charles Teval (GoTo Meeting); Jose Carrillo (GoTo Meeting); Sarah Strunz (GoTo Meeting); Steven Ohs, Guest (GoTo Meeting); Chris Cullen (GoTo Meeting); Rich Bostwick; Sherry Blakely (phone); Tovah Anderson (GoTo Meeting); Bill Wilsons (GoTo Meeting)

The Agenda was moved approved by S. Brace. J. Carrillo seconded, and the motion carried unanimously.

The July 2022 minutes were moved approved by S. Brace. Chris Cullen seconded, and the motion carried unanimously with the correction of Stephen Brace's name.

Expenditures were approved on a motion by J. Carrillo with S. Brace seconding. The motion carried unanimously.

Citizen participation, communication, or announcements:

S. Platteter shared information about Library Trustee Training week.

Unfinished Business

a. Shared System –SHARE Update: S. Ohs shared that it's been relatively quiet since the Symphony Upgrade.

b. 2022 /2023 Budget: Platteter said ALS in-line with the 2022 budget and still waiting on finalizing the 2023 budget. There was a discussion about calculating the cost per circulation, programming and overhead factors into that. J. Carrillo suggested a Beloit Public Library or their board representative speak to the ALS board about cost of circulation.

c. Public Library System Redesign Project: No updates at this time.

d. Librarians' Report: S. Strunz reported that libraries are winding down their summer library programs and Milton Public Library has been doing a lot of work on Story Gardens.

e. ALS COVID-19: Rock County is back in higher transmission rates.

f. Merger exploration update: LLS Board voted unanimously to approve a merger given an Annual System Plan (cursorily approved by the Department of Public Instruction) is presented to the counties ahead county resolution votes. Staff voted on the name Prairie Lakes Library System. Thursday, August 10 S. Platteter and S. Ohs will make an informational presentation to the Rock County Board of Supervisors—a vote is expected in September. Walworth County will review information in September and may vote as late as October 11. Racine County meets twice per month, PLLS has not been assigned to an agenda.

New Business

a. [New Library System] Plan (possible action): S. Ohs walked the trustees through a draft of the Prairie Lakes Library System's Annual Plan. S. Brace moved that the draft System Plan be approved with the addition of a draft budget. Chris Cullen seconded. The board voted unanimously to approve.

b. Merger transition strategy (possible action): A discussion about the statutory make-up of the new PLLS board. Next month the ALS board will discuss providing PLLS board recommendations to the County board.

c. 2023 staff wages (possible action): PLLS board would not be bound by this decision, however it serve as a recommendation. S. Brace suggested a 9% wage increase based on news that FICA may increase to over 9%. C. Cullen made a motion to approve a 6% wage increase, S. Blakely seconded. S. Brace abstained, all others vote yes.

d. 2023 Intersystem agreement with funding memorandum with Lakeshores LS (possible action): S. Brace moved approval of the 2023 Intersystem agreement with funding memorandum with Lakeshores LS. C. Cullen seconded. Approved unanimously.

e. 2023 Rock County Funding: S. Platteter reviewed county funding minimums and the formula Rock County uses.

Communications: Jeni Schomber of Beloit Public Library has been hired to be a Consultant at the Department of Public Instruction.

Chris Cullen moved to adjourn. S. Brace seconded, and the motion carried unanimously. The meeting ended at 7:00 p.m.

Respectfully submitted,
Tovah Anderson, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	Other Services	08/10/2022	WISNET		115.00
		07/28/2022	KOENE COURIER SERVICE LLC		3,150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	269,076.00	183,995.08	0.00	3,265.00	81,815.92
51-5000-0000-62410	R&M-Vehicles	08/16/2022	BURTNESS CHEVROLET INC		74.21
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	6,002.53	0.00	74.21	3,923.26
51-5000-0000-63101	Postage	08/03/2022	ARROWHEAD LIBRARY PETTY CASH		29.28
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	145.85	0.00	29.28	824.87
51-5000-0000-63104	Print/Duplicate	08/11/2022	DIMAX OFFICE SOLUTIONS INC		16.53
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	2,526.05	0.00	16.53	3,457.42
51-5000-0000-63300	Travel	08/17/2022	SCHOMBER,JENI		74.03
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	134.53	0.00	74.03	2,791.44
51-5000-0000-64200	Training	07/27/2022	BRIDGES LIBRARY SYSTEM		1,138.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	230.00	0.00	1,138.00	2,632.00
51-5000-0000-64904	Sundry Expense	08/16/2022	ARROWHEAD LIBRARY PETTY CASH		30.94
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	32.22	0.00	30.94	936.84
51-5000-0000-65321	Building Lease	10/01/2022	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	10,500.03	0.00	1,166.67	2,333.30
Arrowhead Library System PROG TOTAL				5,794.66	

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

I have examined the preceding bills and encumbrances in the total amount of **\$5,794.66**

