

**Arrowhead Library System  
Librarians' Meeting  
Wednesday, September 21, 2022  
Milton Public Library  
430 E High St. Milton  
9:30 a.m.**

**This meeting is being held at the Milton Public Library, 430 E High St., Milton.**

1. Call to order 9:30a.m. – Chair – Bryan McCormick/Ashlee Kunkel
2. Secretary – Tovah Anderson
3. Approval of the August 2022 Minutes
4. Unfinished Business
  - a. SHARE/Technology Update
    1. Statistics
    2. Items for SHARE agenda
  - b. Hoopla
  - c. WPLC/Overdrive
  - d. Gale Courses /Lynda.com/Transparent Languages
  - e. Budget 2022/2023
  - f. Merger Exploration Update
  - g. Covid-19 Updates
  - h. Inclusive Services Update – Rene Bue
  - i. Public Library System Redesign Project
  - j. ALS Board Report – Sarah Strunz
5. New Business
  - a. 2023 Prairie Lakes Library System Plan
  - b. 2023 Automation Costs
  - c. 2023 Exemption from County Library Tax Letters
  - d. 1000Bks App – Phil Schomber
6. ALS Activities
7. Activities in Member Libraries
8. Adjourn

**Dates to Remember:**  
**ALS Board Meeting – October 12<sup>th</sup> – 6:00 pm @ MPL**

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

**Arrowhead Library System  
Librarians' Meeting Minutes  
Wednesday, August 17, 2022 at 9:30 a.m.  
Milton Public Library: 430 E High St. Milton**

**Attendees:** Steve Platteter; Réne Bue; Tovah Anderson (GoTo Meeting); Steve Ohs, Guest (GoTo Meeting); Charles Teval; Ashlee Kunkel; Jeni Schomber; Sarah Strunz; Megan Kloeckner; Kirsten Almo; Nick Dimassis

1. Call to order at 9:33 a.m. – Chair – Charles Teval
2. Secretary – Tovah Anderson
3. Approval of the July 2022 Minutes: Moved by Kirsten Almo, seconded by Megan Kloeckner, approved unanimously.
4. Unfinished business
  - a. SHARE/Technology Update: Nothing new to report.
    - i. Statistics: Online is up, traditional dipped slightly.
    - ii. Items for SHARE Agenda: None at this time. September SHARE meeting is in Elkhorn.
  - b. Hoopla: Circulation is up across the board. Some patrons on budget plans are complaining about being blocked early in the morning. Discussion about AV collections and budgets ensued.
  - c. WPLC/OverDrive: Nothing new to report.
  - d. Gale Courses/Lynda.com/Transparent Languages: Statistics in packet.
  - e. Budget 2022/2023: S. Ohs and S. Platteter have been working on a combined 2023 budget.
  - f. Merger Exploration Updates: Focus moves to County approvals – involves informational presentations and footwork. Exploration Committee will morph into Implementation Committee should the three counties approve the merger.
  - g. COVID-19 Updates: COVID is still out there.
  - h. Youth Services Update – Jeni Schomber: Jeni will be taking a new position with DPI as a consultant on September 12. Her last day at BPL will be September 6. Discussed projects in the works and what the ALS YS Consultant's role has been.

1000 Books Before Kindergarten App is nearing completion – there's a rough timeline for approval.

- i. Inclusive Services Update – Réne Bue: In addition to presentations about the Inclusive Services Assessment and Guide, feel free to reach out to Réne about ideas about what types of consultation services or for information about specific projects. First round of Compassion Resilience has concluded – next round will start next year.
- j. Public Library System Redesign: Nothing additional to report.
- k. ALS Board Report – Sarah Strunz: Nothing additional to report.

#### 5. New Business

- a. 2023 Prairie Lakes Library System Plan: Lakeshores Library System and Arrowhead Library System boards have both unanimously approved the 2023 PLLS plan with budget yet to come. This will be submitted to the counties prior to their votes on the merger resolution.
- b. 2023 Intersystem Agreement with Lakeshores Library System/Walworth County: In packet.
- c. 2023 Online Services Budgeting: If the new system can't maintain the same online services ALS offers, ALS plans to prepay the uncovered services for 2023. Trying to increase new systems total contribution to Hoopla – the split between libraries may be different. Could switch to Hoopla invoicing libraries directly. Need to discuss what funding formula by library the new system wants to use.
- d. Mobile Roy Chapman Andrews Display – Nick Dimassis: Chapman, a Beloit native, is rumored to be the basis for Indiana Jones character. Roy Chapman Society awards a Distinguished Explorer award. BPL has a 10-panel traveling exhibit and brochures you're welcome to schedule – contact Nick for details. A couple RCS board members could come and speak as a program as well.

#### 6. ALS Activities

- a. Today is last day to place order for 2" Vinyl stickers group purchase. Spreadsheet has been updated with latest prices.

#### 7. Activities in Member Libraries

Beloit Public Library: Jeni is leaving in September for a position with DPI. SLP wrap up at Sky Carpe's game went well. Still working on the children's museum plan.

Orfordville Public Library: Have SLP cookout coming up on Friday. Door openers are on order. Hired two new people. Considering a teen art club.

Milton Public Library: Also starting an art club for teens. SLP is winding down, working

on fall programming. Food truck rally 8/28 10-2. Meet the artists of Story Garden coming up – Story Garden is starting to come together, Gazebo build day coming up. Eager Free Public Library: SLP wrapping up. Attended Evansville Night Out, planning to attend Back to School Night. Friends had very successful book sale. Had a couple large teen Dungeons and Dragons groups come to the library.

