

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

April 13, 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
 - e. Librarians’ Report – Sarah Strunz
 - f. ALS Covid-19 Update – Continue virtual meetings?
 - g. Merger exploration update
6. New Business
 - a. Preliminary 2023 Rock County library funding
 - b. ARPA Update
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 on 4/7/2022.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

March 9, 2022

ALS Board President Adam Dinnes called the meeting to order at 6:01 p.m. Present were Bill Wilson, Annette Smith, Sherry Blakeley, Stephanie Aegerter, Eloise Eager, Jose Carrillo, Sarah Strunz and Steven Platteter. Also present was Rock County Board Chair, Rich Bostwick.

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

The February 2022 minutes were moved approved by Bill Wilson. Annette Smith seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Eloise Eager with Sherry Blakeley seconding. The motion carried unanimously.

Citizen participation, communication, or announcements: Rich Bostwick took ticket orders for pancake breakfast fundraiser for his canoeing group.

Unfinished Business

a. Shared System –SHARE Update: Platteter discussed the upcoming SHARE mobile app.

b. 2021/22 Budget: Platteter gave a recap of the 2021 ALS budget.

c. Public Library System Redesign Project:

d. Librarians' Report:

e. ALS Covid-19: The Board will continue to meet virtually on a month-to-month basis.

f. Merger exploration update: Committee members Adam Dinnes and Bill Wilson discussed the 3rd meeting of the Joint Merger Exploration Committee which was held March 7th virtually.

New Business

a. Approval of the 2021 Annual Report: Bill Wilson moved to approve the 2021 ALS Budget, Jose Carrillo seconded, and the motion passed unanimously.

b. ARPA Update: Platteter discussed how the ALS portion of the Rock County ARPA project was progressing.

c. 2022 ALS Board Meeting Dates: Platteter shared a document of 2022 dates reflecting that the May 2022 meeting was moved to May 4th due to a conflict with the spring WAPL conference.

Communications:

Jose Carrillo moved to adjourn. Stephanie Aegerter seconded, and the motion carried unanimously. The meeting ended at 6:41 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	03/23/2022	SOUTH CENTRAL LIBRARY SYSTEM	6,378.50	
		03/17/2022	WILS	1,393.00	
		02/28/2022	KOENE COURIER SERVICE LLC	2,885.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	269,076.00	162,501.49	0.00	10,656.50	95,918.01
51-5000-0000-62410	R&M-Vehicles	03/10/2022	BURTNESS CHEVROLET INC	619.56	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	954.72	0.00	619.56	8,425.72
51-5000-0000-63101	Postage	03/02/2022	ARROWHEAD LIBRARY PETTY CASH	25.68	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	46.56	0.00	25.68	927.76
51-5000-0000-65321	Building Lease	05/01/2022	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	4,666.68	0.00	1,166.67	8,166.65
Arrowhead Library System PROG TOTAL				12,468.41	

I have examined the preceding bills and encumbrances in the total amount of **\$12,468.41**

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: 2311072

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2022

As of: 04/04/2022

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	540,857.00	405,643.00	0.00	(135,214.00)
44120	Miscellaneous Fees	3,438.00	3,434.75	0.00	(3.25)
45504	Intergov-Other Libraries	284,448.00	284,448.18	0.00	0.18
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	40,000.00	0.00	0.00	(40,000.00)
Total Revenue		870,743.00	695,525.93	0.00	(\$175,217.07)
EXPENSE					
61100	Regular Wages	189,492.00	32,547.02	0.00	156,944.98
61300	Per Diems	1,800.00	300.00	0.00	1,500.00
61400	FICA	14,496.00	2,429.73	0.00	12,066.27
61510	Retirement	10,514.00	1,774.80	0.00	8,739.20
61610	Health Insurance Premium	47,560.00	0.00	0.00	47,560.00
61620	Dental Insurance	1,334.00	665.60	0.00	668.40
61630	Life Insurance	180.00	47.32	0.00	132.68
62119	Other Contracted Services	269,076.00	173,157.99	0.00	95,918.01
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	282.12	0.00	1,717.88
62410	Repair & Maintenance-Vehicles	10,000.00	1,574.28	0.00	8,425.72
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	115.58	0.00	1,384.42
63101	Postage	1,000.00	72.24	0.00	927.76
63104	Printing & Duplicating	6,000.00	602.41	0.00	5,397.59
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,300.00	243.00	0.00	1,057.00
63300	Travel	3,000.00	75.44	0.00	2,924.56
64200	Training Expense	4,000.00	230.00	0.00	3,770.00
64201	Convention Expense	4,000.00	107.96	0.00	3,892.04
64214	ILS Costs	197,891.00	189,191.85	0.00	8,699.15
64303	Extension Materials	4,000.00	323.20	0.00	3,676.80
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,238,125.00	1,238,124.98	0.00	0.02
64309	Intersystem Agreement	81,828.00	73,513.94	0.00	8,314.06
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	5,962.00	0.00	38.00
65321	Building Lease	14,000.00	5,833.35	0.00	8,166.65
67199	Miscellaneous Equipment	35,000.00	0.00	0.00	35,000.00
Total Expense		2,192,496.00	1,767,174.81	0.00	425,321.19
County Share (Revenue - Expense)		(1,321,753.00)	(1,071,648.88)	0.00	(250,104.12)
<hr/>					
Grand Total Revenue		870,743.00	695,525.93	0.00	(175,217.07)

