

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 November 10, 2021

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. 2022 ALS Budget (Action)
5. Set next meeting date
6. 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 11/4/2021

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Via GoToMeeting

July 14th, 2021

- 1) **Call to Order:** ALS Budget Committee Chair Adam Dinnes called the meeting to order at 5:26 p.m. Also present was Bill Wilson, Jose Carrillo and Steven Platteter.
- 2) **Approval of Agenda:** Bill Wilson moved to approve the agenda; Jose Carrillo seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The June 9th, 2021 minutes were moved approved by Bill Wilson. Jose Carrillo seconded, and the motion carried unanimously.
- 4) **2022 ALS Budget:** Platteter discussed the 2022 Budget request he is submitting to Rock County.
- 5) **2022 ALS Charter:** Platteter discussed the 2022 ALS Charter which is part of the 2022 Budget request.
- 6) **Set Next Meeting date:** November 10th, 2021.

Jose Carrillo made the motion to adjourn, and Bill Wilson seconded. Motion carried unanimously. The meeting ended at 5:40 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

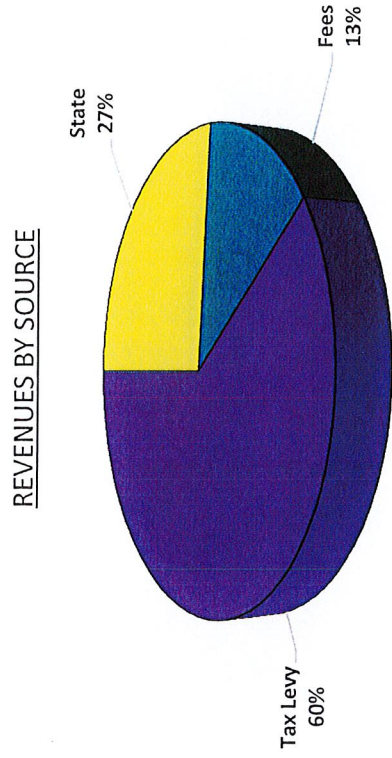
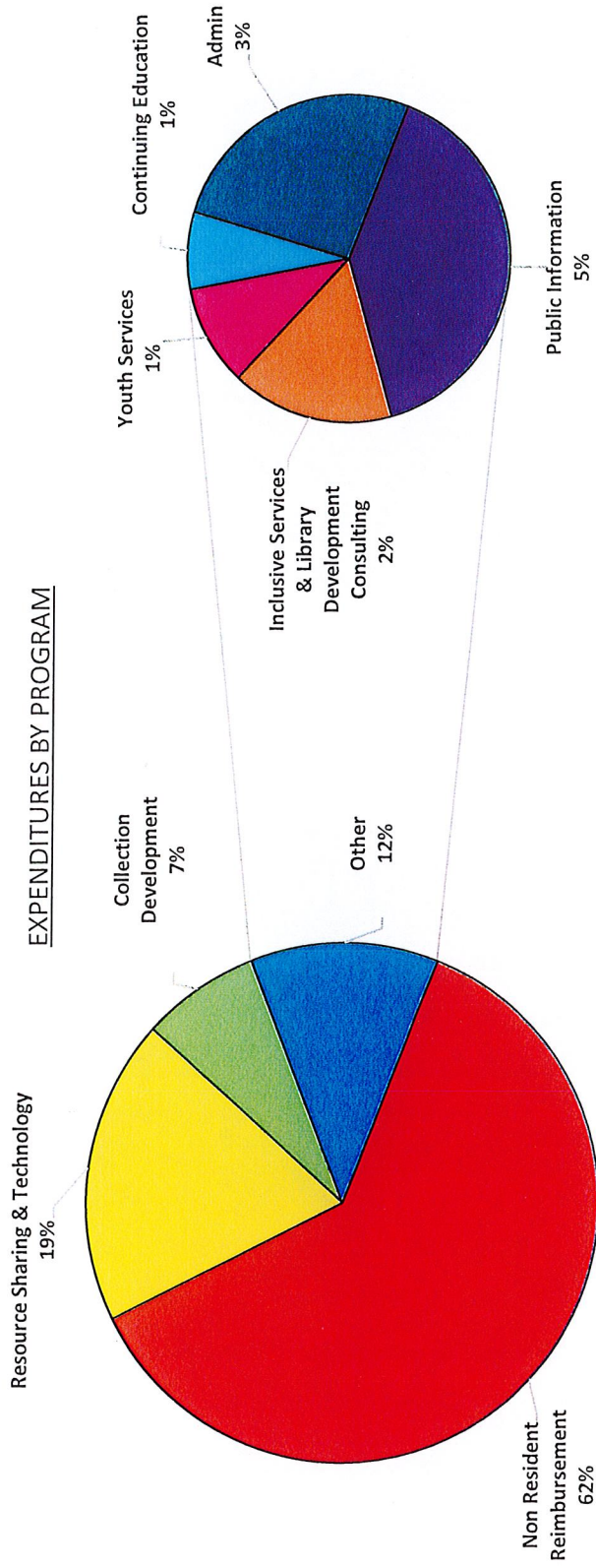
FINANCIAL SUMMARY

ARROWHEAD LIBRARY SYSTEM

2022

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$540,857	\$540,857
Intergovernmental	284,448	284,448
Contributions	2,000	2,000
Fund Balance Applied	40,000	40,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	3,438	3,438
Total Revenues	<u>\$870,743</u>	<u>\$870,743</u>
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$191,292	\$191,292
Fringe Benefits	74,084	74,084
Operational	1,892,120	1,892,120
Capital Outlay	35,000	35,000
Allocation of Services	0	0
Total Expenditures	<u>\$2,192,496</u>	<u>\$2,192,496</u>
<u>PROPERTY TAX LEVY</u>	<u>\$1,321,753</u>	<u>\$1,321,753</u>

