

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

February 9, 2022

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
  - a. Unfinished Business
  - b. Shared System – SHARE Update
  - c. 2021/22 Budget
  - d. Public Library System Redesign Project
  - d. Librarians’ Report – Sarah Strunz
  - e. ALS Covid-19 Update – Continue virtual meetings?
  - f. Merger exploration update
6. New Business
  - a. 2021 Annual report
  - b. Election of Officers
  - c. May ALS Board Meeting
8. Communications
9. Adjourn

*There may be a quorum of the Joint Merger Exploration Committee present, but no business will be conducted on behalf of the Committee.*

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 2/3/2022.

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

January 12, 2021

ALS Board President Adam Dinnes called the meeting to order at 6:00 p.m. Present were Bill Wilson, Annette Smith, Sherry Blakeley, Stephanie Aegerter, Jose Carrillo, Eloise Eager, Sarah Strunz, Charles Teval and Steven Platteter. Also present was Rock County Board Chair Rich Bostwick.

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

The December 2021 minutes were moved approved by Bill Wilson. Annette Smith seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Sherry Blakeley with Adam Dinnes seconding. The motion carried unanimously.

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

#### **Unfinished Business**

##### **a. Shared System –SHARE Update:**

**b. 2021/22 Budget:** Platteter discussed how the 2021 Budget was winding down.

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

##### **d. Librarians' Report:**

**e. ALS Covid-19:** Platteter reported an upswing in cases in Rock County

**f. Merger exploration update:** Committee members Adam Dinnes and Bill Wilson discussed the 1<sup>st</sup> meeting of the Joint Merger Exploration Committee which was held December 15<sup>th</sup> at the Milton Public Library.

## **New Business**

**a. ARPA Update:** Platteter reported that the funds for ordering ChromeBooks and hotspots had been received from Rock County

**b. 10<sup>th</sup> Annual Wild Winter Web Conference:** Platteter reported that ALS is a cosponsor and encouraged participation.

**c. 2022 Meeting Dates:** Platteter mentioned that the May 11<sup>th</sup> meeting would need to be changed as it conflicts with the 2022 WAPL conference.

## **Communications:**

Jose Carrillo moved to adjourn. Eloise Eager seconded, and the motion carried unanimously. The meeting ended at 6:22 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	01/05/2022	BELOIT PUBLIC LIBRARY	10,000.00	
		01/14/2022	WILS	6,586.00	
		01/01/2022	DEPARTMENT OF PUBLIC INSTRUCTI	200.00	
		01/01/2022	GALE CENGAGE LEARNING	17,754.90	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	269,076.00	111,557.19	0.00	34,540.90	122,977.91
51-5000-0000-63100	Office&Misc Exp	01/07/2022	OFFICE DEPOT INC	115.58	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	0.00	0.00	115.58	1,384.42
51-5000-0000-63101	Postage	01/05/2022	ARROWHEAD LIBRARY PETTY CASH	24.08	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	24.08	975.92
51-5000-0000-63200	Pubs/Subs/Dues	01/14/2022	PLATTETER,STEVE	243.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,300.00	0.00	0.00	243.00	1,057.00
51-5000-0000-64201	Convention Exp	01/10/2022	PLATTETER,STEVE	25.00	
		01/05/2022	ANDERSON,TOVAH	25.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	0.00	0.00	50.00	3,950.00
51-5000-0000-64214	ILS Costs	01/14/2022	WILS	29,431.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	197,891.00	0.00	0.00	29,431.00	168,460.00
51-5000-0000-64303	Ext Materials	01/11/2022	INGRAM LIBRARY SERVICES	323.20	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	0.00	0.00	323.20	3,676.80
51-5000-0000-64307	Participating	02/01/2022	BELOIT PUBLIC LIBRARY	413,395.16	
		02/01/2022	CLINTON PUBLIC LIBRARY	53,063.41	
		02/01/2022	EAGER FREE PUBLIC LIBRARY	67,626.69	
		02/01/2022	EDGERTON PUBLIC LIBRARY	76,603.85	
		02/01/2022	HEDBERG PUBLIC LIBRARY	487,240.15	
		02/01/2022	MILTON PUBLIC LIBRARY	103,820.27	
		02/01/2022	ORFORDVILLE PUBLIC LIBRARY	36,375.45	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,238,125.00	0.00	0.00	1,238,124.98	0.02
51-5000-0000-64309	Instersystem				
		02/01/2022	IRVING L YOUNG PUBLIC LIBRARY		26,171.57
		02/01/2022	MEMORIAL PUBLIC LIBRARY		20,390.01
		02/01/2022	ALBERTSON MEMORIAL LIBRARY		552.44
		02/01/2022	DWIGHT FOSTER PUBLIC LIBRARY		3,492.09
		02/01/2022	E D LOCKE PUBLIC LIBRARY		21.13
		02/01/2022	MADISON PUBLIC LIBRARY		1,165.88
		02/01/2022	MONROE PUBLIC LIBRARY		1,729.60
		02/01/2022	OREGON PUBLIC LIBRARY		3,636.26
		02/01/2022	STOUGHTON PUBLIC LIBRARY		13,664.57
		02/01/2022	DANE COUNTY LIBRARY SERVICE		440.57
		02/01/2022	POWERS MEMORIAL LIBRARY		188.37
		02/01/2022	VERONA PUBLIC LIBRARY		1,840.77
		02/01/2022	FITCHBURG PUBLIC LIBRARY		200.17
		02/01/2022	SUN PRAIRIE PUBLIC LIBRARY		20.51
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	81,828.00	0.00	0.00	73,513.94	8,314.06
51-5000-0000-65321	Building Lease				
		03/01/2022	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	1,166.67	0.00	1,166.67	11,666.66
<b>Arrowhead Library System PROG TOTAL</b>				<b>1,377,533.35</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 **\$1,377,533.35**

