

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Arrowhead Library System
430 E High St.
Milton, WI
Wednesday March 8 2017
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
 - b. 2016/2017 Budget
 - c. LSTA 2016/2017
 - d. ALS Strategic Planning – ILS Search Committee
 - e. Public Library System Redesign Project
 - f. Librarians' Report – Sarah Strunz
7. New Business
 - a. Public Information Coordinator position update
 - b. SRLAAW Cross county billing best practices
 - c. Approval of Reciprocal Borrowing Agreement with Winnefox 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 on 3/2/2017.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Arrowhead Library System

February 8, 2017

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Bill Wilson, Janet Haag, Wes Davis, Nick Dimassis and Steven Platteter. Jose Carrillo joined the meeting at 6:08 and Maribeth Miller at 6:10.

The Agenda was moved approved by Janet Haag. Bill Wilson seconded and the motion carried unanimously.

The January 2017 minutes were moved approved by Wes Davis. Janet Haag seconded and the motion carried unanimously.

Expenditures were approved on a motion by Janet Haag with Wes Davis seconding. The motion carried unanimously.

Citizen participation, communication or announcements: Bill Wilson announced the grand opening of the new Milton Public Library will Sunday March 26th with a soft opening February 26th.

Unfinished Business

a. Shared System:

b. 2016/2017 Budget: Platteter mentioned that \$15,000 is to be transferred from the Resource Contract line to the Contractual Services line

c. LSTA 2016/17:

d. ALS Strategic Planning: The Board discussed the upcoming ILS demonstrations.

e. Public Library System Redesign Project: Platteter mentioned that the ILS workgroup, that he is on, is being merged with the Interlibrary Loan (ILL) workgroup.

f. Librarians' Report:

New Business

a. Approval of the 2016 ALS Annual Report: Bill Wilson moved to approve the 2016 ALS Annual Report. Janet Haag seconded and the motion carried unanimously.

b. Transfer: 51-5000-0000-64306 Resource Libraries to Contractual Services 51-5000-0000-62119 \$15,000: Janet Haag moved to approve the transfer, Maribeth Miller seconded. The motion carried unanimously.

Communications:

Jose Carrillo moved to adjourn. Rich Bostwick seconded and the motion carried unanimously. The meeting ended at 6:36p.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 | 02/15/2017 | WISCONSIN LIBRARY ASSOCIATION | 439.00 | | |
| | | 02/01/2017 | WINDING RIVERS LIBRARY SYSTEM | 50.00 | | |
| | | 02/06/2017 | WILS | 4,298.00 | | |
| | | Budge | YTD | YTD | Pendin | Closing |
| | 69,035.00 | 9,280.00 | 0.00 | 4,787.00 | 54,968.00 | |
| 51-5000-0000-62410 | R & M-VEHICLES | 01/31/2017 | BURTNESS CHEVROLET INC | 38.88 | | |
| | | Budge | YTD | YTD | Pendin | Closing |
| | | 6,500.00 | 689.35 | 0.00 | 38.88 | 5,771.77 |
| 51-5000-0000-63100 | OFC SUPP & EXP | 02/07/2017 | ARROWHEAD LIBRARY PETTY CASH | 37.17 | | |
| | | 01/13/2017 | AMAZON.COM | 229.99 | | |
| | | 02/02/2017 | OFFICE DEPOT INC | 170.79 | | |
| | | Budge | YTD | YTD | Pendin | Closing |
| | 1,500.00 | 232.60 | 0.00 | 437.95 | 829.45 | |
| 51-5000-0000-63101 | POSTAGE | 02/09/2017 | ARROWHEAD LIBRARY PETTY CASH | 27.72 | | |
| | | Budge | YTD | YTD | Pendin | Closing |
| | | 1,000.00 | 11.20 | 0.00 | 27.72 | 961.08 |
| 51-5000-0000-63108 | PUBLIC INFO | 02/10/2017 | JAX CUSTOM PRINTING INC | 21.00 | | |
| | | Budge | YTD | YTD | Pendin | Closing |
| | | 4,000.00 | 0.00 | 0.00 | 21.00 | 3,979.00 |
| 51-5000-0000-64200 | TRAINING EXP | 01/27/2017 | NICOLET FEDERATED LIBRARY SYST | 250.00 | | |
| | | Budge | YTD | YTD | Pendin | Closing |
| | | 4,000.00 | 0.00 | 0.00 | 250.00 | 3,750.00 |
| 51-5000-0000-64214 | ILS COSTS | 02/06/2017 | WILS | 30,949.00 | | |
| | | Budge | YTD | YTD | Pendin | Closing |
| | | 133,892.00 | 80,662.84 | 0.00 | 30,949.00 | 22,280.16 |
| 51-5000-0000-64303 | EXTENSION MATERI | 01/18/2017 | AMAZON.COM | 68.02 | | |
| | | Budge | YTD | YTD | Pendin | Closing |
| | | 3,000.00 | (2,000.00) | 0.00 | 68.02 | 4,931.98 |
| 51-5000-0000-64904 | SUNDRY EXPENSE | 02/14/2017 | ARROWHEAD LIBRARY PETTY CASH | 17.72 | | |

