

ARROWHEAD LIBRARY SYSTEM

Budget Committee Meeting

Milton Public Library

430 E High St.

Milton, WI

Wednesday December 12, 2018

5:30 pm

Please call the ALS office if you are unable to attend (868-2872)

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes
4. 2018 ALS Budget
5. 2019 ALS Budget
6. Set next meeting date
7. 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](http://www.co.rock.wi.us) on 12/6/2018

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING  
ALS/Milton PL  
July 11, 2018

- 1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:30 p.m. Also present were Bill Wilson, Wes Davis, Jose Carrillo and Steven Platteter.
- 2) **Approval of Agenda:** Bill Wilson moved to approve the agenda, Rich Bostwick seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The June 13th 2018 minutes were moved approved by Bill Wilson with one correction. Rich Bostwick seconded and the motion carried unanimously.
- 4) **2019 Staff Wages:** Bill Wilson moved to recommend a 3% wage increase for all staff for 2019. Rich Bostwick seconded and the motion carried unanimously.
- 5) **2019 Rock County Funding:** Platteter discussed 2019 Rock County reimbursement funding to ALS member libraries and adjacent county libraries for serving Rock County township patrons.
- 6) **Set Next Meeting date:** August 8<sup>th</sup>, 5:30 at the Milton Public Library.

Jose Carrillo made the motion to adjourn and Rich Bostwick seconded. Motion carried unanimously. The meeting ended at 5:52 p.m.

Respectfully submitted,  
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

# 2018 Driver hour increase 14hrs

	Budgeted	14 hrs/wk	Difference
Wages	\$ 27,063.13	\$ 30,534.07	\$ 3,470.94
Retirement	\$ 1,813.23	\$ 2,045.78	\$ 232.55
FICA	\$ 2,070.33	\$ 2,335.86	\$ 265.53
Total fringes	\$ 3,883.56	\$ 4,381.64	\$ 498.08
Wages + Fringes	<b>\$ 30,946.69</b>	<b>\$ 34,915.71</b>	<b>\$ 3,969.02</b>
FTEs	0.925	1.05	0.125

## 2019ALS Budget with fund balance

Revenue		2016 Actual	2017 Request	2017	2017 Actual	2018 Request	2018 estimate	2019 Request
42200	State Aid	438,605	438,605	438,605	438,605	453,212	453,212	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	6,103
45504	Intergovt-Other libraries	216,460	230,649	230,649	223,360	212,764	213,564	240,765
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.			85,000		20,000	12,605	20,000
46900	Refund of prior years expense							
47000	Transfers in							
	<b>Total Revenue*</b>	<b>663,168</b>	<b>677,357</b>	<b>762,357</b>	<b>670,068</b>	<b>694,079</b>	<b>687,484</b>	<b>736,688</b>
	<b>Total Fund Balance</b>		<b>204,313</b>	<b>119,313</b>	<b>238,887</b>	<b>218,887</b>	<b>227,782</b>	
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	176,178	227,668	197,668	176,603	174,669	180,321	184,972
61300	Per Diems	1,500	1,500	1,500	1,316	1,500	1,500	1,500
61400	FICA	13,326	17,417	17,417	13,580	13,363	13,795	14,149
61510	Retirement-Employers	11,294	15,482	15,482	10,613	11,703	12,082	12,116
61610	Health Insurance	41,012	56,868	56,868	39,012	41,000	41,000	41,000
61620	Dental Insurance		2,160	2,160	1,556	1,513	1,513	1,513
61630	Life Insurance	140	135	135	126	180	130	180
62119	Other contracted services	52,159	54,035	99,035	85,180	150,158	145,000	183,893
62130	Audit Fees	1,100	1,200	1,200	1,200	1,200	1,200	1,200
62210	Telephone	1,370	2,000	2,000	1,334	2,000	1,300	2,000
62410	R&M-Vehicles	5,475	6,500	6,500	7,466	9,000	9,000	10,000
62420	R&M-Machinery&Equip.	0	100	100	0	100	0	100
63100	Office Supplies&Expenses	995	1,500	1,500	1,407	1,500	1,500	1,500
63101	Postage	318	1,000	1,000	402	1,000	450	1,000
63104	Printing & Duplication	3,166	5,000	5,000	3,859	5,000	4,000	5,000
63108	Public Information	3,647	4,000	4,000	2,466	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,220	1,500	1,500	1,341	1,500	1,400	1,500
63300	Travel	1,715	3,600	3,600	1,689	3,000	2,500	3,000
64200	Training Expense	1,941	4,000	4,000	1,864	4,000	2,500	4,000
64201	Convention Expense	1,709	4,000	4,000	2,116	4,000	3,000	4,000
64214	ILS Costs	129,510	133,892	218,892	173,845	194,393	194,393	193,265
64303	Extension Materials	3,000	3,000	3,000	2,925	3,000	4,000	4,000
64306	Resource Library	100,000	100,000	85,000	85,000	40,000	40,000	40,000
64307	Participating Libraries	920,775	953,539	953,539	953,539	1,001,938	1,001,938	1,025,967
64309	Intersystem Agreement	73,101	76,402	76,402	76,402	65,771	65,771	72,691
64904	Sundry Expense	487	1,000	1,000	852	1,000	900	1,000
64918	Advertising	0	300	300	0	300	0	300
65101	Insurance on Building	4,500	4,500	4,500	4,441	5,000	5,000	5,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	19,000	12,500	12,500	2,803	6,500	2,000	3,000
	<b>Total Expenses</b>	<b>1,582,638</b>	<b>1,708,798</b>	<b>1,793,798</b>	<b>1,666,937</b>	<b>1,763,288</b>	<b>1,755,193</b>	<b>1836846</b>
	Expenses minus County funds	587,262	677,357	762,357	635,680	694,079	685,984	736,688
					34,388			

## 2019 Line Item Budget Notes

Line Item & Description	Amount
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<u>61100 Salaries</u>	<u>\$184,972</u>
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Includes ALS Board approved 3% staff wage increase over 2018.