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: 2381036

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2022

As of: 09/06/2022

Budget: RV

Org Key Title
 515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	540,857.00	540,857.00	0.00	0.00
44120	Miscellaneous Fees	3,438.00	3,434.75	0.00	(3.25)
45504	Intergov-Other Libraries	284,448.00	284,448.18	0.00	0.18
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	40,000.00	0.00	0.00	(40,000.00)
	Total Revenue	870,743.00	830,739.93	0.00	(\$40,003.07)
EXPENSE					
61100	Regular Wages	189,492.00	112,065.50	0.00	77,426.50
61300	Per Diems	1,800.00	800.00	0.00	1,000.00
61400	FICA	14,496.00	8,384.00	0.00	6,112.00
61510	Retirement	10,514.00	6,189.10	0.00	4,324.90
61610	Health Insurance Premium	47,560.00	47,560.00	0.00	0.00
61620	Dental Insurance	1,334.00	1,497.60	0.00	(163.60)
61630	Life Insurance	180.00	106.50	0.00	73.50
62119	Other Contracted Services	269,076.00	183,995.08	0.00	85,080.92
62130	Audit Fees	2,000.00	2,000.00	0.00	0.00
62210	Telephone	2,000.00	1,103.93	0.00	896.07
62410	Repair & Maintenance-Vehicles	10,000.00	6,002.53	0.00	3,997.47
62420	Machinery/Equip R & M	100.00	36.17	0.00	63.83
63100	Office Supplies & Misc Expense	1,500.00	491.03	0.00	1,008.97
63101	Postage	1,000.00	145.85	0.00	854.15
63104	Printing & Duplicating	6,000.00	2,526.05	0.00	3,473.95
63108	Public Information	5,000.00	1,396.70	0.00	3,603.30
63200	Publications/Subscriptions/Due	1,300.00	597.68	0.00	702.32
63300	Travel	3,000.00	134.53	0.00	2,865.47
64200	Training Expense	4,000.00	230.00	0.00	3,770.00
64201	Convention Expense	4,000.00	762.48	0.00	3,237.52
64214	ILS Costs	197,891.00	189,191.85	0.00	8,699.15
64303	Extension Materials	4,000.00	323.20	0.00	3,676.80
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,238,125.00	1,238,124.98	0.00	0.02
64309	Intersystem Agreement	81,828.00	81,827.94	0.00	0.06
64904	Sundry Expense	1,000.00	32.22	0.00	967.78
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	6,000.00	5,776.00	0.00	224.00
65321	Building Lease	14,000.00	10,500.03	0.00	3,499.97
67199	Miscellaneous Equipment	35,000.00	0.00	0.00	35,000.00
	Total Expense	2,192,496.00	1,941,800.95	0.00	250,695.05
	County Share (Revenue - Expense)	(1,321,753.00)	(1,111,061.02)	0.00	(210,691.98)
	Grand Total Revenue	870,743.00	830,739.93	0.00	(40,003.07)

Rock County - Production
Budget to Actual Figures

Fiscal Year: 2022

As of: 09/06/2022

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	<u>2,192,496.00</u>	<u>1,941,800.95</u>	<u>0.00</u>	<u>250,695.05</u>
	Grand Totals County Share	<u>(1,321,753.00)</u>	<u>(1,111,061.02)</u>	<u>0.00</u>	<u>(210,691.98)</u>



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

GENERAL INFORMATION

Library System

Prairie Lakes Library System

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

New Library System Formed:

This library system plan addresses the creation of a new library system, via a merger of the Arrowhead and Lakeshores regional public library systems. The service area of the Prairie Lakes Library System shall be the counties of Walworth, Racine, and Rock.

Resources Used to Develop this Plan:

This system plan was developed utilizing the findings of the [Joint Merger Exploration Committee's Final Recommendation Report](#), other working documents developed by that Committee, as well as the State Statutes and feedback from the DPI's Public Library Development Team.

Preceding Foundation for a Library System Merger:

The creation of public library systems fostered the establishment of a strong network of resource sharing and mutually beneficial interdependence. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and more than 380 public libraries are library system members. Wisconsin's 16 public library systems developed in distinct ways in response to the needs of their member libraries and area residents.

According to the statutes, two library systems may merge if approved by the System Boards of Trustees and the County Boards of Supervisors of the participating counties.

