

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Milton Public Library
430 E High St.
Milton, WI
Wednesday November 13, 2019
6:00 pm

Please call the ALS office if you are unable to attend (868-2872)

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. 2019/20 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. Approval of the 2020 Youth Services Consulting Agreement with the Beloit Public Library
 - b. Dates and locations of 2020 ALS Board and librarians' meetings
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 11/7/2019.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Clinton Public Library

October 16th, 2019

ALS Board President Rich Bostwick called the meeting to order at 6:03 p.m. Present were Bill Wilson, Wes Davis, Maribeth Miller, Adam Dinnes and Steven Platteter. Mary Bieber, Clinton Public Library Director was also present.

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

The September 2019 minutes were moved approved by Adam Dinnes. Bill Wilson 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 mentioned that the new Hedberg PL Express Branch in the Janesville Mall has opened and has been circulating in SHARE.

b. 2019/20 Budget: Platteter mentioned that there is an error on the Building Lease line of the actuals report that is being corrected by a journal entry.

c. Public Library System Redesign Project: Platteter mentioned that DPI is revising its PLSR implementation schedule

d. Librarians' Report:

New Business

a. Approval of the 2020 ALS Affiliate Contracts: Bill Wilson moved to approve the 2020 affiliate agreements. Maribeth Miller seconded, and the motion carried unanimously.

b. 2020 Exemption from county library tax letters: Platteter explained the exemption process.

c. Approval of the 2020 Continuing Education Agreement with South Central Library System: Maribeth Miller moved to approve the 2020 agreement with SCLS. Adam Dinnes seconded, and the motion carried unanimously.

Communications:

Maribeth Miller moved to adjourn. Maribeth Miller seconded, and the motion carried unanimously. The meeting ended at 6:22 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	10/27/2019	BUE,RENE	167.84			
		10/17/2019	MOVIE LICENSING USA	277.00			
		10/01/2019	TECHMAX BUSINESS SOLUTIONS LLC	70.00			
		10/01/2019	KOENE COURIER SERVICE LLC	1,665.00			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	151,901.63	0.00	2,179.84	29,811.53		
51-5000-0000-62410	R&M-Vehicles	10/03/2019	BURTNESS CHEVROLET INC	106.55			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			10,000.00	4,229.98	0.00	106.55	5,663.47
		51-5000-0000-63100	Office&Misc Exp	10/03/2019	OFFICE DEPOT INC	153.08	
					Budget	YTD Exp	YTD Enc
	1,500.00			857.44	0.00	153.08	489.48
51-5000-0000-63101	Postage			10/09/2019	ARROWHEAD LIBRARY PETTY CASH	20.10	
					Budget	YTD Exp	YTD Enc
			1,000.00	151.30	0.00	20.10	828.60
		51-5000-0000-63104	Print/Duplicate	10/01/2019	DIMAX OFFICE SOLUTIONS INC	178.00	
					Budget	YTD Exp	YTD Enc
	5,000.00			2,726.05	0.00	178.00	2,095.95
51-5000-0000-64200	Training			10/07/2019	ORFORDVILLE PUBLIC LIBRARY	200.00	
					Budget	YTD Exp	YTD Enc
			4,000.00	1,702.00	0.00	200.00	2,098.00
		51-5000-0000-64303	Ext Materials	10/22/2019	INGRAM LIBRARY SERVICES	1,654.72	
					Budget	YTD Exp	YTD Enc
	4,000.00			825.73	0.00	1,654.72	1,519.55
51-5000-0000-64904	Sundry Expense			10/07/2019	ARROWHEAD LIBRARY PETTY CASH	37.00	
					Budget	YTD Exp	YTD Enc
			1,000.00	120.93	0.00	37.00	842.07
		51-5000-0000-65321	Building Lease	12/01/2019	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	12,833.37	0.00	1,166.67	(0.04)
Arrowhead Library System PROG TOTAL				5,695.96	

I have examined the preceding bills and encumbrances in the total amount of **\$5,695.96**

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
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REPORT COMPLETE!

