

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

May 4, 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
6. Unfinished Business
  - a. Shared System – SHARE Update
  - b. 2022 Budget
  - c. Public Library System Redesign Project
  - d. Librarians' Report – Sarah Strunz
  - e. ALS Covid-19 Update – Continue virtual meetings?
  - f. Merger exploration update
7. New Business
  - a. ALS Sponsorship of WAPL and SSCS Conferences
  - b. ARPA Update
  - c. Second 2022 State Aid payment

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 4/7/2022.

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

April 13, 2022

ALS Board President Eloise Eager called the meeting to order at 6:01 p.m. Present were Bill Wilson, Sherry Blakeley, Stephanie Aegerter, Jose Carrillo, Sarah Strunz, Charles Teval and Steven Platteter. Also present was Clinton Public Library Director Joseph Langer

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

The March 2022 minutes were moved approved by Jose Carrillo. Bill Wilson seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Stephanie Aegerter with Bill Wilson seconding. The motion carried unanimously.

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

#### **Unfinished Business**

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

##### **b. 2021/22 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 member Bill Wilson discussed the 4<sup>th</sup> meeting of the Joint Merger Exploration Committee which was held April 4<sup>th</sup> at the Matheson Memorial Library in Elkhorn.

**New Business**

**a. Preliminary 2023 Rock County library funding:** Platteter reported that the 2023 numbers looked good because the percentage of township circulation either stayed the same for some libraries or increased for others. The one exception is MPL.

**b. ARPA Update:** Platteter Reported that a press release has been drafted, waiting for approval from Rock County.

**Communications:** Platteter discussed the Certificate of Commendation from the Governor's Office

Jose Carrillo moved to adjourn. Bill Wilson seconded, and the motion carried unanimously. The meeting ended at 6:30 p.m.

Respectfully submitted,  
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

## COMMITTEE APPROVAL REPORT

04/25/2022

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	Other Services				
		04/08/2022	WISCONSIN LIBRARY ASSOCIATION		2,000.00
		03/29/2022	BUE,RENE		936.25
		03/31/2022	KOENE COURIER SERVICE LLC		2,885.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	269,076.00	173,157.99	0.00	5,821.25	90,096.76
51-5000-0000-62410	R&M-Vehicles				
		04/11/2022	BURTNESS CHEVROLET INC		856.22
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	2,971.36	0.00	856.22	6,172.42
51-5000-0000-63100	Office&Misc Exp				
		03/26/2022	OFFICE DEPOT INC		155.75
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	115.58	0.00	155.75	1,228.67
51-5000-0000-63101	Postage				
		04/06/2022	ARROWHEAD LIBRARY PETTY CASH		10.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	72.24	0.00	10.88	916.88
51-5000-0000-63200	Pubs/Subs/Dues				
		03/29/2022	PLATTETER,STEVE		203.68
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,300.00	243.00	0.00	203.68	853.32
51-5000-0000-64201	Convention Exp				
		04/13/2022	PLATTETER,STEVE		242.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	107.96	0.00	242.00	3,650.04
51-5000-0000-65321	Building Lease				
		06/01/2022	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	5,833.35	0.00	1,166.67	6,999.98
Arrowhead Library System PROG TOTAL				8,456.45	

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 **\$8,456.45**

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: 2322219

# Rock County - Production

## Budget to Actual Figures

Fiscal Year: 2022

As of: 04/25/2022

Budget: RV

Org Key      Title  
5150000000      Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
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)
<b>Total Revenue</b>		<b>870,743.00</b>	<b>695,525.93</b>	<b>0.00</b>	<b>(\$175,217.07)</b>
<b>EXPENSE</b>					
61100	Regular Wages	189,492.00	46,937.15	0.00	142,554.85
61300	Per Diems	1,800.00	400.00	0.00	1,400.00
61400	FICA	14,496.00	3,504.83	0.00	10,991.17
61510	Retirement	10,514.00	2,577.40	0.00	7,936.60
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	419.88	0.00	1,580.12
62410	Repair & Maintenance-Vehicles	10,000.00	2,971.36	0.00	7,028.64
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	917.85	0.00	5,082.15
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
<b>Total Expense</b>		<b>2,192,496.00</b>	<b>1,785,392.92</b>	<b>0.00</b>	<b>407,103.08</b>
<b>County Share (Revenue - Expense)</b>		<b>(1,321,753.00)</b>	<b>(1,089,866.99)</b>	<b>0.00</b>	<b>(231,886.01)</b>
<hr/>					
<b>Grand Total Revenue</b>		<b>870,743.00</b>	<b>695,525.93</b>	<b>0.00</b>	<b>(175,217.07)</b>

# Rock County - Production

## Budget to Actual Figures

Fiscal Year: 2022

As of: 04/25/2022

Budget: RV

Org Key      Title  
5150000000      Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,192,496.00	1,785,392.92	0.00	407,103.08
	Grand Totals County Share	(1,321,753.00)	(1,089,866.99)	0.00	(231,886.01)





State of Wisconsin

# Payment Advice

To:

Supplier Name:

Supplier Address: Arrowhead Lib Sys  
430 East High Street Ste 200

Milton WI, 53563-1579  
USA

Reference Information

Pay Cycle: DLYACH

Pay Cycle Seq Number: 1728

Supplier Number:

Payment Information

Payment Reference:

Payment Date:

Payment Method:

04/25/2022

Automated Clearing House

Bank ID

Bank Name

FIRST NATIONAL BANK AND TRUST

Branch ID

Branch Name

Bank To Information: \*\*\*\*\*013

Bank To Account:

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with ref# and amt

AP Unit	Voucher ID	Invoice Number	Invoice Date	Gross Amount	Discount Amount	Paid Amt
DPI			04/18/2022	135,214.00	0.00	135,214.00
Reimbursement for Public Library System Aid				135,214.00	0.00	135,214.00 USD
Total:						