

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Milton Public Library
430 E High St.
Milton, WI
Wednesday March 11, 2020
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. 2019/20 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. September 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 3/5/2020.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Milton Public Library

February 12th, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Wes Davis, Annette Smith, Adam Dinnes, Sarah Strunz, Charles Teval and Steven Platteter.

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

The January 2020 minutes were moved approved by Maribeth Miller. Adam Dinnes seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Adam Dinnes with Maribeth Miller seconding. The motion carried unanimously.

Citizen participation, communication or announcements:

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that SHARE is in the process of creating a “Library of Things” to handle unique items that circulate.

b. 2019/20 Budget: Platteter mentioned that with the approval of the “Participating Libraries” and “Intersystem Agreement” reimbursement expenditures, ALS will have spent 65% of its 2020 budget. He also mentioned there will be some carry over from the 2019 budget.

c. Public Library System Redesign Project: Platteter passed out a DPI Blog report on the progress of the PLSR implementation.

d. Librarians’ Report:

New Business

a. Approval of the ALS 2019 Annual Report: Adam Dinnes moved to approve the 2019 Annual Report, Wes Davis seconded. The motion carried unanimously.

b. Election of Officers: Wes Davis nominated Rich Bostwick as president, with Maribeth Miller seconding. Bostwick was elected unanimously. Adam Dinnes nominated Wes Davis as Vice President with Maribeth Miller seconding. Davis was also elected unanimously.

c. Homeless Librarian Workshops at Beloit PL: Steve Platteter encouraged Board members to register for these workshops to be held on March 6th. ALS is the sponsor.

Communications:

Maribeth Miller moved to adjourn. Adam Dinnes seconded, and the motion carried unanimously. The meeting ended at 6:31 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	01/31/2020	SOUTH CENTRAL LIBRARY SYSTEM	6,844.00	
		02/05/2020	WISCONSIN LIBRARY ASSOCIATION	439.00	
		02/11/2020	LAKESHORES LIBRARY SYSTEM	24,558.00	
		01/31/2020	WILS	961.00	
		01/31/2020	KOENE COURIER SERVICE LLC	1,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	258,933.00	117,514.88	0.00	34,467.00	106,951.12
51-5000-0000-62410	R&M-Vehicles	01/27/2020	BURTNESS CHEVROLET INC	781.47	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	42.37	0.00	781.47	9,176.16
51-5000-0000-63100	Office&Misc Exp	02/19/2020	JAX CUSTOM PRINTING INC	94.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	131.02	0.00	94.00	1,274.98
51-5000-0000-63101	Postage	02/05/2020	ARROWHEAD LIBRARY PETTY CASH	22.20	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	22.20	977.80
51-5000-0000-63104	Print/Duplicate	01/16/2020	DIMAX OFFICE SOLUTIONS INC	109.20	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	423.06	0.00	109.20	4,467.74
51-5000-0000-63200	Pubs/Subs/Dues	02/01/2020	BOOKLIST	282.50	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	240.00	0.00	282.50	977.50
51-5000-0000-64214	ILS Costs	02/11/2020	LAKESHORES LIBRARY SYSTEM	155,844.43	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	185,684.00	0.00	0.00	155,844.43	29,839.57
51-5000-0000-64904	Sundry Expense	02/18/2020	ARROWHEAD LIBRARY PETTY CASH	15.72	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	10.36	0.00	15.72	973.92
51-5000-0000-65321	Building Lease	04/01/2020	CITY OF MILTON	1,166.67	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	5,512.01	0.00	1,166.67	7,321.32
51-5000-0000-67199	Misc Equip	02/05/2020	AMAZON.COM		37.87
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	0.00	0.00	37.87	2,962.13
Arrowhead Library System PROG TOTAL				192,821.06	

<u>Account Number</u>	<u>Account Name</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have examined the preceding bills and encumbrances in the total amount of **\$192,821.06**

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: 2016350

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2020

As of: 03/04/2020

Budget: RV

Org Key **Title**
5150000000 **Arrowhead Library System**

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	467,820.00	350,865.00	0.00	(116,955.00)
44120	Miscellaneous Fees	6,103.00	4,645.00	0.00	(1,458.00)
45504	Intergov-Other Libraries	250,654.00	179,934.11	0.00	(70,719.89)
46000	Contributions	2,000.00	0.00	0.00	(2,000.00)
46400	Fund Balance	86,050.00	0.00	0.00	(86,050.00)
Total Revenue		812,627.00	535,444.11	0.00	(\$277,182.89)
EXPENSE					
61100	Regular Wages	182,860.00	19,791.24	0.00	163,068.76
61300	Per Diems	1,800.00	263.61	0.00	1,536.39
61400	FICA	13,989.00	1,484.81	0.00	12,504.19
61510	Retirement - Employer Share	11,977.00	1,124.27	0.00	10,852.73
61610	Health Insurance Premium	51,048.00	8,534.71	0.00	42,513.29
61620	Dental Insurance	1,556.00	389.04	0.00	1,166.96
61630	Life Insurance	180.00	29.76	0.00	150.24
62119	Other Contracted Services	258,933.00	151,981.88	0.00	106,951.12
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	119.38	0.00	1,880.62
62410	Repair & Maintenance-Vehicles	10,000.00	823.84	0.00	9,176.16
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	225.02	0.00	1,274.98
63101	Postage	1,000.00	22.20	0.00	977.80
63104	Printing & Duplicating	5,000.00	532.26	0.00	4,467.74
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,500.00	522.50	0.00	977.50
63300	Travel	3,000.00	103.18	0.00	2,896.82
64200	Training Expense	4,000.00	0.00	0.00	4,000.00
64201	Convention Expense	4,000.00	50.00	0.00	3,950.00
64214	ILS Costs	185,684.00	155,844.43	0.00	29,839.57
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	1,113,408.00	1,113,408.15	0.00	(0.15)
64309	Intersystem Agreement	73,534.00	68,827.16	0.00	4,706.84
64904	Sundry Expense	1,000.00	26.08	0.00	973.92
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	3,304.00	0.00	1,696.00
65321	Building Lease	14,000.00	6,678.68	0.00	7,321.32
67199	Miscellaneous Equipment	3,000.00	37.87	0.00	2,962.13
Total Expense		2,001,369.00	1,574,124.07	0.00	427,244.93
County Share (Revenue - Expense)		(1,188,742.00)	(1,038,679.96)	0.00	(150,062.04)
Grand Total Revenue		812,627.00	535,444.11	0.00	(277,182.89)

Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 03/04/2020

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,574,124.07	0.00	427,244.93
	Grand Totals County Share	(1,188,742.00)	(1,038,679.96)	0.00	(150,062.04)

ARROWHEAD LIBRARY SYSTEM
2020 Board Meeting Dates &
Dates Vouchers are due at Courthouse

Vouchers Due @ Courthouse by Noon	Location	Board Meeting Date
Friday, December 20	ALS	Wednesday, January 8
Tuesday, January 28	ALS	Wednesday, February 12
Tuesday, February 25	ALS	Wednesday, March 11
Tuesday, March 24	BPL	Wednesday, April 8
Tuesday, April 28	EPL	Wednesday, May 13
Tuesday, May 26	EFPL	Wednesday, June 10
Tuesday, June 23	MPL	Wednesday, July 8
Tuesday, July 28	HPL	Wednesday, August 12
Tuesday, August 25	OPL	Wednesday, September 9
Tuesday, September 29	CPL	Wednesday, October 14
Tuesday, October 27	ALS	Wednesday, November 11
Tuesday, November 24	ALS	Wednesday, December 9