

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via: GoToMeeting

<https://global.gotomeeting.com/join/710683725>

or to join by phone, dial:

[+1 \(872\) 240-3311](tel:+18722403311) Access Code: 710-683-725

October 13, 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 – Virtual or Hybrid meetings?
 - f. Merger exploration update
7. New Business
 - a. Approval of the 2022 Youth Services Consulting Agreement with the Beloit Public Library
 - b. Approval of the WILS proposal for Merger Exploration
 - c. Approval of the 2022 ALS Affiliate Contracts
 - d. ARPA Update
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 10/7/2021.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

September 8, 2021

ALS Board President Adam Dinnes called the meeting to order at 6:00 p.m. Present were Bill Wilson, Sherry Blakeley, Stephanie Aegerter, Sarah Strunz, and Steven Platteter. Also present was Clinton PL Director Joseph Langer.

The Agenda was moved approved by Stephanie Aegerter. Bill Wilson seconded, and the motion carried unanimously.

The August 2021 minutes were moved approved by Bill Wilson. Adam Dinnes seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Stephanie Aegerter seconding. The motion carried unanimously.

Citizen participation, communication, or announcements:

Unfinished Business

a. Shared System –SHARE Update:

b. 2021/22 Budget: Platteter discussed the 2021 budget was shaping up.

c. Public Library System Redesign Project: Platteter mentioned that DPI is continuing to work on their implementation plan and that the ILS/ILL workgroup recommendation for a statewide discovery layer is no longer considered feasible.

d. Librarians' Report:

e. ALS Covid-19 Update: Platteter mentioned that cases in Rock County continue to climb.

f. Merger exploration update: Platteter mentioned that WiLS is working on their facilitation proposal which should be ready for the October ALS Board meeting.

New Business

a. Approval of the 2022 ALS System Plan: Bill Wilson moved to approve the 2022 ALS Plan. Adam Dinnes seconded, and the motion carried unanimously.

c. 2022 Exemption from county library tax letters: Platteter discussed the exemption process.

Communications:

Bill Wilson moved to adjourn. Sherry Blakeley seconded, and the motion carried unanimously. The meeting ended at 6:33 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0021-17000	PREPAID BUDGET I	09/21/2021	AMERICAN FAMILY INSURANCE		2,748.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	2,748.00	(2,748.00)
00-0000-0021-23990	DUE OTHER LIBR.				
		09/17/2021	BELOIT PUBLIC LIBRARY		673.79
		09/17/2021	CLINTON PUBLIC LIBRARY		213.25
		09/17/2021	EAGER FREE PUBLIC LIBRARY		365.57
		09/17/2021	EDGERTON PUBLIC LIBRARY		35.84
		09/17/2021	HEDBERG PUBLIC LIBRARY		9,017.34
		09/17/2021	MILTON PUBLIC LIBRARY		670.21
		09/17/2021	ORFORDVILLE PUBLIC LIBRARY		7.17
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(10,984.03)	0.00	10,983.17	0.86
STL-LIBRARY PROG TOTAL				13,731.17	

I have examined the preceding bills and encumbrances in the total amount of **\$13,731.17**

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	
51-5000-0000-62119	Other Services	08/31/2021	KOENE COURIER SERVICE LLC		2,665.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	237,515.00	168,136.36	0.00	2,665.00	66,713.64
51-5000-0000-63101	Postage	09/01/2021	ARROWHEAD LIBRARY PETTY CASH		24.08
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	115.00	0.00	24.08	860.92
51-5000-0000-63108	Public Inf	09/23/2021	ANDERSON,TOVAH		86.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	1,261.41	0.00	86.40	3,652.19
51-5000-0000-64201	Convention Exp	09/24/2021	PLATTETER,STEVE		250.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	265.00	0.00	250.00	3,485.00
51-5000-0000-65321	Building Lease	11/01/2021	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	11,666.70	0.00	1,166.67	1,166.63
Arrowhead Library System PROG TOTAL				4,192.15	

I have examined the preceding bills and encumbrances in the total amount of **\$4,192.15**

