

Arrowhead Library System

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CHARTER
ARROWHEAD LIBRARY SYSTEM

2022

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 40,000 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, which foster reading readiness for preschoolers.

FINANCIAL SUMMARY
ARROWHEAD LIBRARY SYSTEM
2022

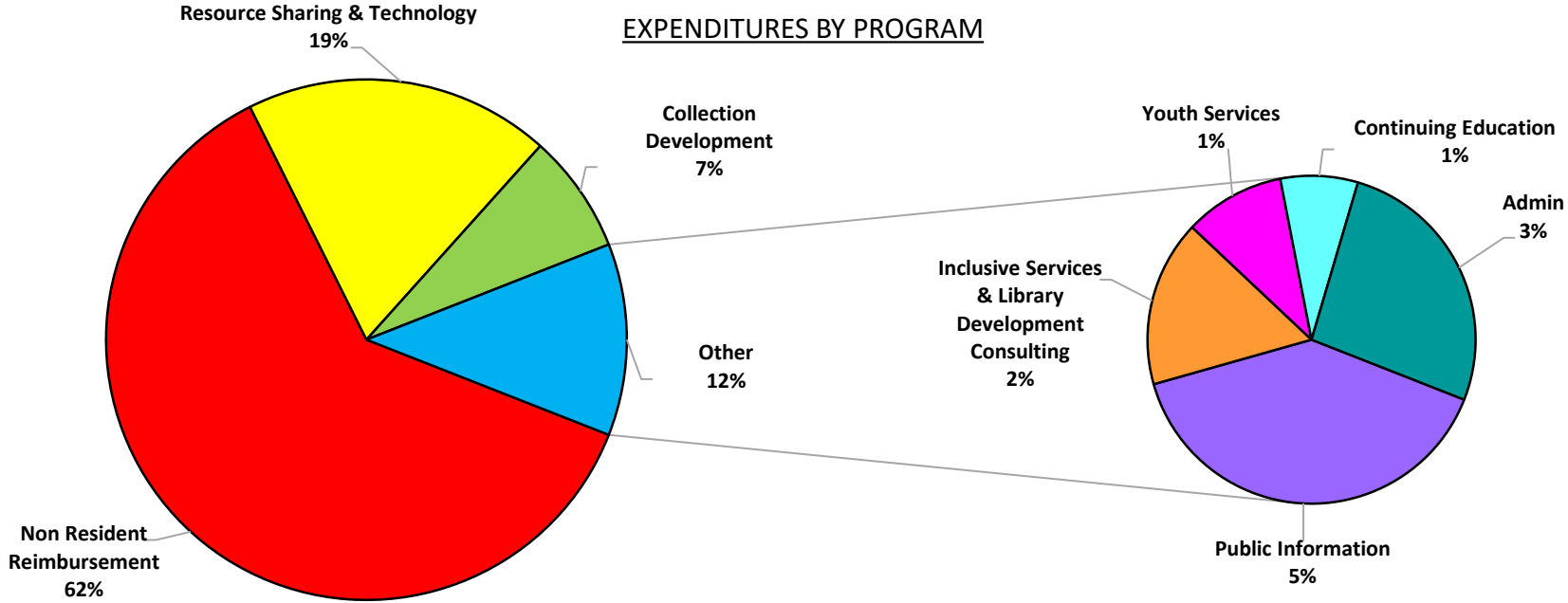
<u>REVENUES</u>	DEPARTMENT <u>REQUEST</u>	ADMINISTRATOR'S <u>RECOMMENDATION</u>
Federal/State	\$540,857	\$540,857
Intergovernmental	284,448	284,448
Contributions	2,000	2,000
Fund Balance Applied	40,000	40,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	3,438	3,438
Total Revenues	\$870,743	\$870,743

<u>EXPENDITURES</u>	DEPARTMENT <u>REQUEST</u>	ADMINISTRATOR'S <u>RECOMMENDATION</u>
Salaries	\$191,292	\$191,292
Fringe Benefits	74,084	74,084
Operational	1,892,120	1,892,120
Capital Outlay	35,000	35,000
Allocation of Services	0	0
Total Expenditures	\$2,192,496	\$2,192,496

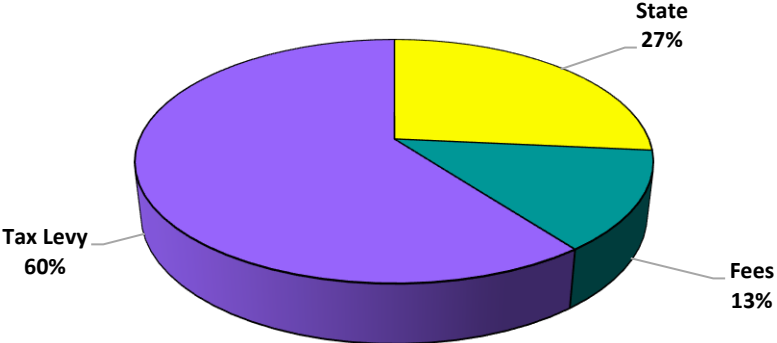
<u>PROPERTY TAX LEVY</u>	\$1,321,753	\$1,321,753
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2022 BUDGET ARROWHEAD LIBRARY SYSTEM

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ADMINISTRATOR'S COMMENTS

ARROWHEAD LIBRARY SYSTEM

2022

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

- In 2022, ALS is budgeted to receive \$540,857 in State Aid, an increase of \$73,037 or 15.6% over the prior year.
- The use of fund balance is expected to decrease by \$20,000 in 2022 to \$40,000. The fund balance is projected at \$269,167 at 12/31/2021.