Edgerton Public Library: Had some issues with folks living in their overnight parking lot. Had SLP pool party a couple weeks ago. Sign-ups are ahead of last year, finishers are way up. Computer use is way up. EPL board will be posting for a new Director soon. Funding was approved for study rooms.

Hedberg Public Library: Shared about the library's designation as a city overnight lot, permanent encampments in the lot, and related issues. HPL hosts office hours for Homelessness Intervention Taskforce, Second Harvest, Eldercare Specialist, and Legal Action of Wisconsin. Family movie night at the Rock County 4-H Fair worked out really well—around 300 people attended. Attended National Night Out, talked to 600 people with the bookmobile. QuestCon was held in the library, 294 people attended – Ghost Busters came. Friends book sale this weekend - \$6/bag Saturday. Bookmobile will be going just about year round, including visits at senior facilities. City completed its wage study, for the most part it's in good shape but suggests a 5% cost of living increase and higher merit pay.

8. Adjourn at 11:10 a.m. Motion by Ashlee Kunkel, seconded by Kirsten Almo, carried unanimously.

#### **Dates to Remember:**

ALS Board Meeting – September 14 – 6:00 pm @ MPL



August 2022 ALS Circ

Trans Stat Month	August										
Trans Stat Station Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_BKM	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BELOIT	11,384	104	148	314	274		45	1,010	302	91	13,672
BURLINGTON	39	4	11	35	38		4	127	34	10	302
CL-S	45	9	4	38	24		9	139	30	5	303
CL-TL	28	6	3	30	18		7	94	28	17	231
CLINTON	114	12	985	76	80		14	366	103	73	1,823
DARIEN	17	5	8	26	24			65	18	7	170
DELAVALAN	63	9	17	37	35		4	268	32	4	469
EAST_TROY	11	4	4	20	8		2	65	16	11	141
EDGERTON	148	26	43	4,526	122		22	410	156	39	5,492
ELKHORN	87	5	23	54	37		9	223	56	18	512
EVANSVILLE	103	8	56	121	2,952		17	365	117	53	3,792
FONTANA	15	3	5	19	22		3	79	27	5	178
GENOA_CITY	29	2	12	9	18		4	124	24	1	223
J_BKM	4					222		54	10		290
J_NS	9	9	8	35	10		633	200	20	9	933
JANESVILLE	711	81	123	412	299	154	77	35,625	478	133	38,093
KPL-BKM	12		5	7	9			23	5	5	66
KPL-NS	81	10	11	60	54		11	191	54	9	481
KPL-SI	15	2	4	3	12		4	33	6	1	80
KPL-SW	132	10	20	96	40		27	358	84	39	806
KPL-UP	9	2	2	7	3		3	16	5	1	48
LAKEGENEVA	32	7	4	47	35		7	136	28	12	308
MILTON	106	13	67	194	136		18	1,060	6,515	46	8,155
ORFORDVILL	79	1	32	39	61		8	292	46	1,235	1,793
RACINE_BKM		1	3	2	3			23	3		35
RACINEMAIN	181	14	39	113	94		37	489	123	18	1,108
ROCHESTER	31	1	11	25	16		11	87	20	3	205
SHARON	15	2	5	8	9		2	58	10	2	111
UNIONGROVE	16	3	11	24	21		5	58	19	7	164
WALWORTH	21	4	8	9	12		3	62	12	3	134
WATERFORD	43	1	23	50	27		10	158	37	23	372
WILLIAMSBAY	32	3	8	24	23		6	94	24	6	220
WTFORDHS			1	1							2
<b>Total</b>	<b>13,612</b>	<b>361</b>	<b>1,704</b>	<b>6,461</b>	<b>4,516</b>	<b>376</b>	<b>1,002</b>	<b>42,352</b>	<b>8,442</b>	<b>1,886</b>	<b>80,712</b>

August 2022 ALS circ from LLS KCLS

Month	August									
Station Library	BELOIT	B_CURB	CLINTON	EDGERTON	EVANSVILLE	J_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	39	4	11	35	38	4	127	34	10	302
CL-S	45	9	4	38	24	9	139	30	5	303
CL-TL	28	6	3	30	18	7	94	28	17	231
DARIEN	17	5	8	26	24		65	18	7	170
DELANVAN	63	9	17	37	35	4	268	32	4	469
EAST_TROY	11	4	4	20	8	2	65	16	11	141
ELKHORN	87	5	23	54	37	9	223	56	18	512
FONTANA	15	3	5	19	22	3	79	27	5	178
GENOA_CITY	29	2	12	9	18	4	124	24	1	223
KPL-BKM	12		5	7	9		23	5	5	66
KPL-NS	81	10	11	60	54	11	191	54	9	481
KPL-SI	15	2	4	3	12	4	33	6	1	80
KPL-SW	132	10	20	96	40	27	358	84	39	806
KPL-UP	9	2	2	7	3	3	16	5	1	48
LAKEGENEVA	32	7	4	47	35	7	136	28	12	308
RACINE_BKM		1	3	2	3		23	3		35
RACINEMAIN	181	14	39	113	94	37	489	123	18	1,108
ROCHESTER	31	1	11	25	16	11	87	20	3	205
SHARON	15	2	5	8	9	2	58	10	2	111
UNIONGROVE	16	3	11	24	21	5	58	19	7	164
WALWORTH	21	4	8	9	12	3	62	12	3	134
WATERFORD	43	1	23	50	27	10	158	37	23	372
WILLIAMSBAY	32	3	8	24	23	6	94	24	6	220
WTFORDHS			1	1						2
Total	954	107	242	744	582	168	2,970	695	207	6,669
					KCLS	2,015			LLS	4,654



