

ARROWHEAD LIBRARY SYSTEM  
Budget Committee Meeting

Via:

GoToMeeting

<https://global.gotomeeting.com/join/710683725>

in a browser

or to join by phone, dial:

[+1 \(872\) 240-3311](tel:+18722403311) Access Code: 710-683-725

Wednesday August 12, 2020

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. 2020 ALS Budget
5. 2021 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 8/6/2020

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Visa GoToMeeting

July 8, 2020

- 1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:30 p.m. Also present was Maribeth Miller, and Steven Platteter. Also present was Steve Ohs, Lakeshores Library System Director, who ran the remote part of the meeting.
- 2) **Approval of Agenda:** Maribeth Miller moved to approve the agenda; Rich Bostwick seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The December 11th, 2019 minutes were moved approved by Maribeth Miller. Rich Bostwick seconded, and the motion carried unanimously.
- 4) **2020 ALS Budget:** Platteter discussed the effects of the pandemic on the 2020 budget
- 5) **2021 ALS Budget:** Platteter discussed how the 2021 budget request, due July 20<sup>th</sup>, was coming along. He is adding funds from the ALS fund balance to make up for the effects of a budget repair bill.
- 6) **Staff Wages:** Maribeth Miller moved to recommend, to the ALS Board, a 1% wage increase for all staff for 2021. Rich Bostwick seconded, and the motion carried unanimously.
- 7) **2021 Affiliate Member Fees:** Platteter mentioned that ALS will be charging Affiliate members 50% in 2021 as a "Covid Ajustment."
- 8) **Set Next Meeting date:** August 12<sup>th</sup> via GoToMeeting

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

Respectfully submitted,  
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

# Rock County - Production

## Budget to Actual Figures

Fiscal Year: 2020

As of: 08/03/2020

Budget: RV

Org Key      Title  
5150000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	State Aid	467,820.00	467,820.00	0.00	0.00
44120	Miscellaneous Fees	6,103.00	5,375.75	0.00	(727.25)
45504	Intergov-Other Libraries	250,654.00	252,644.68	0.00	1,990.68
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)
<b>Total Revenue</b>		<b>812,627.00</b>	<b>725,840.43</b>	<b>0.00</b>	<b>(\$86,786.57)</b>
<b>EXPENSE</b>					
61100	Regular Wages	182,860.00	88,168.87	0.00	94,691.13
61300	Per Diems	1,800.00	854.46	0.00	945.54
61400	FICA	13,989.00	6,605.84	0.00	7,383.16
61510	Retirement	11,977.00	5,130.47	0.00	6,846.53
61610	Health Insurance Premium	51,048.00	25,763.84	0.00	25,284.16
61620	Dental Insurance	1,556.00	907.76	0.00	648.24
61630	Life Insurance	180.00	79.78	0.00	100.22
62119	Other Contracted Services	258,933.00	214,315.07	0.00	44,617.93
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	568.01	0.00	1,431.99
62410	Repair & Maintenance-Vehicles	10,000.00	2,926.27	0.00	7,073.73
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	700.78	0.00	799.22
63101	Postage	1,000.00	94.40	0.00	905.60
63104	Printing & Duplicating	5,000.00	2,894.88	0.00	2,105.12
63108	Public Information	5,000.00	911.30	0.00	4,088.70
63200	Publications/Subscriptions/Due	1,500.00	976.50	0.00	523.50
63300	Travel	3,000.00	404.31	0.00	2,595.69
64200	Training Expense	4,000.00	2,852.15	0.00	1,147.85
64201	Convention Expense	4,000.00	285.58	0.00	3,714.42
64214	ILS Costs	185,684.00	185,692.16	0.00	(8.16)
64303	Extension Materials	4,000.00	(2,000.00)	0.00	6,000.00
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	71,180.66	0.00	2,353.34
64904	Sundry Expense	1,000.00	39.32	0.00	960.68
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	3,404.00	0.00	1,596.00
65321	Building Lease	14,000.00	12,512.03	0.00	1,487.97
67199	Miscellaneous Equipment	3,000.00	2,265.54	0.00	734.46
<b>Total Expense</b>		<b>2,001,369.00</b>	<b>1,780,942.13</b>	<b>0.00</b>	<b>220,426.87</b>
<b>County Share (Revenue - Expense)</b>		<b>(1,188,742.00)</b>	<b>(1,055,101.70)</b>	<b>0.00</b>	<b>(133,640.30)</b>
<hr/>					
<b>Grand Total Revenue</b>		<b>812,627.00</b>	<b>725,840.43</b>	<b>0.00</b>	<b>(86,786.57)</b>

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

Fiscal Year: 2020

As of: 08/03/2020

Budget: RV

Org Key      Title  
5150000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,780,942.13	0.00	220,426.87
	Grand Totals County Share	(1,188,742.00)	(1,055,101.70)	0.00	(133,640.30)

