

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

GoToMeeting

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

or to join by phone, dial:

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

March 10, 2020

6:00 pm

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Approval of Expenditures
5. Citizen Participation, Communication and Announcements
6. Unfinished Business
  - a. Shared System – SHARE Update
  - b. 2020/21 Budget
  - c. Public Library System Redesign Project
  - d. Librarians' Report – Sarah Strunz
  - e. ALS Covid-19 Update
7. New Business
  - a. Committee appointments for vacant positions (action)
  - b. Approval of Marketing Agreement with Lakeshores Library System
8. Communications
9. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ [www.co.rock.wi.us](http://www.co.rock.wi.us) on 3/4/2021.

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

February 10, 2021

ALS Board Vice President Adam Dinnes called the meeting to order at 6:00 p.m. Present were Bill Wilson, Sherry Blakeley, Jose Carrillo, Sarah Strunz, Charles Teval and Steven Platteter. Also present were Stephanie Aegerter and Annette Smith.

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

The January 2021 minutes were moved approved by Adam Dinnes. Sherry Blakeley seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Adam Dinnes seconding. The motion carried unanimously.

### **Citizen participation, communication, or announcements:**

#### **Unfinished Business**

**a. Shared System –SHARE Update:** Platteter reported on January circulation.

**b. 2020/21 Budget:** Platteter discussed how the 2020 budget finished.

**c. Public Library System Redesign Project:**

**d. Librarians' Report:**

**e. ALS Covid-19 Update:** Platteter mentioned he was able to get a number of surplus N95 masks from Rock County.

## **New Business**

**a. Consider William Wilson to the ALS Board:** Adam Dinnes moved to approve the appointment of William Wilson to the ALS Board, Sherry Blakeley seconded. The motion carried unanimously.

**b. Election of Officers:** Jose Carrillo nominated Adam Dinnes as president, with Bill Wilson seconding. Dinnes was elected unanimously. Bill Wilson nominated Annette Smith as Vice President with Sherry Blakeley seconding. Smith was also elected unanimously.

**c. Approval of the ALS 2020 Annual Report:** Bill Wilson moved to approve the 2020 Annual Report, Jose Carrillo seconded. The motion carried unanimously.

**d. Amend ALS Policy Manual:** Bill Wilson moved to amend the ALS Policy Manual to reflect Martin Luther King Jr. Day as a paid holiday. Adam Dinnes seconded and the motion carried unanimously.

## **Communications:**

Jose Carrillo moved to adjourn. Bill Wilson seconded, and the motion carried unanimously. The meeting ended at 6:26 p.m.

Respectfully submitted,  
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	Other Services	02/05/2021	LAKESHORES LIBRARY SYSTEM	16,664.04	
		01/29/2021	KOENE COURIER SERVICE LLC	2,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	237,515.00	126,198.82	0.00	19,329.04	91,987.14
51-5000-0000-62410	R&M-Vehicles	02/05/2021	BURTNESS CHEVROLET INC	828.42	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	0.00	0.00	828.42	9,171.58
51-5000-0000-63101	Postage	02/03/2021	ARROWHEAD LIBRARY PETTY CASH	16.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	9.80	0.00	16.00	974.20
51-5000-0000-64200	Training	02/08/2021	WISCONSIN VALLEY LIBRARY SERVI	239.37	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	0.00	0.00	239.37	3,760.63
51-5000-0000-64201	Convention Exp	01/22/2021	PLATTETER,STEVE	25.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	25.00	0.00	25.00	3,950.00
51-5000-0000-64214	ILS Costs	02/22/2021	BELOIT PUBLIC LIBRARY	390.91	
		02/22/2021	CLINTON PUBLIC LIBRARY	20.43	
		02/22/2021	HEDBERG PUBLIC LIBRARY	419.27	
		02/05/2021	LAKESHORES LIBRARY SYSTEM	158,346.89	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	191,735.00	29,762.00	0.00	159,177.50	2,795.50
51-5000-0000-64303	Ext Materials	01/24/2021	INGRAM LIBRARY SERVICES	163.20	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	0.00	0.00	163.20	3,836.80
51-5000-0000-64306	Resource Libr	02/10/2021	HEDBERG PUBLIC LIBRARY	40,000.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	40,000.00	0.00	0.00	40,000.00	0.00
51-5000-0000-65321	Building Lease	04/01/2021	CITY OF MILTON	1,166.67	

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	3,500.01	0.00	1,166.67	9,333.32
<b>Arrowhead Library System PROG TOTAL</b>				<b>220,945.20</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$220,945.20**

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 \_\_\_\_\_

<u>Account Number</u>	<u>Account Name</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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**REPORT COMPLETE!**