2022 BUDGET
ARROWHEAD LIBRARY SYSTEM



ADMINISTRATOR'S COMMENTS

ARROWHEAD LIBRARY SYSTEM

2022

Budget Highlights

- The tax levied by Rock County for the Arrowhead Library System (ALS) is levied only on property in the towns and the Village of Footville. All other municipalities have municipal libraries and are exempt from the tax. The money levied by the County is used to pay for specific items listed below.
 - Services provided by municipal libraries in Rock County to rural Rock County residents, known as the Participating Library Payment.
 - Services provided by libraries in other counties to rural Rock County residents, known as the Intersystem Agreement Payment.
 - Per diems for Arrowhead Library System committee members.

Revenue

- In 2022, ALS is budgeted to receive \$540,857 in State Aid, an increase of \$73,037 or 15.6% over the prior year.
- The use of fund balance is expected to decrease by \$20,000 in 2022 to \$40,000. The fund balance is projected at \$269,167 at 12/31/2021.

Expenditures

- Other contracted services is budgeted to increase \$31,561 or 13.3% due to continuing the investigation of a merger with an adjoining regional library system.

- Under the Intersystem Agreement, Rock County pays \$81,828 to other counties for Rock County residents' use of their libraries, a decrease of \$1,212 from 2021. A complete listing of the payments is detailed in the chart below.
- In 1997, the County Board decided to fund the ALS libraries through the Participating Library Payment using a formula that multiplies the local appropriation for each municipal library by the percentage of use by residents from all the towns and the Village of Footville.
 - 2005 Wisconsin Act 420 established a baseline reimbursement rate of at least 70% of the cost per circulation.
 - The County funding formula results in a payment of \$1,238,125, which is \$200,582 more than the State 70% formula.
 - The 2022 budget reflects an increase of \$75,281 due to a comparatively higher town use of municipal libraries. A complete listing of payments is noted below.

Participating Library Payment History

	2021	2022
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Beloit	\$378,836	\$413,395
Clinton	49,660	53,063
Edgerton	82,247	76,604
Evansville	62,372	67,627
Janesville	465,221	487,240
Milton	94,175	103,820
Orfordville	30,333	36,376
Total	1,162,844	1,238,125

Intersystem Agreement Payment History

	2021	2022
<u>Community</u>	<u>Budget</u>	<u>Request</u>
Brodhead	\$23,722	\$20,390
Whitewater	29,347	26,172
Lakeshores	5,176	8,314
Jefferson Co. Libraries	2,984	3,680
Green Co. Libraries	1,737	2,282
Dane Co. Libraries	20,074	20,990
Total	83,040	81,828

Personnel

- Rock County is not responsible for personnel costs of the ALS budget.

Summary

- Given the payments mandated by state law and the agreement to reimburse at 100% of the formula amount, the recommended tax levy is \$1,321,753, an increase of \$74,070 or 5.9% from the prior year.
- This limited tax levy does not count against the County's levy limit under state statutes, as it is not levied on all taxable property in the county.

ROCK COUNTY, WISCONSIN P02 - 2022 BUDGET REPORT

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LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description

Object Code and Description

5000 ARROWHEAD LIBRARY

Revenues:

4220 State Aid	467,820	467,820	467,820	467,820	467,820	540,857	540,857	0
4410 Miscellaneous Fees	6,102	6,103	3,052	2,841	2,841	3,438	3,438	0
4550 Intergov Charges-Other Govt	240,765	252,645	260,892	260,892	260,892	284,448	284,448	0
4600 Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
4640 Fund Balance	0	0	60,000	0	1,235	40,000	40,000	0
Total Revenues	716,687	728,568	793,764	733,553	734,788	870,743	870,743	0

Expenditures:

6110 Productive Wages	179,480	180,626	183,982	81,453	183,982	189,492	189,492	0
6130 Per Diems	1,840	1,354	1,800	650	1,800	1,800	1,800	0
6140 FICA	13,821	13,513	14,075	6,094	14,075	14,496	14,496	0
6150 Retirement	10,557	10,515	12,051	4,677	12,051	10,514	10,514	0
6160 Insurance Benefits	50,767	52,852	49,305	48,591	49,285	49,074	49,074	0
6210 Professional Services	159,720	221,038	237,515	155,271	189,000	269,076	269,076	0
6213 Financial Services	1,500	2,000	2,000	0	2,000	2,000	2,000	0
6221 Telephone Services	1,351	1,271	2,000	333	1,600	2,000	2,000	0
6241 Repair&Maint-Vehicles	6,138	6,464	10,000	3,348	7,000	10,000	10,000	0
6242 Machinery & Equip R&M	0	0	100	0	0	100	100	0
6310 Office Supplies	7,300	6,715	12,500	1,838	10,200	13,500	13,500	0
6320 Publications/Dues/Subscription	1,060	1,278	1,200	596	1,280	1,300	1,300	0
6330 Travel	1,808	520	3,000	0	2,000	3,000	3,000	0
6420 Training Expense	197,936	189,261	199,735	190,239	197,235	205,891	205,891	0
6430 Recreational Supplies	1,142,443	1,230,695	1,289,884	1,283,459	1,289,884	1,363,953	1,363,953	0
6490 Other Supplies	308	51	1,300	42	200	1,300	1,300	0
6510 Insurance Expense	5,340	5,416	6,000	5,877	5,880	6,000	6,000	0
6532 Building/Office Lease	14,000	14,000	14,000	8,167	14,000	14,000	14,000	0
6710 Equipment/Furniture	668	2,564	1,000	0	1,000	35,000	35,000	0
Total Expenditures	1,796,037	1,940,133	2,041,447	1,790,635	1,982,472	2,192,496	2,192,496	0