2021 ALS Budget with fund balance Mk2

Revenue		2018 Request	2018 Actual	2019 Request	2019 Actual	2020 Request	2020 estimate	2021 Request
42200	State Aid	453,212	453,212	467,820	467,820	467,820	467,820	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	3,052
45504	Intergovt-Other libraries	212,764	213,564	240,765	240,765	250,654	252,645	260,892
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.	20,000		20,000		86,050	70,192	60,000
46900	Refund of prior years expense							
47000	Transfers in							
	<b>Total Revenue*</b>	<b>694,079</b>	<b>674,879</b>	<b>736,688</b>	<b>716,688</b>	<b>812,627</b>	<b>798,760</b>	<b>793,763</b>
	<b>Total Fund Balance</b>				<b>271,212</b>	<b>292,361</b>	<b>222,169</b>	<b>162,169</b>
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	174,669	176,888	184,972	179,480	182,860	182,860	183,982
61300	Per Diems	1,500	1,665	1,500	1,840	1,800	1,500	1,800
61400	FICA	13,363	13,623	14,149	13,821	13,989	13,989	14,075
61510	Retirement-Employers	11,703	10,600	12,116	10,556	11,977	11,977	12,051
61610	Heath Insurance	41,000	41,000	41,000	49,097	51,048	51,048	47,752
61620	Dental Insurance	1,513	1,556	1,513	1,556	1,556	1,556	1,373
61630	Life Insurance	180	109	180	114	180	130	180
62119	Other contracted services	150,158	117,839	183,893	159,720	258,933	258,933	237,515
62130	Audit Fees	1,200	1,200	1,200	1,500	2,000	2,000	2000
62210	Telephone	2,000	1,322	2,000	1,351	2,000	1,300	2000
62410	R&M-Vehicles	9,000	9,645	10,000	6,138	10,000	6,000	10,000
62420	R&M-Machinery&Equip.	100	0	100	0	100	0	100
63100	Office Supplies&Expenses	1,500	975	1,500	1,011	1,500	1,000	1,500
63101	Postage	1,000	274	1,000	230	1,000	300	1,000
63104	Printing & Duplication	5,000	3,678	5,000	3,503	5,000	5,000	5,000
63108	Public Information	5,000	2,065	5,000	2,556	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,500	1,062	1,500	1,060	1,500	1,100	1,200
63300	Travel	3,000	2,089	3,000	1,808	3,000	1,000	3,000
64200	Training Expense	4,000	1,859	4,000	1,990	4,000	3,000	4,000
64201	Convention Expense	4,000	2,327	4,000	2,939	4,000	500	4,000
64214	ILS Costs	194,393	191,147	193,265	193,007	185,684	185,951	191,735
64303	Extension Materials	3,000	3,799	4,000	3,785	4,000	4,000	4,000
64306	Resource Library	40,000	40,000	40,000	40,000	40,000	40,000	40,000
64307	Participating Libraries	1,001,938	1,001,938	1,025,967	1,025,967	1,113,408	1,113,408	1,162,884
64309	Intersystem Agreement	65,771	65,771	72,691	72,691	73,534	73,534	83,040
64904	Sundry Expense	1,000	270	1,000	308	1,000	350	1,000
64918	Advertising	300	0	300	0	300	0	300
65101	Insurance on Building	5,000	4,964	5,000	5,340	5,000	5,500	6,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	6,500	97	3,000	668	3,000	2,266	1,000
	<b>Total Expenses</b>	<b>1,763,288</b>	<b>1,711,763</b>	<b>1,836,846</b>	<b>1,796,037</b>	<b>2,001,369</b>	<b>1,987,202</b>	<b>2,041,487</b>
	Expenses minus County funds	694,079	642,389	736,688	695,539	812,627	798,760	793,763
					21,149		0	0