Regional interest in exploring a library system merger began building in 2016 and has since increased steadily. Following a number of key strategic planning and member library surveys, the Boards of Trustees of the Arrowhead and Lakeshores library systems each voted to determine if the two library systems should merge, thus forming a new regional library system that would serve the counties of Racine, Rock, and Walworth. Acting jointly, the two library system boards appointed a committee to evaluate the merits of a system merger. The Joint Merger Exploration Committee consisted of two current system trustees and two current member library directors from each system, balanced as well as possible with respect to library size and county affiliation. This committee was given the task of producing a recommendation to the two respective library system boards regarding whether a system merger should proceed. The committee developed a final report during the spring/summer of 2022 and subsequently recommended that the merger should move forward on June 27th, 2022. Following the committee's recommendation, the Arrowhead Library System Board of Trustees voted unanimously in favor of the merger on July 13th, 2022. The Lakeshores Library System Board of Trustees also voted unanimously in favor of the merger on July 19th, 2022, with a further directive that a system plan be developed utilizing DPI's required format (PI-2446 Current Revision).

Member Libraries:

The following public libraries shall be considered members of the Prairie Lakes Library System:

- Aram Public Library (Delavan -C, Walworth County)
- Barrett Memorial Library (Williams Bay -V, Walworth County)
- Beloit Public Library (Beloit -C, Rock County)
- Brigham Memorial Library (Sharon -V, Walworth County)
- Burlington Public Library (Burlington -C, Racine County)
- Clinton Public Library (Clinton -V, Rock County)
- Darien Public Library (Darien -V, Walworth County)
- Eager Free Public Library (Evansville -C, Rock County)
- East Troy Lions Public Library/Tri-Troy Joint Library (East Troy -V, Walworth County)
- Edgerton Public Library (Edgerton -C, Rock County)
- Fontana Public Library (Fontana-on-Geneva Lake -V, Walworth County)
- Genoa City Public Library (Genoa City -V, Walworth County)
- Graham Public Library (Union Grove -V, Racine County)
- Hedberg Public Library (Janesville -C, Rock County)
- Lake Geneva Public Library (Lake Geneva -C, Walworth County)
- Matheson Memorial Library (Elkhorn -C, Walworth County)
- Milton Public Library (Milton -C, Rock County)
- Orfordville Public Library (Orfordville -V, Rock County)
- Racine Public Library (Racine -C, Racine County)
- Rochester Public Library (Rochester -V, Racine County)
- Walworth Memorial Library (Walworth -V, Walworth County)

GENERAL INFORMATION (cont'd.)

- Waterford Public Library (Waterford -V, Racine County)

Multi-County Federated Public Library System:

According to Wis. Stat. 43.19(2)(a), the Prairie Lakes Library System shall be a joint agency of the participating counties, and shall be a separate legal entity for the purposes of having the exclusive custody and control of all system funds, holding title to and disposing of property, constructing, enlarging and improving buildings, making contracts and suing and being sued.

County Plans of Library Service:

Member counties shall consider their pre-merger plans of library service as valid with respect to the newly-merged Prairie Lakes Library System. Prairie Lakes Library System staff shall provide assistance to each member county upon request to organize plan revisions that reflect the change in system territory.

County Budget Neutrality With Respect to Funding for Library Services:

Funding for the operations of public library systems in Wisconsin is provided by means of state aid appropriated by the legislature as a component of the biennial state budget. Such state aid is derived from the Wisconsin Universal Service fund, as opposed to general-purpose tax revenue. Any county funding that is appropriated for library service under Wis. Stat. 43.12 goes directly to individual libraries. Thus, a library system merger will not affect the budgets of participating counties.

Library System Governance:

The Prairie Lakes Library System shall be governed by a fifteen (15) member Board of Trustees having the powers of a public library board under Wis. Stat. 43.58 with respect to system-wide functions and services (note: local library boards shall retain responsibility for their public libraries in all other areas).

Four (4) members of the system board shall be appointed by Walworth County, six (6) members of the system board shall be appointed by Racine County, and five (5) members of the system board shall be appointed by Rock County. Member apportionment, by county, shall be proportional to the total population of the system service area. Counties are encouraged to appoint up to one (1) supervisor to the system board. Regular board member terms shall be for a period of three (3) years commencing on January 1st. The following schedule of board member terms shall be utilized for the purpose of initial establishment:

County	Members	Board Members with Term		
		Expiration of January 1st, 2024	Expiration of January 1st, 2025	Expiration of January 1st, 2026
Racine	6	2	2	2
Rock	5	2	1	2
Walworth	4	1	1	2
Total:	15			

The Immediate Approach of the New System with Respect to Services:

The Prairie Lakes Library System shall meet all service requirements detailed in State Statutes. Further, Prairie Lakes Library System shall provide the following services to member libraries on the same or better terms as in the year preceding the merger:

- Specialty consulting, including youth services and public information.
- Summer StoryWagon program series.
- Support for general resource-sharing infrastructure.
- Staffing and fiscal agency support for the SirsiDynix library automation consortium (SHARE).
- Daily delivery to support interlinked library collections.
- Local library IT services and consulting.
- Cooperative purchase support and fiscal agency for computer hardware and online resources for member libraries.
- Funding support for system-wide digital resources.

