ARROWHEAD LIBRARY SYSTEM
Board Meeting
Via:
GoToMeeting
https://global.gotomeeting.com/join/710683725
or to join by phone, dial:
+1 (872) 240-3311 Access Code: 710-683-725
August 11, 2021
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. 2021/22 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. Rock County ARPA Small Business Grant Report – Stephanie Aegerter

   b. Approval of the 2022 Resource Contract with Hedberg PL

   c. Trustee Training Week, August 23-27

8. Communications

9. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ www.co.rock.wi.us on 8/5/2021.

ARROWHEAD LIBRARY SYSTEM BOARD MEETING
Remote via GoToMeeting
July 14, 2021

ALS Board President Adam Dinnes called the meeting to order at 6:00 p.m.
Present were Bill Wilson, Sherry Blakeley, Jose Carrillo, Stephanie Aegerter,
Annette Smith, Eloise Eager, Sarah Strunz, Nick Dimassis, Charles Teval and Steven
Platteter. Also present was Lakeshores Library System Director Steve Ohs, and
Rock County Supervisor Genia Stevens.

The Agenda was moved approved by Eloise Eager. Annette Smith seconded, and
the motion carried unanimously.

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

Expenditures were approved on a motion by Sherry Blakeley with Stephanie
Aegerter seconding. The motion carried unanimously.

Citizen participation, communication, or announcements: Stephanie Aegerter
and Genia Stevens talked about a Rock County ARPA small business project which
will include the seven ALS member libraries

Unfinished Business
a. Shared System –SHARE Update:

b. 2021/22 Budget: Platteter discussed the state aid increase for 2022, he also
mentioned that his 2022 budget request is due at the county on July 19.

c. Public Library System Redesign Project: Platteter mentioned that DPI is
continuing to work on their implementation plan.

d. Librarians' Report:

e. ALS Covid-19 Update: Platteter mentioned that cases in Rock County had
started to increase.

f. Merger exploration update: Platteter and Steve Ohs discussed the make up of the Joint Merger Exploration Committee. Platteter also mentioned that DPI is discussing committing LSTA funds to the project.

New Business
a. Approval of the 2022 ALS Charter: Stephanie Aegerter moved to approve the 2022 ALS Charter. Annette Smith seconded, and the motion carried unanimously.

b. Approval of the 2022 Intersystem Agreement with Lakeshores Library System: Eloise Eager moved to approve the agreement with Lakeshores Library System. Sherry Blakeley seconded, and the motion carried unanimously

Communications:

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

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Account Number	Account Name	Inv Date	Vendor Name		Inv/Enc Amt
51-5000-0000-62119	Other Services				
		07/01/2021	WISCNET		1,500.00
		07/01/2021	WILS		1,393.00
		06/30/2021	KOENE COURIER SERVICE LLC		2,665.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	237,515.00	160,286.36	0.00	5,558.00	71,670.64
51-5000-0000-63101	Postage				
		07/07/2021	ARROWHEAD LIBRARY PETTY CASH		12.80
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	92.60	0.00	12.80	894.60
51-5000-0000-64904	Sundry Expense				
		07/19/2021	ARROWHEAD LIBRARY PETTY CASH		41.93
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	41.93	0.00	41.93	916.14
51-5000-0000-65321	Building Lease				
		09/01/2021	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	9,333.36	0.00	1,166.67	3,499.97
51-5000-0000-67199	Misc Equp				
		06/25/2021	AMAZON.COM		49.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	49.99	950.01
	Arrowhead Library System PROG TOTAL			**6,829.39**	

I have examined the preceding bills and encumbrances in the total amount of   **$6,829.39**