'Account Key	'Object	'Description	'2018 Actual	'2019 Actual	'2020 Budget	'06/30/2020	'2020 Estimate	'2021 Dept Req	'2021 Adm Recommend	'2021 Cty Brd Apprd
'5150000000	'42100	'Federal Aid	0	0	0	0	0	0	0	0
'5150000000	'42200	'State Aid	453,212	467,820	467,820	467,820	467,820	467,820	0	0
'5150000000	'44120	'Miscellaneous F	6,103	6,103	6,103	5,376	6,103	3,052	0	0
'5150000000	'45504	'Intergov-Other L	213584	240765	250654	252645	252645	260892	0	0
'5150000000	'46000	'Contributions	2000	2000	2000	0	2000	2000	0	0
'5150000000	'46200	'Sale of County F	0	0	0	0	0	0	0	0
'5150000000	'46400	'Fund Balance	0	0	86050	0	70192	60000	0	0
'5150000000	'46900	'Refund of Prior	0	0	0	0	0	0	0	0
'5150000000	'47000	'Transfer In	0	0	0	0	0	0	0	0
'	'	'Total Revenues	674,879	716,688	812,627	725,841	798,760	793,764	0	0
'5150000000	'61100	'Regular Wages	176,888	179,480	182,860	81,244	182,860	183,982	0	0
'5150000000	'61120	'Vacation Pay	0	0	0	0	0	0	0	0
'5150000000	'61300	'Per Diems	1665	1840	1800	754	1500	1800	0	0
'5150000000	'61400	'FICA	13623	13821	13989	6084	13989	14075	0	0
'5150000000	'61510	'Retirement	10600	10557	11977	4730	11977	12051	0	0
'5150000000	'61610	'Health Insurance	41000	49097	51048	25476	51048	47752	0	0
'5150000000	'61620	'Dental Insurance	1556	1556	1556	778	1556	1373	0	0
'5150000000	'61630	'Life Insurance	109	114	180	60	130	180	0	0
'5150000000	'61710	'Workers Compe	0	0	0	0	0	0	0	0
'5150000000	'62119	'Other Contracte	117839	159720	258933	192319	258933	237515	0	0
'5150000000	'62130	'Audit Fees	1200	1500	2000	0	2000	2000	0	0
'5150000000	'62210	'Telephone	1322	1351	2000	561	1300	2000	0	0
'5150000000	'62410	'Repair & Mainte	9645	6138	10000	2772	6000	10000	0	0
'5150000000	'62420	'Machinery/Equip	0	0	100	0	0	100	0	0
'5150000000	'63100	'Office Supplies	975	1011	1500	493	1000	1500	0	0
'5150000000	'63101	'Postage	274	230	1000	72	300	1000	0	0
'5150000000	'63104	'Printing & Dupli	3678	3503	5000	2579	5000	5000	0	0
'5150000000	'63108	'Public Informati	2065	2556	5000	0	5000	5000	0	0
'5150000000	'63200	'Publications/Sut	1062	1060	1500	818	1100	1200	0	0
'5150000000	'63300	'Travel	2089	1808	3000	404	1000	3000	0	0
'5150000000	'64200	'Training Expens	1859	1990	4000	2852	3000	4000	0	0
'5150000000	'64201	'Convention Exp	2327	2939	4000	286	500	4000	0	0
'5150000000	'64205	'Staff Education	0	0	0	0	0	0	0	0
'5150000000	'64214	'ILS Costs	191147	193007	185684	185692	185951	191735	0	0
'5150000000	'64303	'Extension Mater	3799	3785	4000	-2000	4000	4000	0	0
'5150000000	'64306	'Resource Librar	40000	40000	40000	40000	40000	40000	0	0
'5150000000	'64307	'Participating Lib	1001938	1025967	1113408	1113408	1113408	1162884	0	0
'5150000000	'64309	'Intersystem Agr	65771	72691	73534	71181	73534	83040	0	0
'5150000000	'64904	'Sundry Expense	270	308	1000	39	350	1000	0	0
'5150000000	'64918	'Marketing & Pro	0	0	300	0	0	300	0	0
'5150000000	'65101	'Insurance on Bu	4964	5340	5000	3304	5500	6000	0	0
'5150000000	'65321	'Building Lease	14000	14000	14000	10179	14000	14000	0	0
'5150000000	'67105	'Motor Vehicles	0	0	0	0	0	0	0	0

2021 ALS-PO3

'5150000000	'67199	'Miscellaneous E	97	668	3000	2266	2266	1000	0	0
'	'	'Total Expenses	1711762	1796037	2001369	1746351	1,987,202	2,041,487	0	0
'	'	'COUNTY	-1036883	-1079349	-1188742	-1020510	(1,188,442)	(1,247,723)	0	0
'	'						1,597,520	1,587,528		
'5151710000	'42100	'Federal Aid	0	0	0	0	0	0	0	0
'	'	'Total Revenues	0	0	0	0	0	0	0	0
'5151710000	'62119	'Other Contracte	0	0	0	0	0	0	0	0
'	'	'Total Expenses	0	0	0	0	0	0	0	0
'	'	'COUNTY	0	0	0	0	0	0	0	0
'	'									
'5152752017	'42100	'Federal Aid	0	0	0	0	0	0	0	0
'	'	'Total Revenues	0	0	0	0	0	0	0	0
'5152752017	'62119	'Other Contracte	0	0	0	0	0	0	0	0
'	'	'Total Expenses	0	0	0	0	0	0	0	0
'	'	'COUNTY	0	0	0	0	0	0	0	0
'	'									
'	'	'Total for ARRO	-1036883	-1079349	-1188742	-1020510	-1188442	-1247723	0	0
'	'	'Grand Total Rev	674879	716688	812627	725841	798760	793764	0	0
'	'	'Grand Total Exp	1711762	1796037	2001369	1746351	1987202	2041487	0	0
'	'	'Grand Total	-1036883	-1079349	-1188742	-1020510	-1188442	-1247723	0	0