Strategic Planning as the Basis for Future Decision Making:

The Prairie Lakes Library System will begin a multi-stakeholder strategic planning process in 2023. The purposes of strategic planning will be to identify the service priorities of the newly-combined system member libraries and to generate a five-year plan. The five-year plan will then be utilized to inform the decisions of the system's staff and board with respect to future budgets, staffing choices, policy work, and other general activities of the system in the wake of its formal establishment as a newly merged library system.

System Staff:

All staff members of Arrowhead Library System and Lakeshores Library System shall become a single staff employed by the Prairie Lakes Library System beginning on or about January 1st, 2023. 2023 salary levels shall be those which have been set by the pre-merger system boards as of December 31, 2022. 2023 benefit and fringe benefit levels shall, as nearly as practicable, be set individually for year one according to what each employee was accustomed to before the merger. The Prairie Lakes Library System Board of Trustees shall then devise and implement a plan to reconcile any benefit and fringe benefit policy differences as a part of the budgeting process for the 2024 fiscal year. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper F" on page 29 of the Final Report.](#)

	ASSURANCES (cont.)	
--	---------------------------	--

Year One Organizational Chart

Position	FTE Percentage	Notes
Director	1	Filled by existing staff (S. Ohs)
Deputy Director	1	Filled by existing staff (S. Platteter)
Finance and Human Resources Lead	1	Initially filled by existing staff (J. Martin, retiring 2/10/23)
IT Manager	1	Filled by existing staff (J. Novy)
IT Senior Associate	1	Filled by existing staff (D. Dowling)
IT Technician	1	Filled by existing staff (B. Hudson)
Marketing and Public Relations Coordinator	1	Filled by existing staff (T. Anderson)
Office and Interlibrary Loan Associate	0.9	Filled by existing staff (A. Schultz)
Service Consultant (TBD)	1	Open (LLS ILL specialist retiring 12/31/22)
Driver 1	0.375	Filled by existing staff
Driver 2	0.375	Filled by existing staff
Driver 3	0.2	Filled by existing staff
Total FTEs:	9.85	

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 development of this library system plan was directly influenced by the Recommendation Report from the Joint Merger Exploration Committee. The Joint Merger Exploration Committee involved significant feedback from the member libraries of both systems in order to construct process goals, communicate progress, ensure transparency, and provide a venue for feedback. The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper C” on page 18 of the Final Report.](#)

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:

An Advisory Committee shall be appointed by the Board of Prairie Lakes Library System beginning in January of 2023, and shall also be adopted into the Board’s bylaws. The role of the Advisory Committee shall be to advise the Board with respect to the activities of the Prairie Lakes Library System. The Advisory Committee shall be comprised of one member per library (library director or designated proxy), and one designated representative of the Prairie Lakes Library System Board. Each library member shall have one vote. The Advisory Committee is encouraged to designate one member to attend Board meetings of the Prairie Lakes Library System on a regular basis.

ASSURANCES (cont'd)

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 **2023**. 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:

Pre-merger, both Lakeshores and Arrowhead library systems maintain proper member library agreements. The Prairie Lakes Library System shall prepare and distribute updated member library agreements that comply with Wis. Stat. § 43.15(4)(c)4 to member libraries on or about November 1st, 2022. Member library boards will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper D" on page 19 of the Final Report](#).

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:

Pre-merger, both Lakeshores and Arrowhead library systems maintain proper resource library agreements. The Prairie Lakes Library System shall first offer the statutory role of system resource library to the Racine Public Library, and shall offer a supplementary resource library role to the Hedberg Public Library (Janesville). 2023 resource library agreements shall be prepared and distributed on or about November 1st, 2022. The boards of Racine Public Library and Hedberg Public Library will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The terms of these resource library agreements shall, as closely as possible, replicate the resource library agreements in place prior to the merging of Lakeshores and Arrowhead library systems. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper D" on page 19 of the Final Report](#).

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:

Pre-merger, the Lakeshores and Arrowhead library systems performed the following Reference Referral, Interlibrary Loan, and Technology activities for the benefit of member libraries:

Reference Referral

1. Maintenance of resource library agreements which include backup access to Master's Degree level reference librarians for libraries that may not have the means to provide such expertise locally.
2. System administration of Google App-based productivity tools (including email) to facilitate rapid communication.
3. System-based consulting availability for reference-related questions and policy development.

Interlibrary Loan

1. Access to experienced staff consultants in the area of interlibrary loan.
2. Integration of statewide union catalog (WISCAT) with the SHARE Consortium's instance of library management software.
3. System staff administered optimization of interlibrary loan requests with the delivery courier schedules of stops, to ensure the shortest possible wait times for library users.