For Job Numbers: 1965799

Rock County - Production Budget to Actual Figures

Fiscal Year: 2019

As of: 10/31/2019

Budget: RV

Org Key Title
515000000 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	6,103.00	6,103.25	0.00	0.25
45504	Intergov-Other Libraries	240,765.00	240,765.00	0.00	0.00
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	20,000.00	0.00	0.00	(20,000.00)
	Total Revenue	736,688.00	716,688.25	0.00	(\$19,999.75)
EXPENSE					
61100	Regular Wages	184,972.00	136,572.10	0.00	48,399.90
61300	Per Diems	1,500.00	1,627.53	0.00	(127.53)
61400	FICA	14,149.00	10,540.54	0.00	3,608.46
61510	Retirement - Employer Share	12,116.00	7,991.45	0.00	4,124.55
61610	Health Insurance Premium	41,000.00	40,498.78	0.00	501.22
61620	Dental Insurance	1,513.00	1,296.84	0.00	216.16
61630	Life Insurance	180.00	93.86	0.00	86.14
62119	Other Contracted Services	183,893.00	151,901.63	0.00	31,991.37
62130	Audit Fees	1,200.00	1,500.00	0.00	(300.00)
62210	Telephone	2,000.00	1,019.05	0.00	980.95
62410	Repair & Maintenance-Vehicles	10,000.00	4,229.98	0.00	5,770.02
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	857.44	0.00	642.56
63101	Postage	1,000.00	151.30	0.00	848.70
63104	Printing & Duplicating	5,000.00	2,726.05	0.00	2,273.95
63108	Public Information	5,000.00	2,555.62	0.00	2,444.38
63200	Publications/Subscriptions/Due	1,500.00	854.98	0.00	645.02
63300	Travel	3,000.00	1,165.90	0.00	1,834.10
64200	Training Expense	4,000.00	1,702.00	0.00	2,298.00
64201	Convention Expense	4,000.00	1,437.56	0.00	2,562.44
64214	ILS Costs	193,265.00	193,006.74	0.00	258.26
64303	Extension Materials	4,000.00	825.73	0.00	3,174.27
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,025,967.00	1,025,967.20	0.00	(0.20)
64309	Intersystem Agreement	72,691.00	72,690.63	0.00	0.37
64904	Sundry Expense	1,000.00	120.93	0.00	879.07
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	5,340.00	0.00	(340.00)
65321	Building Lease	14,000.00	12,833.37	0.00	1,166.63
67199	Miscellaneous Equipment	3,000.00	668.30	0.00	2,331.70
	Total Expense	1,836,846.00	1,720,175.51	0.00	116,670.49
	County Share (Revenue - Expense)	(1,100,158.00)	(1,003,487.26)	0.00	(96,670.74)
	Grand Total Revenue	736,688.00	716,688.25	0.00	(19,999.75)

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

Fiscal Year: 2019

As of: 10/31/2019

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,720,175.51	0.00	116,670.49
	Grand Totals County Share	(1,100,158.00)	(1,003,487.26)	0.00	(96,670.74)

Arrowhead Library System

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Administrator's Comments.....	6

CHARTER
ARROWHEAD LIBRARY SYSTEM

2020

Objectives and Standards

The key objective of the Arrowhead Library System (ALS) is to facilitate equitable access to information and improve library operations to provide cost-effective and responsive services for all users. It will be accomplished by satisfying the following commitments:

- A. Public Service Commitment - To provide open access to information and library service to all Rock County residents as effectively and cost efficiently as possible.
- B. Intergovernmental Commitment - To work with local, county, state and federal agencies to coordinate and provide library services in ALS in compliance with state mandates.
- C. Management Commitment - To be accountable to the Arrowhead Library System Board, County Board, and the Division for Libraries and Technology (DLT) for managing the programs of the ALS in an effective, efficient and professional manner. To be responsible for performing functions required of the ALS under Wisconsin Statutes.