# REVENUES & EXPENDITURES BY PROGRAM (REP) WORKSHEET

	Non Resident Reimbursement	Resource Sharing & Technology	Continuing Education	Collection Development	Inclusive Services & Library Development Consulting	Public Information	Youth Services	Admin	TOTAL
EXPENDITURES	\$1,277,134	\$399,665	\$19,604	\$144,891	\$35,210	\$101,843	\$25,605	\$37,536	\$2,041,488
FUNDING SOURCE									
Federal									\$0
State	\$31,210	\$234,640	\$19,604	\$45,972	\$33,210	\$101,843	\$25,605	\$35,736	\$527,820
Fees		\$165,024		\$98,919	\$2,000				\$265,943
Subtotal	\$31,210	\$399,664	\$19,604	\$144,891	\$35,210	\$101,843	\$25,605	\$35,736	\$793,763
Tax Levy	\$1,245,924							\$1,800	
Total	\$1,277,134	\$399,664	\$19,604	\$144,891	\$35,210	\$101,843	\$25,605	\$37,536	\$2,041,487

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

GoToMeeting

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in a browser

or to join by phone, dial:

[+1 \(872\) 240-3311](tel:+18722403311) Access Code: 710-683-725

Wednesday August 12, 2020

6:00 pm

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. 2020/21 Budget
  - c. Public Library System Redesign Project
  - d. Librarians' Report – Sarah Strunz
7. New Business
  - a. ALS Covid-19 Update
  - b. 2021 Staff Wages (Action)
  - c. ALS Strategic Plan 2020-2023 (Discussion and Action)
  - d. Approval of 2021 Intersystem Agreement with Lakeshores Library System
  - e. REMINDER -[2020 Trustee Training Week](#), August 24-28
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 8/6/2020.



## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

July 8, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:03 p.m. Present were Stephanie Aegerter, Adam Dinnes, Maribeth Miller, Eloise Eager, Sarah Strunz and Steven Platteter. Also present was Steve Ohs, Lakeshores Library System Director, who ran the remote part of the meeting.

The Agenda was moved approved by Eloise Eager. Maribeth Miller seconded, and the motion carried unanimously.

The June 2020 minutes were moved approved by Adam Dinnes. Eloise Eager seconded, and the motion carried unanimously.

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

### **Citizen participation, communication, or announcements**

#### **Unfinished Business**

**a. Shared System –SHARE Update:** Platteter mentioned that circ at the ALS member libraries was up over 60,000 for June, about half of normal, but much better than May

**b. 2020/21 Budget:** Platteter mentioned he was meeting with Rock County Administrator Josh Smith to discuss 2021 Rock County funding

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

**d. Librarians' Report:**

**New Business**

**a. ALS Covid-19 Update:** Platteter discussed what is happening with ALS and its member libraries regarding the Covid-19 situation. He mentioned that ALS has returned to full capacity.

**b. Approval of the 2021 Arrowhead Library System Charter:** Maribeth Miller moved to approve the 2021 ALS Charter. Adam Dinnes seconded, and the motion carried unanimously.

**c. ALS Strategic Plan:** The Board discussed the draft plan, which will be voted on in August,

**d. Trustee Training Week:** Platteter discussed the series of training webinars.

**Communications:**

Maribeth Miller moved to adjourn. Adam Dinnes seconded, and the motion carried unanimously. The meeting ended at 6:32 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	08/01/2020	MOVIE LICENSING USA	4,324.00	
		06/30/2020	KOENE COURIER SERVICE LLC	2,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	258,933.00	207,326.07	0.00	6,989.00	44,617.93
51-5000-0000-63101	Postage	06/30/2020	ARROWHEAD LIBRARY PETTY CASH	12.60	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	81.80	0.00	12.60	905.60
51-5000-0000-63108	Public Inf	06/15/2020	CDW GOVERNMENT INC	911.30	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	0.00	0.00	911.30	4,088.70
51-5000-0000-63200	Pubs/Subs/Dues	07/15/2020	ANDERSON, TOVAH	159.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	817.50	0.00	159.00	523.50
51-5000-0000-65321	Building Lease	09/01/2020	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	11,345.36	0.00	1,166.67	1,487.97
<b>Arrowhead Library System PROG TOTAL</b>				<b>9,238.57</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$9,238.57**