Technology

1. System administration of a Wide Area Network that already covers the three-county service area.
 2. System administration of member library Local Area Networks through a local IT program.
 3. System administration of member library public access computers and peripheral hardware items through a local IT program.
 4. System administration and management of an instance of library management software (SHARE Consortium).
 5. IT helpdesk staffed by system personnel, including 24/7 support for mission-critical functions.
-

	ASSURANCES (cont'd)	
--	----------------------------	--

6. Library management software and local IT support for member libraries of neighboring library systems on a contract basis.
7. System administered storage servers, incremental and full data backups.
8. General IT consulting on a range of issues including data security, custom scripting, and IT-related training for library staff.

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

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. A secondary priority for year one shall be to utilize the findings of a strategic planning process toward improving the above services. These priorities are a direct outcome of the work of the Joint Merger Exploration Committee in the creation of their final report.

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.

Pre-merger, the Lakeshores and Arrowhead library systems performed the following activities related to Inservice Training for member library staff:

1. Maintained point-persons on system staff to serve as primary contacts for member library questions related to continuing education.
2. Participated in the planning for and financial support of a regional continuing education partnership between six public library systems in the Southeastern region of Wisconsin, which provides an ongoing annual series of relevant continuing education programs (in-service training) to all member libraries of the participating systems.
3. Provided occasional supplementary in-service programs related to library system-specific initiatives or SHARE Consortium-related technical training.
4. Maintained a Continuing Education Validator role for the purpose of supporting Wisconsin's Public Librarian Certification program.

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

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. The secondary priority for year one shall be to utilize the findings of a strategic planning process toward improving the above services. These priorities are a direct outcome of the work of the Joint Merger Exploration Committee in the creation of their final report.

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

Steven Platteter - Deputy Director - platteter.steve@als.lib.wi.us - Liaison to the Continuing Education Partnership of Southeastern Wisconsin (SEWI).

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:

Participating library systems in the SEWI Continuing Education Partnership sign an annual agreement with the Bridges Library System, which serves as the fiscal and staffing agent for the program. An updated agreement or addenda to the separate pre-merger agreements will be sought, developed, and signed by the Prairie Lakes Library System Board and filed within the first quarter of 2023. Meanwhile, system staff shall continue to provide occasional locally-focused continuing education opportunities in the same manner as before the system merger.

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.

The Prairie Lakes Library System shall continue to offer the same Delivery and Communication activities for the benefit of member libraries as before the merger:

1. Maintenance of email and office productivity tools for member libraries.
2. Daily delivery service for materials being shared between member libraries.
3. Designated locations for central sorting of library materials in transit.
4. Access to a statewide delivery network for hard-to-find library materials located in greater Wisconsin or out-of-state.

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

The primary priority for this category of system activities in year one of the Prairie Lakes Library System shall be to continue to provide the same (or better) level of access and quality of service. The existing framework of delivery infrastructure will be maintained throughout year one of Prairie Lakes Library System to ensure maximum stability. Then, following a strategic planning process in 2023, the Prairie Lakes Library System shall conduct a dedicated process in 2024 to evaluate options for consolidating the delivery service activities into a single-vendor, single-contract, in-house model, or other option. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper G: Parts 1 and 2" beginning on page 33 of the Final Report](#).

ASSURANCES (cont'd)

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:

A publicly available webpage URL shall be provided to the Division upon establishing a functional website for the Prairie Lakes Library System, in accordance with process details appearing immediately below.

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:

The two resource library contracts that are currently in place for Lakeshores and Arrowhead library systems shall be revised for continuation within the Prairie Lakes Library System. Updated service agreements with adjacent library systems (also referred to as “intersystem agreements”) reflecting the newly-merged Prairie Lakes Library System shall be prepared and distributed on or about November 1st, 2022. The boards of adjacent library systems will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The terms of these intersystem agreements shall include the elements detailed in Wis. Stat. § 43.24(2)(g). The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper D” on page 19 of the Final Report](#).

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:

A publicly available web page URL shall be provided to the Division upon establishing a functional website for the Prairie Lakes Library System, in accordance with process details appearing immediately below.

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:

The Prairie Lakes Library System shall continue the practice of maintaining agreements with other types of libraries and institutions, including the following:

- Racine Correctional Institution for access to system delivery (LLS)
- Waterford Union High School for access to system delivery (LLS)
- Blackhawk Technical College for access to system delivery (ALS)
- Beloit College for access to system delivery (ALS)
- Wisconsin Center for the Blind and Visually Impaired for access to system delivery (ALS)
- Beloit School District for access to system delivery (ALS)
- Milton School District for access to system delivery (ALS)
- Parkview School District for access to system delivery (ALS)

2023 service agreements with other types of libraries reflecting the newly-merged Prairie Lakes Library System shall be prepared and distributed on or about November 1st, 2022. Terms of service for these updated agreements shall accord with the preceding year. The governing bodies or executive officers of these institutions will be asked to approve and sign the agreements and remit them to the (pre-merger) Lakeshores Library System Office. Following the official commencement of Prairie Lakes Library System on January 1st, 2023, the newly-appointed Prairie Lakes Library System Board shall then approve, sign and file the agreements along with other high-priority items of business. The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper D” on page 19 of the Final Report](#).

