

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

Google Meet

<https://meet.google.com/jwd-tbsi-exn>

in a browser

or to join by phone, dial:

+1 347-378-8760 and enter this PIN: 199 454 212#

Wednesday June 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
7. New Business
  - a. ALS Covid-19 Update
  - b. Consider Stephane Aegerter to the ALS Board
  - c. ALS Board Officer and Committee Vacancies (action)
  - d. Approval of the 2021 Resource Contract with Hedberg PL

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 6/4/2020.

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via Google Meet

May 13<sup>th</sup>, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:04 p.m. Present were Wes Davis, Adam Dinnes, Annette Smith, Maribeth Miller, Eloise Eager, Jose Carrillo and Steven Platteter. Also present was Jim Novy, Lakeshores Library System IT Manager, who ran the remote part of the meeting.

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

The April 2020 minutes were moved approved by Wes Davis. Adam Dinnes seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Jose Carrillo with Eloise Eager seconding. The motion carried unanimously.

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

#### **Unfinished Business**

**a. Shared System –SHARE Update:** Platteter mentioned ALS has started limited delivery. Currently delivery is for returning items to their home library and not filling SHARE holds.

**b. 2019/20 Budget:** Platteter mentioned that ALS will be adding CreativeBug and LinkedIn Learning in 2020.

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

**d. Librarians' Report:**

**New Business**

**a. ALS Covid-19 Update:** Platteter discussed what is happening with ALS and its member libraries in regard to the Covid-19 "Safe at Home" order.

**b. 2<sup>nd</sup> State Aid payment -\$116,955:**

**c. Rock County Budget Calendar:** Platteter discussed the 2021 budget process.

**Communications:**

Wes Davis moved to adjourn. Maribeth Miller seconded, and the motion carried unanimously. The meeting ended at 6:40 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	05/06/2020	BELOIT PUBLIC LIBRARY		1,951.77	
		05/07/2020	LAKESHORES LIBRARY SYSTEM		3,679.32	
		04/29/2020	BRIDGES LIBRARY SYSTEM		100.00	
		04/28/2020	KOENE COURIER SERVICE LLC		1,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	258,933.00	184,922.98	0.00	7,396.09	66,613.93	
51-5000-0000-62410	R&M-Vehicles	04/22/2020	OFFICE DEPOT INC		5.99	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	10,000.00	2,013.77	0.00	5.99	7,980.24	
51-5000-0000-63100	Office&Misc Exp	04/21/2020	OFFICE DEPOT INC		164.26	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	1,500.00	328.77	0.00	164.26	1,006.97	
51-5000-0000-63101	Postage	05/06/2020	ARROWHEAD LIBRARY PETTY CASH		8.40	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	1,000.00	63.60	0.00	8.40	928.00	
51-5000-0000-64200	Training	04/29/2020	BRIDGES LIBRARY SYSTEM		1,165.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	4,000.00	1,687.15	0.00	1,165.00	1,147.85	
51-5000-0000-65321	Building Lease	07/01/2020	CITY OF MILTON		1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	14,000.00	9,012.02	0.00	1,166.67	3,821.31	
51-5000-0000-67199	Misc Equip	05/07/2020	LAKESHORES LIBRARY SYSTEM		2,227.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	3,000.00	37.87	0.00	2,227.67	734.46	
<b>Arrowhead Library System PROG TOTAL</b>				<b>12,134.08</b>		