COUNTY SHARE

(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	(1,321,753)	0
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10/11/2021

ROCK COUNTY, WISCONSIN
P02 - 2022 BUDGET REPORT

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LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description

Object Code and Description

Total For Location: ARROWHEAD LIBRARY SYSTEM

2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of 6/30/2021	12/31/2021 <u>Estimate</u>	2022 Department <u>Request</u>	2022 Admin <u>Recommendations</u>	County Board <u>Approved</u>
(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0

ROCK COUNTY, WISCONSIN
P02 - 2022 BUDGET REPORT

Page 3

LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description
Object Code and Description

2019 Actual	2020 Actual	2021 Budget	Actual As of 6/30/2021	12/31/2021 Estimate	2022 Department Request	2022 Admin Recommendations	County Board Approved
(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0

TOTAL FOR ARROWHEAD LIBRARY SYSTEM BOARD

10/11/2021

2022 ALS Budget with fund balance - final

Revenue		2019 Actual	2020 Request	2020 Actual	2021 Request	2021 Estimated	2022 Request
42200	State Aid	467,820	467,820	467,820.00	467,820	467,820	540,857
44120	Misc Fees	6,103	6,103	6,103.25	3,052	2,841	3,438
45504	Intergovt-Other libraries	240,765	250,654	252,644.68	260,892	260,892	284,448
46000	Contributions	2,000	2,000	2,000.00	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.		86,050	23,269.46	60,000	1,235	40,000
46900				751,837.39			
47000	Transfers in						
	Total Revenue*	716,688	812,627	751,837.39	793,763	734,788	870,743
	Total Fund Balance	271,212	292,361	269,091.54	209,092		
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.						
Expense							
61100	Regular Wages	179,480	182,860	180,626.00	183,982	183,982	189,492
61300	Per Diems	1,840	1,800	1,354.46	1,800	1,800	1,800
61400	FICA	13,821	13,989	13,513.00	14,075	14,075	14,496
61510	Retirement-Employers	10,556	11,977	10,515.00	12,051	12,051	10,514
61610	Heath Insurance	49,097	51,048	51,176.36	47,752	47,752	47,560
61620	Dental Insurance	1,556	1,556	1,556.16	1,373	1,373	1,334
61630	Life Insurance	114	180	120.30	180	160	180
62119	Other contracted services	159,720	258,933	221,038.00	237,515	189,000	269,076
62130	Audit Fees	1,500	2,000	2,000.00	2000	2,000	2,000
62210	Telephone	1,351	2,000	1,270.54	2000	1,600	2,000
62410	R&M-Vehicles	6,138	10,000	6,464.00	10,000	7,000	10,000
62420	R&M-Machinery&Equip.	0	100	0.00	100	0	100
63100	Office Supplies&Expenses	1,011	1,500	1,053.68	1,500	1,500	1,500
63101	Postage	230	1,000	190.20	1,000	200	1,000
63104	Printing & Duplication	3,503	5,000	4,560.23	5,000	5,000	6,000
63108	Public Information	2,556	5,000	911.30	5,000	3,500	5,000
63200	Publications/Subscriptions/Dues	1,060	1,500	1,277.88	1,200	1,280	1,300
63300	Travel	1,808	3,000	519.89	3,000	2,000	3,000
64200	Training Expense	1,990	4,000	3,069.15	4,000	3,000	4,000
64201	Convention Expense	2,939	4,000	499.58	4,000	2,500	4,000
64214	ILS Costs	193,007	185,684	185,692.16	191,735	191,735	197,891
64303	Extension Materials	3,785	4,000	3,753.32	4,000	4,000	4,000
64306	Resource Library	40,000	40,000	40,000.00	40,000	40,000	40,000
64307	Participating Libraries	1,025,967	1,113,408	1,113,408.15	1,162,844	1,162,844	1,238,125
64309	Intersystem Agreement	72,691	73,534	73,534.16	83,040	83,040	81,828
64904	Sundry Expense	308	1,000	50.60	1,000	200	1,000
64918	Advertising	0	300	0.00	300	0	300
65101	Insurance on Building	5,340	5,000	5,416.00	6,000	5,880	6,000
65321	Building/office Lease	14,000	14,000	14,000.04	14,000	14,000	14,000
67199	Misc. Equipment	668	3,000	2,564.00	1,000	1,000	35,000
	Total Expenses	1,796,037	2,001,369	1,940,134.16	2,041,447	1,982,472	2,192,496
	Expenses minus County funds	695,539	812,627	751,837.39	793,763	734,788	870,743
		21,149		0.00	0	0	0

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

GoToMeeting

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

or to join by phone, dial:

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

November 10, 2021

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. 2021/22 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
 - e. ALS Covid-19 Update
 - f. Merger exploration update
7. New Business
 - a. Approval of the 2022 ALS Budget
 - b. ARPA Update
 - c. ALS (&LLS) Sponsorship of 2021 WLA Conference Friday Luncheon Speaker.
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 11/4/2021.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

October 13, 2021

ALS Board President Adam Dinnes called the meeting to order at 6:00 p.m. Present were Bill Wilson, Jose Carrillo, Eloise Eager, Annette Smith, Sherry Blakeley, Stephanie Aegerter, Sarah Strunz, and Steven Platteter. Also present was Clinton PL Director Joseph Langer.

