

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Milton Public Library
430 E High St.
Milton, WI
Wednesday March 13, 2019
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. LSTA ***Increase Capacity for Technology*** collaborative projects
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 3/7/2019.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING
Milton Public Library
February 13th, 2019

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

The Agenda was moved approved by Bill Wilson. Adam Dinnes seconded and the motion carried unanimously.

The January 2019 minutes were moved approved by Bill Wilson. Maribeth Miller seconded and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Rich Bostwick seconding. The motion carried unanimously.

Citizen participation, communication or announcements:

Unfinished Business

a. Shared System –SHARE Update: Platteter discussed the possibility of a LSTA funded collaborative WAN project with LLS

b. 2018/19 Budget: Platteter reported that expenditures approved earlier represented over 60% of the ALS 2019 budget.

c. Public Library System Redesign Project: Platteter mentioned that the PLSR Steering Committee hopes to finish its recommendations by the end of February.

e. Librarians' Report:

New Business

a. Approval of FMLA/Maternity Leave for Tovah Anderson: Maribeth Miller moved to approve the Personnel Committee recommendation of FMLA/Maternity Leave for Tovah Anderson. Eloise Eager seconded and the motion carried unanimously.

b. Approval of the ALS 2018 Annual Report: Maribeth Miller moved to approve the 2018 Arrowhead Library System Annual Report, Wes Davis seconded and the motion carried unanimously.

Communications: Nick Dimassis discussed the 2019 Wisconsin Library Association's Library Legislation Day which had taken place the day before.

Maribeth Miller moved to adjourn. Rich Bostwick seconded and the motion carried unanimously. The meeting ended at 6:28 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	01/31/2019	SOUTH CENTRAL LIBRARY SYSTEM		6,821.00
		02/14/2019	LAKESHORES LIBRARY SYSTEM		5,626.69
		02/12/2019	WISNET		468.00
		02/14/2019	WILS		961.00
		02/01/2019	KOENE COURIER SERVICE LLC		1,665.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	88,707.80	0.00	15,541.69	79,643.51
51-5000-0000-62410	R & M-VEHICLES	02/21/2019	BURTNESS CHEVROLET INC		67.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	49.95	0.00	67.50	9,882.55
51-5000-0000-63100	OFC SUPP & EXP	01/25/2019	OFFICE DEPOT INC		79.98
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	198.54	0.00	79.98	1,221.48
51-5000-0000-63101	POSTAGE	02/06/2019	ARROWHEAD LIBRARY PETTY CASH		11.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	23.30	0.00	11.90	964.80
51-5000-0000-63200	PUBL/SUBCR/DUES	01/29/2019	PLATTETER,STEVE		235.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	119.99	0.00	235.00	1,145.01
51-5000-0000-64200	TRAINING EXP	02/06/2019	WISCONSIN VALLEY LIBRARY SERVI		268.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	0.00	0.00	268.00	3,732.00
51-5000-0000-64214	ILS COSTS	02/18/2019	BELOIT PUBLIC LIBRARY		209.66
		02/18/2019	HEDBERG PUBLIC LIBRARY		237.68
		02/18/2019	MILTON PUBLIC LIBRARY		14.18
		02/14/2019	LAKESHORES LIBRARY SYSTEM		162,985.03
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	193,265.00	0.00	0.00	163,446.55	29,818.45
51-5000-0000-64904	SUNDRY EXPENSE	02/19/2019	ARROWHEAD LIBRARY PETTY CASH		16.34
		01/25/2019	OFFICE DEPOT INC		35.98
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	24.64	0.00	52.32	923.04

<u>Account Number</u>	<u>Account Name</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
-----------------------	---------------------	-----------------	--------------------	--------------------

REPORT COMPLETE!