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: 2075345

# Rock County - Production

## Budget to Actual Figures

Fiscal Year: 2020

As of: 08/03/2020

Budget: RV

Org Key      Title  
5150000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	State Aid	467,820.00	467,820.00	0.00	0.00
44120	Miscellaneous Fees	6,103.00	5,375.75	0.00	(727.25)
45504	Intergov-Other Libraries	250,654.00	252,644.68	0.00	1,990.68
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)
<b>Total Revenue</b>		<b>812,627.00</b>	<b>725,840.43</b>	<b>0.00</b>	<b>(\$86,786.57)</b>
<b>EXPENSE</b>					
61100	Regular Wages	182,860.00	88,168.87	0.00	94,691.13
61300	Per Diems	1,800.00	854.46	0.00	945.54
61400	FICA	13,989.00	6,605.84	0.00	7,383.16
61510	Retirement	11,977.00	5,130.47	0.00	6,846.53
61610	Health Insurance Premium	51,048.00	25,763.84	0.00	25,284.16
61620	Dental Insurance	1,556.00	907.76	0.00	648.24
61630	Life Insurance	180.00	79.78	0.00	100.22
62119	Other Contracted Services	258,933.00	214,315.07	0.00	44,617.93
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	568.01	0.00	1,431.99
62410	Repair & Maintenance-Vehicles	10,000.00	2,926.27	0.00	7,073.73
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	700.78	0.00	799.22
63101	Postage	1,000.00	94.40	0.00	905.60
63104	Printing & Duplicating	5,000.00	2,894.88	0.00	2,105.12
63108	Public Information	5,000.00	911.30	0.00	4,088.70
63200	Publications/Subscriptions/Due	1,500.00	976.50	0.00	523.50
63300	Travel	3,000.00	404.31	0.00	2,595.69
64200	Training Expense	4,000.00	2,852.15	0.00	1,147.85
64201	Convention Expense	4,000.00	285.58	0.00	3,714.42
64214	ILS Costs	185,684.00	185,692.16	0.00	(8.16)
64303	Extension Materials	4,000.00	(2,000.00)	0.00	6,000.00
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	71,180.66	0.00	2,353.34
64904	Sundry Expense	1,000.00	39.32	0.00	960.68
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	3,404.00	0.00	1,596.00
65321	Building Lease	14,000.00	12,512.03	0.00	1,487.97
67199	Miscellaneous Equipment	3,000.00	2,265.54	0.00	734.46
<b>Total Expense</b>		<b>2,001,369.00</b>	<b>1,780,942.13</b>	<b>0.00</b>	<b>220,426.87</b>
<b>County Share (Revenue - Expense)</b>		<b>(1,188,742.00)</b>	<b>(1,055,101.70)</b>	<b>0.00</b>	<b>(133,640.30)</b>
<hr/>					
<b>Grand Total Revenue</b>		<b>812,627.00</b>	<b>725,840.43</b>	<b>0.00</b>	<b>(86,786.57)</b>

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

Fiscal Year: 2020

As of: 08/03/2020

Budget: RV

Org Key      Title  
5150000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,780,942.13	0.00	220,426.87
	Grand Totals County Share	(1,188,742.00)	(1,055,101.70)	0.00	(133,640.30)

2021 ALS Budget with fund balance Mk2

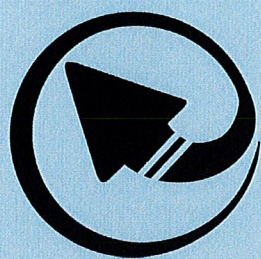
Revenue		2018 Request	2018 Actual	2019 Request	2019 Actual	2020 Request	2020 estimate	2021 Request
42200	State Aid	453,212	453,212	467,820	467,820	467,820	467,820	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	3,052
45504	Intergovt-Other libraries	212,764	213,564	240,765	240,765	250,654	252,645	260,892
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.	20,000		20,000		86,050	70,192	60,000
46900	Refund of prior years expense							
47000	Transfers in							
	<b>Total Revenue*</b>	<b>694,079</b>	<b>674,879</b>	<b>736,688</b>	<b>716,688</b>	812,627	798,760	<b>793,763</b>
	<b>Total Fund Balance</b>				<b>271,212</b>	<b>292,361</b>	<b>222,169</b>	<b>162,169</b>
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	174,669	176,888	184,972	179,480	182,860	182,860	183,982
61300	Per Diems	1,500	1,665	1,500	1,840	1,800	1,500	1,800
61400	FICA	13,363	13,623	14,149	13,821	13,989	13,989	14,075
61510	Retirement-Employers	11,703	10,600	12,116	10,556	11,977	11,977	12,051
61610	Heath Insurance	41,000	41,000	41,000	49,097	51,048	51,048	47,752
61620	Dental Insurance	1,513	1,556	1,513	1,556	1,556	1,556	1,373
61630	Life Insurance	180	109	180	114	180	130	180
62119	Other contracted services	150,158	117,839	183,893	159,720	258,933	258,933	237,515
62130	Audit Fees	1,200	1,200	1,200	1,500	2,000	2,000	2000
62210	Telephone	2,000	1,322	2,000	1,351	2,000	1,300	2000
62410	R&M-Vehicles	9,000	9,645	10,000	6,138	10,000	6,000	10,000
62420	R&M-Machinery&Equip.	100	0	100	0	100	0	100
63100	Office Supplies&Expenses	1,500	975	1,500	1,011	1,500	1,000	1,500
63101	Postage	1,000	274	1,000	230	1,000	300	1,000
63104	Printing & Duplication	5,000	3,678	5,000	3,503	5,000	5,000	5,000
63108	Public Information	5,000	2,065	5,000	2,556	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,500	1,062	1,500	1,060	1,500	1,100	1,200
63300	Travel	3,000	2,089	3,000	1,808	3,000	1,000	3,000
64200	Training Expense	4,000	1,859	4,000	1,990	4,000	3,000	4,000
64201	Convention Expense	4,000	2,327	4,000	2,939	4,000	500	4,000
64214	ILS Costs	194,393	191,147	193,265	193,007	185,684	185,951	191,735
64303	Extension Materials	3,000	3,799	4,000	3,785	4,000	4,000	4,000
64306	Resource Library	40,000	40,000	40,000	40,000	40,000	40,000	40,000
64307	Participating Libraries	1,001,938	1,001,938	1,025,967	1,025,967	1,113,408	1,113,408	1,162,884
64309	Intersystem Agreement	65,771	65,771	72,691	72,691	73,534	73,534	83,040
64904	Sundry Expense	1,000	270	1,000	308	1,000	350	1,000
64918	Advertising	300	0	300	0	300	0	300
65101	Insurance on Building	5,000	4,964	5,000	5,340	5,000	5,500	6,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	6,500	97	3,000	668	3,000	2,266	1,000
	<b>Total Expenses</b>	<b>1,763,288</b>	<b>1,711,763</b>	1,836,846	1,796,037	2,001,369	1,987,202	2,041,487
	<b>Expenses minus County funds</b>	<b>694,079</b>	<b>642,389</b>	736,688	695,539	812,627	798,760	793,763
					21,149		0	0