	ASSURANCES (cont'd)	
--	----------------------------	--

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, 2023, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See [the Library System Technology and Resource Sharing plan webpage](#) for the most current version of the system library technology and resource sharing plan.

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

Technology and resource-sharing plans for both pre-merger library systems are available at the following URL:

- Arrowhead Library System Technology and Resource-Sharing Plan: [ALS Plan at DPI Website](#)
- Lakeshores Library System Technology and Resource-Sharing Plan: [LLS Plan at DPI Website](#)

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):

Not applicable.

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

The Technology and Resource-Sharing Plans for Lakeshores and Arrowhead library systems currently on file with the DPI Division for Libraries are entwined due to the broad scope of existing integration between the two systems with respect to technology and resource-sharing. Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall continue to implement the technology and resource-sharing services detailed in the pre-merger plans, including IT administration and fiscal agency support for the SHARE Consortium, local library IT programs, and cooperative purchasing of electronic resources for the use of library patrons in the system area. The Prairie Lakes Library System shall develop and submit an entirely new plan before the Division's next five-year plan increment required of all library systems (Due by January 1st, 2025).

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 Prairie Lakes Library System shall maintain the following combined list of consulting portfolios according to pre-merger levels:

- Library administration/library law - LLS/ALS - S. Ohs, S. Platteter
 - Information technology - LLS - J. Novy
 - Interlibrary loan - LLS/ALS - V. Keith, A. Schultz
 - Finance/bookkeeping/HR - LLS - J. Martin
 - Public information/social media/marketing of library services - ALS - T. Anderson
 - Youth services - LLS/ALS - Contract consultants
 - Users with special needs/inclusive services - LLS/ALS - Contract consultant, S. Ohs
- Other general unspecified consulting - LLS/ALS - All staff as qualified

Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):

Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall continue to provide the same set of consulting services on the same terms as the member libraries were accustomed to prior to the merger throughout year one (2023). Following completion of a strategic planning process, the system shall review process outcomes - with particular focus on member library needs - to determine if changes to the Prairie Lakes Library System's overall consulting portfolio are necessary prior to the development of a year two operating budget. The Joint Merger Exploration Committee's work on this topic can be found in ["Issue Paper F" on page 29 of the Final Report.](#)

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:

The Prairie Lakes Library System shall promote and facilitate library services to users in the same manner as prior to the merger, in that a contract position will be maintained to provide these services to the entire membership.

Users with special needs is an especially broad category, but it includes:

- Sensory impaired individuals - vision, hearing, speech
- Persons with physical disabilities
- Homebound individuals (those who cannot leave their homes for medical or other reasons)
- Job seekers, homeschooling pupils, or other individuals with specific or goal-oriented informational needs
- Persons with developmental, behavioral, or emotional special needs

Once formally established as of January 1st, 2023, the Prairie Lakes Library System shall provide a contract consultant to promote and facilitate library services to users with special needs for the member libraries during year one (2023). Once completed, the results of a strategic planning project during year one will be analyzed to determine member library needs in year two and beyond, along with the development of budgetary and/or staffing options to meet those needs. The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper F” on page 29 of the Final Report.](#)

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.)

System Support for the SHARE Consortium

The SHARE Consortium (or, simply, “SHARE”) is an automation and resource-sharing partnership. Membership may include public libraries, individual K-12 schools, school districts, and other types of agencies. SHARE began in 2005 as a collaboration between Lakeshores Library System and Mid-Wisconsin Federated Library System (Dodge, Jefferson, Washington Counties). The Mid-Wisconsin Federated Library System withdrew from SHARE in 2013. Roughly one year later, the libraries of Kenosha County Library System joined SHARE. By 2017 the libraries of Arrowhead Library System (Rock County) had also joined. SHARE has become a critical component of library service in the region because it allows participating libraries to save money with respect to software costs and cooperative purchasing, and they can rely on skilled IT staff at the system level to support the software. The Joint Merger Exploration Committee’s work on this topic can be found in [“Issue Paper B” on page 14 of the Final Report.](#)

The Prairie Lakes Library System shall continue to provide the same services to its member libraries, and the member libraries of the Kenosha County Library System (via service agreement) as before the merger, including:

- IT support for the SHARE library automation software;
- One-on-one and group training for library staff with respect to the functions of the software;
- Administrative support for the policy development activities of the participating libraries, and;
- Fiscal agency services for cooperative purchasing ventures.

Public Information Coordination Program

The Prairie Lakes Library System shall make public information-related services available to all member libraries, including:

- Consulting support for the development of library-specific community information programs;
- Graphic design services;
- Coordination with respect to community outreach using social media channels, print resources, and word of mouth marketing.
- Supporting the regional goals of the library system in promoting library services to residents of the greater system area, in particular those residents who live in communities without libraries.