For Job Numbers: 2155715

## Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 03/01/2021

Budget: RV

Org Key      Title  
515000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	State Aid	467,820.00	350,865.00	0.00	(116,955.00)
44120	Miscellaneous Fees	3,052.00	1,848.25	0.00	(1,203.75)
45504	Intergov-Other Libraries	260,892.00	102,357.62	0.00	(158,534.38)
46000	Contributions	2,000.00	0.00	0.00	(2,000.00)
46400	Fund Balance	60,000.00	0.00	0.00	(60,000.00)
	<b>Total Revenue</b>	<b>793,764.00</b>	<b>455,070.87</b>	<b>0.00</b>	<b>(\$338,693.13)</b>
<b>EXPENSE</b>					
61100	Regular Wages	183,982.00	18,273.08	0.00	165,708.92
61300	Per Diems	1,800.00	200.00	0.00	1,600.00
61400	FICA	14,075.00	1,361.18	0.00	12,713.82
61510	Retirement	12,051.00	1,035.84	0.00	11,015.16
61610	Health Insurance Premium	47,752.00	7,566.73	0.00	40,185.27
61620	Dental Insurance	1,373.00	389.04	0.00	983.96
61630	Life Insurance	180.00	30.39	0.00	149.61
62119	Other Contracted Services	237,515.00	144,195.36	0.00	93,319.64
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	56.76	0.00	1,943.24
62410	Repair & Maintenance-Vehicles	10,000.00	828.42	0.00	9,171.58
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	0.00	0.00	1,500.00
63101	Postage	1,000.00	25.80	0.00	974.20
63104	Printing & Duplicating	5,000.00	315.44	0.00	4,684.56
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,200.00	240.00	0.00	960.00
63300	Travel	3,000.00	0.00	0.00	3,000.00
64200	Training Expense	4,000.00	239.37	0.00	3,760.63
64201	Convention Expense	4,000.00	50.00	0.00	3,950.00
64214	ILS Costs	191,735.00	188,939.50	0.00	2,795.50
64303	Extension Materials	4,000.00	163.20	0.00	3,836.80
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,162,844.00	1,162,844.49	0.00	(0.49)
64309	Intersystem Agreement	83,040.00	77,863.59	0.00	5,176.41
64904	Sundry Expense	1,000.00	0.00	0.00	1,000.00
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	6,000.00	5,877.00	0.00	123.00
65321	Building Lease	14,000.00	4,666.68	0.00	9,333.32
67199	Miscellaneous Equipment	1,000.00	0.00	0.00	1,000.00
	<b>Total Expense</b>	<b>2,041,447.00</b>	<b>1,655,161.87</b>	<b>0.00</b>	<b>386,285.13</b>
	<b>County Share (Revenue - Expense)</b>	<b>(1,247,683.00)</b>	<b>(1,200,091.00)</b>	<b>0.00</b>	<b>(47,592.00)</b>
	<b>Grand Total Revenue</b>	<b>793,764.00</b>	<b>455,070.87</b>	<b>0.00</b>	<b>(338,693.13)</b>

# Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 03/01/2021

Budget: RV

Org Key      Title  
515000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,041,447.00	1,655,161.87	0.00	386,285.13
	Grand Totals County Share	(1,247,683.00)	(1,200,091.00)	0.00	(47,592.00)