August 2022 ALS item circ to LLS KCLS

Month		August							
Item Library	BELOIT	CLINTON	EDGERTON	EVANSVILLE	JANESV_NS	JANESVILLE	MILTON	ORFORDVILL	Total
BURLINGTON	166	21	48	24	2	205	27	3	496
CL-S	65	7	14	22	1	117	19	3	248
CL-TL	62	12	13	17	4	85	13	1	207
DARIEN	7	2	2	1		11	3	2	28
DELANAN	101	21	25	14		141	15	3	320
EAST_TROY	26	5	11	4	4	61	8	7	126
ELKHORN	210	32	45	36	6	281	48	11	669
FONTANA	23	3	5	4		34		1	70
GENOA_CITY	75	10	12	8	5	75	13	2	200
KPL-AD	1					3			4
KPL-BKM	57	7	6	8	1	55	7	1	142
KPL-NS	224	38	51	40	8	394	36	5	796
KPL-NSCURB	5		1	1		6	1		14
KPL-SI	31	5	8	5	5	63	14		132
KPL-SW	422	65	84	56	27	799	56	22	1,531
KPL-SWCURB	12	2	4	5		16	3	1	43
KPL-UP	8	1	3	1		12	2		27
LAKEGENEVA	112	18	30	37	11	168	30	5	411
LAKESHORES	1			1		2	1		5
RACINE_BKM	70	18	25	14	10	144	13	7	301
RACINEMAIN	597	92	106	112	22	1,030	123	30	2,112
ROCHESTER	30	4	8	1	2	60	4	1	110
SHARON	7	2	1			29	2		41
UNIONGROVE	104	16	23	13	1	137	20	2	316
WALWORTH	30	10	12	5	4	75	7	4	147
WATERFORD	131	18	17	27	8	234	23	3	461
WILLIAMBAY	50	10	16	17	1	123	13	4	234
WTFORDHS						1			1
Total	2,627	419	570	473	122	4,361	501	119	9,192
						KCLS	3,144	LLS	6,048

Arrowhead - hoopla August 2022

Library Name	Total Registered (All Time)	New Patrons (Last Month)	Patrons Served (Last Month)	Sales (Last Month)	Circs (Last Month)	Sales (YTD)	Circs (YTD)
Beloit Public Library	1770	32	302	\$2,035.02	1021	\$15,159.20	7610
Clinton Public Library	260	3	56	\$403.57	202	\$3,142.46	1427
Eager Free Public Library	563	14	85	\$499.73	254	\$3,999.62	1989
Edgerton Public Library	743	7	111	\$699.03	368	\$4,861.95	2373
Hedberg Public Library	4800	69	1016	\$6,725.76	3284	\$46,220.02	22804
Milton Public Library (WI)	722	23	121	\$651.50	348	\$5,199.33	2622
Orfordville Public Library	201	2	35	\$230.19	131	\$1,952.54	979
Total	9059	150	1726	\$11,244.80	5608	\$80,535.12	39804

# 2022 August Overdrive Statistics

Library	Ebooks	Audiobook/Music	Magazines	Video/Streaming Video	Total by Library	OD Users	Holds (9-6-22)
Clinton Public Library	110	182	3		295	56	197
Orfordville Public Library	145	56	4		205	37	143
Milton Public Library	384	393	36	5	818	175	668
Eager Free Public Library	442	592	45		1079	303	837
Edgerton Public Library	497	528	23		1048	216	771
Beloit Public Library	948	767	122		1837	376	1141
Hedberg Public Library	3411	3268	294	3	6976	1328	3340
HPL Mall Branch	7	22			29	8	24
<b>Total by type</b>	<b>5944</b>	<b>5808</b>	<b>527</b>	<b>8</b>	<b>12287</b>	<b>2499</b>	<b>7121</b>

# Arrowhead Library System Information Center

[Log Out](#)[Dashboard](#)[Student Search](#)[Reports](#)[Resources](#)

August 2022

[Lifetime](#)[Month](#)[Session](#)Date Range:  to 

46

total enrollments

145

total course logins

13,393

total minutes in class

## Top 20 Courses

Course	Students
Speed Spanish	3
Administrative Assistant Fundamentals	2
Keys to Successful Money Management	2
Math Refresher	2
Grammar Refresher II	2
Keyboarding	1
Write Your Life Story	1
Grammar for ESL	1
Genealogy Basics	1
Write Fiction Like a Pro	1
Secrets of Better Photography	1
Individual Excellence	1
Grammar Refresher	1
Solving Classroom Discipline Problems	1
Fundamentals of Supervision and Management	1
Get Assertive!	1
Become a Veterinary Assistant	1
Employment Law Fundamentals	1
Mastery of Business Fundamentals	1
How to Make Money From Your Writing	1

[View Course Activity](#)

## New Courses

Course	Date Added
Getting Started with Google Workspace	07/13/2022
Project Management Professional PMP® Prep	06/28/2022
Introduction to Microsoft Publisher	06/14/2022
Counseling for College Prep	06/14/2022
Managing Remote Teams	01/11/2022
Introduction to Windows 11	01/11/2022
UI/UX Design	09/14/2021
Winning RFP Responses	08/31/2021
Introduction to Machine Learning	05/04/2021
Business Budgeting for Beginners	04/13/2021