<u>61300 Board Travel/Per Diem</u>	<u>\$1,500</u>
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Includes per diems for the two county board representatives to ALS and travel expenses. It should be noted that several board members do not apply for travel expenses.

<u>61400 Social Security</u>	<u>\$14,149</u>
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Estimated at 7.65%

<u>61510 Retirement</u>	<u>\$12,116</u>
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Includes 6.55% as per Rock County

<u>61610 Health Insurance</u>	<u>\$41,000</u>
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Two full time employees have spouse coverage; one part time employee has single coverage. Part time employees working 20+ hours are eligible for single coverage.

<u>61620 Dental Insurance</u>	<u>\$1,513</u>
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Two full time positions have spouse coverage; one part time position has single coverage. Part time employees working 20+ hours are eligible for single coverage.

<u>61630 Life Insurance</u>	<u>\$180</u>
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Based on County formula

<u>62119 Service Contracts</u>	<u>\$183,893</u>
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Includes:

Wiscat \$200

TEACH lines at Hedberg \$3,000

WISNET \$10,500 (Internet Service Provider)

Computer repair & Maintenance \$2,000

Intersystem delivery at \$15,000

WILS \$1,400

WPLC membership (OverDrive) \$5,605

ALS portion of Hoopla content \$25,000 Library Portion \$46,300

Youth Services Consulting \$10,000

Koene Courier Service \$20,000

Gale Courses & Lynda.com \$20,036

## 2019 Line Item Budget Notes Continued

62130 Audit \$1,200

Determined by Rock County

62210 Telephone \$2,000

ALS telephone costs from CenturyLink, as well as the cell phone used by the van drivers.

62410 Vehicle Repair and Maintenance \$10000

\$7,000 estimated for gasoline and \$3000 estimated for repair.

62420 Repair & Maintenance of Equipment \$100

To repair office equipment

63100 Supplies \$1,500

Includes software purchases and upgrades, paper, and other office supplies

63101 Postage \$1,000

Postage for mailing board packets and other items as necessary. May also include postage for member libraries' ILL mailings.

63104 Printing and Duplication \$5,000

Copier lease and miscellaneous printing done at print shops

63108 Public Information \$5,000

Publicity, brochures, and other public information materials. Also includes Adobe Software Suite.

63200 Dues and Subscriptions \$1,500

ALS pays ALA & WLA dues for 2 professional staff. Includes cost of routed periodicals.

63300 Staff Travel \$3,000

Includes travel for ALS staff, to state meetings, workshops and consultant visits to libraries

64200 Training \$4,000

The training line includes membership in the SEWI CE consortium and funds for continuing education scholarships.

## 2019 Line Item Budget Notes Continued

64201 Convention Expense \$4,000

Conferences budgeted for include WAPL, WLA Legislative Day, SirsiDynix, WLA and ALA Conferences

64205 Staff CE 0

For ALS staff to attend workshops

64214 SHARED AUTOMATION \$193,265

Cost for software maintenance, SHARE support and WPLC payments for electronic materials.

64303 Extension Materials \$4,000

\$2,000 is donated by the county jail and the jail materials are not purchased until the donation is received. ALS also contributes \$1000 for jail materials and an additional \$1000 for large type materials for nursing home outreach.

64306 Resource Sharing Contracts \$40,000

Resource Library contract with Hedberg Public Library: \$40,000

64307 Participating Libraries Payment \$1,025,967

\$1,025,967 for Rock County payment to ALS libraries for Rock County township use.

64309 Intersystem Agreements \$72,691

County payment to libraries in adjacent counties for Rock County township use.

64904 Sundry \$1,000

Distributed across programs as needed for budget repair

64918 Advertising \$300

Advertising is used to promote library services and programs in local newspapers or shoppers

