

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Edgerton Public Library

101 Albion St.

Edgerton, WI

Wednesday May 9, 2018

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. 2017 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. 2nd State Aid payment - \$113,303
 - b. Location of November 12 ALS board meeting
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 5/3/2018.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Beloit Public Library

April 11, 2018

ALS Board President Rich Bostwick called the meeting to order at 6:02 p.m. Present were Bill Wilson, Wes Davis, Adam Dinnes, Maribeth Miller, Eloise Eager, Nick Dimassis, Charles Teval, Sarah Strunz and Steven Platteter.

The Agenda was moved approved by Bill Wilson. Eloise Eager seconded and the motion carried unanimously.

The March 2018 minutes were moved approved by Eloise Eager. Wes Davis seconded and the motion carried unanimously.

Expenditures were approved on a motion by Adam Dinnes with Wes Davis seconding. The motion carried unanimously.

Citizen participation, communication or announcements:

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that in February over 23,000 items were moved between Arrowhead and LLS/KCLS.

b. 2017/2018 Budget: Platteter mentioned that he is waiting to see what changes need to be made to the 2018 budget in regards to delivery.

c. Public Library System Redesign Project: Platteter mentioned that the workgroup report is now on the PLSR website, plsr.info.

e. Librarians' Report:

New Business

a. 2017 ALS Annual Report Change: Wes Davis moved to approve the change on the 2017 Annual Report. Adam Dinnes seconded and the motion carried unanimously.

b. November ALS Board Meeting: The date of the November ALS Board meeting was moved Monday November 12th at 6:00 pm, location either Hedberg PL or Milton PL.

Communications:

Maribeth Miller moved to adjourn. Wes Davis seconded and the motion carried unanimously. The meeting ended at 6:39 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	03/20/2018	SOUTH CENTRAL LIBRARY SYSTEM	6,747.00	
		04/13/2018	WILS	1,393.00	
		04/03/2018	TECHMAX BUSINESS SOLUTIONS LLC	90.00	
		04/03/2018	BRIDGES LIBRARY SYSTEM	100.00	
	Budge	YTD	YTD	Pendin	Closing
	150,158.00	75,102.23	0.00	8,330.00	66,725.77
51-5000-0000-62410	R & M-VEHICLES	04/04/2018	BURTNESS CHEVROLET INC	49.95	
	Budge	YTD	YTD	Pendin	Closing
	9,000.00	89.32	0.00	49.95	8,860.73
51-5000-0000-63100	OFC SUPP & EXP	03/25/2018	ARROWHEAD LIBRARY PETTY CASH	9.47	
	Budge	YTD	YTD	Pendin	Closing
	1,500.00	374.15	0.00	9.47	1,116.38
51-5000-0000-63101	POSTAGE	04/04/2018	ARROWHEAD LIBRARY PETTY CASH	19.94	
	Budge	YTD	YTD	Pendin	Closing
	1,000.00	70.91	0.00	19.94	909.15
51-5000-0000-63104	PRNT & DUPLICATI	04/01/2018	DIMAX OFFICE SOLUTIONS INC	178.00	
	Budge	YTD	YTD	Pendin	Closing
	5,000.00	1,012.12	0.00	178.00	3,809.88
51-5000-0000-63200	PUBL/SUBCR/DUES	04/02/2018	PLATTETER,STEVE	190.00	
	Budge	YTD	YTD	Pendin	Closing
	1,500.00	362.00	0.00	190.00	948.00
51-5000-0000-63300	TRAVEL	04/10/2018	SCHOMBER,JENI	52.82	
	Budge	YTD	YTD	Pendin	Closing
	3,000.00	240.05	0.00	52.82	2,707.13
51-5000-0000-64200	TRAINING EXP	04/09/2018	BRIDGES LIBRARY SYSTEM	1,203.00	
	Budge	YTD	YTD	Pendin	Closing
	4,000.00	225.00	0.00	1,203.00	2,572.00
51-5000-0000-64201	CONVENTION EXP	04/02/2018	PLATTETER,STEVE	169.00	

COMMITTEE APPROVAL REPORT

04/20/2018

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budge	YTD	YTD	Pendin	Closing
	4,000.00	228.42	0.00	169.00	3,602.58
51-5000-0000-64904	SUNDRY EXPENSE	04/10/2018	ARROWHEAD LIBRARY PETTY CASH		20.38
	Budge	YTD	YTD	Pendin	Closing
	1,000.00	62.59	0.00	20.38	917.03
51-5000-0000-65321	BLDG/OFC LEASE	06/01/2018	CITY OF MILTON		1,166.67
	Budge	YTD	YTD	Pendin	Closing
	14,000.00	5,833.35	0.00	1,166.67	6,999.98
ARROWHEAD LIBRARY PROG TOTAL				11,389.23	

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount \$11,389.23

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
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REPORT COMPLETE!