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: 2235461

Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 10/04/2021

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	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	123,394.98	0.00	60,587.02
61300	Per Diems	1,800.00	950.00	0.00	850.00
61400	FICA	14,075.00	9,223.95	0.00	4,851.05
61510	Retirement	12,051.00	7,104.99	0.00	4,946.01
61610	Health Insurance Premium	47,752.00	47,752.00	0.00	(0.00)
61620	Dental Insurance	1,373.00	1,296.80	0.00	76.20
61630	Life Insurance	180.00	108.10	0.00	71.90
62110	Pest Control Services	0.00	(1,332.50)	0.00	1,332.50
62119	Other Contracted Services	237,515.00	170,801.36	0.00	66,713.64
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	909.58	0.00	1,090.42
62410	Repair & Maintenance-Vehicles	10,000.00	4,590.19	0.00	5,409.81
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	1,388.07	0.00	111.93
63101	Postage	1,000.00	139.08	0.00	860.92
63104	Printing & Duplicating	5,000.00	2,886.53	0.00	2,113.47
63108	Public Information	5,000.00	1,347.81	0.00	3,652.19
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	515.00	0.00	3,485.00
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	83,039.59	0.00	0.41
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	12,833.37	0.00	1,166.63
67199	Miscellaneous Equipment	1,000.00	49.99	0.00	950.01
Total Expense		2,041,447.00	1,866,816.61	0.00	174,630.39
County Share (Revenue - Expense)		(1,247,683.00)	(1,133,263.62)	0.00	(114,419.38)

Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 10/04/2021

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
		<hr/>			
	Grand Total Revenue	793,764.00	733,552.99	0.00	(60,211.01)
	Grand Total Expense	2,041,447.00	1,866,816.61	0.00	174,630.39
	Grand Totals County Share	<u>(1,247,683.00)</u>	<u>(1,133,263.62)</u>	<u>0.00</u>	<u>(114,419.38)</u>

2022 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, 2022, through December 31, 2022. 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

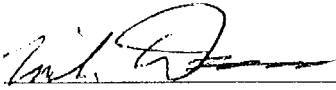
Board President

Date

System Director

Date

Beloit Public Library



9-21-21

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.

September 2021

Proposal for Consulting and Facilitation Services

Arrowhead Library System and Lakeshores Library System



Overview

WiLS, in partnership with the Arrowhead Library System (ALS) and Lakeshores Library System (LLS), will provide consulting and facilitation services in order to create and document a system merger exploration and process. The project will have three main phases:

1. Establishing the case for system merger
2. Information gathering and informed decision making
3. Making it Official

ALS/LLS and WiLS will engage various community stakeholders in order to learn more about their aspirations and needs. Transparency in process will be supplemented with robust information gathering and all data and decisions will be well documented and openly shared with stakeholders.

Deliverables and Cost

Phase I: Establishing the Case

The Phase I kick off meeting will be in person and followed by up to 3 virtual meetings. This phase will be focused on identifying benefits of a merger and developing shared goals for the process. This phase will include:

- Getting to know each other
- Develop/review of project timeline and deliverables
- Gain foundational understanding of library system statutory regulations and roles
- Development of shared principles
- Approval of a communication plan
- Articulation of what should be gained through a merger
- Articulation of risks or challenges that could be encountered and strategies to overcome
- End of phase checkpoint: Review of phase, including any pain points and determination if the process should advance.

Outcomes: A shared understanding of the process and expected outcomes. All decisions and products will be documented for future use by other systems. This will be accomplished through:

- Curriculum development to ensure members of planning team have a base of knowledge to make informed decisions
- Create Basecamp to share documents and communication among committee members
- Kick off meeting
- Virtual meeting prep, facilitation, post meeting work and document finalization
- Communication between system directors and project manager and DPI
- Report out to all stakeholders to ensure transparency and consistent messaging

Phase I Cost

\$5,742.00

Phase II : Information gathering and data informed decision making

The Phase II kick off meeting will be in person and followed by up to 3 virtual meetings. This phase will focus on the development of the issue list. Work may also be completed by committee members asynchronously. This phase will include:

- Determination of what has to be answered/accomplished to get to a decision to merge and what can be addressed after a new system is established.
- Issue list work - first steps
 - What needs to be learned? Examples:
 - What services should the system provide?
 - How will specific operations be handled?
 - How do we learn it? Examples:
 - Environmental scan
 - Survey of stakeholders
 - Interviews with system staff
 - Essential question for each issue - does this need to be figured out prior to merger or can/should it be done with the new system in place?
 - Determine priority order of issues on list to help inform information gathering
- Information gathering for issue list
- Committee recommendations for issues on list
- End of phase checkpoint: The committee should decide at this point if they recommend the system merger/new system creation and thus should move into Phase III, if more information is needed, or if the exploration process should come to an end.