65101 Insurance \$5000

Includes workman's comp and automobile, and office contents insurance

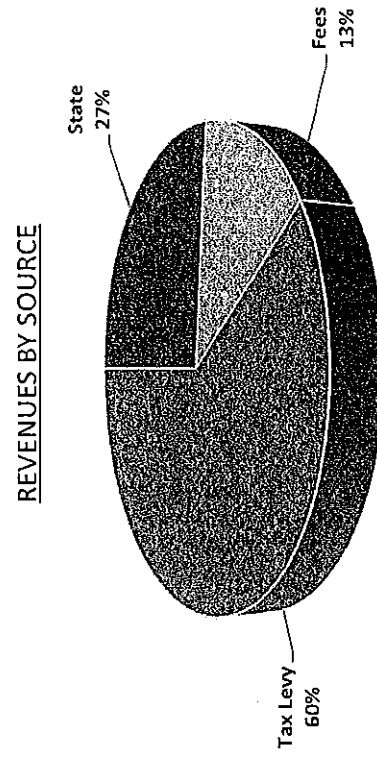
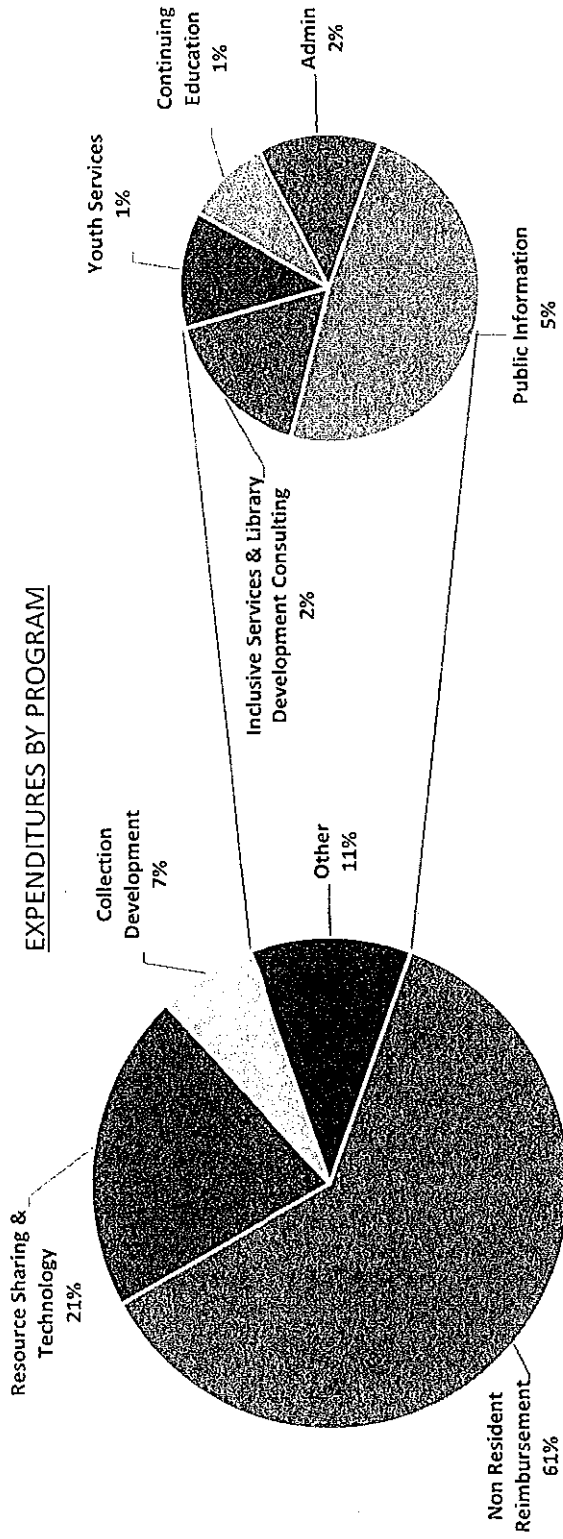
65321 Rent \$14,000

Current lease with the City of Milton is \$14,000 per year

67199 Equipment \$3,000

\$3,000 for computer replacements.

2019 BUDGET  
ARROWHEAD LIBRARY SYSTEM







State of Wisconsin

## Payment Advice

23 November 2018 7:16:54 AM  
Page 1 of 1

### To:

Supplier Name: Arrowhead Lib Sys  
Supplier Address: 430 East High Street Ste 200  
Milton WI, 53563-1579  
USA

Reference Information  
Pay Cycle: DLYACH  
Pay Cycle Seq Number: 808  
Supplier Number: 0000071945

### Payment Information

Payment Reference: 0000243627  
Payment Date: 11/26/2018  
Payment Method: Automated Clearing House

Bank To Information:  
Bank To Account: \*\*\*\*013

Bank ID Bank Name  
FIRST NATIONAL BANK AND TRUST

Branch ID Branch Name

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with ref# and amt

AP Unit	Voucher ID	Invoice Number	Invoice Date	Gross Amount	Discount Amount	Paid Amt
DPI	00150671	SAFA1115181200086227	11/15/2018	350,865.00	0.00	350,865.00
Reimbursement for Public Library System Aid				350,865.00	0.00	350,865.00
Total:						USD

ARROWHEAD LIBRARY SYSTEM  
Board Meeting  
Milton Public Library  
430 E High St.  
Milton, WI  
Wednesday December 12, 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. Approval of the 2019 ALS Budget
  - b. Transfers (2018 Budget)
    - 51-5000-0000-62119 contracted serv. to reg wages 51-5000-0000-61100 \$3,471
    - 51-5000-0000-62119 contracted serv. to fica 51-5000-0000-61400 \$266
    - 51-5000-0000-62119 contracted serv. to retirement 51-5000-0000-61510 \$233
  - c. Wild Wisconsin Winter Web Conference –January 23-24, 2019
  - d. Dates and locations of 2019 ALS Board and librarians' meetings
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](http://www.co.rock.wi.us) on 12/6/2018.

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Milton Public Library

November 12<sup>th</sup>, 2018

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Bill Wilson, Adam Dinnes, Wes Davis, Charles Teval (Assistant Director, HPL) and Steven Platteter.

The Agenda was moved approved by Bill Wilson. Wes Davis seconded and the motion carried unanimously.

The October 2018 minutes were moved approved by Wes Davis. Adam Dinnes seconded and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Wes Davis seconding. The motion carried unanimously.

**Citizen participation, communication or announcements:** : Platteter mentioned that he and Tovah Anderson participated in the Rock County YWCA Racial Justice Conference on November 8<sup>th</sup>.

### **Unfinished Business**

#### **a. Shared System –SHARE Update**

**b. 2018/19 Budget:** Platteter mentioned that ALS received \$2000 from the Rock County Jail for books.

#### **c. Public Library System Redesign Project:**

#### **e. Librarians' Report:**

### **New Business**

**a. Approval of the 2019 Affiliate Contracts:** Bill Wilson moved to approve the 2019 Affiliate Contracts. Adam Dinnes seconded and the motion carried unanimously.

**b. Approval of the 2019 Youth Services Consulting Agreement with the Beloit Public Library:** Bill Wilson moved to approve the YS Consulting Agreement with BPL. Wes Davis seconded and the motion carried unanimously.