COMMITTEE APPROVAL REPORT

| Account Number | Account Name | Inv Date | Vendor Name | Inv/Enc Amt | |
|-------------------------------------|----------------|------------|----------------|------------------|----------------|
| | Budge | YTD | YTD | Pendin | Closing |
| | 1,000.00 | 56.48 | 0.00 | 17.72 | 925.80 |
| 51-5000-0000-65321 | BLDG/OFC LEASE | 04/01/2017 | CITY OF MILTON | | 1,166.67 |
| | Budge | YTD | YTD | Pendin | Closing |
| | 14,000.00 | 2,558.34 | 0.00 | 1,166.67 | 10,274.99 |
| ARROWHEAD LIBRARY PROG TOTAL | | | | 37,763.96 | |

| <u>Account Number</u> | <u>Account Name</u> | <u>Inv Date</u> | <u>Vendor Name</u> | <u>Inv/Enc Amt</u> |
|-----------------------|---------------------|-----------------|--------------------|--------------------|
|-----------------------|---------------------|-----------------|--------------------|--------------------|

I have examined the preceding bills and encumbrances in the total amount **\$37,763.96**
Claims covering the items are proper and have been previously funded. These items are to be treated as
A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County
B. Bills under \$10,000 to be
C. Encumbrances under \$10,000 to be paid upon acceptance by the Department

Date: Dept _____
Committee _____

| Account Number | Account Name | Inv Date | Vendor Name | Inv/Enc Amt |
|----------------|--------------|----------|-------------|-------------|
|----------------|--------------|----------|-------------|-------------|

REPORT COMPLETE!