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

The September 2021 minutes were moved approved by Bill Wilson. Stephanie Aegerter seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Jose Carrillo seconding. The motion carried unanimously.

Citizen participation, communication, or announcements: Stephanie Aegerter discussed the murder mystery program, *Night at the Library: Death by Mall-ing* being put on by Hedberg PL on October 23.

Unfinished Business

a. Shared System –SHARE Update:

b. 2021/22 Budget: Platteter mentioned that he's waiting for 2022 Rock County Recommended Budget to come out.

c. Public Library System Redesign Project:

d. Librarians' Report:

e. ALS Covid-19 Update virtual or hybrid meetings?: Virtual meetings to continue through February, then reevaluate.

f. Merger exploration update:

New Business**a. Approval of the 2022 Youth Services Consulting Agreement with Beloit PL:**

Eloise Eager moved to approve the 2022 Agreement. Sherry Blakeley seconded, and the motion carried unanimously.

b. Approval of the WiLS Proposal for Merger Exploration Facilitation: Sherry Blakeley moved to approve the Proposal. After discussing a concern Bill Wilson seconded, and the motion carried unanimously.

c. Approval of the 2022 ALS Affiliate Contracts: Annette Smith moved to approve the 2022 Affiliate Contracts, Adam Dinnes seconded, and the motion carried unanimously.

d. ARPA Update: Platteter discussed how the Rock County ARPA Small Business Grant project is developing and the role played by the ALS member libraries.

Communications: Sarah Strunz discussed a pizza fund raiser that had been held for the Orfordville PL.

Jose Carrillo moved to adjourn. Adam Dinnes seconded, and the motion carried unanimously. The meeting ended at 6:45 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	09/30/2021	KOENE COURIER SERVICE LLC	2,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	237,515.00	169,468.86	0.00	2,665.00	65,381.14
51-5000-0000-62410	R&M-Vehicles	10/08/2021	BURTNESS CHEVROLET INC	1,255.21	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	5,155.98	0.00	1,255.21	3,588.81
51-5000-0000-63101	Postage	10/05/2021	ARROWHEAD LIBRARY PETTY CASH	15.51	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	139.08	0.00	15.51	845.41
51-5000-0000-63200	Pubs/Subs/Dues	10/04/2021	WISCONSIN LIBRARY ASSOCIATION	147.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,200.00	744.69	0.00	147.00	308.31
51-5000-0000-64201	Convention Exp	10/25/2021	WISCONSIN LIBRARY ASSOCIATION	2,000.00	
		09/24/2021	ANDERSON, TOVAH	195.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	515.00	0.00	2,195.00	1,290.00
51-5000-0000-65321	Building Lease	12/01/2021	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	12,833.37	0.00	1,166.67	(0.04)
Arrowhead Library System PROG TOTAL				7,444.39	

I have examined the preceding bills and encumbrances in the total amount of **\$7,444.39**

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: 2247736

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2021

As of: 11/02/2021

Budget: RV

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

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	467,820.00	467,820.00	0.00	0.00
44120	Miscellaneous Fees	3,052.00	2,841.34	0.00	(210.66)
45504	Intergov-Other Libraries	260,892.00	260,891.65	0.00	(0.35)
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	60,000.00	0.00	0.00	(60,000.00)
Total Revenue		793,764.00	733,552.99	0.00	(\$60,211.01)
EXPENSE					
61100	Regular Wages	183,982.00	144,392.48	0.00	39,589.52
61300	Per Diems	1,800.00	1,050.00	0.00	750.00
61400	FICA	14,075.00	10,804.19	0.00	3,270.81
61510	Retirement	12,051.00	8,318.82	0.00	3,732.18
61610	Health Insurance Premium	47,752.00	47,752.00	0.00	(0.00)
61620	Dental Insurance	1,373.00	1,426.48	0.00	(53.48)
61630	Life Insurance	180.00	119.93	0.00	60.07
62110	Pest Control Services	0.00	(1,332.50)	0.00	1,332.50
62119	Other Contracted Services	237,515.00	172,133.86	0.00	65,381.14
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	915.89	0.00	1,084.11
62410	Repair & Maintenance-Vehicles	10,000.00	6,411.19	0.00	3,588.81
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	1,388.07	0.00	111.93
63101	Postage	1,000.00	154.59	0.00	845.41
63104	Printing & Duplicating	5,000.00	2,886.53	0.00	2,113.47
63108	Public Information	5,000.00	1,347.81	0.00	3,652.19
63200	Publications/Subscriptions/Due	1,200.00	891.69	0.00	308.31
63300	Travel	3,000.00	0.00	0.00	3,000.00
64200	Training Expense	4,000.00	1,377.37	0.00	2,622.63
64201	Convention Expense	4,000.00	2,710.00	0.00	1,290.00
64214	ILS Costs	191,735.00	188,727.11	0.00	3,007.89
64303	Extension Materials	4,000.00	163.20	0.00	3,836.80
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,162,844.00	1,162,844.49	0.00	(0.49)
64309	Intersystem Agreement	83,040.00	83,039.59	0.00	0.41
64904	Sundry Expense	1,000.00	83.86	0.00	916.14
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	6,000.00	5,877.00	0.00	123.00
65321	Building Lease	14,000.00	14,000.04	0.00	(0.04)
67199	Miscellaneous Equipment	1,000.00	49.99	0.00	950.01
Total Expense		2,041,447.00	1,897,533.68	0.00	143,913.32
County Share (Revenue - Expense)		(1,247,683.00)	(1,163,980.69)	0.00	(83,702.31)