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: 2281027

## Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 12/31/2021

Budget: RV

**Org Key**      **Title**  
515000000      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	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)
	<b>Total Revenue</b>	<b>793,764.00</b>	<b>733,552.99</b>	<b>0.00</b>	<b>(\$60,211.01)</b>
<b>EXPENSE</b>					
61100	Regular Wages	183,982.00	182,876.39	0.00	1,105.61
61300	Per Diems	1,800.00	1,250.00	0.00	550.00
61400	FICA	14,075.00	13,681.03	0.00	393.97
61510	Retirement	12,051.00	10,552.72	0.00	1,498.28
61610	Health Insurance Premium	47,752.00	47,752.00	0.00	(0.00)
61620	Dental Insurance	1,373.00	1,556.16	0.00	(183.16)
61630	Life Insurance	180.00	131.76	0.00	48.24
62119	Other Contracted Services	237,515.00	178,631.36	0.00	58,883.64
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	1,325.26	0.00	674.74
62410	Repair & Maintenance-Vehicles	10,000.00	9,979.84	0.00	20.16
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	181.57	0.00	818.43
63104	Printing & Duplicating	5,000.00	3,832.85	0.00	1,167.15
63108	Public Information	5,000.00	1,433.79	0.00	3,566.21
63200	Publications/Subscriptions/Due	1,200.00	891.69	0.00	308.31
63300	Travel	3,000.00	261.69	0.00	2,738.31
64200	Training Expense	4,000.00	3,048.47	0.00	951.53
64201	Convention Expense	4,000.00	3,062.43	0.00	937.57
64214	ILS Costs	191,735.00	188,727.11	0.00	3,007.89
64303	Extension Materials	4,000.00	3,807.72	0.00	192.28
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	361.38	0.00	638.62
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
	<b>Total Expense</b>	<b>2,041,447.00</b>	<b>1,960,544.40</b>	<b>0.00</b>	<b>80,902.60</b>
	<b>County Share (Revenue - Expense)</b>	<b>(1,247,683.00)</b>	<b>(1,226,991.41)</b>	<b>0.00</b>	<b>(20,691.59)</b>
	<b>Grand Total Revenue</b>	<b>793,764.00</b>	<b>733,552.99</b>	<b>0.00</b>	<b>(60,211.01)</b>



# Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 12/31/2021

Budget: RV

Org Key      Title  
5150000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,041,447.00	1,960,544.40	0.00	80,902.60
	Grand Totals County Share	(1,247,683.00)	(1,226,991.41)	0.00	(20,691.59)