Outcomes: A clear list of issues and committee recommendations for moving forward on each; clearly documented decisions; a post-merger parking lot of issues to be resolved by the new system. All decisions and products will be documented for the future. This will be accomplished through:

- Kick off meeting
- Virtual meeting prep, facilitation, post meeting work and document finalization
- Communication between system directors and project manager and DPI
- Research, information gathering, including some research done by system directors or members of the planning committee
- Clearly documented issue list, decisions, and reasons for committee decisions
- Communication work for sharing of information with stakeholders

Phase II Cost: \$6,534.00

Phase III: Making it Official

This phase will work through most business in virtual meetings, but there will be one in person meeting. Work may also be completed by committee members asynchronously. Much of this phase of work will be the system directors shepherding the committee recommendation through the approval process. This phase will include:

-
- Necessary approvals and endorsements are received in the order laid out in the first phase of work.
 - Ensuring state statutes are met
 - Logistical pieces determined and documented as an implementation checklist for a new system to go live (financials, HR, etc.).
 - Finalization of post-merger coordination recommendations that would be provided to the new board and administration, such as:
 - Do a strategic plan
 - Develop new policies the two systems and members agreed will be needed in the new system
 - Transition to any new staffing model that was identified as needed to reach the vision for the new system

Outcomes: New system / System merger is approved by all necessary stakeholders and meets state statute; the new system is left with a clear vision for the next steps and a well documented process to understand the decisions made. This will be accomplished through:

- Kick off meeting
- Virtual meeting prep, facilitation, post meeting work and document finalization
- Communication between system directors and project manager
- Development of an implementation checklist
- Development of committee post merger recommendations
- Communication work for sharing of information with stakeholders
- Records retention work

Phase III Cost: \$6,237.00

Total costs \$18,513.00

Upon start of the project, each system will be invoiced \$2,500.00

Upon completion of the project, each system will be invoiced \$6,756.50

Lakeshores Library System has offered to be the fiscal agent for billing purposes, as well as administering the DPI grant that would fund the bulk of this work.

Project Timeline (Estimated)

Project would start with the committee meeting in Fall/Winter of 2021. Phase II would start in Spring 2022 and finish that summer. The final phase would be completed by Fall 2022.

Our Approach and Expertise

WiLS philosophy of work is evident in our mission:

We believe libraries, cultural institutions, and their partners make the world a better place. We build relationships and provide services so they can do more with their time and money. We help our members turn ideas into action.

We work hard so our project partners can have more, do more, and be more for their own communities. We harness our internal expertise, bringing in staff and their skills as the project requires, as well as expertise from among our partners if needed, to get the work done, to do it well, and to do it affordably.

Our work is guided by [our organizational values](#). We are optimistic and direct, unafraid to learn from our own occasional mistakes, who will ask after your families and pets. We sincerely care about your mission, we will do our best to support it, and we want our working relationship to continue after the project outputs are delivered; we want you to want to work with us again and to collaborate with our members and partners. We will learn from and with you as we work together and share that knowledge with our members. We really do believe that we are all in this together and that a strong community of practice amplifies work.

When you hire us, you get the whole team. WiLS' service experts have diverse skills and experiences and can be brought in, as needed, on any project. This keeps us flexible and responsive to the needs of different projects and helps us keep our eyes on the horizon to emerging and innovative practices from a variety of different vantage points.

Key Personnel and Contact Information



Melissa McLimans, Library Strategist and Consultant, has six years of experience leading strategic planning processes with public libraries and library systems across the state of Wisconsin. Melissa has worked with dozens of libraries and community stakeholders to develop, complete and implement strategic plans that are achievable and reflect the needs of the organization and its stakeholders. Melissa is well-experienced in data collection, including administering community surveys, leading focus groups, and conducting interviews, as well as facilitating planning meetings and writing strategic plans. She has a deep knowledge of library and library system needs.



Jennifer Chamberlain, Executive Director, has over twenty years of library administration experience in public libraries, academic libraries and public library systems. Jennifer has served in a leading role in a multi-campus, university library administrative reorganization. Her time as system director in the newly formed Monarch Library System provided Jennifer with a unique understanding of the challenges and opportunities facing merged systems in the implementation phase. Jennifer is interested in change management and organizational culture and staff development.

**Agreement Between the Arrowhead Library System
and Affiliate Libraries
January to December 2022**

The Arrowhead Library System (hereafter abbreviated as ALS) and _____,
which is governed by the _____, enter into this agreement for the **calendar year 2022**.