Service Statements and Tasks

- A. Provide open access to quality library service to the 35,000 county residents of Rock County who do not maintain their own library.
 - 1. Equitably reimburse the public libraries in Beloit, Clinton, Edgerton, Evansville, Janesville, Milton and Orfordville for providing library service to residents outside these municipalities. 43.12
 - 2. Maintain and monitor reimbursement program to the public libraries in adjacent counties for serving Rock County residents. 43.12

- B. Provide Rock County residents with access to materials in school, academic and special library collections in Rock County, and to libraries in the rest of the State.
1. Maintain area-wide interlibrary loan program and participation in statewide interlibrary loan network. 43.24(2)(d)
 2. Promote and monitor the Infopass Program.
 3. Provide Rock County residents walk-in access to public libraries throughout the state by means of agreements with 14 other Wisconsin library systems. 43.24(2)g
 4. Provide a shared Rock County Catalog – SHARE for the 7 member libraries
 5. Integrate SHARE into the WISCAT Z-Catalog to ensure the accuracy of Rock County's WISCAT records.
 6. Continue multitype library system services through a "fee for service" program for non-public libraries in the system area. 43.24(2)(L)
 7. Provide delivery service five days a week to all Arrowhead Library System public libraries. 43.24(2)(fm)
 8. Participate in the State-wide Delivery Network.
 9. Maintain contract with Hedberg Public Library, Janesville to provide back-up reference services to member libraries. 43.24(2)(b)
- C. Expand and coordinate the cost effective use of computer and communication technologies by ALS and system libraries.
1. Assist ALS libraries in the use of technology to provide better and more efficient library services.
 2. Assist area librarians in becoming knowledgeable about and taking advantage of developing technologies to provide improved reference and resource sharing in Rock County.
 3. Provide shared access to fee-based reference products via the Internet.
 4. Provide ALS libraries access to and assist them in the use of the Internet for information and communication.
 5. Assist residents of Rock County in effective use and evaluation of electronic resources.
- D. Enhance and improve the knowledge and skills of library directors, staff and trustees. 43.24(2)(e)
1. Support the continuing education needs of library staff. 43.24(2)(e)
 2. Select books and journals for the professional collection in coordination with area libraries in order to minimize duplication.
 3. Consult with libraries on problems and areas of concern on a regular basis and by special request. 43.24(2)(h)

- E. Together with area libraries and other service institutions, provide inclusive services to library users. Inclusive services reflect equity and accessibility for all members of the community. 43.24(2)(k)
1. Provide deposit collections of books and other library materials in Rock County's nursing homes, health care and correctional institutions.
 2. Continue to encourage and assist libraries in providing materials and services to combat illiteracy and unemployment, and to respond to the special needs of the elderly and visually and hearing impaired persons.
 3. Work with member libraries to implement provisions of the Americans with Disabilities Act.
- F. Increase awareness about library services by Rock County residents.
1. Distribute public service announcements to radio and television stations in the area.
 2. Send out regular news releases to area newspapers.
 3. Produce flyers, brochures, bookmarks and other materials.
 4. Work with libraries in developing and implementing their own public information programs.
 5. Coordinate countywide library special events and observances.
 6. Provide a newsletter, the Monthly Memo, to all member libraries.
- G. Provide special programs and services for children and adults, which supplement individual library programs and services.
1. Coordinate special activities during the Summer Reading Program.
 2. Coordinate activities that foster reading readiness for preschoolers.

