

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Clinton Public Library
214 Mill Street
Clinton, WI
Wednesday October 10, 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. 2018/19 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. 2019 Exemption from county library tax letters
 - b. Approval of the 2019 Continuing Education Agreement with South Central 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 10/4/2018.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Orfordville Public Library

September 12th, 2018

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Bill Wilson, Adam Dinnes, Jose Carrillo, Maribeth Miller, Eloise Eager, Sarah Strunz, Nick Dimassis and Steven Platteter..

The Agenda was moved approved by Bill Wilson. Maribeth Miller seconded and the motion carried unanimously.

The August 2018 minutes were moved approved by Jose Carrillo. Adam Dinnes seconded and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Eloise Eager seconding. The motion carried unanimously.

Citizen participation, communication or announcements: Bill Wilson announced that Ashlee Kunkel has been appointed Director of the Milton Public Library. Ashlee takes over from Lisa Brooks who is retiring. Eloise Eager reported that the Eager Free Public Library renovation is going well.

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that Koene Courier Service started delivery service, between ALS and the VIP sorting hub in Elkhorn, on September 4th. The service is going well

b. 2018/19 Budget: Platteter mentioned that he is evaluating 2018 driver hours now that the run between ALS and the LLS sorting hub has been outsourced.

c. Public Library System Redesign Project: Final report expected in December after elections.

e. Librarians' Report:

New Business

a. Approval of 2019 Annual System Plan: Bill Wilson moved to approve the 2019 ALS Annual System Plan, Adam Dinnes seconded and the motion carried unanimously.

b. Rock County Jail Update: Platteter mentioned that he and Hedberg PL Head of Outreach and Programming, Rene Bue, met with Commander Knudson to discuss outreach to the Rock County Jail.

Communications:

Jose Carrillo moved to adjourn. Maribeth Miller seconded and the motion carried unanimously. The meeting ended at 6:42 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	
00-0000-0021-17000	PREPAID BUDGET I	09/21/2018	AMERICAN FAMILY INSURANCE	2,012.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	3,741.00	0.00	2,012.00	(5,753.00)
STL-LIBRARY PROG TOTAL				2,012.00	

I have examined the preceding bills and encumbrances in the total amount of **\$2,012.00**

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	09/01/2018	TECHMAX BUSINESS SOLUTIONS LLC	2,250.75	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	150,158.00	94,536.33	0.00	2,250.75	53,370.92
51-5000-0000-62410	R & M-VEHICLES	09/12/2018	BURTNESS CHEVROLET INC	250.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	6,519.97	0.00	250.00	2,230.03
51-5000-0000-63101	POSTAGE	09/05/2018	ARROWHEAD LIBRARY PETTY CASH	28.47	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	149.43	0.00	28.47	822.10
51-5000-0000-63104	PRNT & DUPLICATI	09/01/2018	DIMAX OFFICE SOLUTIONS INC	178.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	2,604.36	0.00	178.00	2,217.64
51-5000-0000-64200	TRAINING EXP	08/31/2018	SOUTH CENTRAL LIBRARY SYSTEM	31.25	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	1,428.00	0.00	31.25	2,540.75
51-5000-0000-64201	CONVENTION EXP	09/13/2018	PLATTETER,STEVE	81.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	936.55	0.00	81.00	2,982.45
51-5000-0000-64309	INTERSYS/AGREEME	09/12/2018	LAKESHORES LIBRARY SYSTEM	2,061.50	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	65,771.00	63,709.04	0.00	2,061.50	0.46
51-5000-0000-64904	SUNDRY EXPENSE	09/18/2018	ARROWHEAD LIBRARY PETTY CASH	9.98	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	161.35	0.00	9.98	828.67
51-5000-0000-65321	BLDG/OFC LEASE	11/01/2018	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 PROG TOTAL				6,057.62	