For Job Numbers: 1636422

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

Fiscal Year: 2017

As of: 03/01/2017

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

| Object | Description | Budget | Actual | Encumbrance | Balance |
|-------------------------------|--------------------------------|----------------|--------------|-------------|--------------|
| 42200 | STATE AID | 438,605.00 | 328,954.00 | 0.00 | 109,651.00 |
| 44120 | MISC. FEES | 6,103.00 | 4,437.00 | 0.00 | 1,666.00 |
| 45504 | INTERGOVT.CHGS-OTHER LIBRARIES | 230,649.00 | 223,360.94 | 0.00 | 7,288.06 |
| 46000 | CONTRIBUTIONS | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| 61100 | REGULAR WAGES | 227,668.00 | 12,997.37 | 0.00 | 214,670.63 |
| 61300 | PER DIEMS | 1,500.00 | 224.77 | 0.00 | 1,275.23 |
| 61400 | FICA | 17,417.00 | 1,008.53 | 0.00 | 16,408.47 |
| 61510 | RETIREMENT-EMPLOYERS | 15,482.00 | 836.43 | 0.00 | 14,645.57 |
| 61610 | HEALTH INSURANCE | 56,868.00 | 3,365.44 | 0.00 | 53,502.56 |
| 61620 | DENTAL INSURANCE | 2,160.00 | 259.38 | 0.00 | 1,900.62 |
| 61630 | LIFE INSURANCE | 135.00 | 38.97 | 0.00 | 96.03 |
| 62119 | OTHER CONTRACTED SERVICES | 69,035.00 | 14,067.00 | 0.00 | 54,968.00 |
| 62130 | AUDIT FEES | 1,200.00 | 0.00 | 0.00 | 1,200.00 |
| 62210 | TELEPHONE | 2,000.00 | 122.46 | 0.00 | 1,877.54 |
| 62410 | REPAIR & MAINTENANCE-VEHICLES | 6,500.00 | 728.23 | 0.00 | 5,771.77 |
| 62420 | MACHINERY & EQUIP R & M | 100.00 | 0.00 | 0.00 | 100.00 |
| 63100 | OFFICE SUPPLIES & EXPENSES | 1,500.00 | 670.55 | 0.00 | 829.45 |
| 63101 | POSTAGE | 1,000.00 | 38.92 | 0.00 | 961.08 |
| 63104 | PRINTING & DUPLICATION | 5,000.00 | 239.06 | 0.00 | 4,760.94 |
| 63108 | PUBLIC INFORMATION | 4,000.00 | 21.00 | 0.00 | 3,979.00 |
| 63200 | PUBLICATIONS/SUBSCRIPTIONS/DUE | 1,500.00 | 148.99 | 0.00 | 1,351.01 |
| 63300 | TRAVEL | 3,600.00 | 149.81 | 0.00 | 3,450.19 |
| 64200 | TRAINING EXPENSE | 4,000.00 | 250.00 | 0.00 | 3,750.00 |
| 64201 | CONVENTION EXPENSE | 4,000.00 | 0.00 | 0.00 | 4,000.00 |
| 64214 | ILS COSTS | 133,892.00 | 111,611.84 | 0.00 | 22,280.16 |
| 64303 | EXTENSION MATERIALS | 3,000.00 | (1,931.98) | 0.00 | 4,931.98 |
| 64306 | RESOURCE LIBRARIES | 85,000.00 | 85,000.00 | 0.00 | 0.00 |
| 64307 | PARTICIPATING LIBRARIES | 953,539.00 | 953,539.42 | 0.00 | (0.42) |
| 64309 | INTERSYSTEM AGREEMENT | 76,402.00 | 72,965.54 | 0.00 | 3,436.46 |
| 64904 | SUNDRY EXPENSE | 1,000.00 | 74.20 | 0.00 | 925.80 |
| 64918 | ADVERTISING | 300.00 | 0.00 | 0.00 | 300.00 |
| 65101 | INSURANCE ON BUILDINGS | 4,500.00 | 2,979.00 | 0.00 | 1,521.00 |
| 65321 | BUILDING/OFFICE LEASE | 14,000.00 | 3,725.01 | 0.00 | 10,274.99 |
| 67199 | MISC EQUIPMENT | 12,500.00 | 0.00 | 0.00 | 12,500.00 |
| Total Revenue | | 677,357.00 | 556,751.94 | 0.00 | 120,605.06 |
| Total Expense | | 1,708,798.00 | 1,263,129.94 | 0.00 | 445,668.06 |
| Net Total (Revenue - Expense) | | (1,031,441.00) | (706,378.00) | 0.00 | (325,063.00) |
| Grand Total Revenue | | 677,357.00 | 556,751.94 | 0.00 | 120,605.06 |
| Grand Total Expense | | 1,708,798.00 | 1,263,129.94 | 0.00 | 445,668.06 |

Rock County - Production
Budget to Actual Figures

Fiscal Year: 2017

As of: 03/01/2017

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

| Object | Description | Budget | Actual | Encumbrance | Balance |
|---------------------------------------|-------------|-----------------------|---------------------|-------------|---------------------|
| Grand Totals (Revenue-Expense) | | (1,031,441.00) | (706,378.00) | 0.00 | (325,063.00) |

To: SRLAAW
From: WLA LD&L Cross County Library Payments Committee
Re: Best practices recommendations
Date: 9 February 2017

As you know, the issue of library reimbursements across county lines has been contentious at times, with some county boards contacting legislators asking for a "solution" for this "problem". Last summer The WLA Library Development and Legislation (LD&L) Committee created a small working group, consisting of Kris Adams Wendt (Wisconsin Valley Library Service), Kathy Klager (Pauline Haass Public Library, Sussex), Kathy Pletcher (Nicolet Federated Library System and LD&L Co-chair), and Mark Arend (Winnefox Library System) to explore the nature of the concerns and how they might be addressed.

We found no easy solutions to this issue. Any Legislative change that provided relief to one county would invariably create a burden for libraries in other counties. We did, however, find that there are wide variations in how borrower records are managed and verified and how libraries bill counties.

We believe that more uniformity in these practices around the state will help address some of the concerns that legislators have expressed. Sen Cowles has been very interested in this issue and in discussions in December his Chief of Staff agreed with this assessment.

With that in mind we are proposing that SRLAAW adopt the attached Best Practices and strongly encourage their libraries to implement them. We have consulted with Steve Conway, WLA lobbyist, as well as Senator Cowles' Chief of Staff and received very positive feedback on this approach and the five key principles. We are open to language modifications to assist with clarity, but believe the five key principles are important to gaining support from legislators and avoiding statutory changes.

We are asking SRLAAW to take a leadership role by adopting the Best Practices document at your meeting on February 20. Mark Arend will be present to respond to questions and provide additional background information.

Thank you for your support!