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2022

As of: 04/04/2022

Budget: RV

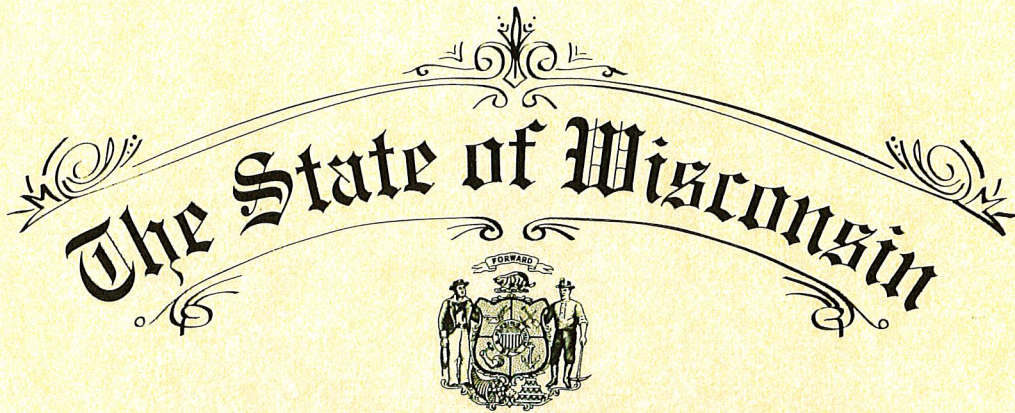
Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,192,496.00	1,767,174.81	0.00	425,321.19
	Grand Totals County Share	(1,321,753.00)	(1,071,648.88)	0.00	(250,104.12)

2023 ALS ROCK COUNTY FUNDING REQUEST

[illegible]

*PLP is Participating Library Payment			2021		2021				
***The formula cost of rural service times 70% based on total operating expenditures - federal fund expenditures divided by total circulations			Total Operating Expenditures	Total Circulations	Cost per Circulation	Township Circulation	Cost of Township Circ.	70% of cost of Township circ	
Beloit	\$	2,273,303		166,053	\$ 13.69	41,532	\$ 568,582.44	\$ 398,007.71	
Clinton	\$	164,181		22,192	\$ 7.40	10,204	\$ 75,491.30	\$ 52,843.91	
Egerton	\$	382,233		72,199	\$ 5.29	17,545	\$ 92,886.02	\$ 65,020.22	
Evansville	\$	373,644		42,287	\$ 8.84	10,335	\$ 91,319.10	\$ 63,923.37	
Hedberg	\$	3,965,993		446,821	\$ 8.88	62,678	\$ 556,331.30	\$ 389,431.91	
Milton	\$	377,254		66,333	\$ 5.69	21,607	\$ 122,884.95	\$ 86,019.46	
Orfordville	\$	121,812		22,602	\$ 5.39	12,793	\$ 68,947.04	\$ 48,262.93	
Average Cost/Circ					\$ 7.88		\$ 1,576,442.15	\$ 1,103,509.51	
70% formula is only used if it is higher than Rock County formula									



OFFICE OF THE GOVERNOR

CERTIFICATE OF COMMENDATION

HONORING

Arrowhead Library System

ON BEHALF OF THE PEOPLE OF THE STATE OF WISCONSIN,
I AM PLEASED TO COMMEND ARROWHEAD LIBRARY SYSTEM
FOR ITS SERVICE TO OUR STATE.

PUBLIC LIBRARIES IN WISCONSIN ARE THE HEARTS OF
OUR CITIES, TOWNS, VILLAGES, AND COMMUNITIES, AND HAVE LONG
SERVED AS TRUSTED AND TREASURED INSTITUTIONS THAT OFFER OPPORTUNITIES
FOR ALL PEOPLE TO EXPLORE NEW WORLDS, LEARN IMPORTANT SKILLS,
ACCESS CRITICAL RESOURCES, AND BECOME MORE
ENGAGED CITIZENS OF OUR DEMOCRACY.

I EXTEND MY PERSONAL THANKS TO ARROWHEAD LIBRARY SYSTEM
FOR ITS COUNTLESS CONTRIBUTIONS TO OUR STATE AND FOR SERVING AS A BOLD
EXAMPLE FOR PUBLIC LIBRARY SYSTEMS EVERYWHERE.

DONE ON THIS 10TH DAY OF
DECEMBER 2021.

Tony Evers

TONY EVERS
GOVERNOR





WISCONSIN DEPARTMENT OF
Public Instruction

Jill K. Underly, PhD, State Superintendent

March 4th, 2022

Annette Smith
Arrowhead Library System Board Vice-President
430 E High St
Milton, WI 53563

Dear Annette Smith:

I am pleased to inform you of the approval of your 2022 annual system plan. The request for your first public library system state aid payment for 2022 has been initiated by staff of the Division for Libraries and Technology (DLT). This funding is provided from the state Universal Service Fund. For this first state aid payment you will receive an electronic transfer totaling \$405,643.00. The second state aid payment for 2022 will be initiated upon completion of a review and acceptance of your system's 2021 annual report and evaluation.

This payment and enclosed plan approval are based on the expectation that your system will implement the plan in compliance with the statutory requirements for public library systems. The counties comprising your system and your member public libraries shall be in compliance with system membership requirements. If a member or the system is not compliant with these requirements, the system shall submit a plan to the DLT detailing specific actions the system will take to bring members or the system back into compliance. Signed agreements and contracts for 2022 operations must be filed before January 15, 2022. Audits for 2021 should be provided to the DLT within 30 days of audit completion and no later than September 30, 2022.

The Department of Public Instruction looks forward to working with you, your board, and your system staff in the coming year to support essential public library and library system services across the state.

Sincerely,

Dr. Jill Underly
State Superintendent

JKU:mjd

Enclosure

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c: Steven Platteter, Director, Arrowhead Library System Board President
Tessa Michaelson Schmidt, Assistant State Superintendent, Division for Libraries
and Technology