	ASSURANCES (cont'd)	
--	----------------------------	--

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 2022 system audit to the Division no later than September 30, 2023.
-

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 2023 resource library contract.*

The Arrowhead and Lakeshores library systems conducted most of their respective collaborative activities with each other during the 2022 calendar year. These collaborative activities, formerly conducted by contracts, will be made permanent and adopted into the DNA of the Prairie Lakes Library System.

New or ongoing collaborative activities that are external to the territory of the newly-formed Prairie Lakes Library System are expected to include:

- Ongoing participation in the statewide OverDrive buying pool for ebooks and audiobooks;
- Ongoing contractual relationships with the Kenosha County Library System and Southwest Wisconsin Library System;
- Occasional Federal Grant partnerships with neighboring library systems for various purposes, and;
- Occasional partnerships with other types or units of government, including county health departments and workforce development agencies.

Due to the accelerated timeline in developing this plan, financial figures to estimate cost benefits are not yet available. However, it is expected that the Prairie Lakes Library System's annual report at the close of 2023, and subsequent system plan for 2024 will include greater detail following the insights gleaned from a full year of formal operation.

Cost Benefit *For each activity above, list the activity name and estimated cost benefit realized.*

Activity	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Cost Benefit For each activity above, list the activity name and estimated cost benefit realized.

Activity	Amount
9.	
10.	
Cost Benefit Total	0\$0

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 **2023**.

Name of System Director	Signature of System Director ➤	Date Signed <i>Mo./Day/Yr.</i>
Name of System Board President	Signature of System Board President ➤	Date Signed <i>Mo./Day/Yr.</i>

**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLT Assistant Superintendent Signature ➤	Date Signed <i>Mo./Day/Yr.</i>
---	---	--------------------------------

Comments

**PUBLIC LIBRARY SYSTEM 2023
ANNUAL PROGRAM BUDGET**

Program	2023 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. Technology	\$213,045	\$0	\$0	\$56,439	
2. Reference	\$61,188	\$0	\$0	\$0	
3. Interlibrary Loan	\$23,382	\$0	\$0	\$0	
4.					
5. Electronic Resources	\$140,491	\$0	\$0	\$0	
Program Total	\$438,106	\$0	\$0	\$56,439	\$494,545

Continuing Education and Consulting Service*

1. Continuing Education	\$30,506	\$0	\$0	\$0	
2. Consulting Service	\$200,126	\$0	\$0	\$0	
Program Total	\$230,632	\$0	\$0	\$0	\$230,632

Delivery Services	\$257,186	\$0	\$0	\$0	\$257,186
Inclusive Services	\$12,000	\$0	\$0	\$0	\$12,000
Library Collection Development	\$0	\$0	\$0	\$0	\$0
Direct Payment to Members for Nonresident Access	\$0	\$0	\$0	\$0	\$0
Direct Nonresident Access Payments Across System Borders	\$0	\$0	\$0	\$0	\$0
Youth Services	\$45,000	\$0	\$0	\$0	\$45,000
Public Information	\$95,922	\$0	\$0	\$0	\$95,922
Administration	\$274,643	\$0	\$0	\$0	\$274,643
Subtotal	\$684,751	\$0	\$0	\$0	\$684,751

Other System Programs

1. SHARE Consortium	\$81,292	\$0	\$0	\$34,997	\$116,289
2.					
Program Total	\$81,292	\$0	\$0	\$34,997	\$1,526,217

**PUBLIC LIBRARY SYSTEM 2023
ANNUAL PROGRAM BUDGET**

Grand Totals	\$1,434,781	\$0	\$0	\$91,436	\$1,526,217
---------------------	-------------	-----	-----	----------	-------------

* 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](#)).

September 13, 2022

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

Dear Mr. Miller:

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

For 2022, Rock County appropriated \$1,319,953 for library service. This amount represents a levy of .298/\$1,000 equalized valuation (EV) for that portion of Rock County outside the seven cities and villages, which levy a tax for library service.

Using its 2022EV (\$2,575,743,700), the City of Beloit would have to have projected 2023 library using expenditures of at least \$767,021 to exempt from the county tax.

In order to apply for exemption from the countywide tax levy for library services with Arrowhead Library System, please complete the information on page two. Because your municipality's exemption depends on next year's expenditures, we are asking that you certify that your library expenditures next year will qualify you for the exemption. Return to me at the below address as soon as possible but not later than Monday, November 7, 2022 I will forward the information to Rock County.

Please contact me if you have questions.

Sincerely,

Steven T. Platteter
Director

Cc: Nick Dimassis, Library Director

LETTER OF EXEMPTION

Page 2

Return to: Arrowhead Library System -- no later than **Monday, November 7, 2022.**
430 E. High St., Suite 200
Milton, WI 53563

The City/Village of _____ hereby applies for exemption to the
2023 Rock County library levy and certifies that the City/Village will meet the statutory
requirements for exemption from the county library levy.