For Job Numbers: 1743558

Rock County - Production
Budget to Actual Figures

Fiscal Year: 2018

As of: 04/30/2018

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	453,212.00	339,909.00	0.00	(113,303.00)
44120	MISC. FEES	6,103.00	6,103.25	0.00	0.25
45504	INTERGOVT.CHGS-OTHER LIBRARIES	212,764.00	213,564.00	0.00	800.00
46000	CONTRIBUTIONS	2,000.00	0.00	0.00	(2,000.00)
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
	Total Revenue	694,079.00	559,576.25	0.00	(\$134,502.75)
EXPENSE					
61100	REGULAR WAGES	174,669.00	48,098.74	0.00	126,570.26
61300	PER DIEMS	1,500.00	462.13	0.00	1,037.87
61400	FICA	13,363.00	3,701.04	0.00	9,661.96
61510	RETIREMENT-EMPLOYERS	11,703.00	2,850.95	0.00	8,852.05
61610	HEALTH INSURANCE	41,000.00	13,666.68	0.00	27,333.32
61620	DENTAL INSURANCE	1,513.00	518.76	0.00	994.24
61630	LIFE INSURANCE	180.00	37.22	0.00	142.78
62119	OTHER CONTRACTED SERVICES	150,158.00	75,102.23	0.00	75,055.77
62130	AUDIT FEES	1,200.00	0.00	0.00	1,200.00
62210	TELEPHONE	2,000.00	343.37	0.00	1,656.63
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	89.32	0.00	8,910.68
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	374.15	0.00	1,125.85
63101	POSTAGE	1,000.00	70.91	0.00	929.09
63104	PRINTING & DUPLICATION	5,000.00	1,012.12	0.00	3,987.88
63108	PUBLIC INFORMATION	5,000.00	(236.39)	0.00	5,236.39
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	362.00	0.00	1,138.00
63300	TRAVEL	3,000.00	284.20	0.00	2,715.80
64200	TRAINING EXPENSE	4,000.00	225.00	0.00	3,775.00
64201	CONVENTION EXPENSE	4,000.00	228.42	0.00	3,771.58
64214	ILS COSTS	194,393.00	189,868.42	0.00	4,524.58
64303	EXTENSION MATERIALS	3,000.00	260.53	0.00	2,739.47
64306	RESOURCE LIBRARIES	40,000.00	40,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	1,001,938.00	1,001,937.87	0.00	0.13
64309	INTERSYSTEM AGREEMENT	65,771.00	63,709.04	0.00	2,061.96
64904	SUNDRY EXPENSE	1,000.00	62.59	0.00	937.41
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	2,723.00	0.00	2,277.00
65321	BUILDING/OFFICE LEASE	14,000.00	5,833.35	0.00	8,166.65
67199	MISC EQUIPMENT	6,500.00	0.00	0.00	6,500.00
	Total Expense	1,763,288.00	1,451,585.65	0.00	311,702.35
	County Share (Revenue - Expense)	(1,069,209.00)	(892,009.40)	0.00	(177,199.60)

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

Fiscal Year: 2018

As of: 04/30/2018

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
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	Grand Total Revenue	694,079.00	559,576.25	0.00	(134,502.75)
	Grand Total Expense	1,763,288.00	1,451,585.65	0.00	311,702.35
	Grand Totals County Share	(1,069,209.00)	(892,009.40)	0.00	(177,199.60)

April 23, 2018

Richard Bostwick, Board President
Arrowhead Library System
430 E. High Street, Suite 200
Milton, WI 53563-1579

Dear Mr. Bostwick:

I am pleased to notify you that your system's second payment for operations in 2018 in the amount of \$113,303 has been electronically transmitted. This payment will allow you to continue to carry out this year's system plan as approved earlier by the Division for Libraries and Technology (DLT). Public library system funding is provided from the universal service fund. A listing of this year's payments is enclosed, as well as a list of some mid-year duties and responsibilities.

State Superintendent Tony Evers and I would like to take this opportunity to thank you and your fellow board members for all your efforts to bring excellence in public library service to the residents of the Arrowhead Library System area. We look forward to joining with your board and staff to ensure that adequate resources are provided to support the important services you provide.