Expenditures

- Other contracted services is budgeted to increase \$31,561 or 13.3% due to continuing the investigation of a merger with an adjoining regional library system.

- Under the Intersystem Agreement, Rock County pays \$81,828 to other counties for Rock County residents’ use of their libraries, a decrease of \$1,212 from 2021. 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 \$1,238,125, which is \$200,582 more than the State 70% formula.
 - The 2022 budget reflects an increase of \$75,281 due to a comparatively higher town use of municipal libraries. A complete listing of payments is noted below.

Participating Library Payment History

	2021	2022
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Beloit	\$378,836	\$413,395
Clinton	49,660	53,063
Edgerton	82,247	76,604
Evansville	62,372	67,627
Janesville	465,221	487,240
Milton	94,175	103,820
Orfordville	<u>30,333</u>	<u>36,376</u>
Total	1,162,844	1,238,125

Intersystem Agreement Payment History

	2021	2022
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Brodhead	\$23,722	\$20,390
Whitewater	29,347	26,172
Lakeshores	5,176	8,314
Jefferson Co. Libraries	2,984	3,680
Green Co. Libraries	1,737	2,282
Dane Co. Libraries	<u>20,074</u>	<u>20,990</u>
Total	83,040	81,828

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 \$1,321,753, an increase of \$74,070 or 5.9% 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 - 2022 BUDGET REPORT**

LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description	2019	2020	2021	Actual As of	12/31/2021	2022	2022	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2021</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Admin Recommends</u>	<u>Board Approved</u>
5000 ARROWHEAD LIBRARY								
Revenues:								
4220 State Aid	467,820	467,820	467,820	467,820	467,820	540,857	540,857	0
4410 Miscellaneous Fees	6,102	6,103	3,052	2,841	2,841	3,438	3,438	0
4550 Intergov Charges-Other Govt	240,765	252,645	260,892	260,892	260,892	284,448	284,448	0
4600 Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
4640 Fund Balance	0	0	60,000	0	1,235	40,000	40,000	0
Total Revenues	716,687	728,568	793,764	733,553	734,788	870,743	870,743	0
Expenditures:								
6110 Productive Wages	179,480	180,626	183,982	81,453	183,982	189,492	189,492	0
6130 Per Diems	1,840	1,354	1,800	650	1,800	1,800	1,800	0
6140 FICA	13,821	13,513	14,075	6,094	14,075	14,496	14,496	0
6150 Retirement	10,557	10,515	12,051	4,677	12,051	10,514	10,514	0
6160 Insurance Benefits	50,767	52,852	49,305	48,591	49,285	49,074	49,074	0
6210 Professional Services	159,720	221,038	237,515	155,271	189,000	269,076	269,076	0
6213 Financial Services	1,500	2,000	2,000	0	2,000	2,000	2,000	0
6221 Telephone Services	1,351	1,271	2,000	333	1,600	2,000	2,000	0
6241 Repair&Maint-Vehicles	6,138	6,464	10,000	3,348	7,000	10,000	10,000	0
6242 Machinery & Equip R&M	0	0	100	0	0	100	100	0
6310 Office Supplies	7,300	6,715	12,500	1,838	10,200	13,500	13,500	0
6320 Publications/Dues/Supscription	1,060	1,278	1,200	596	1,280	1,300	1,300	0
6330 Travel	1,808	520	3,000	0	2,000	3,000	3,000	0
6420 Training Expense	197,936	189,261	199,735	190,239	197,235	205,891	205,891	0
6430 Recreational Supplies	1,142,443	1,230,695	1,289,884	1,283,459	1,289,884	1,363,953	1,363,953	0
6490 Other Supplies	308	51	1,300	42	200	1,300	1,300	0
6510 Insurance Expense	5,340	5,416	6,000	5,877	5,880	6,000	6,000	0
6532 Building/Office Lease	14,000	14,000	14,000	8,167	14,000	14,000	14,000	0
6710 Equipment/Furniture	668	2,564	1,000	0	1,000	35,000	35,000	0
Total Expenditures	1,796,037	1,940,133	2,041,447	1,790,635	1,982,472	2,192,496	2,192,496	0
COUNTY SHARE	(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0

**ROCK COUNTY, WISCONSIN
P02 - 2022 BUDGET REPORT**

LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description <u>Object Code and Description</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of <u>6/30/2021</u>	12/31/2021 <u>Estimate</u>	2022 Department <u>Request</u>	2022 Admin <u>Recommends</u>	County Board <u>Approved</u>
Total For Location: ARROWHEAD LIBRARY SYSTEM	(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0

**ROCK COUNTY, WISCONSIN
P02 - 2022 BUDGET REPORT**

LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description <u>Object Code and Description</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of <u>6/30/2021</u>	12/31/2021 <u>Estimate</u>	2022 Department <u>Request</u>	2022 Admin <u>Recommends</u>	County Board <u>Approved</u>
TOTAL FOR ARROWHEAD LIBRARY SYSTEM BOARD	(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0