



Required by § 43.17(5) and 43.24(3) Wis. Stats.

GENERAL INFORMATION

Library System

Arrowhead Library System

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

Arrowhead is a single county system in Rock County, with seven member libraries in Beloit, Clinton, Edgerton, Evansville (Eager Free Public library), Janesville (Hedberg Public Library), Milton and Orfordville. Rock County has a population of 160,092 as reported in the U.S. Census 2010. The county has suffered economically in the last few years, as a major employer, the GM plant closed and many smaller industries related to the manufacture of trucks and cars also were shut down. Unemployment in Beloit reached over 18% in the early years of the unemployment, with the county unemployment reaching 13%. There has been improvement in the last couple of years and county unemployment is now closer to 9%, still well above the state average. Rock County has been very supportive of library services to township and village of Footville residents and in 2011 went over 1 million dollars in support to Rock County libraries and service to township residents in adjacent counties. Municipalities with libraries have also been able to maintain support for their libraries. While state funding has dropped by 10% for the system, by using fund balances from previous years, we have been able to maintain the same level of service as in the past. However, in 2013, the fund balance will be near 0 and some reduction in services, or payment to the resource library may be necessary.

Describe significant needs and problems that influenced the development of this and other system plans.

Reduced state funding is probably the greatest problem that the system faces in 2013. A new director will take over in October 2012 and will be able to take a fresh look at the issues facing the Arrowhead Library System.

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

The 2013 system plan was shared with the library directors, the new system director, affiliate librarians, and the System Board.

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2013**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

- (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

Resource Library Agreement

- (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- A signed copy of the resource library agreement will be provided to the division by January 15.

Reference Referral, Interlibrary Loan, and Technology

- S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement.

The system maintains an Interlibrary Loan Clerk to assist member libraries with difficult interlibrary library loan requests. The Resource Library also provides staff to assist with reference questions and maintains records of these requests. Reports are made to the Arrowhead Library System on an annual basis by the resource library of these reference request statistics.

Indicate new or priority activities relating to this requirement for the plan year.

Reports of interlibrary loan activities in all libraries and reference requests to the resource library are very important. The

ASSURANCES (cont'd.)

system issues monthly reports on the ALS website of interlibrary loans with the system.

Inservice Training

- S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

List ongoing activities related to this requirement.

ALS has set aside funding to inservice training. However it a small amount compared to the need, so library staff often uses the resources of library system and state conferences to supplement their continuing education needs.

Indicate new or priority activities relating to this requirement for the plan year.

Without increased state funding it will not be possible to add funding in this area.

Delivery and Communication

- S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement.

The ALS delivery van goes to each public library Monday through Friday. ALS pays for state-wide delivery service 4 days per week. As interlibrary loan requests within our shared system increased over the last few years, the maintenance of the five day a week delivery to member libraries is very important. In addiiton the delivery goes to Beloit College, Beloit Schools, Janesville Schools, Evansville Schools and Parkview Schools.

Indicate new or priority activities relating to this requirement for the plan year.

Over the last few years at least three school districts have stopped delivery because of budget cuts and in 2013, the Wisconsin School for the Blind and Visually Impaired will not be using the service, due to budget cuts. While this may reduce the hours required for service to the schools, it also reduces the income for the delivery system.

Service Agreements

- S.43.24(2)(g) Service agreements with all adjacent library systems
- A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.

Other Types of Libraries

- S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
- Other types of libraries in the system area have had an opportunity to review and comment on the plan.

Library Technology and Resource Sharing Plan

- S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
- A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.
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ASSURANCES (cont'd.)

Professional Consultation

- S. 43.24(2)(h) Professional consultant services to participating public libraries.

List ongoing activities related to this requirement.

The ALS system provides consulting in special needs, children's services, administration, public information and promotional materials, technical and administrative support for the shared system, and certification.

Indicate new or priority activities relating to this requirement for the plan year.

The same consultant services will be available in 2013.

Services to Users With Special Needs

- S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

List ongoing activities related to this requirement.

Unemployed people in Rock County and those with limited computer skills have benefited from the computer classes offered at all seven public libraries in the county. The system also receives \$2,000 from the Rock County Sheriff's department to purchase paperback books for the jail. We maintain a collection of large type and special interest books for nursing homes, assisted living, and senior centers in Rock County and deliver the books, including books from Hedberg Public Library through our deliver system. Arrowhead also attends special events for Spanish speaking residents, "Night Out" to promote safety, senior citizens, new mothers, and those recently released from jails and prisons, to promote library services. System staff also work with the Literacy Connection to promote health, "living green" and financial literacy in 2013.

Indicate new or priority activities relating to this requirement for the plan year.

Computer classes are considered a priority at the member libraries. The services to nursing homes and other facilities, the jail book program, and attendance at special events for people with special needs to promote library services. We are hoping to use LSTA funds to help the Literacy Connection update their tutor training and manuals for people who are attending classes at the Job Center in Rock County.

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

ALS maintains a public information coordinator to produce promotional information about library services, special programs, youth and adult ongoing programs, brochures, website design, ROCKCAT, the ALS shared system, computer classes and other activities in the libraries. The promotions include a 5-day-a-week radio announcement about library programs and services, news releases to local media, bookmarks, posters, brochures, and a booth at the Rock County Fair.

Administration

- The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- The 2012 system audit will be submitted to the division no later than September 30, 2013.

Budget

- A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2013**.

Name of System Director	Signature of System Director ➤	Date Signed <i>Mo./Day/Yr.</i>
Name of System Board President	Signature of System Board President ➤	Date Signed <i>Mo./Day/Yr.</i>

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:

- Approved
- Provisionally Approved *See Comments.*
- Not Approved *See Comments.*

DLT Assistant Superintendent Signature



Date Signed *Mo./Day/Yr.*

Comments

PUBLIC LIBRARY SYSTEM 2013 ANNUAL PROGRAM BUDGET					
Program	2013 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. Shared System	\$68,162		\$0	\$177,057	
2. Resource Library contract	\$95,244				
3.					
4.					
Program Total	\$163,406	\$0	\$0	\$177,057	\$340,463
Continuing Education and Consulting Service*					
1. Continuing Education	\$13,581				
2. Consulting	\$10,321	\$2,160			
Program Total	\$23,902	\$2,160	\$0	\$0	\$26,062
Delivery Services	\$60,723			\$8,061	\$68,784
Library Services to Special Users	\$24,441			\$2,000	\$26,441
Library Collection Development	\$24,141				\$24,141
Direct Payment to Members for Nonresident Access	\$13,581			\$954,915	\$968,496
Direct Nonresident Access Payments Across System Borders	\$13,581			\$80,406	\$93,987
Library Services to Youth	\$13,581				\$13,581
Public Information	\$83,832				\$83,832
Administration	\$17,416			\$1,500	\$18,916
Subtotal	\$251,296	\$0	\$0	\$1,046,882	\$1,298,178
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$438,604	\$2,160	\$0	\$1,223,939	\$1,664,703

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).