**Communications:**

Adam Dinnes moved to adjourn. Wes Davis seconded and the motion carried unanimously. The meeting ended at 6:20 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	11/30/2018	CITY OF MILTON	1,166.67	
		11/08/2018	AMERICAN FAMILY INSURANCE	2,296.00	
		11/23/2018	MIDWEST TAPE LLC	71,230.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	3,712.00	0.00	74,692.67	(78,404.67)
STL-LIBRARY PROG TOTAL				74,692.67	

I have examined the preceding bills and encumbrances in the total amount of **\$74,692.67**

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	11/01/2018	TECHMAX BUSINESS SOLUTIONS LLC	90.00	
		11/02/2018	KOENE COURIER SERVICE LLC	1,665.00	
		Budget 150,158.00	YTD Exp 105,313.42	YTD Enc 0.00	Pending 1,755.00
51-5000-0000-63101	POSTAGE	11/05/2018	ARROWHEAD LIBRARY PETTY CASH	18.68	
		Budget 1,000.00	YTD Exp 202.77	YTD Enc 0.00	Pending 18.68
51-5000-0000-63104	PRNT & DUPLICATI	11/01/2018	DIMAX OFFICE SOLUTIONS INC	178.00	
		Budget 5,000.00	YTD Exp 3,201.42	YTD Enc 0.00	Pending 178.00
51-5000-0000-63108	PUBLIC INFO	11/08/2018	ORIENTAL TRADING COMPANY INC	12.99	
		Budget 5,000.00	YTD Exp 2,052.09	YTD Enc 0.00	Pending 12.99
51-5000-0000-63300	TRAVEL	11/13/2018	EDGERTON PUBLIC LIBRARY	178.76	
		Budget 3,000.00	YTD Exp 1,657.88	YTD Enc 0.00	Pending 178.76
51-5000-0000-64200	TRAINING EXP	10/30/2018	EAGER FREE PUBLIC LIBRARY	200.00	
		10/30/2018	EDGERTON PUBLIC LIBRARY	200.00	
		Budget 4,000.00	YTD Exp 1,459.25	YTD Enc 0.00	Pending 400.00
51-5000-0000-64303	EXTENSION MATERI	11/15/2018	INGRAM LIBRARY SERVICES	1,596.00	
		Budget 3,000.00	YTD Exp 260.53	YTD Enc 0.00	Pending 1,596.00
51-5000-0000-64904	SUNDRY EXPENSE	11/04/2018	ARROWHEAD LIBRARY PETTY CASH	6.29	
		Budget 1,000.00	YTD Exp 194.31	YTD Enc 0.00	Pending 6.29
51-5000-0000-67199	MISC EQUIP	10/22/2018	AMAZON.COM	39.99	
		Budget 6,500.00	YTD Exp 57.09	YTD Enc 0.00	Pending 39.99

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
ARROWHEAD LIBRARY PROG TOTAL				4,185.71

I have examined the preceding bills and encumbrances in the total amount of **\$4,185.71**

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: 1820102



# Rock County - Production Budget to Actual Figures

Fiscal Year: 2018

As of: 12/03/2018

Budget: RV

Org Key      Title  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
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	2,000.00	0.00	0.00
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
<b>Total Revenue</b>		<b>694,079.00</b>	<b>674,879.25</b>	<b>0.00</b>	<b>(\$19,199.75)</b>
<b>EXPENSE</b>					
61100	REGULAR WAGES	174,669.00	149,537.88	0.00	25,131.12
61300	PER DIEMS	1,500.00	1,565.43	0.00	(65.43)
61400	FICA	13,363.00	11,523.79	0.00	1,839.21
61510	RETIREMENT-EMPLOYERS	11,703.00	8,965.95	0.00	2,737.05
61610	HEALTH INSURANCE	41,000.00	37,583.37	0.00	3,416.63
61620	DENTAL INSURANCE	1,513.00	1,556.28	0.00	(43.28)
61630	LIFE INSURANCE	180.00	109.46	0.00	70.54
62119	OTHER CONTRACTED SERVICES	150,158.00	107,068.42	0.00	43,089.58
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	1,106.35	0.00	893.65
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	8,263.17	0.00	736.83
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	221.45	0.00	778.55
63104	PRINTING & DUPLICATION	5,000.00	3,379.42	0.00	1,620.58
63108	PUBLIC INFORMATION	5,000.00	2,065.08	0.00	2,934.92
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	923.99	0.00	576.01
63300	TRAVEL	3,000.00	1,836.64	0.00	1,163.36
64200	TRAINING EXPENSE	4,000.00	1,859.25	0.00	2,140.75
64201	CONVENTION EXPENSE	4,000.00	2,326.83	0.00	1,673.17
64214	ILS COSTS	194,393.00	191,147.42	0.00	3,245.58
64303	EXTENSION MATERIALS	3,000.00	1,856.53	0.00	1,143.47
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	200.60	0.00	799.40
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	4,964.00	0.00	36.00
65321	BUILDING/OFFICE LEASE	14,000.00	14,000.04	0.00	(0.04)
67199	MISC EQUIPMENT	6,500.00	97.08	0.00	6,402.92
<b>Total Expense</b>		<b>1,763,288.00</b>	<b>1,661,881.97</b>	<b>0.00</b>	<b>101,406.03</b>
<b>County Share (Revenue - Expense)</b>		<b>(1,069,209.00)</b>	<b>(987,002.72)</b>	<b>0.00</b>	<b>(82,206.28)</b>
<hr/>					
<b>Grand Total Revenue</b>		<b>694,079.00</b>	<b>674,879.25</b>	<b>0.00</b>	<b>(19,199.75)</b>

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

**Fiscal Year:** 2018

**As of:** 12/03/2018

**Budget:** RV

**Org Key      Title**  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,763,288.00	1,661,881.97	0.00	101,406.03
	Grand Totals County Share	(1,069,209.00)	(987,002.72)	0.00	(82,206.28)



State of Wisconsin

# Payment Advice

To:

Supplier Name:  
Supplier Address:

Arrowhead Lib Sys  
430 East High Street Ste 200  
  
Milton WI, 53563-1579  
USA

Reference Information

Pay Cycle: DLYACH  
Pay Cycle Seq Number: 808  
Supplier Number: 0000071945

Payment Information

Payment Reference: 0000243627  
Payment Date: 11/26/2018  
Payment Method: Automated Clearing House

Bank To Information:  
Bank To Account:

Bank ID	Bank Name	Branch ID	Branch Name
****013	FIRST NATIONAL BANK AND TRUST		

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with ref# and amt

AP Unit	Voucher ID	Invoice Number	Invoice Date	Gross Amount	Discount Amount	Paid Amt
DPI	00150671	SAFA1115181200086227	11/15/2018	350,865.00	0.00	350,865.00
Reimbursement for Public Library System Aid				350,865.00	0.00	350,865.00
Total:						USD

## 2019ALS Budget with fund balance

Revenue		2016 Actual	2017 Request	2017	2017 Actual	2018 Request	2018 estimate	2019 Request
42200	State Aid	438,605	438,605	438,605	438,605	453,212	453,212	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	6,103
45504	Intergovt-Other libraries	216,460	230,649	230,649	223,360	212,764	213,564	240,765
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.			85,000		20,000	12,605	20,000
46900	Refund of prior years expense							
47000	Transfers in							
	<b>Total Revenue*</b>	<b>663,168</b>	<b>677,357</b>	<b>762,357</b>	<b>670,068</b>	<b>694,079</b>	687,484	<b>736,688</b>
	<b>Total Fund Balance</b>		<b>204,313</b>	<b>119,313</b>	<b>238,887</b>	218,887	<b>227,782</b>	
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	176,178	227,668	197,668	176,603	174,669	180,321	184,972
61300	Per Diems	1,500	1,500	1,500	1,316	1,500	1,500	1,500
61400	FICA	13,326	17,417	17,417	13,580	13,363	13,795	14,149
61510	Retirement-Employers	11,294	15,482	15,482	10,613	11,703	12,082	12,116
61610	Heath Insurance	41,012	56,868	56,868	39,012	41,000	41,000	41,000
61620	Dental Insurance		2,160	2,160	1,556	1,513	1,513	1,513
61630	Life Insurance	140	135	135	126	180	130	180
62119	Other contracted services	52,159	54,035	99,035	85,180	150,158	145,000	183,893
62130	Audit Fees	1,100	1,200	1,200	1,200	1,200	1,200	1,200
62210	Telephone	1,370	2,000	2,000	1,334	2,000	1,300	2,000
62410	R&M-Vehicles	5,475	6,500	6,500	7,466	9,000	9,000	10,000
62420	R&M-Machinery&Equip.	0	100	100	0	100	0	100
63100	Office Supplies&Expenses	995	1,500	1,500	1,407	1,500	1,500	1,500
63101	Postage	318	1,000	1,000	402	1,000	450	1,000
63104	Printing & Duplication	3,166	5,000	5,000	3,859	5,000	4,000	5,000
63108	Public Information	3,647	4,000	4,000	2,466	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,220	1,500	1,500	1,341	1,500	1,400	1,500
63300	Travel	1,715	3,600	3,600	1,689	3,000	2,500	3,000
64200	Training Expense	1,941	4,000	4,000	1,864	4,000	2,500	4,000
64201	Convention Expense	1,709	4,000	4,000	2,116	4,000	3,000	4,000
64214	ILS Costs	129,510	133,892	218,892	173,845	194,393	194,393	193,265
64303	Extension Materials	3,000	3,000	3,000	2,925	3,000	4,000	4,000
64306	Resource Library	100,000	100,000	85,000	85,000	40,000	40,000	40,000
64307	Participating Libraries	920,775	953,539	953,539	953,539	1,001,938	1,001,938	1,025,967
64309	Intersystem Agreement	73,101	76,402	76,402	76,402	65,771	65,771	72,691
64904	Sundry Expense	487	1,000	1,000	852	1,000	900	1,000
64918	Advertising	0	300	300	0	300	0	300
65101	Insurance on Building	4,500	4,500	4,500	4,441	5,000	5,000	5,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	19,000	12,500	12,500	2,803	6,500	2,000	3,000
	<b>Total Expenses</b>	<b>1,582,638</b>	<b>1,708,798</b>	<b>1,793,798</b>	<b>1,666,937</b>	<b>1,763,288</b>	<b>1,755,193</b>	<b>1836846</b>
	Expenses minus County funds	587,262	677,357	762,357	635,680	694,079	685,984	736,688
					34,388			

## 2019 Line Item Budget Notes

Line Item & Description	Amount
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<u>61100 Salaries</u>	<u>\$184,972</u>
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Includes ALS Board approved 3% staff wage increase over 2018.

<u>61300 Board Travel/Per Diem</u>	<u>\$1,500</u>
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Includes per diems for the two county board representatives to ALS and travel expenses. It should be noted that several board members do not apply for travel expenses.

<u>61400 Social Security</u>	<u>\$14,149</u>
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Estimated at 7.65%

<u>61510 Retirement</u>	<u>\$12,116</u>
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Includes 6.55% as per Rock County

<u>61610 Health Insurance</u>	<u>\$41,000</u>
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Two full time employees have spouse coverage; one part time employee has single coverage. Part time employees working 20+ hours are eligible for single coverage.

<u>61620 Dental Insurance</u>	<u>\$1,513</u>
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Two full time positions have spouse coverage; one part time position has single coverage. Part time employees working 20+ hours are eligible for single coverage.