## 2021 salaries 0% FA mk2

[illegible]

[illegible]

[illegible]



# Arrowhead Library System



## **Strategic Plan 2020-2023**

*The mission of ALS is to facilitate equitable access to information and improved library operations to provide cost-effective and responsive services for all users. In support of this collaborative effort, the system is defined as its member libraries, System Staff and the System Board. ALS is not a substitute for local and county planning and financial support.*

## Introduction and Overview

Arrowhead Library System was established in 1974 to coordinate and expand Rock County's public library services. All Rock County residents benefit from enhanced, cost-effective library services through the continued cooperation of ALS and its member libraries. ALS provides members with delivery services, access to consulting and continuing education resources, interlibrary loan support, contracts with Lakeshores Library System to provide full support of the shared integrated library system (ILS) that all ALS member libraries use, and provides outreach and marketing expertise.

In order to guide decisions and priorities for the next years, the Arrowhead Library System staff and Board undertook a strategic planning process that brought together representatives from all member libraries. Building a strategic plan with the membership as part of the process guarantees the work of the system is always centered around those it serves. This has always been the case, but the context in which this plan was written makes this even more important.

This plan, especially the goal to develop an exploration process for system merger, leaves both the system and its member libraries both prepared and empowered. ALS has limited resources and may face funding decreases in the wake of COVID-19, library closures, and the resulting economic challenges. It is critically important that decisions made allow for both a continuation of existing successful services and additional services identified in the planning process. One way to meet member needs is to merge with another system, thus increasing capacity and resources. However, that process must be done carefully and thoughtfully and it must critically consider the benefits and disadvantages for the system and its members.

Fortunately, the system has a strong foundation and recently went through an instructive and ultimately successful process to identify and review possible ILS upgrade options for the Arrowhead Library System that resulted in an ILS merger with the Lakeshores Library System's SHARE. The ILS merger process had representation from member libraries and any merger exploration process must have the same. It must also be based upon data, a shared and articulated vision of the process and its outcomes, and must rely upon consensus. Just like all aspects of system operations, the work accomplished is for the greater good of all the libraries and the communities they represent. Therefore, consensus is critical even in the creation of the exploration process.

When this strategic planning process was begun, library and system operations were occurring as expected. Doors were open, books were delivered amongst members, meetings took place in shared spaces. Nobody expected a global pandemic to interrupt those operations, but it did and the system and member libraries responded to it with flexibility and composure and saw the unique conditions as an opportunity to think about system needs when faced crisis, whether a pandemic, catastrophic flood, power outage, or some other large scale disaster.

This plan articulates the important directions for our library system during this time of historic change and acts as guide for us we work to continually improve services to our members so they in turn can continue to provide the very best service to the communities they serve. Because of the nature of the plan's objectives, this plan is in effect 2020-2023.

## Process

The process and timeline originally conceived was modified in light of the COVID-19 pandemic and the Safer at Home orders that closed libraries and limited travel. However, through flexibility and creativity, the goals of the process were met through planning team surveys and a virtual meeting to determine the goals and objectives of the plan.

Information gathering and understanding of member needs were critical. Two surveys were administered to ALS Trustees, Staff, and Member Library Directors during the process. The initial survey was made up of two sections, the first asking for input to determine what support and leadership roles the system could fulfill or enhance, if any, and the second exploring bigger picture strategic options. The survey was completed by 21 people, 10 ALS Trustees, 7 member library directors, and 4 system staff persons. The results made the following clear:

- Overwhelmingly, respondents indicated the primary support roles for the system were related to education, coordination and collaboration, and making connections in areas such as developing partnerships, marketing and communication, and programming support, and
- There was wide support for the development of an exploration process for system merger, though the process, and any possible merger, would need to be inclusive and carefully constructed.

With these results in mind, a second survey was administered to more fully understand what a merger process might look like. It was at this point that the Safer at Home order was put in place and libraries faced massive and sudden change. Therefore, the survey asked about immediate needs related to the pandemic and needs that might have been exposed that should be considered in longer term planning. This survey was completed by 12 respondents, 5 library directors, 4 board members, and 3 ALS staff members. The survey results indicated:

- Support for a merger exploration process that is inclusive, data informed and will examine both the benefits and the costs of a potential system merger,
- Need for system guidance, advocacy, and priority support for priority services during a time of crisis; and
- A need to find new and strengthen existing collaborations to improve services and build upon each other's expertise, especially related to consulting and continuing education.