FINANCIAL SUMMARY

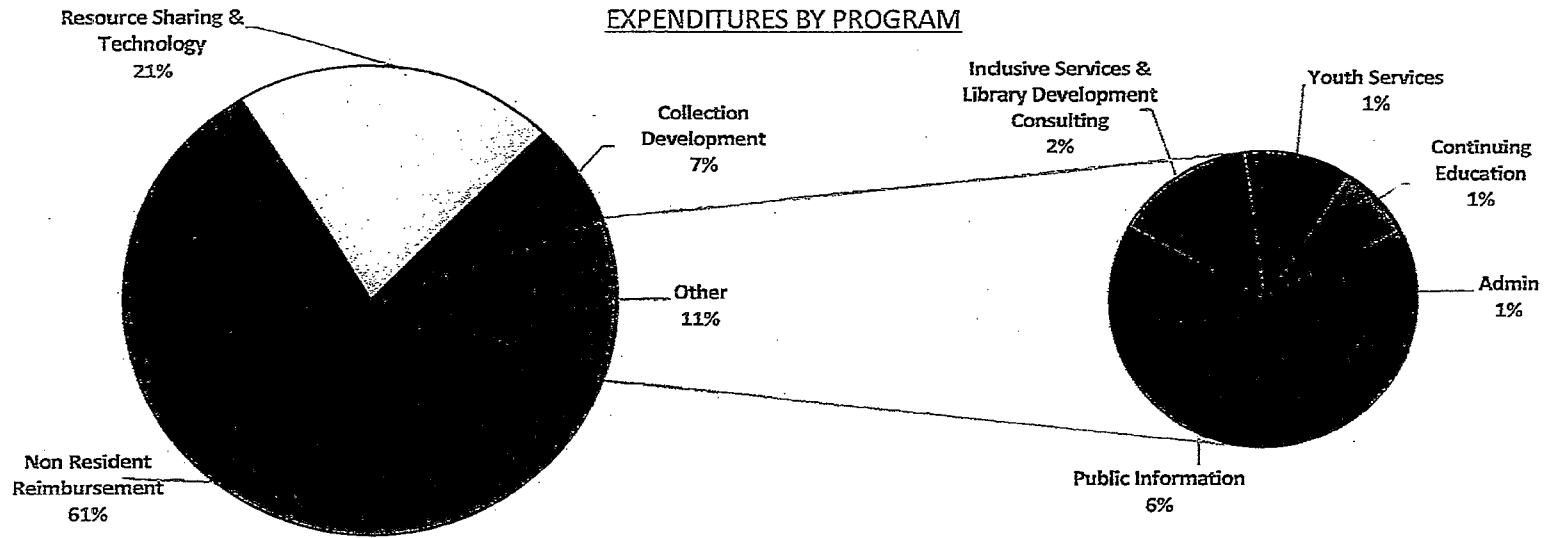
ARROWHEAD LIBRARY

2020

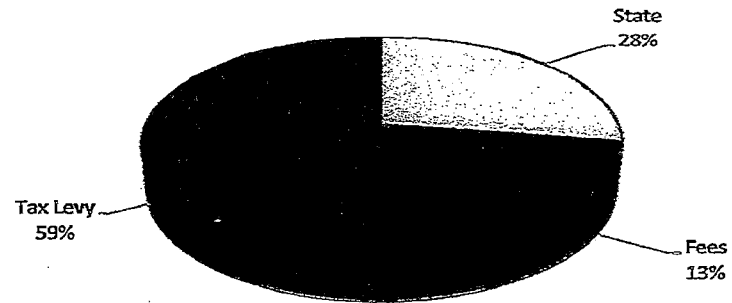
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$467,820	\$467,820
Intergovernmental	250,654	250,654
Contributions	2,000	2,000
Fund Balance Applied	86,050	86,050
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	6,103	6,103
Total Revenues	<u>\$812,627</u>	<u>\$812,627</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$184,660	\$184,660
Fringe Benefits	78,750	78,750
Operational	1,734,959	1,734,959
Capital Outlay	3,000	3,000
Allocation of Services	0	0
Total Expenditures	<u>\$2,001,369</u>	<u>\$2,001,369</u>
<u>PROPERTY TAX LEVY</u>	<u>\$1,188,742</u>	<u>\$1,188,742</u>

**2020 BUDGET
ARROWHEAD LIBRARY SYSTEM**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

ARROWHEAD LIBRARY SYSTEM

2020

Budget Highlights

- The tax levied by Rock County for the Arrowhead Library System (ALS) is levied only on property in the towns and the Village of Footville. All other municipalities have municipal libraries and are exempt from the tax. The money levied by the County is used to pay for specific items listed below.
 - Services provided by municipal libraries in Rock County to rural Rock County residents, known as the Participating Library Payment
 - Services provided by libraries in other counties to rural Rock County residents, known as the Intersystem Agreement Payment
 - Per diems for Arrowhead Library System committee members

Revenue

- A different component of the Intersystem Agreement provides revenue to ALS for the use of Rock County libraries by rural residents of other counties. In 2020, ALS will receive \$101,965, a decrease of \$7,658 from the prior year.
- In 2020, ALS is budgeted to receive \$467,820 in State Aid, the same amount as the prior year.
- Fund Balance is budgeted to increase from \$20,000 in 2019 to \$86,050. Of the additional \$66,050, \$6,050 will be used for a strategic planning process and \$60,000 for a radio-frequency identification program that would replace the bar code process for scanning materials in the checkout and return stages.