Rock County - Production
Budget to Actual Figures

Fiscal Year: 2021

As of: 11/02/2021

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Revenue	793,764.00	733,552.99	0.00	(60,211.01)
	Grand Total Expense	2,041,447.00	1,897,533.68	0.00	143,913.32
	Grand Totals County Share	(1,247,683.00)	(1,163,980.69)	0.00	(83,702.31)



**Arrowhead Library System (ALS) and Lakeshores Library System (LLS)
Merger Exploration Process Consulting Services
October 27, 2021**

Introduction

The purpose of this proposal is to define the parameters and costs of the consulting and facilitation services WiLS will provide to the Arrowhead Library System (ALS) and Lakeshores Library System (LLS) to create and document a system merger exploration and process. The project will have three main phases:

- Establishing the process for system merger
- Information gathering and informed decision making
- Merger Implementation

Contacts

Communication regarding this proposal should be directed to:

WiLS

Melissa McLimans
1360 Regent Street, #121
Madison, WI 53715-1255
608-515-8953
melissa@wils.org

ALS

Steve Platteter
430 E High St., Suite 200
Milton, WI 53563
608-868-2872
platteter.steve@als.lib.wi.us

LLS

Steven Ohs
9134 Evergreen Dr. #600
Waterford, WI 53185
262.514.4500 ext. 68
sohs@lakeshores.lib.wi.us

Project process and deliverables

Phase I: Establishing Process

The Phase I kick off meeting will be in person and followed by up to 3 virtual meetings. This phase will be focused on identifying benefits of a merger and developing shared goals for the process. The phase will result in a shared understanding of the process and expected outcomes. All decisions and products will be documented for future use by other systems. This will be accomplished through:

- Curriculum development to ensure members of planning team have a base of knowledge to make informed decisions
- Development of a system to share documents and communication among committee members
- Meeting preparation, facilitation, post meeting work, and document finalization
- Communication between system directors and project manager and DPI
- Communication out to all stakeholders to ensure transparency and consistent messaging

Phase II: Information gathering and data informed decision making

The Phase II kick off meeting will be in person and followed by up to 3 virtual meetings. This phase will focus on the development of the issue list. Work may also be completed by committee members asynchronously. This phase will result in a clear list of issues and committee recommendations for moving forward on each; clearly

documented decisions; a post-merger parking lot of issues to be resolved by the new system. All decisions and products will be documented for the future. This will be accomplished through:

- Meeting preparation, facilitation, post meeting work and document finalization
- Communication between system directors and project manager and DPI
- Research, information gathering, including some research done by system directors or members of the planning committee
- Development of a clearly documented issue list, decisions, and reasons for committee decisions
- Communication work for sharing of information with stakeholders

Prior to Phase III, the committee will vote to determine if the process to merger should continue. If the process does not continue, work will stop and ALS and LLS will be invoiced for time spent up to that point as well as any time spent completing documentation work. If the process continues, phase III will be started.

Phase III: Merger Implementation

This phase will work through most business in virtual meetings, but there will be one in person meeting. Work may also be completed by committee members asynchronously. Much of this phase of work will be the system directors shepherding the committee recommendation through the approval process. It will result in new system / system merger that is approved by all necessary stakeholders and meets state statute and a clear vision for next steps and a well-documented process to understand the decisions made. This will be accomplished through:

- Meeting preparation, facilitation, post meeting work and document finalization
- Communication between system directors and project manager
- Development of an implementation checklist
- Development of committee post-merger recommendations
- Communication work for sharing of information with stakeholders
- Records retention work

Costs and agreement terms

Cost Totals

Phase 1:	\$ 5,742.00
Phase 2:	\$ 6,534.00
Phase 3:	\$ 6,237.00
Total:	\$ 18,513.00

Payment Schedule

- Upon start of the project, each system will be invoiced \$2,500.00
- Upon completion of the project, each system will be invoiced \$6,756.50*

Lakeshores Library System has offered to be the fiscal agent for billing purposes, as well as administering the DPI grant that would fund the bulk of this work.

*If work is completed after Phase II (i.e. the committee votes to not merge), each system will be invoiced for half of the work completed to that point along with any final work to document the process.

Agreement Terms

- WiLS and ALS and LLS will work together to establish a timeline of the different activities to complete each step of the proposal. If either WiLS or ALS and LLS need to alter the previously agreed upon timeline, such alterations should be made prior to the deadline date of the activity that will need to be rescheduled. If deadlines are repeatedly not met by ALS and/or LLS without communicating with WiLS, WiLS reserves the right to change the project timeline with ALS and LLS approval of the new timeline. If the change in timeline will result in overlap with other projects to the extent that WiLS will not be able to complete the work with existing staff resources, WiLS reserves the right to delay the project to a mutually agreed upon time or to cancel the project.
- During the course of the agreement the contracting parties have the right to stop work at any time and WiLS will be paid for any work and expenses incurred through the time of cancellation.
- As part of the above costs, WiLS calculates approximately 2 hours per month of communication time with the systems to coordinate next steps, answer questions and discuss any potential changes to the project. This is beyond the meetings scheduled in the different phases of the project as documented in each phase of the proposal. Should communication be required by the system beyond this amount of time each month, WiLS will discuss with the systems either creating a communication plan to maintain communications within this time range or providing a cost estimate to provide more communication time for the project.
- There may be points during the project when information is discovered that leads to the potentially adding or removing a step or two to the process. This may lead to a potential modification of the process. If additional work is required, WiLS will provide a cost estimate.