With the survey results as its basis, the library system director and consultants at WiLS drafted a framework of strategic goals and objectives, along with potential activities to accomplish the objectives. This framework was reviewed and improved at a virtual meeting held on May 11 and attended by system staff, trustees, and member library directors. A revised draft was then shared with system library directors at a monthly meeting.

Approved [DATE]

## Goals and Objectives

### *Strategically Supporting Member Libraries Through Crisis*

The COVID-19 health crisis has made clear that ALS members have unique needs during a pandemic, however, the System can support members through this crisis and future crises, from flooding to power outages, by sharing guidance, providing advocacy and advocacy tools, and supporting critical services and the missions of the member libraries.

#### **Objectives**

- Develop or share guidance and best practices by working with experts and partners across the state to ensure safe work environments, best meet community needs, and reduce duplication of efforts.
- Library advocacy is always a critical need, but even more so during a time of crisis. ALS will help member libraries tell their stories to stakeholders, with action and tools, to ensure libraries have resources to continue offering critical community services.
- Resource sharing, library material delivery, technology support, and the literacy mission of libraries are critical services, especially when communities are faced with crisis. ALS will continue to support critical services in critical times.

### *Develop a System Merger Exploration Process*

ALS is made up of member libraries that are highly collaborative and has a system staff with incredible talents. There is a high level of satisfaction with current system services, but member libraries are interested in developing and coordinating connections and increasing their access to consulting and learning opportunities. A system merger could increase partnerships and access to resources, but any merger would need to be accomplished through a careful process of learning and planning. ALS will work with stakeholders to develop an inclusive, data informed process to examine both the benefits and the costs of a potential system merger.

#### **Objectives:**

- Create an exploration process that is inclusive of and responsive to the different needs of participants, including system staff, member libraries and the communities they serve.
- Articulate and document the objectives that should be met for a successful merger to occur, with a clear and shared understanding of the criteria that should be considered in the exploration process.
- Perform an analysis of past library system merger examples to learn from the processes and outcomes.
- Consult experts to understand and form the best merger process possible.

### *Supporting Member Libraries Continuing Education and Consulting Needs*

Even as the System forms an exploratory process for a system merger, member library needs must be supported. ALS will find new and strengthen existing collaborations to improve services and build upon each other's expertise.

#### **Objective:**

- Facilitate coordination of group efforts and collaborations among member libraries and with other libraries or partners to provide access to consulting services and continuing education.

### **Implementation and Communication**

The ALS Director and staff will work in conjunction with the ALS Board of Trustees to prioritize, identify service goals, and coordinate activities from this plan. The System will consider available resources, including funding and staff time; changing conditions locally, regionally and statewide; and opportunities that arise to innovate during the implementation of the plan.

The ongoing planning process for the library will include project management, assessment, communication and re-prioritization activities to ensure the goals of the plan are realized with flexibility to adapt as needed. The System will regularly communicate progress made on the goals laid out in this plan to both the Board of Trustees and System members.

**2021 INTERSYSTEM AGREEMENT**  
**between**  
**Arrowhead Library System**  
**and**  
**Lakeshores Library System**

*Whereas*, it is to the advantage of the people of the Arrowhead Library System and the Lakeshores Library System that library materials be accessible to them; and

*Whereas*, library systems have been developed to promote access to materials available in organized collections in locally supported public libraries;

*Therefore*, the parties to this agreement, in order to fulfill their obligations and purposes in accordance with Sec. 43.17(6) and Sec. 43.24 of the Wisconsin Statutes,

*Hereby*, do agree on behalf of the people in their areas and the public libraries that constitute their systems to allow any person holding a valid borrower's card from any library belonging to either system to have access to all of the libraries belonging to either system. This arrangement, generally referred to as reciprocal borrowing, will be subject to the following conditions:

1. Patrons who borrow materials under this agreement are required to:
  - a) conform to the rules and regulations of the library from which they borrow;
  - b) present a valid borrower's card issued by their local library or by their library system as evidence of their eligibility for this service;
  - c) pay promptly all delinquency charges which may accrue against them.
2. The systems agree to assist each other, if necessary and upon request, in recovering materials.
3. Participating libraries may limit reciprocal borrowing to specific classes of materials at their discretion, but are encouraged to provide unlimited access to materials that are available locally.
4. The systems agree to replace materials which are borrowed by their participating member libraries and are lost or destroyed as a result of intersystem borrowing in accordance with this agreement. They further agree that reasonable efforts will be made to reclaim such material or its value from the patron or library responsible for such loss or destruction.
5. Materials may be returned to any member library of either system; it will be the system's responsibility to return the materials to the originating library.
6. Should the circulation of materials from any member library to residents of the other system exceed five hundred (500), the member library may request remuneration according to Wisconsin Statutes 43.17(11), and may refuse to honor valid borrowers' cards if the request is denied by the other system.
7. Beginning in 2009, reimbursement to libraries for use of those libraries by residents of counties residing in areas not served by a public library will be increased or decreased by 5 percentage points per year until the 70% reimbursement level is met. The library systems involved will extend their financial services to disburse funds as provided for with local formulas.