Expenditures

- Other contracted services is budgeted to increase \$75,084 or 40.3% due to radio frequency identification project described above.
- Under the Intersystem Agreement, Rock County pays \$73,534 to other counties for Rock County residents' use of their libraries, an \$843 increase from 2019. A complete listing of the payments is detailed in the chart below.
- In 1997, the County Board decided to fund the ALS libraries, through the Participating Library Payment, using a formula that multiplies the local appropriation for each municipal library by the percentage of use by residents from all the towns and the Village of Footville.
 - 2005 Wisconsin Act 420 established a baseline reimbursement rate of at least 70% of the cost per circulation.
 - The County funding formula results in a payment of \$1,113,408, which is \$167,482 more than the State 70% formula.
 - The 2020 budget reflects an increase of \$87,441 due to a comparatively higher town use of municipal libraries. A complete listing of payments is noted below.

Participating Library Payment History

	2019	2020
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Beloit	\$301,763	\$350,504
Clinton	40,183	47,521
Edgerton	71,290	78,245
Evansville	61,297	65,811
Janesville	437,850	445,225
Milton	82,253	93,312
Orfordville	<u>31,331</u>	<u>32,790</u>
Total	1,025,967	1,113,408

Intersystem Agreement Payment History

	2019	2020
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Brodhead	\$28,785	\$21,140
Whitewater	22,046	26,111
Lakeshores	2,816	4,707
Jefferson Co. Libraries	2,774	3,189
Green Co. Libraries	3,395	3,121
Dane Co. Libraries	<u>12,875</u>	<u>15,266</u>
Total	72,691	73,534

Personnel

- Rock County is not responsible for personnel costs of the ALS budget.

Summary

- Given the payments mandated by state law and the agreement to reimburse at 100% of the formula amount, the recommended tax levy is \$1,188,742, an increase of \$88,584 or 8.0% from the prior year.
- This limited tax levy does not count against the County's levy limit under state statutes, as it is not levied on all taxable property in the county.

ROCK COUNTY, WISCONSIN
P02 - 2020 BUDGET REPORT

LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY

Org Key and Description	2017	2018	2019	Actual As of	12/31/2019	2020	2020	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2019</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Admin Recommends</u>	<u>Board Approved</u>
5000 ARROWHEAD LIBRARY								
Revenues:								
4210 Federal Aid	9,620	0	0	0	0	0	0	0
4220 State Aid	438,605	453,212	467,820	467,820	467,820	467,820	467,820	0
4410 Miscellaneous Fees	6,103	6,103	6,103	6,103	6,103	6,103	6,103	0
4550 Intergov Charges-Other Govt	223,361	213,564	240,765	240,765	240,765	250,654	250,654	0
4600 Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
4640 Fund Balance	0	0	20,000	0	0	86,050	86,050	0
Total Revenues	679,689	674,879	736,688	716,688	716,688	812,627	812,627	0
Expenditures:								
6110 Productive Wages	176,603	176,888	184,972	81,776	180,500	182,860	182,860	0
6130 Per Diems	1,316	1,665	1,500	903	1,800	1,800	1,800	0
6140 FICA	13,580	13,623	14,149	6,308	12,500	13,989	13,989	0
6150 Retirement	10,613	10,600	12,116	4,833	12,116	11,977	11,977	0
6160 Insurance Benefits	40,694	42,665	42,693	24,134	50,686	52,784	52,784	0
6210 Professional Services	94,800	117,839	183,893	131,053	164,041	258,933	258,933	0
6213 Financial Services	1,200	1,200	1,200	1,500	1,500	2,000	2,000	0
6221 Telephone Services	1,334	1,322	2,000	570	1,300	2,000	2,000	0
6241 Repair&Maint-Vehicles	7,466	9,645	10,000	1,254	10,000	10,000	10,000	0
6242 Machinery & Equip R&M	0	0	100	0	0	100	100	0
6310 Office Supplies	8,134	6,992	12,500	3,178	7,800	12,500	12,500	0
6320 Publications/Dues/Supscription	1,341	1,062	1,500	355	1,062	1,500	1,500	0
6330 Travel	1,689	2,089	3,000	484	2,100	3,000	3,000	0
6420 Training Expense	177,825	195,333	201,265	195,085	199,765	193,684	193,684	0
6430 Recreational Supplies	1,117,866	1,111,508	1,142,658	1,138,658	1,142,658	1,230,942	1,230,942	0
6490 Other Supplies	852	270	1,300	77	350	1,300	1,300	0
6510 Insurance Expense	4,441	4,964	5,000	3,328	5,000	5,000	5,000	0
6532 Building/Office Lease	14,000	14,000	14,000	10,179	14,000	14,000	14,000	0
6710 Equipment/Furniture	2,803	97	3,000	574	600	3,000	3,000	0
Total Expenditures	1,676,557	1,711,762	1,836,846	1,604,249	1,807,778	2,001,369	2,001,369	0
COUNTY SHARE	(996,868)	(1,036,883)	(1,100,158)	(887,561)	(1,091,090)	(1,188,742)	(1,188,742)	0