Agreed to and accepted by:

WiLS

Signature

Name

Date

ALS

Signature

Name

Date

LLS

Signature

Name

Date

FINANCIAL SUMMARY

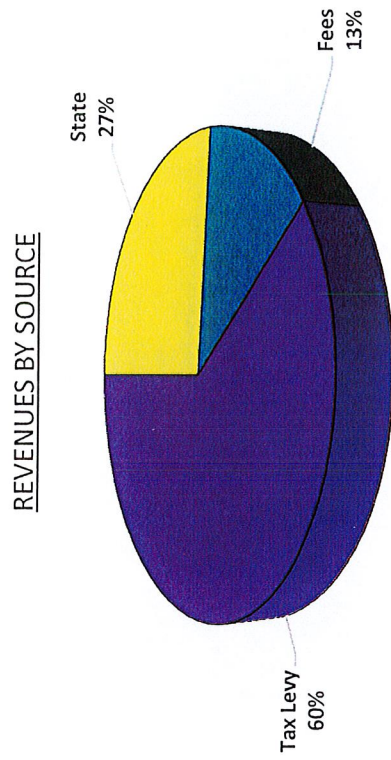
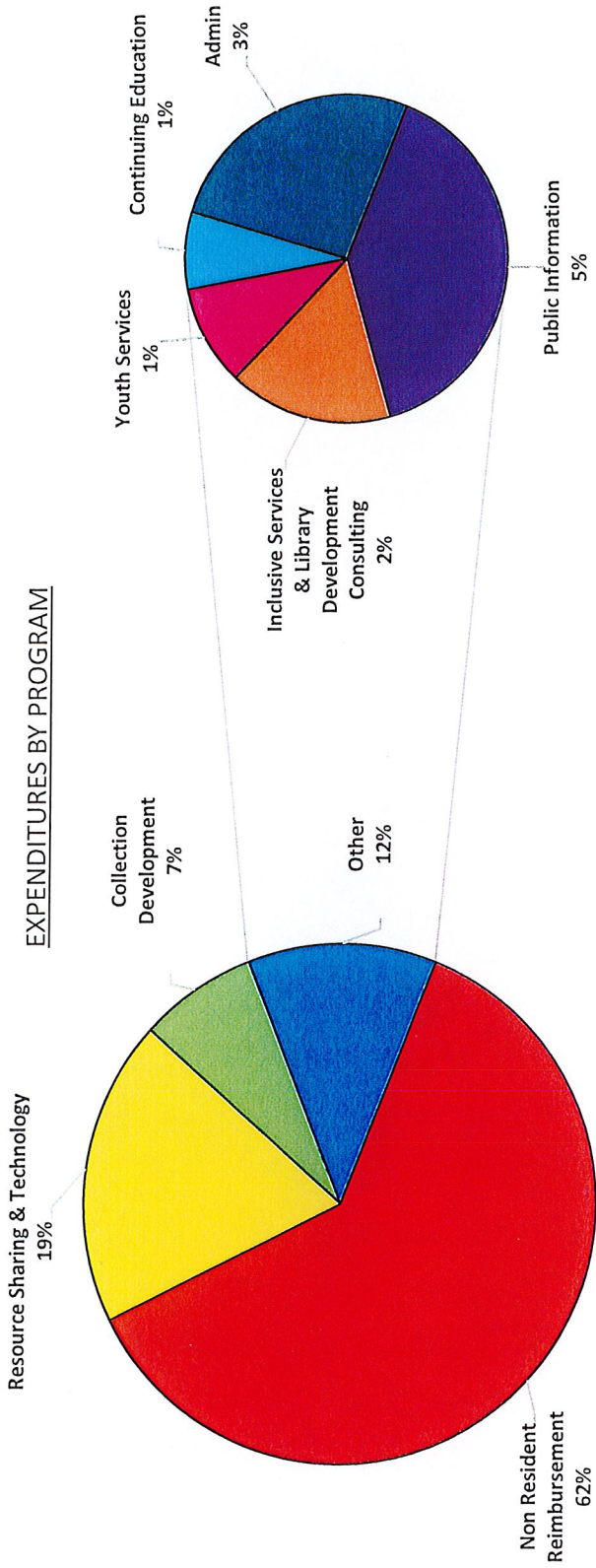
ARROWHEAD LIBRARY SYSTEM

2022

<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$540,857	\$540,857
Intergovernmental	284,448	284,448
Contributions	2,000	2,000
Fund Balance Applied	40,000	40,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	3,438	3,438
Total Revenues	<u>\$870,743</u>	<u>\$870,743</u>

<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$191,292	\$191,292
Fringe Benefits	74,084	74,084
Operational	1,892,120	1,892,120
Capital Outlay	35,000	35,000
Allocation of Services	0	0
Total Expenditures	<u>\$2,192,496</u>	<u>\$2,192,496</u>
<u>PROPERTY TAX LEVY</u>	<u>\$1,321,753</u>	<u>\$1,321,753</u>

2022 BUDGET ARROWHEAD LIBRARY SYSTEM



- Under the Intersystem Agreement, Rock County pays \$81,828 to other counties for Rock County residents' use of their libraries, a decrease of \$1,212 from 2021. A complete listing of the payments is detailed in the chart below.
- In 1997, the County Board decided to fund the ALS libraries through the Participating Library Payment using a formula that multiplies the local appropriation for each municipal library by the percentage of use by residents from all the towns and the Village of Footville.
 - 2005 Wisconsin Act 420 established a baseline reimbursement rate of at least 70% of the cost per circulation.
 - The County funding formula results in a payment of \$1,238,125, which is \$200,582 more than the State 70% formula.
 - The 2022 budget reflects an increase of \$75,281 due to a comparatively higher town use of municipal libraries. A complete listing of payments is noted below.