GALE  
COURSES

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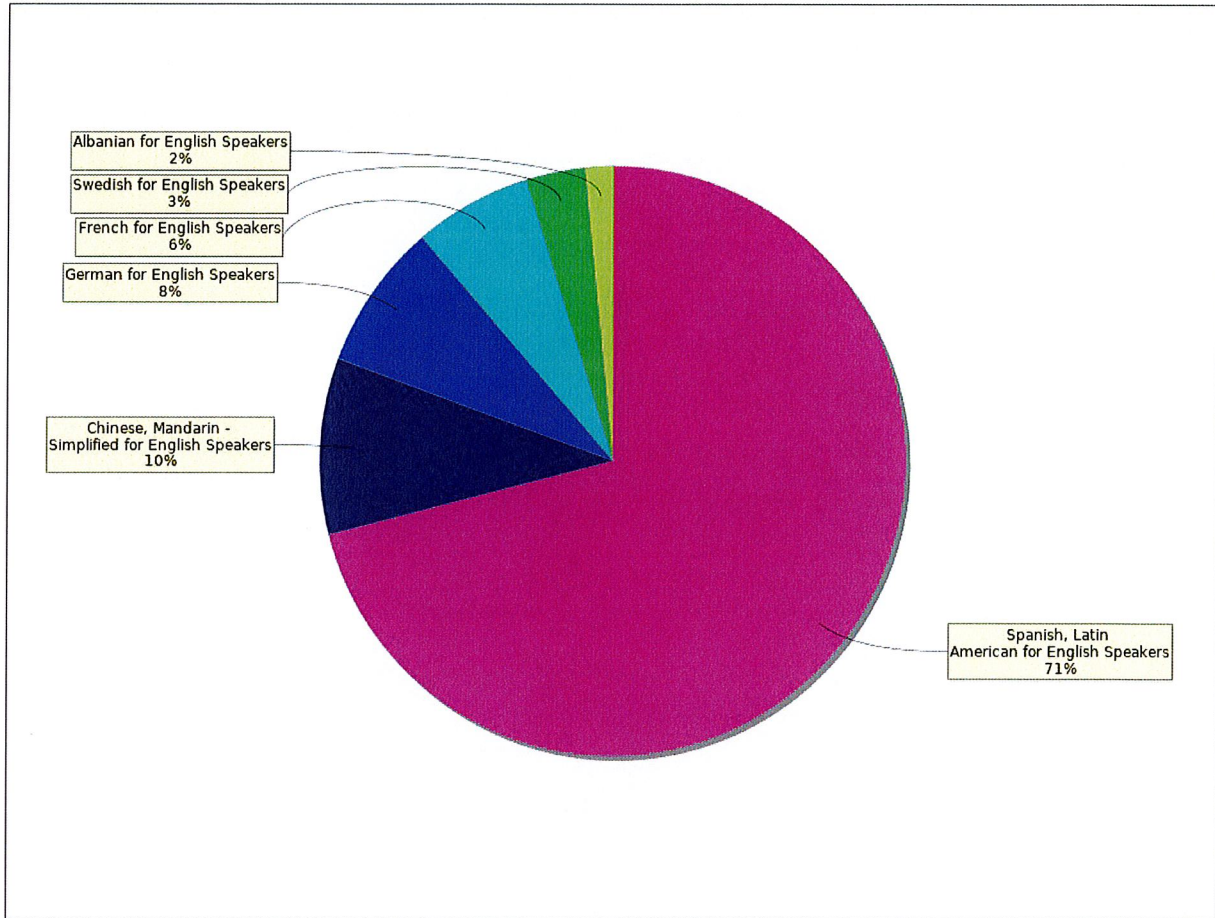
Gale Courses  
August 2022 Session