<u>61630 Life Insurance</u>	<u>\$180</u>
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Based on County formula

<u>62119 Service Contracts</u>	<u>\$183,893</u>
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Includes:

Wiscat \$200

TEACH lines at Hedberg \$3,000

WISNET \$10,500 (Internet Service Provider)

Computer repair & Maintenance \$2,000

Intersystem delivery at \$15,000

WILS \$1,400

WPLC membership (OverDrive) \$5,605

ALS portion of Hoopla content \$25,000 Library Portion \$46,300

Youth Services Consulting \$10,000

Koene Courier Service \$20,000

Gale Courses & Lynda.com \$20,036

## 2019 Line Item Budget Notes Continued

62130 Audit \$1,200

Determined by Rock County

62210 Telephone \$2,000

ALS telephone costs from CenturyLink, as well as the cell phone used by the van drivers.

62410 Vehicle Repair and Maintenance \$10000

\$7,000 estimated for gasoline and \$3000 estimated for repair.

62420 Repair & Maintenance of Equipment \$100

To repair office equipment

63100 Supplies \$1,500

Includes software purchases and upgrades, paper, and other office supplies

63101 Postage \$1,000

Postage for mailing board packets and other items as necessary. May also include postage for member libraries' ILL mailings.

63104 Printing and Duplication \$5,000

Copier lease and miscellaneous printing done at print shops

63108 Public Information \$5,000

Publicity, brochures, and other public information materials. Also includes Adobe Software Suite.

63200 Dues and Subscriptions \$1,500

ALS pays ALA & WLA dues for 2 professional staff. Includes cost of routed periodicals.

63300 Staff Travel \$3,000

Includes travel for ALS staff, to state meetings, workshops and consultant visits to libraries

64200 Training \$4,000

The training line includes membership in the SEWI CE consortium and funds for continuing education scholarships.



## 2019 Line Item Budget Notes Continued

64201 Convention Expense \$4,000

Conferences budgeted for include WAPL, WLA Legislative Day, SirsiDynix, WLA and ALA Conferences

64205 Staff CE 0

For ALS staff to attend workshops

64214 SHARED AUTOMATION \$193,265

Cost for software maintenance, SHARE support and WPLC payments for electronic materials.

64303 Extension Materials \$4,000

\$2,000 is donated by the county jail and the jail materials are not purchased until the donation is received. ALS also contributes \$1000 for jail materials and an additional \$1000 for large type materials for nursing home outreach.

64306 Resource Sharing Contracts \$40,000

Resource Library contract with Hedberg Public Library: \$40,000

64307 Participating Libraries Payment \$1,025,967

\$1,025,967 for Rock County payment to ALS libraries for Rock County township use.

64309 Intersystem Agreements \$72,691

County payment to libraries in adjacent counties for Rock County township use.

64904 Sundry \$1,000

Distributed across programs as needed for budget repair

64918 Advertising \$300

Advertising is used to promote library services and programs in local newspapers or shoppers

65101 Insurance \$5000

Includes workman's comp and automobile, and office contents insurance

65321 Rent \$14,000

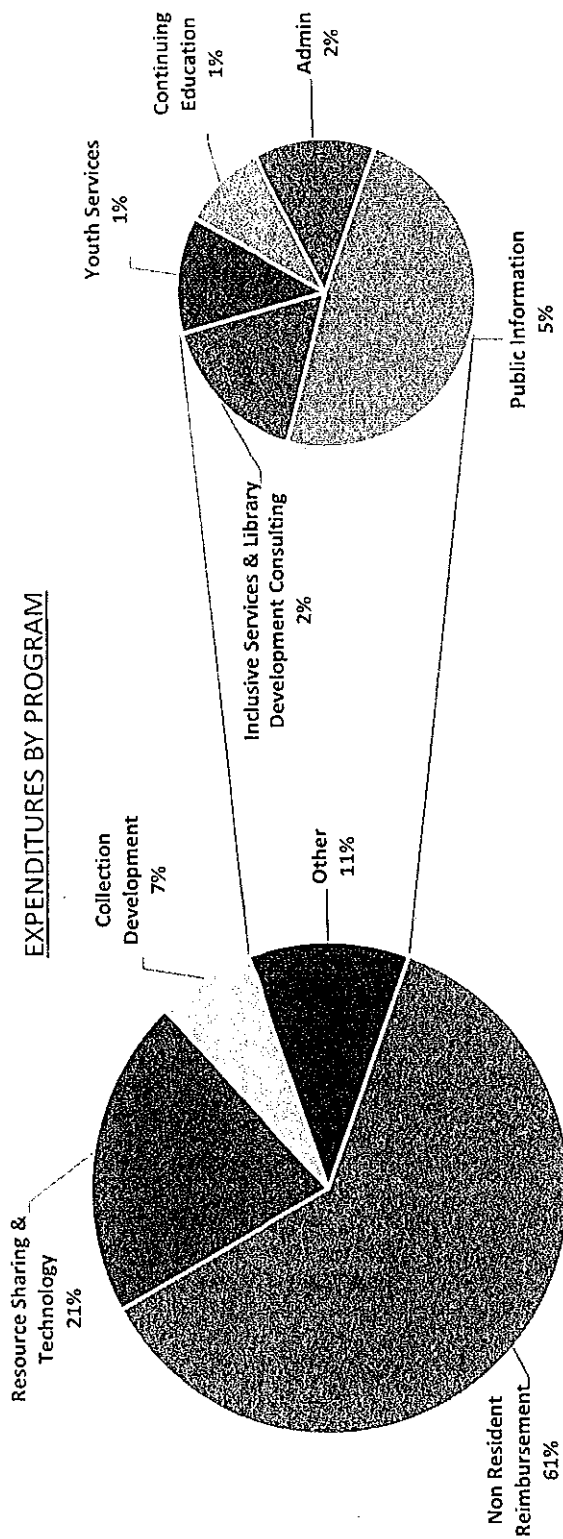
Current lease with the City of Milton is \$14,000 per year

67199 Equipment \$3,000

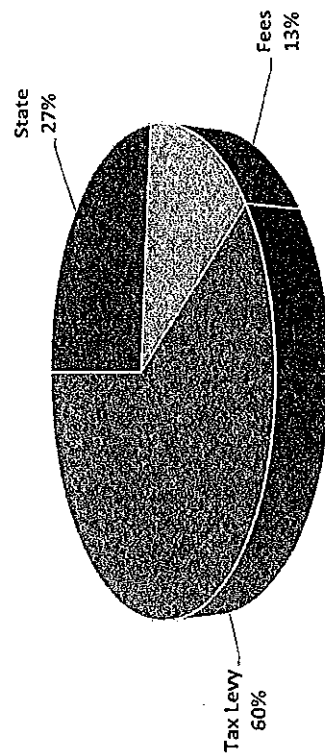
\$3,000 for computer replacements.