For Job Numbers: 1864354

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

Fiscal Year: 2019

As of: 03/04/2019

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	467,820.00	350,865.00	0.00	(116,955.00)
44120	MISC. FEES	6,103.00	5,375.75	0.00	(727.25)
45504	INTERGOVT.CHGS-OTHER LIBRARIES	240,765.00	225,315.96	0.00	(15,449.04)
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)
Total Revenue		736,688.00	583,556.71	0.00	(\$153,131.29)
EXPENSE					
61100	REGULAR WAGES	184,972.00	19,945.44	0.00	165,026.56
61300	PER DIEMS	1,500.00	306.59	0.00	1,193.41
61400	FICA	14,149.00	1,543.71	0.00	12,605.29
61510	RETIREMENT-EMPLOYERS	12,116.00	1,182.04	0.00	10,933.96
61610	HEALTH INSURANCE	41,000.00	6,833.34	0.00	34,166.66
61620	DENTAL INSURANCE	1,513.00	389.07	0.00	1,123.93
61630	LIFE INSURANCE	180.00	27.09	0.00	152.91
62119	OTHER CONTRACTED SERVICES	183,893.00	104,249.49	0.00	79,643.51
62130	AUDIT FEES	1,200.00	1,500.00	0.00	(300.00)
62210	TELEPHONE	2,000.00	120.26	0.00	1,879.74
62410	REPAIR & MAINTENANCE-VEHICLES	10,000.00	117.45	0.00	9,882.55
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	278.52	0.00	1,221.48
63101	POSTAGE	1,000.00	35.20	0.00	964.80
63104	PRINTING & DUPLICATION	5,000.00	241.06	0.00	4,758.94
63108	PUBLIC INFORMATION	5,000.00	179.11	0.00	4,820.89
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	354.99	0.00	1,145.01
63300	TRAVEL	3,000.00	100.92	0.00	2,899.08
64200	TRAINING EXPENSE	4,000.00	268.00	0.00	3,732.00
64201	CONVENTION EXPENSE	4,000.00	50.00	0.00	3,950.00
64214	ILS COSTS	193,265.00	163,446.55	0.00	29,818.45
64303	EXTENSION MATERIALS	4,000.00	0.00	0.00	4,000.00
64306	RESOURCE LIBRARIES	40,000.00	40,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	1,025,967.00	1,025,967.20	0.00	(0.20)
64309	INTERSYSTEM AGREEMENT	72,691.00	69,874.63	0.00	2,816.37
64904	SUNDRY EXPENSE	1,000.00	76.96	0.00	923.04
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	3,328.00	0.00	1,672.00
65321	BUILDING/OFFICE LEASE	14,000.00	6,678.68	0.00	7,321.32
67199	MISC EQUIPMENT	3,000.00	0.00	0.00	3,000.00
Total Expense		1,836,846.00	1,447,094.30	0.00	389,751.70
County Share (Revenue - Expense)		(1,100,158.00)	(863,537.59)	0.00	(236,620.41)
Grand Total Revenue		736,688.00	583,556.71	0.00	(153,131.29)

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

Fiscal Year: 2019

As of: 03/04/2019

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,447,094.30	0.00	389,751.70
	Grand Totals County Share	(1,100,158.00)	(863,537.59)	0.00	(236,620.41)

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

Fiscal Year: 2018

As of: 12/31/2018

Budget: RV

Org Key Title
515000000 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	2,000.00	0.00	0.00
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
Total Revenue		694,079.00	674,879.25	0.00	(\$19,199.75)
EXPENSE					
61100	REGULAR WAGES	178,140.00	176,888.08	0.00	1,251.92
61300	PER DIEMS	1,500.00	1,665.43	0.00	(165.43)
61400	FICA	13,629.00	13,622.52	0.00	6.48
61510	RETIREMENT-EMPLOYERS	11,936.00	10,600.32	0.00	1,335.68
61610	HEALTH INSURANCE	41,000.00	41,000.04	0.00	(0.04)
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	146,188.00	117,839.32	0.00	28,348.68
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	1,322.17	0.00	677.83
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	9,645.31	0.00	(645.31)
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	974.85	0.00	525.15
63101	POSTAGE	1,000.00	273.62	0.00	726.38
63104	PRINTING & DUPLICATION	5,000.00	3,677.95	0.00	1,322.05
63108	PUBLIC INFORMATION	5,000.00	2,065.08	0.00	2,934.92
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	1,061.99	0.00	438.01
63300	TRAVEL	3,000.00	2,088.73	0.00	911.27
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	3,798.73	0.00	(798.73)
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	269.82	0.00	730.18
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
Total Expense		1,763,288.00	1,711,762.73	0.00	51,525.27
County Share (Revenue - Expense)		(1,069,209.00)	(1,036,883.48)	0.00	(32,325.52)
Grand Total Revenue		694,079.00	674,879.25	0.00	(19,199.75)

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

Fiscal Year: 2018

As of: 12/31/2018

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,763,288.00	1,711,762.73	0.00	51,525.27
	Grand Totals County Share	(1,069,209.00)	(1,036,883.48)	0.00	(32,325.52)