## ALS Board 2021

Appointed Members	Term Expires	Ex-Officio Members
<b>Annette Smith-Vice President</b>	Reappointed 2/11/21	Richard Bostwick, Chair
1044 Sunset Drive	Expires 12/31/23	Rock County Board of Super
Milton, WI 53563	<a href="mailto:arsmith14@gmail.com">arsmith14@gmail.com</a>	Rock County Courthouse
Phone: 346-3673		Janesville, WI 53545
Milton Library Board Member		Phone: 757-5540(courthouse
<b>Bill Wilson</b>		Steve Platteter, Director
417 East High Street	Expires 12/31/22	Arrowhead Library System
Milton, WI 53563	<a href="mailto:william.wilson@co.rock.wi.us">william.wilson@co.rock.wi.us</a>	430 E. High St, Suite 200
Phone: 868-9180 or 718-0571(cell)	<a href="mailto:billwilsonretired@gmail.com">billwilsonretired@gmail.com</a>	Milton, WI 53563
Rock County Supervisor	(serves remainder of Bostwick term)	Phone:868-2872 (work)
		Phone: <b>262-689-9179 (cell)</b>
<b>Adam Dinnes-President</b>	Reappointed 1/3/19	Bryan McCormick Director
1438 Lafayette Street	Expires 12/31/21	Hedberg Public Library
Janesville, WI 53546	<a href="mailto:adamdinnes@gmail.com">adamdinnes@gmail.com</a>	316 S. Main Street
Phone: 608-295-9219		Janesville, WI 53545
Hedberg Library Board Member		Phone: 758-6594(work)
<b>Eloise Paula Eager</b>	Reappointed 1/1/19	Nick Dimassis
43 N Second St.	Expires 12/31/21	Beloit Public Library
Evansville, WI 53536	<a href="mailto:eloiseeager@charter.net">eloiseeager@charter.net</a>	605Eclipse Street
Phone: 608—490-0591		Beloit, WI 53511
Eager Free Library Board Member		Phone: 364-2917(work)
<b>Stephane Aegerter</b>	Reappointed 2/11/21	Sarah Strunz
526 Laurel Avenue	Expires 12-31-23	Orfordville Public Library
Janesville, WI 53548	<a href="mailto:stephanie.aegerter@co.rock.wi.us">stephanie.aegerter@co.rock.wi.us</a>	519 E. Beloit St.
Phone: 608-295-9274	(serves remainder of Davis term)	Orfordville, WI 53576
Rock County Supervisor		Phone: 879-9229
<b>Jose Carrillo</b>	Reappointed 1/9/20	<b>Board Committees:</b>
125 Winesap Drive	Expires 12/31/22	<b>Budget</b>
Janesville, WI 53548	<a href="mailto:jojolatino@aol.com">jojolatino@aol.com</a> (home)	Carrillo, Dinnes
Phone: 322-8986 (cell)		Platteter (Ex-Officio Member)
At Large Board Member		
<b>Sherry Blakeley</b>		<b>Personnel:</b>
745 Milwaukee Rd. #2	Expires 12/31/21	Carrillo, Dinnes
Beloit, WI 53511	<a href="mailto:blakeleys@beloitwi.gov">blakeleys@beloitwi.gov</a>	Platteter (Ex-Officio Member)
Phone: 608-362-1417	(serves remainder of Miller term)	
Beloit Library Board Member		

# Pilot Agreement Between the Lakeshores Library System (LLS) and the Arrowhead Library System (ALS) for Exchange of Services

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## Introduction:

This agreement is intended to outline an experimental arrangement whereby the Arrowhead Library System (ALS) will provide certain services related to marketing and public relations (M&PR) to the member libraries of Lakeshores Library System (LLS) in exchange for certain services related to Information Technology.

## Terms:

- I. LLS will provide the same 'General Member Library Services' and 'Local IT Services' as defined in the 'LLS & SHARE Technology Policies' document under the same conditions it provides them to LLS member libraries to ALS member libraries.
- II. LLS will provide general IT support services not covered by the Agreement for SHARE Support and Training - including periodic logistical support associated with grants and other projects - to the ALS system office upon request.
- III. ALS will provide the following core M&PR services to the member libraries of LLS, including:
  - A. Virtual or in-person check-up visits on an annual basis to each LLS member library to assess local marketing and public relations activities, and to provide guidance.
  - B. Creation of LLS system-wide Storywagon program graphical content (template-based), including social media post graphics and announcement text blurbs on an annual basis.
  - C. Develops monthly social media content posts, including graphics, on a system-wide basis (one post per month for each SHARE-wide licensed e-resource).
  - D. Develops social media content posts (w/ graphics) on a system-wide basis for "zeitgeist moments" including holidays and special events.
  - E. Serves as initial media relations contact for the LLS system, assessing media requests routing appropriately via email, and providing recommendations when comfortable doing so.
  - F. Include LLS events & spotlights when appropriate in the ALS Monthly Memo newsletter.
  - G. Develops Bi-annual infographics and news releases for LLS member libraries by county (one per county) highlighting service developments and overall trends geared toward educating trustees and local/county officials about the services that system libraries provide.

- H. Provide individualized graphic design and marketing services to LLS member libraries - subject to ALS capacity to do so - on a cost-recovery fee basis.
- IV. The systems will monitor the number of work-hours expended on activities related to this agreement on a quarterly basis.
- V. Either system administrator/director may request an audit of the person/hours spent by each system to provide the services detailed in this agreement, and the audit shall be done.

**Future Activities, Renewal of Agreement**

This Support Agreement may be renewed, modified or terminated at any time. The participating systems shall provide each other no less than thirty (30) days notice prior to termination of the agreement.

**Affirmations & Signatures**

The following parties agree to the terms set forth in this agreement:

\_\_\_\_\_  
(Board President, LLS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Board President, ALS)

\_\_\_\_\_  
Date

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

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