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 of **\$6,057.62**

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: 1793849

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2018

As of: 10/02/2018

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	453,212.00	453,212.00	0.00	0.00
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	672,879.25	0.00	(\$21,199.75)
EXPENSE					
61100	REGULAR WAGES	174,669.00	123,057.66	0.00	51,611.34
61300	PER DIEMS	1,500.00	1,175.91	0.00	324.09
61400	FICA	13,363.00	9,475.36	0.00	3,887.64
61510	RETIREMENT-EMPLOYERS	11,703.00	7,351.98	0.00	4,351.02
61610	HEALTH INSURANCE	41,000.00	30,750.03	0.00	10,249.97
61620	DENTAL INSURANCE	1,513.00	1,296.90	0.00	216.10
61630	LIFE INSURANCE	180.00	91.40	0.00	88.60
62119	OTHER CONTRACTED SERVICES	150,158.00	96,787.08	0.00	53,370.92
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	880.61	0.00	1,119.39
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	6,769.97	0.00	2,230.03
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	815.13	0.00	684.87
63101	POSTAGE	1,000.00	177.90	0.00	822.10
63104	PRINTING & DUPLICATION	5,000.00	2,782.36	0.00	2,217.64
63108	PUBLIC INFORMATION	5,000.00	2,052.09	0.00	2,947.91
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	881.99	0.00	638.01
63300	TRAVEL	3,000.00	1,421.34	0.00	1,578.66
64200	TRAINING EXPENSE	4,000.00	1,459.25	0.00	2,540.75
64201	CONVENTION EXPENSE	4,000.00	1,017.55	0.00	2,982.45
64214	ILS COSTS	194,393.00	191,147.42	0.00	3,245.58
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	65,770.54	0.00	0.46
64904	SUNDRY EXPENSE	1,000.00	171.33	0.00	828.67
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	12,833.37	0.00	1,166.63
67199	MISC EQUIPMENT	6,500.00	57.09	0.00	6,442.91
Total Expense		1,763,288.00	1,604,325.66	0.00	158,962.34
County Share (Revenue - Expense)		(1,069,209.00)	(931,446.41)	0.00	(137,762.59)
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Grand Total Revenue		694,079.00	672,879.25	0.00	(21,199.75)

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

Fiscal Year: 2018

As of: 10/02/2018

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,763,288.00	1,604,325.66	0.00	158,962.34
	Grand Totals County Share	(1,069,209.00)	(931,446.41)	0.00	(137,762.59)

From: Division for Libraries and Technology,
Public Library Development

The following is provided to assist public libraries in municipalities considering exemption from the county library tax for 2019.

How does a public library or county calculate qualification for exemption from the county library tax for 2019?

Under Wisconsin Statute s. 43.64 (2), municipalities with public libraries may be exempt from the county library tax if they appropriate locally an amount above the defined minimum. In order to determine if a municipality may request an exemption from the county library tax for 2019 (the tax the county board will set in the fall of 2018 and expend in 2019), complete the following calculations.

- | | |
|---|---|
| 1. Determine the 2017 equalized value of the property taxed for 2018 county library service; i.e., subtract the equalized value of any communities exempting from the county library tax for 2018 (municipalities exempted from the appropriation levy set in the fall of 2017) from the 2017 total county equalized value. | See www.revenue.wi.gov/DORReports/2017coapprt.pdf for 2017 total county equalized value less TID. |
| 2. Determine the total county library services appropriation for 2018. This is the appropriation made in the fall of 2017 for all 2018 county library service. | |
| 3. Divide the appropriation amount determined in step 2 by the equalized value determined in step 1. This is the county library tax levy rate for 2018 (the appropriation made in the fall of 2017). | |
| 4. Multiply the county tax levy rate from step 3 by the 2018 equalized value of the municipality being considered for exemption. The result is the minimum amount the municipality must appropriate for 2019 to exempt itself from the county library tax levy for 2019. | See www.revenue.wi.gov/slfreportsasses/sor/2018coapprt.pdf for the 2018 total equalized value of municipalities less TID. |
| 5. Compare the minimum amount calculated in step 4 with the 2019 municipal appropriation for the library (the appropriation made by the municipality in the fall of 2018). The municipal appropriation cannot include any state, federal, or county payments provided specifically for library services. | |

If the municipal appropriation is greater than the minimum amount required for exemption, the municipality may request to be exempted from the county tax. The exemption may be refused if, by September 1 of any year, the county board determines the public library has not complied with any minimum standards of operation approved under s. 43.11 (3) (d).

Municipalities that participate in joint libraries may now be able to exempt by an alternate means as a result of 2013 Act 20 which amends s. 43.64 (2) (c) to read:

Notwithstanding sub. (2m), any city, village, town, or school district in a county levying a tax for public library service under sub. (1) is exempt from the tax levy if all of the following apply:

- 1. The city, village, town, or school district is included in a joint library under s. 43.53.*
- 2. The city, village, town, or school district levies a tax for public library service, less the amount levied for public library capital expenditures, and appropriates and spends for a library fund during the year for which the county tax levy is made an amount that is not less than the average of the previous 3 years.*

Shannon Schultz, Public Library Administration Consultant
Public Library Development
(608) 266-7270
shannon.schultz@dpi.wi.gov