ROCK COUNTY, WISCONSIN
P02 - 2020 BUDGET REPORT

LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY

Org Key and Description	2017	2018	2019	Actual As of	12/31/2019	2020	2020	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2019</u>	<u>Estimate</u>	<u>Request</u>	<u>Recommends</u>	<u>Board</u>
<u>Approved</u>								
5171 ACCESSIBLE EARLY LITERACY								
Revenues:								
4210 Federal Aid	1,518	0	0	0	0	0	0	0
Total Revenues	<u>1,518</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Expenditures:								
6210 Professional Services	1,518	0	0	0	0	0	0	0
Total Expenditures	<u>1,518</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
COUNTY SHARE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ROCK COUNTY, WISCONSIN
P02 - 2020 BUDGET REPORT

LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY

Org Key and Description	2017	2018	2019	Actual As of	12/31/2019	2020	2020	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2019</u>	<u>Estimate</u>	<u>Department</u>	<u>Admin</u>	<u>Board</u>
						<u>Request</u>	<u>Recommends</u>	<u>Approved</u>
Total For Location: ARROWHEAD LIBRARY	(996,868)	(1,036,883)	(1,100,158)	(887,561)	(1,091,090)	(1,188,742)	(1,188,742)	0

ROCK COUNTY, WISCONSIN
P02 - 2020 BUDGET REPORT

LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY

Org Key and Description <u>Object Code and Description</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Budget</u>	Actual As of <u>6/30/2019</u>	12/31/2019 <u>Estimate</u>	2020 Department <u>Request</u>	2020 Admin <u>Recommends</u>	County Board <u>Approved</u>
TOTAL FOR ARROWHEAD LIBRARY SYSTEM BOARD	(996,868)	(1,036,883)	(1,100,158)	(887,561)	(1,091,090)	(1,188,742)	(1,188,742)	0

**2020 Consulting Agreement for a Youth Services Consultant
for the Arrowhead Library System**

This contract is between the Arrowhead Library System (Client) and Beloit Public Library (BPL) who will provide a Youth Services Consultant (Consultant) for the Arrowhead Library System. The consultant will be providing services to the client as a Youth Services Consultant as described in the Scope of the Agreement as outlined below. The Beloit Public Library will be the fiscal agent for this agreement

Qualifications

- A. Both The Client and BPL must mutually agree upon the person serving as Consultant.
- B. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide services to the Client.
- C. The Consultant is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

Scope of the Agreement

The consultant agrees to:

- Serve as the Youth Services Consultant for the Arrowhead Library System for the agreed upon term.
- Advise member libraries about early childhood development programs such as Growing a Reader, as well as other state and national initiatives.
- Work to form collaborative opportunities with schools and libraries throughout the Arrowhead Library System and neighboring counties.
- Advise member libraries about the benefits of early childhood and young adult literacy, and share information regarding recent literacy research efforts.
- Provide consulting support for programs that support youth with special needs.
- Provide consulting support for the summer library program.
- Represent the Arrowhead Library System in a professional manner at state and regional meetings of Youth Services Consultants. All travel out of the county must be preapproved by the client. Mileage, to be paid by client, will be reimbursed at the IRS rate.
- Regularly attend the meetings of the Librarian's group and the Children's Librarians group.
- Identify, and in consultation with the Arrowhead Library System, apply for grant opportunities that will help develop youth services initiatives.