Patrons	Library Card	Zip Code	Course Title	Session	Enrollment Date	Verification	Last Login	Time Spent(minutes)	Completion Status
<b>Beloit Public Library</b>									
									<b>10</b>
1	2.1537E+13	53511	Understanding the Cloud	Aug-22	8/18/22	Verified	9/4/22 9:09	268	Incomplete
2	2.1537E+13	53511	Marketing Your Business on the Internet	Aug-22	7/27/22	Verified	8/31/22 10:16	633	Incomplete
3	2.1537E+13	53511	Genealogy Basics	Aug-22	7/29/22	Unverified	8/22/22 17:33	120	Incomplete
4	2.1537E+13	53525	Discover Sign Language	Aug-22	7/25/22	Unverified	7/25/22 12:56	0	Incomplete
5	2.1537E+13	53511	Fundamentals of Supervision and Management	Aug-22	5/17/22	Unverified	6/16/22 13:08	0	Incomplete
6	2.1537E+13	53234	Individual Excellence	Aug-22	8/22/22	Unverified	8/22/22 20:14	122	Incomplete
7	2.1537E+13	53511	How to Make Money From Your Writing	Aug-22	8/4/22	Verified	9/6/22 10:38	1516	Incomplete
8	2.1537E+13	53511	Keyboarding	Aug-22	5/23/22	Verified	9/3/22 11:08	2081	Incomplete
	2.1537E+13	53511	Get Assertive!	Aug-22	5/5/22	Verified	9/6/22 7:18	1330	Incomplete
9	2.1537E+13	53511	Grammar for ESL	Aug-22	8/1/22	Verified	9/3/22 12:30	536	Incomplete
<b>Hedberg Public Library</b>									
									<b>21</b>
1	2.1828E+13	53545	Certificate in Food, Nutrition, and Health	Aug-22	7/29/22	Unverified	7/29/22 9:28	0	Incomplete
2	2.1828E+13	53547	Speed Spanish III	Aug-22	7/16/22	Verified	9/2/22 8:11	608	Incomplete
3	2.1828E+13	53546	Solving Classroom Discipline Problems	Aug-22	8/4/22	Unverified	8/4/22 13:10	0	Incomplete
4	2.1828E+13	53545	Intermediate Microsoft Excel 2019/Office 365	Aug-22	8/8/22	Verified	8/27/22 12:19	461	Incomplete
	2.1828E+13	53545	Start Your Own Gift Basket Business	Aug-22	7/15/22	Unverified	8/27/22 12:22	0	Incomplete
	2.1828E+13	53545	Intermediate QuickBooks 2019	Aug-22	6/2/22	Unverified	8/27/22 12:22	0	Incomplete
	2.1828E+13	53545	Grammar Refresher II	Aug-22	5/13/22	Unverified	8/27/22 12:22	0	Incomplete
	2.1828E+13	53545	Accounting Fundamentals II	Aug-22	5/13/22	Unverified	8/27/22 12:22	0	Incomplete
5	2.1828E+13	53545	Speed Spanish	Aug-22	8/23/22	Unverified	8/24/22 0:03	129	Incomplete
6	2.1828E+13	53548	Write Fiction Like a Pro	Aug-22	7/4/22	Verified	8/30/22 21:07	144	Incomplete
	2.1828E+13	53548	Writing the Fantasy Novel	Aug-22	7/4/22	Unverified	8/30/22 19:06	0	Incomplete
	2.1828E+13	53548	Writing Young Adult Fiction	Aug-22	7/4/22	Verified	8/30/22 20:41	321	Incomplete
7	2.1828E+13	53511	Workers' Compensation	Aug-22	8/18/22	Verified	9/2/22 7:55	678	Incomplete
8	2.1828E+13	53546	Speed Spanish	Aug-22	8/13/22	Unverified	8/13/22 21:10	0	Incomplete
	2.1828E+13	53546	Administrative Assistant Fundamentals	Aug-22	7/5/22	Unverified	8/13/22 21:10	0	Incomplete
9	2.1828E+13	53546	Employment Law Fundamentals	Aug-22	8/9/22	Verified	8/30/22 12:52	950	Incomplete
10	2.1828E+13	53534-15	Introduction to Statistics	Aug-22	8/2/22	Unverified	8/21/22 9:36	138	Incomplete
11	2.1828E+13	53546	Introduction to InDesign CC	Aug-22	8/23/22	Unverified	8/23/22 12:39	147	Incomplete
12	2.1828E+13	53548	Math Refresher	Aug-22	8/22/22	Verified	8/27/22 16:56	793	Incomplete
13	2.1828E+13	53546	Keys to Successful Money Management	Aug-22	8/11/22	Verified	8/28/22 17:19	307	Incomplete
14	2.1828E+13	53546	Keys to Successful Money Management	Aug-22	8/23/22	Verified	8/28/22 16:50	183	Incomplete
<b>Edgerton Public Library</b>									
									<b>3</b>
1	2.4511E+13	53534	Getting Started with Google Workspace	Aug-22	8/18/22	Unverified	8/18/22 12:23	135	Incomplete
2	2.4511E+13	53534	Praxis Core Preparation	Aug-22	8/16/22	Unverified	8/16/22 15:18	0	Incomplete
	2.4511E+13	53534	Counseling for College Prep	Aug-22	8/16/22	Unverified	8/16/22 15:18	0	Incomplete
<b>Eager Free Public Library</b>									
									<b>2</b>
1	2.5353E+13	53536	Medical Math	Aug-22	8/17/22	Unverified	8/17/22 14:37	32	Incomplete
	2.5353E+13	53536	Become a Veterinary Assistant	Aug-22	8/17/22	Unverified	8/17/22 15:42	188	Incomplete
<b>Milton Public Library</b>									
									<b>4</b>
1	2.7462E+12	54563	Secrets of Better Photography	Aug-22	7/12/22	Unverified	8/4/22 11:59	0	Incomplete
2	2.7462E+13	53548	Speed Spanish	Aug-22	7/31/22	Unverified	7/31/22 12:18	0	Incomplete
3	2.7462E+13	53548	Write Your Life Story	Aug-22	6/10/22	Unverified	8/25/22 12:13	0	Incomplete
4	2.7462E+13	53563	Administrative Assistant Fundamentals	Aug-22	8/24/22	Unverified	8/24/22 8:05	154	Incomplete
<b>Orfordville Public Library</b>									
									<b>6</b>
1	2.9229E+13	53536	Project Management Professional (PMP) Prep II	Aug-22	8/18/22	Verified	8/30/22 20:53	167	Incomplete
	2.9229E+13	53536	Mastery of Business Fundamentals	Aug-22	7/12/22	Verified	8/30/22 18:14	125	Incomplete
	2.9229E+13	53536	Project Management Professional (PMP) Prep	Aug-22	7/12/22	Verified	8/30/22 18:14	36	Incomplete
2	2.9229E+13	53511	Math Refresher	Aug-22	8/4/22	Unverified	9/5/22 15:06	0	Incomplete
	2.9229E+13	53511	Grammar Refresher	Aug-22	8/4/22	Verified	9/5/22 17:42	1078	Incomplete
	2.9229E+13	53511	Grammar Refresher II	Aug-22	6/30/22	Unverified	9/5/22 15:06	0	Incomplete



# Language Usage Report

Start Date: 08/01/2022  
 End Date: 08/31/2022  
 Languages: All Languages for All Languages  
 Reporting Group(s): All Admins (system.admin), All Learners (system.learner), All Users (system.all), Beloit Public Library (BeloitPL), Clinton Public Library (ClintonPL), Eager Free Public Library (EagerFreePL), Edgerton Public Library (EdgertonPL), Hedberg Public Library (HedbergPL), Milton Public Library (MiltonPL), Orfordville Public Library (OrfordvillePL)  
 Membership: Group members from reporting period  
 Content: All Content