Best Practices for libraries that bill for cross-county use

These Best Practices were drafted by the Wisconsin Library Association's Library Development and Legislation Committee (LD&L) and submitted to the System and Resource Library Administrators Association of Wisconsin (SRLAAW) in response to concerns raised by counties and legislators. Uniform practices for library record-keeping and billing are intended to help address these concerns.

Address verification

Library staff verify that the cardholder's or applicant's address is located within the city/village/township and the county that are entered into the patron database. Government-based search sites, such as county GIS sites and property owner and tax databases, are used for verification for the location of all addresses not known to staff.

Card expiration and renewal

Library cards are set to expire every 18 or fewer months, so that patron records remain current. As an alternative, cardholder registration files are matched against the USPS address change database every 18 months or less, and the accounts of patrons who are identified as having moved are blocked to disallow checkout until a new address can be confirmed.

Audit of cardholder records

A random sample consisting of a statistically significant number of cardholder records for the ILS consortium is extracted once each five or fewer years. The addresses and residence codes are checked to ensure that database quality is being maintained.

Minimal billing discouraged

Libraries refrain from billing counties for insignificant amounts.

Common billing information

When billing, libraries provide at a minimum, the following information:

- The number of materials loaned attributable to each non-library community.
- The library's total expenditures (minus federal funds and capital expenditures) for the year in which the service was provided.
- The total number of the library's loans of materials for the year in which the service was provided, as reported on the library's annual report to the state.
- If requested by the county, a copy of those pages of the annual report referencing checkouts and expenditures.

Library Staff Training

Library staff are made aware of the importance of accurate records and are trained in address verification.

Adopted by SRLAAW on _____

Agreement for Reciprocal Borrowing between the Arrowhead Library System and the Winnefox Library System

WHEREAS, it is to the advantage of the people of Arrowhead Library System (ALS) and the Winnefox Library System (WLS) that library materials be accessible to them; and

WHEREAS, library systems have been established to promote access to materials available in organized collections in locally supported public libraries;

THEREFORE, the parties to this agreement, in order to fulfill their obligations and purposes in accordance with Wis. Stat. 43.17(6) and 43.24(2)(g),

HEREBY, do agree to the following responsibilities:

1. On behalf of the people in their systems and the public libraries which constitute their systems, to allow any person holding a valid borrower's card from any library including bookmobiles belonging to either system to apply for borrowing privileges at any of the libraries including bookmobiles belonging to either system. This arrangement, generally referred to as reciprocal borrowing, will be subject only to the following conditions:
 - a. Customers who borrow materials under this agreement are required to:
 - i. conform to the rules and regulations of the library from which they borrow;
 - ii. present a valid borrower's card issued by their local library from which they borrow and identification such as a driver's license or state identification card;
 - iii. pay promptly all fees and charges which may accrue against them;
 - iv. assume responsibility for the return of borrowed library materials;
 - v. Materials may be returned to any member library of either system; it will then be the system's responsibility to return the materials to the originating library.
 - b. Cards are issued by libraries in either system according to the procedures at that library.
 - c. Reference and referral services to a system's resource library for intersystem borrowers shall be done only by and through local libraries which are in the same system as the resource library.
 - d. An intersystem borrower has the same rights and privileges as a local borrower.
 - e. A public library in a public library system may refuse to honor valid borrowers' cards of a public library in an adjacent public library system if, in the most recent year in which the public library honored such cards, the total amount of the reimbursement received by the public library from that adjacent public library system, and from counties and municipalities that are located in that adjacent public library system, is less than the adjusted cost incurred

for that year by the public library in honoring the cards as described in Wis. Stat. 43.17(11)(c).

- f. A library that provides service to non-librarians residents in an adjacent county, which is not in their home system, shall be reimbursed by the adjacent county as described in Wis. Stat. 43.12 and such reimbursement and use is not subject to Wis. Stat. 43.17(11)(c).

IT IS FURTHER AGREED, that:

1. The systems shall notify each other of their respective continuing education opportunities for librarians and trustees. The systems shall allow attendance by each other's participating libraries' staff and trustees. Each system may reserve the right to limit participation to only its member library staff and trustees if enrollment must be limited.
2. The systems agree to assist each other, if necessary, and upon request, in recovering materials;
3. The systems shall facilitate the interlibrary loan of materials for each other's member libraries.
4. The systems shall share planning information concerning library system services and other activities as may be mutually beneficial to both systems.
5. This agreement becomes effective on the date signed and is renewed automatically each year until notice of termination is given by either party. It may be amended at any time by mutual agreement of both parties or be discontinued by either party upon (90) ninety days written notice.

For Arrowhead Library System

For Winnefox Library System

Board President

Board President

System Director

System Director

Date

Date