Time Frame

The term of this contract is from January 1, 2020 through December 31, 2020. A renewal contract should be signed by both parties by December 31 of each year.

Fee for Services

The parties involved agree that the fee for services provided by the consultant, as outlined in the Scope of the Agreement, shall be at a rate of \$35 per hour for an annual total of no greater than 285 hours.

Payment Schedule

A lump sum payment in the amount of \$10,000 will be made to the fiscal agent (BPL) by February 15th of each year the contract is in effect.

Modifications of Contract

No modifications of the contract will be effective unless it is in writing and is signed by both parties. This contract binds and benefits both parties and any successors. This document, including any attachments, is the entire agreement between the parties. This contract is governed by the laws of the State of Wisconsin.

Arrowhead Library System

Arrowhead Library System

Board President

Date

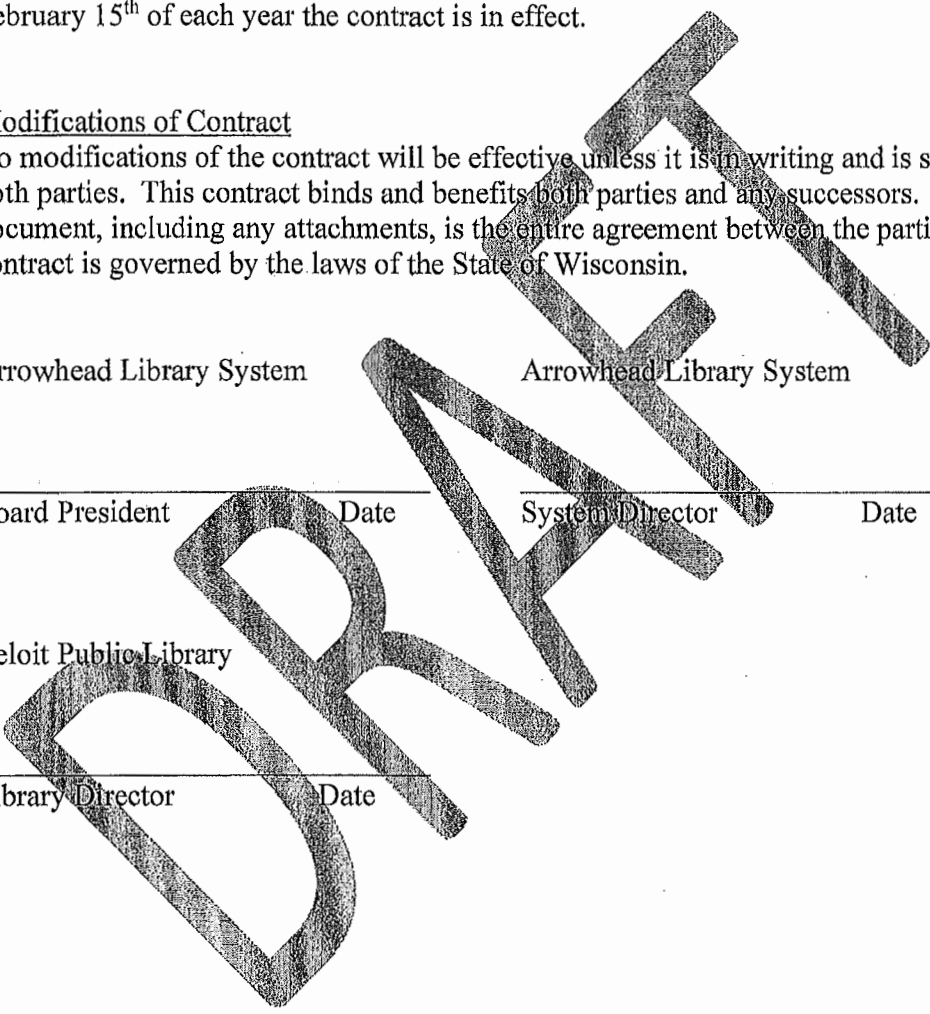
System Director

Date

Beloit Public Library

Library Director

Date



Standard Terms and Conditions

The following terms are incorporated into any Agreement between the Arrowhead Library System (Client) and Beloit Public Library as identified in the Agreement.