Total Access Count: 62

Language Name	Access Count	Calculated Percentage
Spanish, Latin American for English Speakers	44	70.97%
Chinese, Mandarin - Simplified for English Speakers	6	9.68%
German for English Speakers	5	8.06%
French for English Speakers	4	6.45%
Swedish for English Speakers	2	3.23%
Albanian for English Speakers	1	1.61%



Transparent Language  
August 2022

Group Name	Start Date	End Date	Total Sessions	Total Circulations	Total Unique Users	Registration \$	Total User	Total Session Time	Web Sessions	Web Unique Users	Avg. Session Time	Total Web Session Time	Mobile App Sessions	Mobile App Unique Users	Avg. Mobile App Session Time	Total Mobile App Session Time	Total Course Downloads	Total Vocab Lesson Downloads	KidSpeak Access Count	KidSpeak Unique Users	Avg. KidSpeak Learning Time	KidSpeak Learning Time
All Admins	8/1/22	8/31/22	1	1	0	1	0	0:02:39	1	1	0:02:39	0:02:39	0	0	0	0:00:00	0	0	0	0	0:00:00	0:00:00
All Learners	8/1/22	8/31/22	134	135	16	16	3	22:27:27	35	12	0:33:46	19:41:57	99	99	4	0:01:40	2:45:30	12	0	0	0	0:00:00
All Users	8/1/22	8/31/22	135	135	17	17	3	22:30:06	36	13	0:32:54	19:44:36	99	99	4	0:01:40	2:45:30	12	0	0	0	0:00:00
Beloit Public	8/1/22	8/31/22	4	8	4	4	1	0:24:45	4	4	0:06:11	0:24:45	0	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00
Clinton Public	8/1/22	8/31/22	0	0	0	0	0	0:00:00	0	0	0:00:00	0:00:00	0	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00
Egger Free P	8/1/22	8/31/22	2	3	1	1	0	0:10:16	0	0	0:00:00	0:00:00	2	2	1	0:05:08	0:10:16	3	0	0	0	0:00:00
Edgerton Pub	8/1/22	8/31/22	0	0	0	0	0	0:00:00	0	0	0:00:00	0:00:00	0	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00
Hedberg Pub	8/1/22	8/31/22	99	61	5	5	2	2:52:58	3	3	0:06:53	0:20:39	96	96	2	0:01:35	2:32:19	8	0	0	0	0:00:00
Milton Public	8/1/22	8/31/22	0	0	0	0	0	0:00:00	0	0	0:00:00	0:00:00	0	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00
Orfordville P	8/1/22	8/31/22	26	58	3	3	0	18:21:32	26	3	0:42:22	18:21:32	0	0	0	0:00:00	0:00:00	0	0	0	0	0:00:00

Creativebug  
August 2022

Date	Class Title	Class Category	Class Duration (min)	Unique Viewers	Average Viewed Duration (min)	Class Completion s
2022 August	30 Structures in 30 Days: A Daily Practice in Bookmaking	Paper	322.8	1	192.1	0
2022 August	Artist Trading Cards	Paper	27.1	1	18.8	0
2022 August	Arttober: 31 Days of Spooky Monoprints	Art + Design	326.5	1	84.1	0
2022 August	Beginner Sewing: Market Tote Bag	Sewing	42.3	1	10	0
2022 August	Creative Correspondence	Paper	61.8	1	16	0
2022 August	Creativebug Slow TV: Fabric Meditations		35.3	1	34.3	0
2022 August	Cricut Crafts: DIY Gift Bags	Art + Design	7.7	1	8.1	0
2022 August	Daily Book Art Challenge: A Month of Book Art Ideas	Art + Design	202	1	24.3	0
2022 August	Daily Lettering Challenge: 30 Days of Lettering with Sakura	Art + Design	164.3	1	13.4	0
2022 August	DIY Year Planner	Paper	38.4	1	6.4	0
2022 August	Drawing and Illustration Basics	Art + Design	209.8	1	7.3	0
2022 August	Finishing Embroidery Projects: Three Ways	Sewing	57.5	1	8.2	0
2022 August	Get Unstuck: 30 Days of Overcoming Your Creative Block	Art + Design	151.4	1	2.8	0
2022 August	How to Fold a Paper Box	Paper	13.1	1	28.7	1
2022 August	Inspired by Botanicals: A Daily Drawing and Painting Practice	Art + Design	306.5	1	99.3	0
2022 August	Jewelry Design with Scotchbonnet!: Working With a Bead Loom	Jewelry	34.8	1	18.3	0
2022 August	Keeping a Sketchbook: A Daily Practice	Art + Design	171.9	1	22.7	0
2022 August	Make a Nautical Rope Bracelet	Jewelry	4.6	1	4.6	0
2022 August	Make an Altered Box	Art + Design	23.5	1	2.1	0
2022 August	Make Friendship Bracelets	Jewelry	95	1	39.3	0
2022 August	Melting Snowball Tote	Sewing	52.9	1	125.5	0
2022 August	Paper Flowers: Make Hollyhocks and Delphiniums	Paper	59.6	1	4.9	0
2022 August	Pumpkin Diorama: 10/12/17	Art + Design	30.3	1	60.6	1
2022 August	Quilted Wall Art	Sewing	38.4	1	39.3	1
2022 August	Roll With It: Back to School Ideas with Scotch Tape	Paper	19.4	1	6	0
2022 August	Sew a Reversible Sun Hat	Sewing	25.3	1	21.6	1
2022 August	Spooky Heads in Jars: 10/31/17	Holiday + Party	13.8	1	27.6	1
2022 August	STEAM: Make a Paper Zoetrope	Art + Design	18.2	1	1.2	0
2022 August	The Wilton Method: Mastering Buttercream	Food + Home	94.7	1	8.2	0
2022 August	Watercolor Lettering - A Daily Practice	Art + Design	224.7	1	3.9	0
2022 August	Working With Collage	Art + Design	40.2	1	41.2	1
				31		