Exemption values 2019 DPI Values

	EV 2017	EV 2018	Less exempt 2018	No exemptions
Beloit	\$1,329,531,510	\$1,428,249,200	\$ 446,877	\$ 148,526
Clinton	\$100,758,600	\$104,942,200	\$ 32,835	\$ 10,913
Edgerton	\$312,584,000	\$343,787,200	\$ 107,566	\$ 35,751
Evansville	\$358,790,700	\$393,037,700	\$ 122,975	\$ 40,873
Janesville	\$4,354,877,700	\$4,635,650,400	\$ 1,450,422	\$ 482,068
Milton	\$334,588,000	\$352,517,700	\$ 110,297	\$ 36,659
Orfordville	\$63,681,600	\$69,337,100	\$ 21,694	\$ 7,210
	6,854,812,110	7,327,521,500		
Rock County	\$10,267,284,710	\$10,914,360,200		
EV Lib Service	3,412,472,600	3,586,838,700		
2018 Rock County LIB Expenditures	1,067,709	1,069,209-1500 per diems		
Levy Rate -libraries	0.031288427048%			
Levy Rate +libraries	0.010399136969%			

October 1, 2018

Max Gagin, Finance Director
Janesville City Hall
18 North Jackson
Janesville, WI 53547

Dear Mr. Gagin:

Pursuant to Wisconsin Statutes 43.64(2) any city, town or village in a county levying a tax for county library service under subsection (1) shall, upon written application to the county board, be exempted from the tax levy, if the city, town or village making application appropriates and expends for a library fund during the year for which the tax levy is made a sum at least equal to the sum it would have to pay toward the county tax levy for the prior year.

For 2018, Rock County appropriated \$1,067,709 for library service. This amount represents a levy of .313/\$1,000 equalized valuation (EV) for that portion of Rock County outside the seven cities and villages, which levy a tax for library service.

Using its 2018 EV (\$4,635,650,400), the City of Janesville would have to have projected 2019 library using expenditures of at least \$1,450,422 to exempt from the county tax.

In order to apply for exemption from the countywide tax levy for library services with Arrowhead Library System, please complete the information on page two. Because your municipality's exemption depends on next year's expenditures we are asking that you certify that your library expenditures next year will qualify you for the exemption. Return to me at the below address as soon as possible but not later than Monday, November 19, 2018. I will forward the information to Rock County.

Please contact me if you have questions.

Sincerely,

Steven T. Platteter
Director

Cc: Bryan McCormick, Library Director

LETTER OF EXEMPTION

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Return to: Arrowhead Library System – no later than **Monday, November 19, 2018.**
430 E. High St., Suite 200
Milton, WI 53563

The City/Village of _____ hereby applies for exemption to the
2019 Rock County library levy and certifies that the City/Village will meet the statutory
requirements for exemption from the county library levy.

By: _____ Date: _____

2019 Continuing Education Agreement

Arrowhead Library System
South Central Library System

Article I: General

The Arrowhead Library System (ALS) Board of Trustees and the South Central Library System (SCLS) Board of Trustees do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the provision of Continuing Education (CE) Services to ALS from SCLS.

Article II: Definitions

For the purposes of this agreement:

- (1) ALS is the body established by the Board of Supervisors of Rock County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) ALS is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Rock County.
- (3) SCLS is the body established by the Boards of Supervisors of Adams, Columbia, Dane, Green, Portage, Sauk and Wood Counties in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (4) SCLS is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Adams, Columbia, Dane, Green, Portage, Sauk and Wood Counties.

Article III: SCLS Responsibility

It is mutually agree that SCLS shall make the following CE resources available to ALS.

- (1) Include ALS libraries in any emails about upcoming CE programs (webinars and in-person programs), with implicit invitation for ALS libraries to participate in any/all programs.
- (2) Include ALS libraries in any surveys about future CE topics.
- (3) Make SCLS CE Consultant Jean Anderson available to conduct CPI Prepare Training on a cost-recovery basis for any ALS member libraries.
- (4) Develop CE programs that mutually benefit SCLS and ALS library staff and offer ALS opportunity to co-sponsor programs at a mutually agreed upon cost.

Article IV: ALS Responsibilities

It is mutually agreed that ALS shall:

- (1) Reimburse SCLS on a cost-recovery basis for any CPI Prepare Training (mileage, booklets, and staff time on site @ \$40/hour).
- (2) Pay the mutually agreed upon cost of any co-sponsored programs developed by SCLS.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) This agreement shall become effective upon signing of the agreement by both parties. This agreement shall continue in force through December 31, 2019, or until superseded by a new agreement.
- (2) SCLS shall bill ALS for its agreed upon share of CE program costs when payment is requested from CE presenter.
- (3) Either party may terminate this agreement by giving notice to the other party thirty (30) days in advance of the date of termination.
- (4) In the event this agreement is terminated prior to December 31st of any calendar year, SCLS will not bill ALS for CE programs not already held.
- (5) This agreement may be amended in writing at any time as is mutually agreeable to both parties.
- (6) Neither ALS nor SCLS shall be considered an agent, servant, partner, employee or joint venture of the other.

For the SCLS:

Mary L. Nelson
(Board President)

9/27/2018
(Date)

For the ALS:

(Board President)

(Date)