1. Execution and Delivery. If the Agreement is executed by Beloit Public Library and returned to the Client more than thirty-days (30) after its execution by the Client, the Client reserves the right to reconsider the Agreement.
2. Time-based Fees. The fees specified in the Agreement are based on the time projected to complete the specified contracted services. It is anticipated that the projected time will be adequate. If additional time should be required to complete the services, Beloit Public Library reserves the right to propose revising the attached Agreement, provided, however, that no such revision shall become effective without the prior approval of the Client. Any changes requested by the Client from the services specified in the Agreement shall be subject to additional fees to be negotiated between the Client and Beloit Public Library.
3. Terms of Payment. Unless specifically provided otherwise in the Agreement, a lump sum payment will be made to the fiscal agent by February 15th of each year the contract is in effect.
4. Termination or Suspension. The Agreement is subject to cancellation or suspension by either party upon thirty (30) days' written notice. In the event of cancellation, the Client will continue to be responsible for all fees and actual expenses incurred under the Agreement for 30 days following the receipt by either party of such notice. Any remaining balance from the lump sum payment will be returned to the Client no later than 45 days from the final agreement date of service.
5. Services of Client Personnel. The Client will make available at its expense the project-related services of any employees or representatives of the Client provided for in the Agreement.
6. Ownership of Personal Notes and Study Questionnaires. The Consultant reserves the right of ownership of all confidential notes created during the term of this agreement. They will not be shared with the Client in their original form.
7. Liability. The Consultant will perform services under the Agreement in accordance with prevailing standards of quality and professionalism in the youth services consulting field. The Consultant does not guarantee the success of youth services programming efforts.
8. Consultant as Beloit Public Library Employee. The Consultant is rendering services under the Agreement as an employee of Beloit Public Library and not as an agent or employee of the Client. The Consultant is not eligible for any personnel benefits of the Client.
9. Force Majeure. The Consultant's performance under the Agreement will be excused without liability when prevented by strike, act of God, governmental action, accident or any other condition beyond its reasonable control.
10. Indemnity. Beloit Public Library and the Consultant will indemnify, defend and hold harmless the Client, Client's officers, directors, employees, representatives, volunteers, and clients for claims, losses, damages, costs and expenses including attorney and expert fees and court costs arising out of, or in connection with, the negligent acts or omissions or willful misconduct of the Consultant, the Consultants' employees or representatives or any other party for whom the Consultant is responsible.

ARROWHEAD LIBRARY SYSTEM
2020 Board Meeting Dates &
Dates Vouchers are due at Courthouse

Vouchers Due @ Courthouse by Noon	Location	Board Meeting Date
Friday, December 20	ALS	Wednesday, January 8
Tuesday, January 28	ALS	Wednesday, February 12
Tuesday, February 25	ALS	Wednesday, March 11
Tuesday, March 24	BPL	Wednesday, April 8
Tuesday, April 28	EPL	Wednesday, May 13
Tuesday, May 26	EFPL	Wednesday, June 10
Tuesday, June 23	MPL	Wednesday, July 8
Tuesday, July 28	HPL	Wednesday, August 12
Tuesday, August 25	OPL	Wednesday, September 9
Tuesday, September 29	CPL	Wednesday, October 14
Tuesday, October 27	ALS	Wednesday, November 11
Tuesday, November 24	ALS	Wednesday, December 9

ALS Librarians Meetings 2020

9:30 a.m.

Meeting Date	Location	Chair
Wednesday, January 15	ALS	Mary Bieber
Wednesday, February 19	ALS	Sarah Strunz
Wednesday, March 18	EPL	Kirsten Almo
Wednesday, April 15	MPL	Ashlee Kunkel
Wednesday, May 20	HPL	Bryan McCormick
Wednesday, June 17	BPL	Nick Dimassis
Wednesday, July 15	EFPL	Megan Kloeckner
Wednesday, August 19	CPL	Mary Bieber
Wednesday, September 16	OPL	Sarah Strunz
Wednesday, October 21	ALS	Ashlee Kunkel
Wednesday, November 18	ALS	Bryan McCormick
Wednesday, December 16	ALS	Nick Dimassis