

ARROWHEAD LIBRARY SYSTEM

Budget Committee Meeting

Edgerton Public Library

101 Albion St.

Edgerton, WI

Wednesday May 8, 2019

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. 2019 ALS Budget
5. 2020 ALS Budget
6. ALS Fund balance
7. Set next meeting date
8. 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 5/2/2019

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Beloit PL

April 10, 2019

- 1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:35 p.m. Also present were Bill Wilson, Wes Davis, Maribeth Miller, Nick Dimassis, Sarah Strunz and Steven Platteter.
- 2) **Approval of Agenda:** Wes Davis moved to approve the agenda, Bill Wilson seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The December 12th, 2018 minutes were moved approved by Bill Wilson with one correction. Wes Davis seconded, and the motion carried unanimously.
- 4) **2018 Budget:** Platteter discussed how the 2018 Budget finished with \$32,490 in carryover.
- 5) **2019 Budget:** Platteter discussed how he saw the 2019 ALS budget developing.
- 6) **ALS Fund Balance:** Current Fund balance is \$ 271,212. ALS Board has previously suggested having a balance of approximately 20% of current years budget, which would be \$147,338 for 2019. Remaining balance could be earmarked for projects having system wide impact.
- 7) **Set Next Meeting date:** May 8th, 5:30 at the Edgerton Public Library.

Bill Wilson made the motion to adjourn and Maribeth Miller seconded. Motion carried unanimously. The meeting ended at 5:59 p.m.

Respectfully submitted,  
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

2019ALS Budget with fund balance with 2018EOY

Revenue		2016 Actual	2017 Request	2017	2017 Actual	2018 Request	2018 EOY	2019
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		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>674,879</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>271,212</b>	<b>251,212</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	176,888	184,972
61300	Per Diems	1,500	1,500	1,500	1,316	1,500	1,665	1,500
61400	FICA	13,326	17,417	17,417	13,580	13,363	13,623	14,149
61510	Retirement-Employers	11,294	15,482	15,482	10,613	11,703	10,600	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	1,556	1,513
61630	Life Insurance	140	135	135	126	180	109	180
62119	Other contracted services	52,159	54,035	99,035	85,180	150,158	117,839	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	1,322	2,000
62410	R&M-Vehicles	5,475	6,500	6,500	7,466	9,000	9,645	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	975	1,500
63101	Postage	318	1,000	1,000	402	1,000	274	1,000
63104	Printing & Duplication	3,166	5,000	5,000	3,859	5,000	3,678	5,000
63108	Public Information	3,647	4,000	4,000	2,466	5,000	2,065	5,000
63200	Publications/Subscriptions/Dues	1,220	1,500	1,500	1,341	1,500	1,062	1,500
63300	Travel	1,715	3,600	3,600	1,689	3,000	2,089	3,000
64200	Training Expense	1,941	4,000	4,000	1,864	4,000	1,859	4,000
64201	Convention Expense	1,709	4,000	4,000	2,116	4,000	2,327	4,000
64214	ILS Costs	129,510	133,892	218,892	173,845	194,393	191,147	193,265
64303	Extension Materials	3,000	3,000	3,000	2,925	3,000	3,799	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	270	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	4,964	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	97	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>1711762.73</b>	<b>1836846</b>
	Expenses minus County funds	587,262	677,357	762,357	635,680	694,079	642,389	736,688

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Edgerton Public Library

101 Albion St.

Edgerton, WI

Wednesday May 8, 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. 2019/2020 Budget
  - c. Public Library System Redesign Project
  - e. Librarians' Report – Sarah Strunz
7. New Business
  - a. WAN project update
  - b. 2nd State Aid payment - \$116,955

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 5/2/2019.

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Beloit Public Library

April 10<sup>th</sup>, 2019

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

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

The March 2019 minutes were moved approved by Bill Wilson. Wes Davis seconded, and the motion carried unanimously.

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

**Citizen participation, communication or announcements:** Platteter announced that LSTA grant to merge the ALS, LLS and SWLS Wide Area Networks had been awarded. He also passed out the birth announcement for Ruth Anderson, daughter of ALS Public Information Coordinator Tovah Anderson.

### **Unfinished Business**

**a. Shared System –SHARE Update:** Platteter discussed grants that SHARE approved to help member libraries get RFID tagged.

**b. 2018/19 Budget:** Platteter discussed the ALS fund balance.

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

**e. Librarians' Report:**

### **New Business**

**a. 2020 projected Rock County funding:** Platteter discussed how Rock County funding for the ALS Member libraries looks for 2020.