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$12,134.08**

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: 2050620

## Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 05/27/2020

Budget: RV

Org Key      Title  
515000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	State Aid	467,820.00	467,820.00	0.00	0.00
44120	Miscellaneous Fees	6,103.00	5,375.75	0.00	(727.25)
45504	Intergov-Other Libraries	250,654.00	252,644.68	0.00	1,990.68
46000	Contributions	2,000.00	0.00	0.00	(2,000.00)
46400	Fund Balance	86,050.00	0.00	0.00	(86,050.00)
<b>Total Revenue</b>		<b>812,627.00</b>	<b>725,840.43</b>	<b>0.00</b>	<b>(\$86,786.57)</b>
<b>EXPENSE</b>					
61100	Regular Wages	182,860.00	61,434.38	0.00	121,425.62
61300	Per Diems	1,800.00	654.46	0.00	1,145.54
61400	FICA	13,989.00	4,595.39	0.00	9,393.61
61510	Retirement - Redeployment	11,977.00	3,527.99	0.00	8,449.01
61610	Health Insurance Premium	51,048.00	21,240.97	0.00	29,807.03
61620	Dental Insurance	1,556.00	648.40	0.00	907.60
61630	Life Insurance	180.00	49.60	0.00	130.40
62119	Other Contracted Services	258,933.00	184,922.98	0.00	74,010.02
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	450.27	0.00	1,549.73
62410	Repair & Maintenance-Vehicles	10,000.00	2,013.77	0.00	7,986.23
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	328.77	0.00	1,171.23
63101	Postage	1,000.00	63.60	0.00	936.40
63104	Printing & Duplicating	5,000.00	2,264.00	0.00	2,736.00
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,500.00	817.50	0.00	682.50
63300	Travel	3,000.00	404.31	0.00	2,595.69
64200	Training Expense	4,000.00	1,687.15	0.00	2,312.85
64201	Convention Expense	4,000.00	285.58	0.00	3,714.42
64214	ILS Costs	185,684.00	186,050.68	0.00	(366.68)
64303	Extension Materials	4,000.00	(2,000.00)	0.00	6,000.00
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,113,408.00	1,113,408.15	0.00	(0.15)
64309	Intersystem Agreement	73,534.00	71,180.66	0.00	2,353.34
64904	Sundry Expense	1,000.00	39.32	0.00	960.68
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	3,304.00	0.00	1,696.00
65321	Building Lease	14,000.00	9,012.02	0.00	4,987.98
67199	Miscellaneous Equipment	3,000.00	37.87	0.00	2,962.13
<b>Total Expense</b>		<b>2,001,369.00</b>	<b>1,706,421.82</b>	<b>0.00</b>	<b>294,947.18</b>
<b>County Share (Revenue - Expense)</b>		<b>(1,188,742.00)</b>	<b>(980,581.39)</b>	<b>0.00</b>	<b>(208,160.61)</b>
<b>Grand Total Revenue</b>		<b>812,627.00</b>	<b>725,840.43</b>	<b>0.00</b>	<b>(86,786.57)</b>

**Rock County - Production  
Budget to Actual Figures**

Fiscal Year: 2020

As of: 05/27/2020

Budget: RV

Org Key      Title  
515000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,706,421.82	0.00	294,947.18
	Grand Totals County Share	(1,188,742.00)	(980,581.39)	0.00	(208,160.61)



2021 ALS ROCK COUNTY FUNDING REQUEST

Libraries	2020 Municipal Appropriation		2019		2019 %		Participating Library Payment				% cost of	
	Total	Circulation	Total	Circulation	Township Circulation	Town. use	2021	% of total	2018	2017	2019	2020
<b>Beloit</b>	\$ 1,780,877.00	266,782	56,751	21.27%	\$ 378,835.72	32.58%	\$ 350,503.91	83.56%	\$ 21,140.04	2020	\$ 47,520.68	83.56%
<b>Clinton</b>	\$ 115,902.00	30,588	13,106	42.85%	\$ 82,247.48	4.27%	\$ 65,810.77	75.59%	\$ 3,394.72	2020	\$ 32,789.58	75.59%
<b>Edgerton</b>	\$ 281,622.00	98,459	26,916	27.34%	\$ 62,371.76	7.07%	\$ 445,225.13	70.00%	\$ 2,816.00	2020	\$ 3,121.11	70.00%
<b>Evansville</b>	\$ 277,011.00	68,498	15,423	22.52%	\$ 465,221.02	5.36%	\$ 93,312.47	77.22%	\$ 12,875.41	2020	\$ 15,266.77	77.22%
<b>Janesville</b>	\$ 3,523,470.00	625,524	82,591	13.20%	\$ 94,175.36	40.01%	\$ 83,247.48	92.12%	\$ 4,883.00	2020	\$ 1,188,742.30	92.12%
<b>Milton</b>	\$ 296,314.00	103,328	32,840	31.78%	\$ 30,332.77	8.10%	\$ 30,332.77	76.96%	\$ 15,333.69	2020	\$ 15,266.77	76.96%
<b>Orfordville</b>	\$ 82,179.00	23,202	8,564	36.91%	\$ 1,162,844.48	2.61%	\$ 1,162,844.48	70.00%	\$ 21,140.04	2020	\$ 4,707.00	70.00%
<b>TOTAL</b>	\$ 6,357,375.00	1,216,381	236,191	19%				83.78%				
*PLP is Participating Library Payment												
**** 70% rule applies												
70% formula is only u												
<b>Brodhead</b>	\$ 20,843.00	20,586.00	24,106.00	2015	2016	2017	2018	2019	2020			
<b>Lakeshores*</b>	\$ 1,929.00	2,439.00	1,872.00	\$ 1,970.00	\$ 20,566.00	\$ 19,156.00	\$ 23,217.00	\$ 28,785.34	\$ 21,140.04	\$ 4,707.00		
<b>Board per diem</b>	\$ 37,454.58	45,627.48	26,149.27	\$ 26,010.78	\$ 27,378.69	\$ 15,874.76	\$ 15,874.76	\$ 22,045.60	\$ 26,110.65			
<b>Whitewater</b>	\$ 5,121.12	4,368.82	3,483.78	\$ 3,691.94	\$ 4,147.85	\$ 2,339.09	\$ 2,339.09	\$ 2,773.56	\$ 3,188.59			
<b>Jefferson County</b>	\$ 1,692.27	2,211.00	3,794.00	\$ 4,318.00	\$ 5,575.00	\$ 4,883.00	\$ 4,883.00	\$ 3,394.72	\$ 3,121.11			
<b>Green County</b>	\$ 13,828.42	12,957.43	19,093.87	\$ 16,544.00	\$ 16,708.00	\$ 15,333.69	\$ 15,333.69	\$ 12,875.41	\$ 15,266.77			
<b>Dane County</b>	\$ 80,868.39	\$ 88,189.73	\$ 78,498.92	\$ 73,100.72	\$ 76,401.54	\$ 65,770.54	\$ 72,690.63	\$ 73,534.16				
<b>TOTAL</b>	\$ 956,132.00	\$ 930,935.00	\$ 926,377.00	\$ 920,775.00	\$ 953,539.00	\$ 1,001,938.00	\$ 1,025,967.20	\$ 1,113,408.14				
<b>Board Per Diem</b>	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,800.00			
<b>Total requested</b>	\$ 1,038,500.39	\$ 1,020,624.73	\$ 1,006,375.92	\$ 995,375.72	\$ 1,031,440.54	\$ 1,069,208.54	\$ 1,100,157.83	\$ 1,188,742.30				
*Reimbursement for Waiworth County. Intersystem agreement with LLS uses statewide cost of circ in formula.												
					98.28%	99%	104%	104%	103%	108%		
<b>Average of last three year's appropri</b> \$ 1,119,369.56												