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: 2214676

Fiscal Year: 2021   **As of:** 08/02/2021   **Budget:** RV

Org Key	Title
5150000000	**Arrowhead Library System**

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	467,820.00	467,820.00	0.00	0.00
44120	Miscellaneous Fees	3,052.00	2,841.34	0.00	(210.66)
45504	Intergov-Other Libraries	260,892.00	260,891.65	0.00	(0.35)
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	60,000.00	0.00	0.00	(60,000.00)
	Total Revenue	**793,764.00**	**733,552.99**	**0.00**	**($60,211.01)**
EXPENSE					
61100	Regular Wages	183,982.00	95,456.05	0.00	88,525.95
61300	Per Diems	1,800.00	650.00	0.00	1,150.00
61400	FICA	14,075.00	7,131.16	0.00	6,943.84
61510	Retirement	12,051.00	5,486.55	0.00	6,564.45
61610	Health Insurance Premium	47,752.00	47,752.00	0.00	(0.00)
61620	Dental Insurance	1,373.00	1,037.44	0.00	335.56
61630	Life Insurance	180.00	84.44	0.00	95.56
62110	Pest Control Services	0.00	(1,332.50)	0.00	1,332.50
62119	Other Contracted Services	237,515.00	165,844.36	0.00	71,670.64
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	473.18	0.00	1,526.82
62410	Repair & Maintenance-Vehicles	10,000.00	3,452.84	0.00	6,547.16
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	389.07	0.00	1,110.93
63101	Postage	1,000.00	105.40	0.00	894.60
63104	Printing & Duplicating	5,000.00	1,892.64	0.00	3,107.36
63108	Public Information	5,000.00	1,261.41	0.00	3,738.59
63200	Publications/Subscriptions/Due	1,200.00	744.69	0.00	455.31
63300	Travel	3,000.00	0.00	0.00	3,000.00
64200	Training Expense	4,000.00	1,377.37	0.00	2,622.63
64201	Convention Expense	4,000.00	265.00	0.00	3,735.00
64214	ILS Costs	191,735.00	188,727.11	0.00	3,007.89
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	80,451.59	0.00	2,588.41
64904	Sundry Expense	1,000.00	83.86	0.00	916.14
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	10,500.03	0.00	3,499.97
67199	Miscellaneous Equipment	1,000.00	49.99	0.00	950.01
	Total Expense	**2,041,447.00**	**1,820,768.37**	**0.00**	**220,678.63**
	County Share (Revenue - Expense)	**(1,247,683.00)**	**(1,087,215.38)**	**0.00**	**(160,467.62)**

Fiscal Year: 2021   **As of:** 08/02/2021   **Budget:** RV

Org Key	Title
5150000000	**Arrowhead Library System**

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Revenue	793,764.00	733,552.99	0.00	(60,211.01)
	Grand Total Expense	2,041,447.00	1,820,768.37	0.00	220,678.63
	Grand Totals County Share	(1,247,683.00)	(1,087,215.38)	0.00	(160,467.62)