**Communications:**

Wes Davis moved to adjourn. Bill Wilson seconded, and the motion carried unanimously. The meeting ended at 6:40 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	04/22/2019	BELOIT PUBLIC LIBRARY	10,000.00	
		05/01/2019	WINDING RIVERS LIBRARY SYSTEM	100.00	
		03/29/2019	KOENE COURIER SERVICE LLC	1,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	113,162.10	0.00	11,765.00	58,965.90
51-5000-0000-62410	R & M-VEHICLES	04/02/2019	BURTNESS CHEVROLET INC	61.60	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	909.24	0.00	61.60	9,029.16
51-5000-0000-63100	OFC SUPP & EXP	03/21/2019	AMAZON.COM	45.00	
		03/27/2019	OFFICE DEPOT INC	111.80	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	278.52	0.00	156.80	1,064.68
51-5000-0000-63101	POSTAGE	04/03/2019	ARROWHEAD LIBRARY PETTY CASH	20.10	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	54.25	0.00	20.10	925.65
51-5000-0000-63108	PUBLIC INFO	03/21/2019	AMAZON.COM	348.88	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	279.11	0.00	348.88	4,372.01
51-5000-0000-64200	TRAINING EXP	03/28/2019	BRIDGES LIBRARY SYSTEM	1,167.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	268.00	0.00	1,167.00	2,565.00
51-5000-0000-65321	BLDG/OFC LEASE	06/01/2019	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	7,845.35	0.00	1,166.67	4,987.98
51-5000-0000-67199	MISC EQUIP	04/10/2019	LAKESHORES LIBRARY SYSTEM	574.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	0.00	0.00	574.00	2,426.00
<b>ARROWHEAD LIBRARY PROG TOTAL</b>				<b>15,260.05</b>	

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 **\$15,260.05**

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 \_\_\_\_\_



# Rock County - Production Budget to Actual Figures

Fiscal Year: 2019

As of: 04/29/2019

Budget: RV

Org Key      Title  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
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	240,765.00	0.00	0.00
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	20,000.00	0.00	0.00	(20,000.00)
	<b>Total Revenue</b>	<b>736,688.00</b>	<b>599,005.75</b>	<b>0.00</b>	<b>(\$137,682.25)</b>
<b>EXPENSE</b>					
61100	REGULAR WAGES	184,972.00	47,479.71	0.00	137,492.29
61300	PER DIEMS	1,500.00	555.77	0.00	944.23
61400	FICA	14,149.00	3,663.98	0.00	10,485.02
61510	RETIREMENT-EMPLOYERS	12,116.00	2,825.46	0.00	9,290.54
61610	HEALTH INSURANCE	41,000.00	14,485.76	0.00	26,514.24
61620	DENTAL INSURANCE	1,513.00	518.76	0.00	994.24
61630	LIFE INSURANCE	180.00	36.12	0.00	143.88
62119	OTHER CONTRACTED SERVICES	183,893.00	113,162.10	0.00	70,730.90
62130	AUDIT FEES	1,200.00	1,500.00	0.00	(300.00)
62210	TELEPHONE	2,000.00	345.40	0.00	1,654.60
62410	REPAIR & MAINTENANCE-VEHICLES	10,000.00	909.24	0.00	9,090.76
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	54.25	0.00	945.75
63104	PRINTING & DUPLICATION	5,000.00	482.12	0.00	4,517.88
63108	PUBLIC INFORMATION	5,000.00	279.11	0.00	4,720.89
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	354.99	0.00	1,145.01
63300	TRAVEL	3,000.00	234.90	0.00	2,765.10
64200	TRAINING EXPENSE	4,000.00	268.00	0.00	3,732.00
64201	CONVENTION EXPENSE	4,000.00	232.00	0.00	3,768.00
64214	ILS COSTS	193,265.00	193,166.65	0.00	98.35
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	72,690.63	0.00	0.37
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	7,845.35	0.00	6,154.65
67199	MISC EQUIPMENT	3,000.00	0.00	0.00	3,000.00
	<b>Total Expense</b>	<b>1,836,846.00</b>	<b>1,530,740.98</b>	<b>0.00</b>	<b>306,105.02</b>
	<b>County Share (Revenue - Expense)</b>	<b>(1,100,158.00)</b>	<b>(931,735.23)</b>	<b>0.00</b>	<b>(168,422.77)</b>
	<b>Grand Total Revenue</b>	<b>736,688.00</b>	<b>599,005.75</b>	<b>0.00</b>	<b>(137,682.25)</b>

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

Fiscal Year: 2019

As of: 04/29/2019

Budget: RV

Org Key      Title  
515000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,530,740.98	0.00	306,105.02
	Grand Totals County Share	(1,100,158.00)	(931,735.23)	0.00	(168,422.77)



## Payment Advice

26 April 2019 6:48:38 AM  
Page 1 of 1

**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:	914
<b>Supplier Number:</b>	0000071945

Payment Reference:	0000286292
Payment Date:	04/29/2019
Payment Method:	Automated C

**Bank To Information:**  
**Bank To Account:**

Bank ID	Bank Name
	FIRST NATIONAL BANK AND TRUST

Branch ID	Branch Name
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**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	[REDACTED]	[REDACTED]	04/18/2019	116,955.00	0.00	116,955.00
		8				
		Reimbursement for Public Library System Aid				
		<b>Total:</b>		<b>116,955.00</b>	<b>0.00</b>	<b>116,955.00 USD</b>