Sincerely,



Kurt J. Kiefer
Assistant State Superintendent
Division for Libraries and Technology

Enclosures: Schedule of 2018 Public Library System Aid Amounts
Ongoing and Annual System Obligations

cc: Steven Platteter, System Director
John DeBacher, Director, Public Library Development

Total amount of electronic transfers to system for second payment of 2018 aid: \$113,303

2018 Wisconsin Public Library System Aid
Anticipated

<i>System</i>	<i>Agency Code</i>	<i>2017 System Aid</i>	<i>2017 Additional Funds</i>	<i>Total 2018 System Aid</i>	<i>Revised allocation (rounded)</i>	<i>December 1 2017 Payment</i>	<i>2nd Payment April 1, 2018</i>
Arrowhead Library System	539926	\$ 438,605	\$ 14,607.41	453,212.41	453,212.00	\$339,909.00	\$ 113,303.00
Bridges Library System **	679939	\$ 1,216,744	\$ 40,522.74	1,257,266.74	1,257,267.00	\$942,950.00	\$ 314,317.00
Indianhead Federated Library System	189928	\$ 1,125,114	\$ 37,471.08	1,162,585.08	1,162,585.00	\$871,939.00	\$ 290,646.00
Kenosha County Library System	309929	\$ 398,675	\$ 13,277.57	411,952.57	411,953.00	\$308,965.00	\$ 102,988.00
Lakeshores Library System	519930	\$ 637,716	\$ 21,238.65	658,954.65	658,955.00	\$494,216.00	\$ 164,739.00
Manitowoc-Calumet Library System	369937	\$ 312,113	\$ 10,394.69	322,507.69	322,508.00	\$241,881.00	\$ 80,627.00
Milwaukee County Federated Library System	409933	\$ 2,677,006	\$ 89,155.67	2,766,161.67	2,766,160.00	\$2,074,620.00	\$ 691,540.00
Monarch Library System *	599943	\$ 1,069,644	\$ 35,623.69	1,105,267.69	1,105,268.00	\$828,951.00	\$ 276,317.00
Nicolet Federated Library System	059934	\$ 1,069,413	\$ 35,616.00	1,105,029.00	1,105,029.00	\$828,772.00	\$ 276,257.00
Northern Waters Library Service	029935	\$ 529,104	\$ 17,621.41	546,725.41	546,725.00	\$410,044.00	\$ 136,681.00
Outagamie Waupaca Library System	449936	\$ 607,514	\$ 20,232.80	627,746.80	627,747.00	\$470,810.00	\$ 156,937.00
South Central Library System	369937	\$ 2,062,581	\$ 68,692.71	2,131,273.71	2,131,274.00	\$1,598,456.00	\$ 532,818.00
Southwest Wisconsin Library System	229938	\$ 363,341	\$ 12,100.80	375,441.80	375,442.00	\$281,582.00	\$ 93,860.00
Winding Rivers Library System	329940	\$ 767,701	\$ 25,567.70	793,268.70	793,269.00	\$594,952.00	\$ 198,317.00
Winnefox Library System	709941	\$ 885,885	\$ 29,503.73	915,388.73	915,389.00	\$686,542.00	\$ 228,847.00
Wisconsin Valley Library Service	379942	\$ 851,944	\$ 28,373.35	880,317.35	880,317.00	\$660,238.00	\$ 220,079.00
Total		\$ 15,013,100	\$ 500,000	15,513,100.00	15,513,100.00	\$11,634,825.00	\$ 3,878,275.00

* Formerly Eastern Shores Library System (merged with Mid-Wisconsin Federated Library System, effective 2017)

\$15,513,100.00

Ongoing and Annual System Obligations

You and the system board are encouraged to review your current system plan during your next meeting and inform us no later than **June 30** any required alteration to your plan, such as changes to the service structure, personnel changes that require realignment of duties, or contracts for services with libraries or other systems that affect the plan.

While we realize that meeting the statutory services required of public library systems may be increasingly difficult, the Division nonetheless must be diligent in ensuring that we all are responsible stewards of public funds intended to support local services. Toward that end, please attend to the following list of recurring or annual obligations your system must meet for the Division to properly fulfill its duty to provide oversight of library systems:

- Send PDF copies of the required system audit as well as comments from the auditor as an email attachment or URL to LibraryReport@dpi.wi.gov soon after the system board accepts the audit, and no later than **September 30**.
- With your annual system plan due by **October 15**, include an inventory of current system contracts and member library agreements. For each, include the date of execution and, if appropriate, length of term. An example of the current member agreement will help us to determine if we have others on file.
- With your annual system plan due by October 15, include a list of county plans and their period of coverage. All county plans must address current statutory language for county funding of libraries. This may require updates of county plans, particularly for consolidated county libraries.
- System board meeting agendas. We require these in part to ensure that the system boards meet at least once every two months as required by s. 43.17 (2). Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.
- Draft and approved minutes of system board meetings. We require these in part to ensure that the system boards meet at least once every two months as required by s. 43.17 (2). Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.
- If the system has an appointed advisory committee comprised of member libraries under s. 43.17 (2m), please send agendas and minutes of those meetings as well. Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.