## Rock County - Production Budget to Actual Figures

Fiscal Year: 2022

As of: 01/31/2022

Budget: RV

Org Key      Title  
515000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	State Aid	540,857.00	0.00	0.00	(540,857.00)
44120	Miscellaneous Fees	3,438.00	0.00	0.00	(3,438.00)
45504	Intergov-Other Libraries	284,448.00	0.00	0.00	(284,448.00)
46000	Contributions	2,000.00	0.00	0.00	(2,000.00)
46400	Fund Balance	40,000.00	0.00	0.00	(40,000.00)
<b>Total Revenue</b>		<b>870,743.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(\$870,743.00)</b>
<b>EXPENSE</b>					
61100	Regular Wages	189,492.00	3,662.08	0.00	185,829.92
61300	Per Diems	1,800.00	100.00	0.00	1,700.00
61400	FICA	14,496.00	536.28	0.00	13,959.72
61510	Retirement	10,514.00	395.45	0.00	10,118.55
61610	Health Insurance Premium	47,560.00	0.00	0.00	47,560.00
61620	Dental Insurance	1,334.00	166.40	0.00	1,167.60
61630	Life Insurance	180.00	11.83	0.00	168.17
62119	Other Contracted Services	269,076.00	110,224.69	0.00	158,851.31
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	6.31	0.00	1,993.69
62410	Repair & Maintenance-Vehicles	10,000.00	0.00	0.00	10,000.00
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	0.00	0.00	1,500.00
63101	Postage	1,000.00	0.00	0.00	1,000.00
63104	Printing & Duplicating	6,000.00	0.00	0.00	6,000.00
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,300.00	0.00	0.00	1,300.00
63300	Travel	3,000.00	0.00	0.00	3,000.00
64200	Training Expense	4,000.00	0.00	0.00	4,000.00
64201	Convention Expense	4,000.00	0.00	0.00	4,000.00
64214	ILS Costs	197,891.00	0.00	0.00	197,891.00
64303	Extension Materials	4,000.00	0.00	0.00	4,000.00
64306	Resource Libraries	40,000.00	0.00	0.00	40,000.00
64307	Participating Libraries	1,238,125.00	0.00	0.00	1,238,125.00
64309	Intersystem Agreement	81,828.00	0.00	0.00	81,828.00
64904	Sundry Expense	1,000.00	0.00	0.00	1,000.00
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	6,000.00	196.00	0.00	5,804.00
65321	Building Lease	14,000.00	1,166.67	0.00	12,833.33
67199	Miscellaneous Equipment	35,000.00	0.00	0.00	35,000.00
<b>Total Expense</b>		<b>2,192,496.00</b>	<b>116,465.71</b>	<b>0.00</b>	<b>2,076,030.29</b>
<b>County Share (Revenue - Expense)</b>		<b>(1,321,753.00)</b>	<b>(116,465.71)</b>	<b>0.00</b>	<b>(1,205,287.29)</b>
<b>Grand Total Revenue</b>		<b>870,743.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(870,743.00)</b>

# Rock County - Production Budget to Actual Figures

Fiscal Year: 2022

As of: 01/31/2022

Budget: RV

Org Key      Title  
5150000000    Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,192,496.00	116,465.71	0.00	2,076,030.29
	Grand Totals County Share	(1,321,753.00)	(116,465.71)	0.00	(1,205,287.29)

**ARROWHEAD LIBRARY SYSTEM**  
**2022 Board Meeting Dates &**  
**Dates Vouchers are due at Courthouse**

<b>Vouchers Due @ Courthouse by Noon</b>	<b>Location</b>	<b>Board Meeting Date</b>
Tuesday, December 28	ALS or Remote	Wednesday, January 12
Tuesday, January 25	ALS or Remote	Wednesday, February 9
Tuesday, February 22	ALS or Remote	Wednesday, March 9
Tuesday, March 29	BPL or Remote	Wednesday, April 13
Tuesday, April 26	CPL or Remote	Wednesday, May 11
Tuesday, May 24	EPL or Remote	Wednesday, June 8
Tuesday, June 28	EFPL or Remote	Wednesday, July 13
Tuesday, July 26	HPL or Remote	Wednesday, August 10
Tuesday, August 30	MPL or Remote	Wednesday, September 14
Tuesday, September 27	OPL or Remote	Wednesday, October 12
Tuesday, October 25	ALS or Remote	Wednesday, November 9
Tuesday, November 29	ALS or Remote	Wednesday, December 14