DEFINITIONS

For the purpose of this agreement:

1. **Arrowhead Library System Board** is the body established by the Rock County Board of Supervisors in accordance with Wisconsin Statutes section 43.19.
2. **Arrowhead Library System (ALS)** is the organization operating under the ALS Board in accordance with Wisconsin Statutes Sections 43.13 through 43.64.
3. **Affiliate library** is an academic library, public school library media center, private school library, state institution library, library of the Vocational, Technical and Adult Education system, or special library operated by a parent institution whose territory lies within Rock County, which accepts the responsibilities outlined in the Affiliate Library Agreement.

AGREEMENT

1. The ALS Board agrees that ALS shall:
 - a) Support and facilitate an efficient and effective interlibrary loan network which provides non-public libraries with direct access to resources at ALS participating libraries and access through the ALS Clearinghouse to the Wisconsin Interlibrary Loan Network.
 - b) Provide reference and referral services from ALS's resource library.
 - c) Reimburse libraries for interlibrary loan on a net lending basis.
 - d) Coordinate the ALS Interlibrary Loan Network.
 - e) Provide regular van delivery service within ALS and connection to the state's intersystem delivery network.
 - f) Provide regular communications through ALS's publication the *Monday Memo* and through publication of an annual *Directory of ALS Libraries*.
 - g) Coordinate the INFOPASS program.
 - h) Provide opportunities for affiliate library input into the ALS decision-making process.
 - i) Provide opportunities for affiliate libraries to attend ALS continuing education workshops.
 - j) Provide access to the ALS Professional Collection.

2. In return, the _____ agrees to:

- a) Enter and maintain the library's bibliographic records and holdings into statewide databases and other tools maintained by ALS for the purpose of resource sharing.
- b) Lend, without charge, and borrow non-proprietary materials according to the Wisconsin Interlibrary Loan Guidelines of the Division for Library Services and the ALS Area Interlibrary Loan Plan and written procedures.
- c) Participate in the ALS's INFOPASS program.
- d) Receive materials from patrons who have borrowed these materials from other ALS libraries and hold for pickup by ALS so that they can be returned to the library of origin.
- e) Use all reasonable efforts to retrieve materials borrowed by its clientele through interlibrary loan and INFOPASS, and to reimburse the loaning library if the materials are not returned or are damaged.
- f) Maintain and provide ALS with accurate records and statistics necessary to plan and evaluate ALS services.
- g) Comply with current ALS policies and procedures.
- h) Reimburse ALS for services provided according to the Addendum attached to this Agreement.

MODIFICATIONS

This agreement shall be subject to modifications as mutually agreed upon by ALS and the affiliate member library.

PAYMENT FOR SERVICES

Payment shall be made in the amount and according to the dates specified in the Addendum attached to this Agreement.

EFFECTIVE DATES AND RENEWAL

The services called for in this agreement and addendum shall be made available by ALS effective January 1, 2022 and shall continue in force until the end of the calendar year. Renewal or revision of this agreement for 2023 shall take place during November 2022.

Arrowhead Library System Board

President

Date

System Director

Date

Affiliate Library

Library Name: _____

Authorized
Executive Signature

Date

Library Director

Date

**ADDENDUM
AFFILIATE LIBRARY AGREEMENT
2022**

Library: _____

VAN DELIVERY SERVICE

Numbers of delivery stops per week: _____

Delivery should be suspended the following weeks: _____

Total number of delivery stops: _____

Cost for van delivery service during **2022**: \$ _____.

ANNUAL BASE FEE:

Total cost for **2022**: \$ _____

GRAND TOTAL FOR 2022: \$ _____.

PAYMENT SCHEDULE

Invoices will be issued: **January 2, 2022**

ARROWHEAD LIBRARY SYSTEM
2022 Board Meeting Dates &
Dates Vouchers are due at Courthouse

Vouchers Due @ Courthouse by Noon	Location	Board Meeting Date
Friday, December 28	ALS or Remote	Wednesday, January 12
Tuesday, January 25	ALS or Remote	Wednesday, February 9
Tuesday, February 22	ALS or Remote	Wednesday, March 9
Tuesday, March 29	BPL or Remote	Wednesday, April 13
Tuesday, April 26	CPL or Remote	Wednesday, May 11
Tuesday, May 24	EPL or Remote	Wednesday, June 8
Tuesday, June 28	EFPL or Remote	Wednesday, July 13
Tuesday, July 26	HPL or Remote	Wednesday, August 10
Tuesday, August 30	MPL or Remote	Wednesday, September 14
Tuesday, September 27	OPL or Remote	Wednesday, October 12
Tuesday, October 25	ALS or Remote	Wednesday, November 9
Tuesday, November 29	ALS or Remote	Wednesday, December 14

ALS Librarians Meetings 2022

9:30 a.m.

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