# 2019 BUDGET ARROWHEAD LIBRARY SYSTEM

## EXPENDITURES BY PROGRAM



## REVENUES BY SOURCE





# 2018 Driver hour increase 14hrs

	Budgeted	14 hrs/wk	Difference
Wages	\$ 27,063.13	\$ 30,534.07	\$ 3,470.94
Retirement	\$ 1,813.23	\$ 2,045.78	\$ 232.55
FICA	\$ 2,070.33	\$ 2,335.86	\$ 265.53
Total fringes	\$ 3,883.56	\$ 4,381.64	\$ 498.08
Wages + Fringes	<b>\$ 30,946.69</b>	<b>\$ 34,915.71</b>	<b>\$ 3,969.02</b>
FTEs	0.925	1.05	0.125



**Wednesday, January 23**



**9 am**

**Pull Your Shelf Together: Community Organizing in Libraries (Opening Session)**

Lauren Comito, Neighborhood Library Supervisor  
Brooklyn Public Library  
Brooklyn, NY

As librarians we know we get more done when we pool resources and work together, and we are really good at it. With so many needs in our communities, we need to work with our neighbors to help address them. Learn the basics of getting people together and moving in one direction to make a change in your community. We will talk about framing the problem, creating a message, setting up structures so people know what they can do, and inspiring people to get moving.



**10:30 am:**

**A Step-by-Step Guide to Library Hiring (Library Leadership)**

Brian L. Mortimore, Director of Human Resources and Organizational Development

Kent District Library

East Grand Rapids, MI

Brian will share best practices to adopt in your hiring procedure. Many topics will be addressed from selecting interview questions, setting the stage for a successful interview, addressing internal politics of candidates, to making an offer and sealing the deal.



**10:30 am:**

**60 Teen Programs in 60 Minutes (Youth Services)**

Linda Jerome, Teen Librarian

La Crosse Public Library

La Crosse, WI

Are you always on the lookout for teen program ideas for your library? We will explore 60 successful teen programs that range from passive to massive, crafty to techy and silly to serious.



**1 pm:**

**Great Expectations: Customer Service and the Future of Libraries (Library Leadership)**

Alicia Snarr, Branch Operations Administrator and Paula Wilson, Staff Development Manager  
Maricopa County Library District  
Phoenix, AZ

With information and entertainment so widely available, Maricopa County Library District created a new way to reconnect with customers. Using research, staff input, and a little bit of pixie dust, Great Expectations was born. This new customer service philosophy empowers staff and is thrilling customers! We will reveal our universally applicable secrets. You will walk away with new strategies and the tools you need to create or update your own staff-driven model! At the end of this session, participants will uncover a new appreciation and excitement for customer service, identify strategies for consistent delivery of excellent customer service, and know how to apply a personalized customer service philosophy to their own library system.



**1 pm:**

**What Makes a Great Children's Librarian? (Youth Services)**

Marge Loch-Wouters, Founder  
Loch-Works Consulting  
La Crescent, MN

Libraries are full of quieter people who have the potential to be excellent leaders in their organizations. This webinar will provide an overview of successful leaders, past and present, who were introverts but also had the wild idea that they could succeed in their chosen professions. Learn how the introvert's ability to stay calm, organized, determined and focused can lead both them and their teams to success and transformation - and to the top of the organization chart.





**2:30 pm:**

**Silos No More: Harness Library Wide Teams for Success**

Judy Pinger, Assistant Director of I.T. Technical Service and Collections

Milwaukee Public Library

Milwaukee, WI

Library work has been traditionally organized into silos. At many institutions, public services, technical services and administration departments may often be working independently of one another to achieve similar goals. Shifting trends have demonstrated that organizations need to adapt to the current needs and patterns of patrons in order to successfully be nimble in today's fast-paced information environment. Given this new reality, the traditional library setup can sometimes create unneeded barriers to interdepartmental collaboration. This webinar will discuss the benefits to reducing library silos by bringing together collaborative work teams to foster innovation.



**2:30 pm:**

**Let's Talk About Race**

Jessica Anne Bratt, Youth Services Manager

Grand Rapids Public Library

Grand Rapids, MI

This webinar will engage participants in thinking about their power and privilege in representing diverse viewpoints as a storytime instructor. A self-reflection of the societal implications of ignoring race and race talks and how it shapes bias for the next generation. Participants begin by exploring their own storytimes and how they become more informed in encouraging caretakers to talk about race and model inclusion. Attendees will learn about microaggressions and solidarity work in how our storytime power can be used to inhibit or advance equity and social justice in their library.

**Thursday, January 25**



**9 am:**

**What They Didn't Teach in Library School: The Cycle of True Marketing (Marketing)**

Kathy Dempsey, Founder  
Libraries Are Essential  
Medford, NJ

Have you been tasked with marketing library events or services without ever having a course that taught you how? If so, you're an "accidental marketer," and you're not alone! This webinar will give you a solid foundation in the tenets of library marketing, covering definitions, strategies, reasoning, and the steps in the Cycle of True Marketing.