Participating Library Payment History

<u>Community</u>	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Request</u>
Beloit	\$378,836	\$413,395
Clinton	49,660	53,063
Edgerton	82,247	76,604
Evansville	62,372	67,627
Janesville	465,221	487,240
Milton	94,175	103,820
Orfordville	30,333	36,376
Total	1,162,844	1,238,125

Intersystem Agreement Payment History

<u>Community</u>	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Request</u>
Brodhead	\$23,722	\$20,390
Whitewater	29,347	26,172
Lakeshores	5,176	8,314
Jefferson Co. Libraries	2,984	3,680
Green Co. Libraries	1,737	2,282
Dane Co. Libraries	20,074	20,990
Total	83,040	81,828

Personnel

- Rock County is not responsible for personnel costs of the ALS budget.

ROCK COUNTY, WISCONSIN P02 - 2022 BUDGET REPORT

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LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description

Object Code and Description

5000 ARROWHEAD LIBRARY

Revenues:

4220 State Aid	467,820	467,820	467,820	467,820	467,820	540,857	540,857	0
4410 Miscellaneous Fees	6,102	6,103	3,052	2,841	2,841	3,438	3,438	0
4550 Intergov Charges-Other Govt	240,765	252,645	260,892	260,892	260,892	284,448	284,448	0
4600 Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
4640 Fund Balance	0	0	60,000	0	1,235	40,000	40,000	0
Total Revenues	716,687	728,568	793,764	733,553	734,788	870,743	870,743	0

Expenditures:

6110 Productive Wages	179,480	180,626	183,982	81,453	183,982	189,492	189,492	0
6130 Per Diems	1,840	1,354	1,800	650	1,800	1,800	1,800	0
6140 FICA	13,821	13,513	14,075	6,094	14,075	14,496	14,496	0
6150 Retirement	10,557	10,515	12,051	4,677	12,051	10,514	10,514	0
6160 Insurance Benefits	50,767	52,852	49,305	48,591	49,285	49,074	49,074	0
6210 Professional Services	159,720	221,038	237,515	155,271	189,000	269,076	269,076	0
6213 Financial Services	1,500	2,000	2,000	0	2,000	2,000	2,000	0
6221 Telephone Services	1,351	1,271	2,000	333	1,600	2,000	2,000	0
6241 Repair&Maint-Vehicles	6,138	6,464	10,000	3,348	7,000	10,000	10,000	0
6242 Machinery & Equip R&M	0	0	100	0	0	100	100	0
6310 Office Supplies	7,300	6,715	12,500	1,838	10,200	13,500	13,500	0
6320 Publications/Dues/Supscription	1,060	1,278	1,200	596	1,280	1,300	1,300	0
6330 Travel	1,808	520	3,000	0	2,000	3,000	3,000	0
6420 Training Expense	197,936	189,261	199,735	190,239	197,235	205,891	205,891	0
6430 Recreational Supplies	1,142,443	1,230,695	1,289,884	1,283,459	1,289,884	1,363,953	1,363,953	0
6490 Other Supplies	308	51	1,300	42	200	1,300	1,300	0
6510 Insurance Expense	5,340	5,416	6,000	5,877	5,880	6,000	6,000	0
6532 Building/Office Lease	14,000	14,000	14,000	8,167	14,000	14,000	14,000	0
6710 Equipment/Furniture	668	2,564	1,000	0	1,000	35,000	35,000	0
Total Expenditures	1,796,037	1,940,133	2,041,447	1,790,635	1,982,472	2,192,496	2,192,496	0

COUNTY SHARE

(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	(1,321,753)	0
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10/11/2021

ADMINISTRATOR'S COMMENTS

ARROWHEAD LIBRARY SYSTEM

2022

Budget Highlights

- The tax levied by Rock County for the Arrowhead Library System (ALS) is levied only on property in the towns and the Village of Footville. All other municipalities have municipal libraries and are exempt from the tax. The money levied by the County is used to pay for specific items listed below.
 - Services provided by municipal libraries in Rock County to rural Rock County residents, known as the Participating Library Payment.
 - Services provided by libraries in other counties to rural Rock County residents, known as the Intersystem Agreement Payment.
 - Per diems for Arrowhead Library System committee members.

Revenue

- In 2022, ALS is budgeted to receive \$540,857 in State Aid, an increase of \$73,037 or 15.6% over the prior year.
- The use of fund balance is expected to decrease by \$20,000 in 2022 to \$40,000. The fund balance is projected at \$269,167 at 12/31/2021.

Expenditures

- Other contracted services is budgeted to increase \$31,561 or 13.3% due to continuing the investigation of a merger with an adjoining regional library system.

Summary

- Given the payments mandated by state law and the agreement to reimburse at 100% of the formula amount, the recommended tax levy is \$1,321,753, an increase of \$74,070 or 5.9% from the prior year.
- This limited tax levy does not count against the County's levy limit under state statutes, as it is not levied on all taxable property in the county.