Beloit	Total Usage	Database Usage	Writing Lab	Unique Visits
january	2		0	1
february	13		13	0
march	10		10	0
april	22		22	0
may	0		0	0
june	22		22	0
july	0		0	0
august	21		21	0
september				1
october				
november				
december				
	90		90	0
				12
Clinton	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	0		0	0
march	0		0	0
april	9		9	0
may	161		160	0
june	2		2	0
july	0		0	0
august	5		5	0
september				2
october				
november				
december				
	177		176	0
				22
Eager Free	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	0		0	0
march	0		0	0
april	0		0	0
may	3		3	0
june	0		0	0
july	1		1	0
august				1
september				
october				
november				
december				
	4		4	0
				2
Edgerton	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	0		0	0
march	2		2	0
april	0		0	0
may	0		0	0
june	0		0	0
july	0		0	0
august	0		0	0
september				0
october				
november				
december				
	2		2	0
				1
Hedberg	Total Usage	Database Usage	Writing Lab	Unique Visits
january	108		98	0
february	145		133	3
march	69		63	2
april	14		14	0
may	22		18	0
june	7		7	0
july	18		18	0
august	35		34	0
september				2
october				
november				
december				
	418		385	5
				54
Milton	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	2		2	0
march	6		6	0
april	15		15	0
may	0		0	0
june	31		31	0
july	1		1	0
august	0		0	0
september				0
october				
november				
december				
	55		55	0
				9
Orfordville	Total Usage	Database Usage	Writing Lab	Unique Visits
january	0		0	0
february	0		0	0
march	0		0	0
april	0		0	0
may	0		0	0
june	0		0	0
july	0		0	0
august	0		0	0
september				0
october				
november				
december				
	0		0	0
				0
Total	Total Usage	Database Usage	Writing Lab	Unique Visits
	746		712	5
				100

Mothly Total Usage	Mothly Total Unique Users
Jan 110	16
Feb 160	17
Mar 87	18
Apr 60	6
May 186	22
Jun 62	12
Jul 20	4
Aug 61	5
Sep 0	0
Oct 0	0
Nov 0	0
Dec 0	0



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	Board Members with Term Expiration of January 1st, 2025	Board Members with Term 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](#).

	<b>ASSURANCES (cont.)</b>	
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**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
<b>Total FTEs:</b>	<b>9.85</b>	

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.

	<b>ASSURANCES (cont'd)</b>	
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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](mailto: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](#).

	<b>ASSURANCES (cont'd)</b>	
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**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.

	<b>ASSURANCES (cont'd)</b>	
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**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	
<p><b>Summary of Activities</b> <i>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.</i></p>		
<p>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.</p>		
<p>New or ongoing collaborative activities that are external to the territory of the newly-formed Prairie Lakes Library System are expected to include:</p> <ul style="list-style-type: none"> <li>• Ongoing participation in the statewide OverDrive buying pool for ebooks and audiobooks;</li> <li>• Ongoing contractual relationships with the Kenosha County Library System and Southwest Wisconsin Library System;</li> <li>• Occasional Federal Grant partnerships with neighboring library systems for various purposes, and;</li> <li>• Occasional partnerships with other types or units of government, including county health departments and workforce development agencies.</li> </ul> <p>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.</p>		

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.	
<b>Cost Benefit Total</b>	
	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:	DLT Assistant Superintendent Signature	Date Signed <i>Mo./Day/Yr.</i>
<input type="checkbox"/> Approved	➤	
<input type="checkbox"/> Provisionally Approved <i>See Comments.</i>		
<input type="checkbox"/> Not Approved <i>See Comments.</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	
<b>Program Total</b>	<b>\$438,106</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,439</b>	<b>\$494,545</b>

**Continuing Education and Consulting Service\***

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

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

**Other System Programs**

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

PUBLIC LIBRARY SYSTEM 2023 ANNUAL PROGRAM BUDGET				
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Grand Totals	\$1,434,781	\$0	\$0	\$91,436	\$1,526,217
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\* 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](#)).