With a dash of humor, Kathy will answer these burning questions:

- What's the difference between marketing, public relations, promotion, and advocacy?
- Why didn't anyone come to the event that I worked so hard on?
- How can I get my message through when people are inundated with information and advertising?
- Why is library lingo evil?
- What mistakes am I making without realizing it?
- How can I make my marketing more effective?



**9 am:**

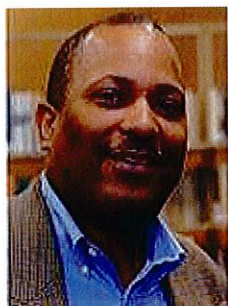
**WHY-brarian (Small and Mighty)**

Jeremy Bolom, Assistant Director

Lincoln Parish Library

Ruston, LA

At some point in our careers, we have all experienced burn-out, a lack of inspiration and motivation, or even a loss of connection between our work and the organizations we represent. Do you know why? The solution is simple, but it's not always the easiest one to acknowledge, especially when the everyday often gets in the way. With inspiration from the WHY (Golden Circle) principle developed by Simon Sinek, reconnect with your inner WHY-brarian and the spark he/she can ignite for you.



**10:30 am:**

**How to Better Leverage Library Resources for Marketing Success (Marketing)**

Trenton Smiley, Director of Marketing & Communications

Capital Area District Libraries

Lansing, Michigan

Does your library lack the budget, staff and time to effectively build a strong brand and/or market your services? This eye-opening presentation from an award-winning library marketer will inform and inspire you to make better use of your organization's strengths and resources to achieve your marketing objectives without using a lot of time and money. Attendees will be shown a unique approach on how to leverage their library's reputation, staff expertise, partnerships, collections and more.





**10:30 am:**

**Big Programs, Little Budget (Small and Mighty)**

Chelsea Price, Director

Meservey Public Library

Meservey, Iowa

Meservey is a tiny town of less than 250 people, and the library's budget is tight. Despite this, they have managed to still have great program attendance and create memorable, budget-friendly events. Learn how this small library she has tripled program attendance numbers in the past couple of years. The community has been an invaluable resource for the library when it comes to saving money – friends, neighbors, and library patrons have shared their time, talents, and generosity to help the library thrive as the “hub” of the town.



**12 pm:**

**Step Up Your Library Signage (Marketing)**

Curtis Rogers, Communications Director

South Carolina State Library

Columbia, SC

Could your library's signage do with a makeover? The webinar will look critically at many types of library signs and review positive and negative aspects of library signage. We will also address how to conduct a signage audit and the importance of library branding. Attendees will learn practical approaches and inexpensive and free ways to improve the library's image and to develop library brand recognition. Also addressed will be issues of customer service and how not to use signage to solve library problems.





**12 pm:**

**Size Doesn't Matter: Transforming Big Ideas Into Small Library Environments (Small & Mighty)**

Maryann Mori, Central District Consultant  
State Library of Iowa  
Des Moines, Iowa

Learn how the size of your library doesn't matter when it comes to providing services and programs. In this session, we'll celebrate all things small and share "big" ideas that work well in small libraries--in spite of small spaces, small budgets and small staff rosters. Gain practical ways of implementing big ideas into your library, regardless of size!



**2 pm:**

**Self Care: Preventing Burn Out**

Sarah Houghton, Director of Discovery and Delivery  
California Digital Library  
Oakland, CA

Do you find yourself always being busy at work? Working past your regular hours? Thinking about work night and day? Not taking your vacation time? Starting to dread going to work, getting sick a lot, or feeling overworked and exhausted? You are not alone. Library work, in any role and any type of library, can take a heavy toll on people. This session will address best practices for self-care from three perspectives: what you can do for yourself, what you can do as a coworker for others, and what you (or others) can do in management roles. Participants will come away with practical tips and action items to implement right away to better take care of yourself, others, and to foster a physically and mentally healthy work environment.

**ARROWHEAD LIBRARY SYSTEM**  
**2019 Board Meeting Dates &**  
**Dates Vouchers are due at Courthouse**

<b>Board Meeting Date</b>	<b>Location</b>	<b>Vouchers Due @ Courthouse by Noon</b>
Wednesday, January 9	ALS	Tuesday, December 21
Wednesday, February 13	ALS	Tuesday, January 29
Wednesday, March 13	ALS	Tuesday, February 26
Wednesday, April 10	BPL	Tuesday, March 26
Wednesday, May 8	EPL	Tuesday, April 23
Wednesday, June 12	EFPL	Monday, May 28
Wednesday, July 10	MPL	Monday, June 25
Wednesday, August 14	ALS	Tuesday, July 30
Wednesday, September 11	OPL	Monday, August 27
Wednesday, October 9	CPL	Tuesday, September 24
Monday, November 13	ALS	Friday, October 29
Wednesday, December 11	ALS	Tuesday, November 26

# **ALS Librarians Meetings 2019**

**9:30 a.m.**

<b>Meeting Date</b>	<b>Location</b>	<b>Chair</b>
Wednesday, Jan 16	ALS	Mary Bieber
Wednesday, Feb 20	ALS	Sarah Strunz
Wednesday, March 20	EPL	Kirsten Almo
Wednesday, April 17	MPL	Ashlee Kunkel
Wednesday, May 15	HPL	Bryan McCormick
Wednesday, June 19	BPL	Nick Dimassis
Wednesday, July 17	EFPL	Megan Kloeckner
Wednesday, Aug 21	CPL	Mary Bieber
Wednesday, Sept 18	OPL	Sarah Strunz
Wednesday, Oct 16	ALS	Ashlee Kunkel
Wednesday, Nov 20	ALS	Bryan McCormick
Wednesday, Dec 18	ALS	Nick Dimassis