Revenue		2019 Actual	2020 Request	2020 Actual	2021 Request	2021 Estimated	2022 Request
42200	State Aid	467,820	467,820	467,820.00	467,820	467,820	540,857
44120	Misc Fees	6,103	6,103	6,103.25	3,052	2,841	3,438
45504	Intergovt-Other libraries	**240,765**	**250,654**	**252,644.68**	**260,892**	**260,892**	**284,448**
46000	Contributions	2,000	2,000	2,000.00	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.		86,050	23,269.46	60,000	1,235	40,000
46900				751,837.39			
47000	Transfers in						
	Total Revenue*	**716,688**	**812,627**	**751,837.39**	**793,763**	**734,788**	**870,743**
	Total Fund Balance	**271,212**	**292,361**	**269,091.54**	**209,092**		
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.						
Expense							
61100	Regular Wages	**179,480**	**182,860**	**180,626.00**	**183,982**	**183,982**	**189,492**
61300	Per Diems	**1,840**	**1,800**	**1,354.46**	**1,800**	**1,800**	**1,800**
61400	FICA	**13,821**	**13,989**	**13,513.00**	**14,075**	**14,075**	**14,496**
61510	Retirement-Employers	**10,556**	**11,977**	**10,515.00**	**12,051**	**12,051**	**10,514**
61610	Heath Insurance	**49,097**	**51,048**	**51,176.36**	**47,752**	**47,752**	**47,560**
61620	Dental Insurance	**1,556**	**1,556**	**1,556.16**	**1,373**	**1,373**	**1,334**
61630	Life Insurance	**114**	**180**	**120.30**	**180**	**160**	**180**
62119	Other contracted services	**159,720**	**258,933**	**221,038.00**	**237,515**	**189,000**	**269,076**
62130	Audit Fees	1,500	2,000	2,000.00	2000	2,000	2,000
62210	Telephone	1,351	2,000	1,270.54	2000	1,600	2,000
62410	R&M-Vehicles	6,138	10,000	6,464.00	10,000	7,000	10,000
62420	R&M-Machinery&Equip.	0	100	0.00	100	0	100
63100	Office Supplies&Expenses	1,011	1,500	1,053.68	1,500	1,500	1,500
63101	Postage	230	1,000	190.20	1,000	200	1,000
63104	Printing & Duplication	3,503	5,000	4,560.23	5,000	5,000	6,000
63108	Public Information	2,556	5,000	911.30	5,000	3,500	5,000
63200	Publications/Subscriptions/Dues	1,060	1,500	1,277.88	1,200	1,280	1,300
63300	Travel	1,808	3,000	519.89	3,000	2,000	3,000
64200	Training Expense	1,990	4,000	3,069.15	4,000	3,000	4,000
64201	Convention Expense	2,939	4,000	499.58	4,000	2,500	4,000
64214	ILS Costs	**193,007**	**185,684**	**185,692.16**	**191,735**	**191,735**	**197,891**
64303	Extension Materials	3,785	**4,000**	**3,753.32**	**4,000**	**4,000**	**4,000**
64306	Resource Library	40,000	40,000	40,000.00	40,000	40,000	40,000
64307	Participating Libraries	**1,025,967**	**1,113,408**	**1,113,408.15**	**1,162,844**	**1,162,844**	**1,238,125**
64309	Intersystem Agreement	**72,691**	**73,534**	**73,534.16**	**83,040**	**83040**	**81,828**
64904	Sundry Expense	308	1,000	50.60	1,000	200	1,000
64918	Advertising	0	300	0.00	300	0	300
65101	Insurance on Building	5,340	5,000	5,416.00	6,000	5,880	6,000
65321	Building/office Lease	14,000	14,000	14,000.04	14,000	14,000	14,000
67199	Misc. Equipment	668	3,000	2,564.00	1,000	1,000	35,000
	Total Expenses	1,796,037	2,001,369	1,940,134.16	2,041,447	1,982,472	2,192,496
	Expenses minus County funds	695,539	812,627	751,837.39	793,763	734,788	870,743
		21,149		0.00	0	0	0

REFERENCE AND RESOURCE LIBRARY AGREEMENT – 2022
HEDBERG PUBLIC LIBRARY/ARROWHEAD LIBRARY SYSTEM

THIS AGREEMENT is by and between Arrowhead Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statues, hereinafter called "Arrowhead," and the Hedberg Public Library, hereinafter called "HPL."

WHEREAS, Arrowhead is organized under authority of Wisconsin State Statutes chapter 43 to provide for the improvement of public library services to the residents of Rock County, and annual adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library," and

WHEREAS, HPL is a member of Arrowhead and meets all the statutory requirements to serve as a resource library.

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1.   HPL will serve as the resource library for Arrowhead.

This agreement between Arrowhead and HPL is in accordance with provisions of Chapter 43.24(2)(b) of the Wisconsin Statutes for backup reference and interlibrary loan services from the system resource library, including development of and access to specialized collections.

Definitions:

Clearinghouse – agency responsible for receiving and referring author, title and subject interlibrary loan requests out of system, and for receiving requests from outside the system for referral to libraries within the system.

Interlibrary loan – a transaction in which library materials, or copies of materials, are made available by one library to another upon request for a specific item or general or specific information.

Reference services – responses to interlibrary loan subject requests received from ALS Member and affiliate libraries or received from libraries outside the system through the ALS clearinghouse. Responses may require a fill from the HPL collection or a referral to Sources within system, or outside the system through the ALS clearinghouse.

Collection Development – the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online resources, and other media. The materials purchased will help provide a diverse collection available for use through the ALS shared system.

Agreement:

Hedberg Public Library agrees to

- Provide reference services for ALS, its member and affiliate libraries, and to other libraries as requested through the ALS clearinghouse;

- Provide author/title interlibrary loan services on the same basis as other member libraries as outlined in the Member Agreement;

- Provide Rock County residents access to any specialized collections, including electronic collections such as Overdrive Advantage, on the same terms as City of Janesville residents and as outlined in the Member Agreement.

- Provide Arrowhead with statistics of reference services and author/title interlibrary loans provided to ALS member and affiliate libraries.