## 2023 Automation costs based on SHARE/Prairie Lakes Formula

	of Municipality	Total Service Area	Registered Borrowers	2021 Total circulation	% of Registered Borrowers	% of Circulation	Average	
Libraries	2013	2013						
Beloit	36,792	45,978	43,902	166,053	34.77%	20.16%	0.2747	
Clinton	2,121	3,507	3,551	22,192	2.81%	2.69%	0.0275	
Edgerton	5,521	9,080	8,802	72,199	6.97%	8.77%	0.0787	
Evansville	5,135	7,733	9,432	42,287	7.47%	5.13%	0.0630	
Janesville	63,510	81,195	48,153	446,821	38.14%	54.26%	0.4620	
Milton	5,538	9,700	9,986	66,333	7.91%	8.05%	0.0798	
Orfordville	1,456	2,895	2,433	7,671	1.93%	0.93%	0.0143	
TOTAL	120,073	160,088	126,259	823,556	1	1	0	
2023								
Ongoing Maintenance Costs for a Shared System								
	SHARE			2023				
	Total Cost to Library based on percentage of borrowers/circulation in 2021 annual reports							
Item - Central Site	Total Annual Cost	Beloit	Clinton	Edgerton	Evansville	Janesville	Milton	Orfordville
		0.2747	0.0275	0.0787	0.0630	0.4620	0.0798	0.0143
SHARE (SHARE formula)	\$ 71,976.00	\$ 14,776.00	\$ 1,844.00	\$ 5,953.00	\$ 3,719.00	\$ 38,186.00	\$ 5,822.00	\$ 1,676.00
BrainFuze	\$ 6,977.20	\$ 1,432.35	\$ 178.77	\$ 577.11	\$ 360.49	\$ 3,701.68	\$ 564.37	\$ 162.43
WPLC audio books	\$ 36,753.69	\$ 7,545.16	\$ 941.70	\$ 3,040.05	\$ 1,898.95	\$ 19,499.24	\$ 2,972.94	\$ 855.65
Hoopla 2022 additional	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 4,947.83	\$ 70,015.00	\$ 6,000.00	\$ 3,000.00
Office Supplies	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overhead/rent/utilities/	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
telephone	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LLS Support Agreement	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement of server	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$30,000/3 years								
Training	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023								
Total 2023 costs	\$ 115,706.89	\$ 23,763.51	\$ 2,964.47	\$ 15,570.16	\$ 10,926.27	\$ 131,401.92	\$ 15,359.31	\$ 5,694.08
Linkedin Learning		1712.6	213.75	690.03	431.02	4425.93	674.8	194.21
Total + LinkedIn Learning	\$ 25,466.11	\$ 3,178.22	\$ 3,178.22	\$ 16,260.19	\$ 11,357.29	\$ 135,827.85	\$ 16,034.11	\$ 5,888.29
Hoopla Base	\$ 20,364.40	\$ 4,180.60	\$ 521.78	\$ 1,694.42	\$ 1,052.17	\$ 10,804.10	\$ 1,647.24	\$ 474.09
								\$ -
								\$ -

## 2023 costs for shared system based on circulation patron registration averages

	of Municipality	Total Service Area	Registered Borrowers	2021 Total circulation	% of Registered Borrowers	% of Circulation	Average	
	2013	2013						
Libraries								
Beloit	36,792	45,978	43,902	166,053	34.77%	20.16%	0.2747	
Clinton	2,121	3,507	3,551	22,192	2.81%	2.69%	0.0275	
Edgerton	5,521	9,080	8,802	72,199	6.97%	8.77%	0.0787	
Evansville	5,135	7,733	9,432	42,287	7.47%	5.13%	0.0630	
Janeseville	63,510	81,195	48,153	446,821	38.14%	54.26%	0.4620	
Milton	5,538	9,700	9,986	66,333	7.91%	8.05%	0.0798	
Orfordville	1,456	2,895	2,433	7,671	1.93%	0.93%	0.0143	
TOTAL	120,073	160,088	126,259	823,556	1	1	1	0
2023								
Ongoing Maintenance Costs for a Shared System								
			SHARE		2023			
			Total Cost to Library based on percentage of borrowers/circulation in 2021 annual reports					
			0.0275	0.0787	0.0630	0.4620	0.0798	0.0143
Item - Central Site	Total Annual Cost	Beloit	Clinton	Edgerton	Evansville	Janeseville	Milton	Orfordville
SHARE (SHARE formula)	\$ 71,976.00	\$ 14,776.00	\$ 1,844.00	\$ 5,953.00	\$ 3,719.00	\$ 38,186.00	\$ 5,822.00	\$ 1,676.00
Enhanced Content	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WPLC audio books	\$ 31,734.00	\$ 8,716.43	\$ 873.82	\$ 2,497.17	\$ 2,000.04	\$ 14,660.05	\$ 2,532.94	\$ 453.55
Hoopla 2022 additional	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 4,424.37	\$ 70,015.00	\$ 6,000.00	\$ 3,000.00
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overhead/rent/utilities/	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LLS Support Agreement	\$ 91,700.00	\$ 25,187.38	\$ 2,525.02	\$ 7,215.93	\$ 5,779.41	\$ 42,362.35	\$ 7,319.31	\$ 1,310.59
Replacement of server \$30,000/3 years	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022								
Total 2022 costs	\$ 195,410.00	\$ 48,679.81	\$ 5,242.83	\$ 21,666.10	\$ 15,922.82	\$ 165,223.41	\$ 21,674.26	\$ 6,440.14
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -

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: \_\_\_\_\_



COUNTY NAME	COUNTY TOTAL EQUALIZED VALUE REDUCED BY TID 2021			EQ VALUE REDUCED BY TID INCREMENT 2022		MINIMUM AMOUNT TO QUALIFY FOR EXEMPTION:
[Enter county name here]	13,586,952,946					
<b>MUNIS WITH LIBRARY IN CO</b>	<b>EXEMPT</b>	<b>EQ VALUE REDUCED BY TID INCREMENT 2021</b>				
Beloit city	Yes	1,897,739,200		2,575,743,700		767,021
Janesville city	Yes	5,697,907,300		6,755,030,400		2,011,556
Clinton village	Yes	127,489,100		170,777,600		50,855
Edgerton city	Yes	432,116,300		477,313,100		142,137
Evansville city	Yes	486,612,600		579,337,900		172,519
Milton city	Yes	426,169,500		485,888,100		144,691
Orfordville village	Yes	86,369,200		106,232,200		31,635
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<b>MUNI SUMS:</b>		9,154,403,200				
		<b>2021 EQUALIZED VALUE OF PROPERTY TAXED FOR 2022</b>				
		<b>COUNTY LIBRARY SERVICE:</b>				
	STEP 1:	4,432,549,746				
		<b>COUNTY APPROPRIATION FOR ALL LIBRARY SERVICE IN 2022:</b>				
	STEP 2:	1,319,953				
		<b>COUNTY LIBRARY TAX LEVY RATE FOR 2022:</b>				
	STEP 3:	0.000297786392852364				