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Org Key and Description	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of 6/30/2021	12/31/2021 <u>Estimate</u>	2022 Department Request	2022 Admin Recommends	County Board Approved
<u>Object Code and Description</u>								
01 - PARKWAY AND LIGHT RAIL SYSTEM								

(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0
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ROCK COUNTY, WISCONSIN
P02 - 2022 BUDGET REPORT

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LB ARROWHEAD LIBRARY SYSTEM BOARD
51 ARROWHEAD LIBRARY SYSTEM

Org Key and Description

Object Code and Description

TOTAL FOR ARROWHEAD LIBRARY SYSTEM BOARD

2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of 6/30/2021	12/31/2021 <u>Estimate</u>	2022 Department <u>Request</u>	2022 Admin <u>Recommendations</u>	County Board <u>Approved</u>
(1,079,350)	(1,211,565)	(1,247,683)	(1,057,082)	(1,247,684)	(1,321,753)	(1,321,753)	0

10/11/2021

2022 ALS Budget with fund balance - final

Revenue		2019 Actual	2020 Request	2020 Actual	2021 Request	2021 Estimated	2022 Request
42200	State Aid	467,820	467,820	467,820.00	467,820	467,820	540,857
44120	Misc Fees	6,103	6,103	6,103.25	3,052	2,841	3,438
45504	Intergovt-Other libraries	240,765	250,654	252,644.68	260,892	260,892	284,448
46000	Contributions	2,000	2,000	2,000.00	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.		86,050	23,269.46	60,000	1,235	40,000
46900				751,837.39			
47000	Transfers in						
	Total Revenue*	716,688	812,627	751,837.39	793,763	734,788	870,743
	Total Fund Balance	271,212	292,361	269,091.54	209,092		
Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense							
61100	Regular Wages	179,480	182,860	180,626.00	183,982	183,982	189,492
61300	Per Diems	1,840	1,800	1,354.46	1,800	1,800	1,800
61400	FICA	13,821	13,989	13,513.00	14,075	14,075	14,496
61510	Retirement-Employers	10,556	11,977	10,515.00	12,051	12,051	10,514
61610	Heath Insurance	49,097	51,048	51,176.36	47,752	47,752	47,560
61620	Dental Insurance	1,556	1,556	1,556.16	1,373	1,373	1,334
61630	Life Insurance	114	180	120.30	180	160	180
62119	Other contracted services	159,720	258,933	221,038.00	237,515	189,000	269,076
62130	Audit Fees	1,500	2,000	2,000.00	2000	2,000	2,000
62210	Telephone	1,351	2,000	1,270.54	2000	1,600	2,000
62410	R&M-Vehicles	6,138	10,000	6,464.00	10,000	7,000	10,000
62420	R&M-Machinery&Equip.	0	100	0.00	100	0	100
63100	Office Supplies&Expenses	1,011	1,500	1,053.68	1,500	1,500	1,500
63101	Postage	230	1,000	190.20	1,000	200	1,000
63104	Printing & Duplication	3,503	5,000	4,560.23	5,000	5,000	6,000
63108	Public Information	2,556	5,000	911.30	5,000	3,500	5,000
63200	Publications/Subscriptions/Dues	1,060	1,500	1,277.88	1,200	1,280	1,300
63300	Travel	1,808	3,000	519.89	3,000	2,000	3,000
64200	Training Expense	1,990	4,000	3,069.15	4,000	3,000	4,000
64201	Convention Expense	2,939	4,000	499.58	4,000	2,500	4,000
64214	ILS Costs	193,007	185,684	185,692.16	191,735	191,735	197,891
64303	Extension Materials	3,785	4,000	3,753.32	4,000	4,000	4,000
64306	Resource Library	40,000	40,000	40,000.00	40,000	40,000	40,000
64307	Participating Libraries	1,025,967	1,113,408	1,113,408.15	1,162,844	1,162,844	1,238,125
64309	Intersystem Agreement	72,691	73,534	73,534.16	83,040	83,040	81,828
64904	Sundry Expense	308	1,000	50.60	1,000	200	1,000
64918	Advertising	0	300	0.00	300	0	300
65101	Insurance on Building	5,340	5,000	5,416.00	6,000	5,880	6,000
65321	Building/office Lease	14,000	14,000	14,000.04	14,000	14,000	14,000
67199	Misc. Equipment	668	3,000	2,564.00	1,000	1,000	35,000
	Total Expenses	1,796,037	2,001,369	1,940,134.16	2,041,447	1,982,472	2,192,496
	Expenses minus County funds	695,539	812,627	751,837.39	793,763	734,788	870,743
		21,149		0.00	0	0	0

FRIDAY, NOVEMBER 19 | LUNCHEON SPEAKER

Steven Wright



Steven Wright teaches both law and creative writing at UW-Madison. Professor Wright is a clinical associate professor and co-director of the Wisconsin Innocence Project. The Wisconsin Innocence Project seeks to exonerate the innocent and to train the next generation of legal leaders. Professor Wright has also taught first-year criminal law and appellate advocacy.

During his time with the Wisconsin Innocence Project, Professor Wright has participated in several exonerations including the exoneration of Daniel Scheidell and Sam Hadaway. He's also won cases in the United States Court of Appeals for the Seventh Circuit and the Wisconsin Court of Appeals.

Professor Wright is also a lecturer in the creative writing program. His debut novel, the Coyotes of Carthage (Ecco, 2020) received strong praise from USA Today, Publisher's Weekly, Salon, and the Washington Post, which called the novel, "riveting.... Those who pick up the book get a view of how the sausage of today's politics gets made.... And [Wright] does so with a ticktock pace and knockout prose."