By: _____ Date: _____

Steve Platteter

From: Josh Smith <Josh.Smith@co.rock.wi.us>
Sent: Saturday, August 27, 2022 8:46 AM
To: Steve Platteter
Cc: RANDOLPH TERRONEZ
Subject: FW: Library merger

Steve—

See the email below. Can you provide us with a copy of whatever "intent to comply" statement this individual is requesting so we can respond to his records request? If there are any other documents that the County has to sign to effectuate the merger, you might as well send those along as well as I imagine a request will come for those as well.

If there is any response you would provide for his specific question below about book banning, please feel free to do so.

Thanks.

Josh

From: MARY MAWHINNEY <MARY.MAWHINNEY@co.rock.wi.us>
Sent: Saturday, August 27, 2022 8:39 AM
To: Josh Smith <Josh.Smith@co.rock.wi.us>
Subject: Fw: Library merger

did you receive this?
m

From: Rock County Website <noreplywebsite@co.rock.wi.us>
Sent: Saturday, August 27, 2022 8:11 AM
To: MARY MAWHINNEY <MARY.MAWHINNEY@co.rock.wi.us>
Subject: Library merger

CAUTION: This email originated from outside the Rock County email domain. Do not click any links or attachments unless you recognize the sender and know the content is safe. If you feel this email is a potential phishing attempt, please submit it using the Phish Notify button. If you interacted with any links or attachments that you feel were malicious, please contact Rock-IT immediately.

Message submitted from the <Rock County, WI> website.

Site Visitor Name: Gary Curler
Site Visitor Email: gcurler@yahoo.com

At the Aug. 11 Rock County Board of Supervisors meeting, there were 2 presenters who updated the Board on the progress to merge Rock county's library system with Walworth and Racine county library systems. They displayed a bullet point in which the state required an "intent to comply" statement from the Board in order to receive state money to pay the cost of, I assume, only merging the systems.

I am requesting a copy of the agreement or contract to merge that the Board is required to sign. In particular my concern is whether there is language that might allow the state to require or to ban, for instance, certain books with which local libraries may disagree and therefore risk loss of funds.

Before signing such an agreement, I urge you to be sure to read the document carefully to ensure that, even in the future, the "intent to comply" language cannot be interpreted as having allowed such a purpose.

Gary Curler

Steve Platteter

From: Gary Curler <gcurler@yahoo.com>
Sent: Wednesday, August 31, 2022 9:03 PM
To: Steve Platteter
Subject: Intent to comply

I understand better now about the form used for intent to comply, having received copies to view. I also understand that your focus has been on the process of merging library systems. I thought that Mr. Smith's emphasis on only book banning by the libraries was overstated, perhaps unintentionally in his characterization to you. I hope to clarify. From his response to me:

"Further, Mr. Platteter indicates the following in response to your question about book banning:

'ALS, LLS and the newly created (hopefully) Prairie Lakes LS are federated library systems with each member library governed by its own board, so unless "book banning" was incorporated into the State Statutes, ALS could not force a member library to ban books nor could ALS stop a member library board from banning books.'

Below is the email that I sent to the Rock County Board of Supervisors and was also included in Josh Smith's response to me. I don't know if he had forwarded it to you, so I wanted to be sure you had it so that we are all on the same page.

"At the Aug. 11 Rock County Board of Supervisors meeting, there were 2 presenters who updated the Board on the progress to merge Rock county's library system with Walworth and Racine county library systems. They displayed a bullet point in which the state required an "intent to comply" statement from the Board in order to receive state money to pay the cost of, I assume, only merging the systems.

I am requesting a copy of the agreement or contract to merge that the Board is required to sign. In particular my concern is whether there is language that might allow the state to require or to ban, for instance, certain books with which local libraries may disagree and therefore risk loss of funds.

Before signing such an agreement, I urge you to be sure to read the document carefully to ensure that, even in the future, the "intent to comply" language cannot be interpreted as having allowed such a purpose."

As to your partial response as forwarded by Mr. Smith, I hope it is clear that my concern is not so much with local libraries exceeding *their* authority, but with the State exceeding theirs. Having read (but not thoroughly studied) Chapter 43 of State Statutes, my concern remains. The references to the authority of the state superintendent of public instruction, the division under him/her and the programs they can impose, while necessary to a point, can in my view be a cause for concern for local autonomy, especially if state funds are at threat to be withheld.

Book or program **mandating** or banning by State Statute is my concern and what must be guarded against.

Thank you for all your efforts as regards merging. My only concerns with merging are that any administrative savings accrue to the most local authority possible, and any opportunity within the merging paperwork to include language that would reinforce local autonomy be taken.

Gary Curler

-
-
-
-