- Provide professional cataloging services, including contracting with SkyRiver, to ALS member and affiliate libraries.

In Return, Arrowhead Library System agrees to

- Pay the sum of $40,000 in one payment by March 4, 2022.

Terms and conditions of compensation for such services are as follow:

a. Service to residents of Rock County with a library; reference services; collection development, reference collection development; cataloging services.

Total Amount: $40,000.

Payments agreed upon in this compensation agreement are to be made by Arrowhead promptly upon billing by HPL

This agreement shall be in effect as of January 1, 2022 and shall remain in effect until December 31, 2022. This agreement may be amended at any time by mutual agreement of both parties.

Dated this

In the presence of:

Hedberg Public Library

By_____
Julie Janiak, President
Hedberg public Library Board of Trustees

By_____
Bryan J. McCormick, Director
Hedberg Public Library

Arrowhead Library System

By_____
Adam Dinnes, President
Arrowhead Library System Board of Trustees

By_____
Steven Platteter, Director
Arrowhead Library System

Registration is now open for Wisconsin Trustee Training Week 2021, which will be held Aug. 23-27. There will be one webinar each day from noon to 1 p.m. on a topic that's relevant to public library boards, friends, and trustees. Webinars are available free of charge, and are open to anyone.

The schedule of presentation is as follows:

- Monday, Aug. 23—Wisconsin Library Ecosystem—What is a library ecosystem and why is it important? In general terms, an ecosystem is a complex network or interconnected system. In this webinar, we'll learn about the different partners involved in this ecosystem, beginning with a statewide perspective on how Wisconsin's public libraries work with **Shannon Schultz**, Public Library Administration Consultant, We will move our way through the public library system and the importance of system membership with **John Thompson,** Director of IFLS Library System, then finish with libraries at the local level with **Jennifer Thiele**, Assistant Professor, Louisiana State University and former Director of the Marinette County Library System. Along the way, we'll explore the statutory language that comes into play at each level, and we'll provide links to resources that can be helpful.

- Tuesday, Aug. 24—**Departures & Arrivals: Transitions and Succession Planning**—Trustees will learn how to successfully prepare for the departure of a director due to retirement or moving to a new library. We will cover what the current director and board must put in place prior to the placement of a new director and discuss the role of trustees in successfully onboarding a new director and the transition of them into their new role. We will provide a checklist of items to prepare for new library directors that will be supplied after the presentation. Presented by **Kate Hall**, Executive Director of the Northbrook Public Library, and **Kathy Parker**, Library Consultant.

- Wednesday, Aug. 25—**Self-awareness for Social Justice Ally-ship**—In this session, participants will be invited to explore privilege, prejudice, and inclusion through story-telling and critical self-reflection. This session is interactive and will explore both individual and collective aspects of practicing social justice. Presented by **Ruth de Jesus**, Diversity and Inclusion Coordinator at Northland College.

- Thursday, Aug. 26—**Library Ethics 101: What Would You Do?**—Public libraries face ethical issues all the time. This session aims to create an open discussion about library core values and ethics. Inspired by a session at the 2020 Public Library Association Conference, our program provides real library ethical scenarios, followed by a discussion with a panel of experienced trainers. We will discuss sticky situations when personal ethics and professional ethics differ. This is a highly interactive session; audience participation is encouraged. Attendees will leave with a list of helpful resources and books. Presented by **Patty Collins, Gail**

Santy, and **Maribeth Shafer**, Library Consultants for the Central Kansas Library System.

- Friday, Aug. 27—**Trustee Leadership: Bringing it All Together**—It's the end of Trustee Training Week! It's time to take what you've learned and apply it at your library. Join **Melissa McLimans**, consultant at Wisconsin Library Services (WiLS), and **Stef Morrill**, executive director of River Valley Commons and a current Friends of the Library Board Member at Spring Green Public Library, as they discuss how to support and develop the library's vast, interconnected ecosystem by applying servant leadership.

You must register for each webinar individually at www.wistrusteetraining.com. More information is also available at that link, and you can also access recordings from the 2015-20 webinars.

Trustee Training Week is coordinated by the South Central Library System. This year, Trustee Training Week is supported by the Wisconsin Department of Public Instruction (DPI), Public LIbrary Development Team, with funding support from the Institute of Museum and Library Services (IMLS).