This agreement shall become effective January 1, 2021, and remain in force until the end of the calendar year. This agreement shall be subject to such modification as may be mutually agreeable. Should either party wish to terminate this agreement, notice must be received by August 1.

**– MEMORANDUM OF AGREEMENT –**

**Arrowhead/Lakeshores Library System  
2021 Intersystem Agreement**

70% state average unit cost - previous year	\$	5.12
times Walworth Co. circulation to ALS residents without libraries		<u>1,444</u>
	\$	7,393
70% \$		5,176

**ALS formula payment to LLS for Walworth County Libraries** **\$ 5,176**

70% state average unit cost - previous year	\$	5.12
times ALS circulation to Walworth Co. residents without libraries		<u>6,129</u>
	\$	31,380
70% \$		21,966

**LLS formula payment to ALS for Walworth County Libraries** **\$ 21,966**

*Arrowhead Library System agrees to pay Lakeshores Library System in two equal payments on or before April 30 and September 30: **\$5,176.***

*Lakeshores Library System agrees to pay Arrowhead Library System in two equal payments on or before April 30 and September 30: **\$21,966.***

**Arrowhead Library System Board**

**Lakeshores Library System Board**

\_\_\_\_\_  
*Board President* *Date*

\_\_\_\_\_  
*Board President* *Date*

\_\_\_\_\_  
*System Administrator* *Date*

\_\_\_\_\_  
*System Administrator* *Date*

## ALS Board 2020

Appointed Members	Term Expires	Ex-Officio Members
<b>Annette Smith</b>		Kara Puriance, Chair
1044 Sunset Drive	Expires 12/31/20	Rock County Board of Super
Milton, WI 53563	<a href="mailto:arsmith14@gmail.com">arsmith14@gmail.com</a>	Rock County Courthouse
Phone: 346-3673	(serves remainder of Wilson term)	Janesville, WI 53545
Milton Library Board Member		Phone: 757-5540(courthouse
<b>Richard Bostwick–President</b>	Reappointed 1/9/20	Steve Platteter, Director
61 Harrison Street	Expires 12/31/22	Arrowhead Library System
Janesville, WI 53545	<a href="mailto:richbarb2000@yahoo.com">richbarb2000@yahoo.com</a>	430 E. High St, Suite 200
Phone: 752-9199 or 201-8600(cell)		Milton, WI 53563
Rock County Supervisor		Phone: 868-2872 (work)
		Phone: 262-689-9179 (cell)
<b>Adam Dinnes-Vice President</b>	Reappointed 1/3/19	Bryan McCormick Director
1438 Lafayette Street	Expires 12/31/21	Hedberg Public Library
Janesville, WI 53546	<a href="mailto:adamdinnes@gmail.com">adamdinnes@gmail.com</a>	316 S. Main Street
Phone: 608-295-9219		Janesville, WI 53545
Hedberg Library Board Member		Phone: 758-6594(work)
<b>Eloise Paula Eager</b>	Reappointed 1/1/19	Nick Dimassis
43 N Second St.	Expires 12/31/21	Beloit Public Library
Evansville, WI 53536	<a href="mailto:eloiseeager@charter.net">eloiseeager@charter.net</a>	605 Eclipse Street
Phone: 608—490-0591		Beloit, WI 53511
Eager Free Library Board Member		Phone: 364-2917(work)
<b>Stephane Aegerter</b>		Sarah Strunz
526 Laurel Avenue	Expires 12-31-20	Orfordville Public Library
Janesville, WI 53548	<a href="mailto:stephanie.aegerter@co.rock.wi.us">stephanie.aegerter@co.rock.wi.us</a>	519 E. Beloit St.
Phone: 608-295-9274	(serves remainder of Davis term)	Orfordville, WI 53576
Rock County Supervisor		Phone: 879-9229
<b>Jose Carrillo</b>	Reappointed 1/9/20	<b>Board Committees:</b>
125 Winesap Drive	Expires 12/31/22	<b>Budget</b>
Janesville, WI 53548	<a href="mailto:jojolatino@aol.com">jojolatino@aol.com</a> (home)	Bostwick, Carrillo, Miller
Phone: 322-8986 (cell)		Platteter (Ex-Officio Member)
At Large Board Member		
<b>Maribeth Miller</b>	Reappointed 1/1/19	<b>Personnel:</b>
2481 Oxford Lane	Expires 12/31/21	Bostwick, Carrillo, Dinnes
Beloit, WI 53511	<a href="mailto:mmiller@beloitlibrary.org">mmiller@beloitlibrary.org</a>	Platteter (Ex-Officio Member)
Phone: 608-313-9518		
Beloit Library Board Member		