2021 ALS Rock County Funding-70% cost of circ.

	2019	2019												
	Total Operating Expenditures	Expenditures	Total	Circulations	Cost per Circulation	Township Circulation	Cost of Township Circ.	70% of cost of Township circ						
*PLP is Participating Library Payment														
***The formula cost of rural service times 70% based on total operating expenditures - federal fund expenditures divided by total circulations														
<b>Beloit</b>	\$ 2,131,165	\$ 266,782	\$ 7.99	56,751	\$ 453,350.47	\$ 317,345.33								
<b>Clinton</b>	\$ 153,332	\$ 30,588	\$ 5.01	13,106	\$ 65,697.96	\$ 45,988.57								
<b>Edgerton</b>	\$ 429,803	\$ 98,459	\$ 4.37	26,916	\$ 117,496.39	\$ 82,247.48								
<b>Evansville</b>	\$ 358,737	\$ 68,498	\$ 5.24	15,423	\$ 80,773.17	\$ 56,541.22								
<b>Hedberg</b>	\$ 3,824,702	\$ 625,524	\$ 6.11	82,591	\$ 504,994.15	\$ 353,495.91								
<b>Milton</b>	\$ 385,023	\$ 103,328	\$ 3.73	32,840	\$ 122,369.11	\$ 85,658.38								
<b>Orfordville</b>	\$ 117,398	\$ 23,202	\$ 5.06	8,564	\$ 43,332.32	\$ 30,332.62								
<b>Average Cost/Circ</b>			\$ 5.36		\$ 1,388,013.58	\$ 971,609.50								
<b>70% formula is only used if it is higher then Rock County formula</b>														

REFERENCE AND RESOURCE LIBRARY AGREEMENT – 2021  
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 Statutes, 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 2, 2021.

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, 2021 and shall remain in effect until December 31, 2021. 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 \_\_\_\_\_  
Richard Bostwick, President  
Arrowhead Library System Board of Trustees

By \_\_\_\_\_  
Steven Platteter, Director  
Arrowhead Library System

DRAFT

**ARROWHEAD LIBRARY SYSTEM  
2020 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 20	ALS	Wednesday, January 8
Tuesday, January 28	ALS	Wednesday, February 12
Tuesday, February 25	ALS	Wednesday, March 11
Tuesday, March 24	Remote	Wednesday, April 8
Tuesday, April 28	Remote	Wednesday, May 13
Tuesday, May 26	Remote	Wednesday, June 10
Tuesday, June 23	MPL or Remote	Wednesday, July 8
Tuesday, July 28	HPL or Remote	Wednesday, August 12
Tuesday, September 4	OPL or Remote	Wednesday, September 23
Tuesday, September 29	CPL or Remote	Wednesday, October 14
Tuesday, October 27	ALS or Remote	Wednesday, November 11
Tuesday, November 24	ALS or Remote	Wednesday, December 9