

ARROWHEAD LIBRARY SYSTEM

Board Meeting

In Person: [ALS/Milton Public Library](#) - 430 E High Street, Milton

Or

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

or to join by phone, dial:

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

June 8, 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
 - f. Merger exploration update
7. New Business
 - a. Consider Chris Cullen to the ALS Board
 - b. Consider Stephen Brace to the ALS Board
 - c. Officer changes to the ALS Board

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 6/2/2022.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

May 4th, 2022

ALS Board Vice President Annette Smith called the meeting to order at 6:05 p.m. Present were Bill Wilson, Sherry Blakeley, Steven Brace, Chris Cullen, Sarah Strunz, Charles Teval and Steven Platteter. Also present was Lakeshores Library Director Steve Ohs

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

The April 2022 minutes were moved approved by Bill Wilson. Sherry Blakeley seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Sherry Blakeley 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: Bill Wilson moved to have Hybrid meeting in June with the physical location being at Milton PL, Chris Cullen seconding. The motion carried unanimously.

f. Merger exploration update: Committee members Annette Smith and Bill Wilson discussed the 5th meeting of the Joint Merger Exploration Committee which was held virtually on May 2nd.

New Business

a. Sponsorship of WAPL and SSCS Conferences: Platteter reported that ALS is sponsoring both conferences at \$1000 each.

b. ARPA Update: Platteter reported that a press release was sent out and a Small Business Chromebook Kit page was added to the ALS website.

c. Second State Aid payment: Platteter reported the second State Aid payment of \$135,214 was received by Rock County on April 26.

Communications:

Bill Wilson moved to adjourn. Chris Cullen seconded, and the motion carried unanimously. The meeting ended at 6:48 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	05/02/2022	KOENE COURIER SERVICE LLC	2,885.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	269,076.00	177,646.74	0.00	2,885.00	88,544.26
51-5000-0000-62410	R&M-Vehicles	05/17/2022	BURTNES CHEVROLET INC	278.87	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	4,169.40	0.00	278.87	5,551.73
51-5000-0000-63100	Office&Misc Exp	03/31/2022	AMAZON.COM	44.95	
		04/12/2022	JAX CUSTOM PRINTING INC	174.75	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	271.33	0.00	219.70	1,008.97
51-5000-0000-65321	Building Lease	07/01/2022	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	7,000.02	0.00	1,166.67	5,833.31
Arrowhead Library System PROG TOTAL				4,550.24	

I have examined the preceding bills and encumbrances in the total amount of **\$4,550.24**

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: 2336780

Rock County - Production Budget to Actual Figures

Fiscal Year: 2022

As of: 05/31/2022

Budget: RV

Org Key **Title**
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	540,857.00	540,857.00	0.00	0.00
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	830,739.93	0.00	(\$40,003.07)
EXPENSE					
61100	Regular Wages	189,492.00	61,389.19	0.00	128,102.81
61300	Per Diems	1,800.00	500.00	0.00	1,300.00
61400	FICA	14,496.00	4,602.55	0.00	9,893.45
61510	Retirement	10,514.00	3,380.00	0.00	7,134.00
61610	Health Insurance Premium	47,560.00	0.00	0.00	47,560.00
61620	Dental Insurance	1,334.00	832.00	0.00	502.00
61630	Life Insurance	180.00	59.15	0.00	120.85
62119	Other Contracted Services	269,076.00	176,314.24	0.00	92,761.76
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	558.29	0.00	1,441.71
62410	Repair & Maintenance-Vehicles	10,000.00	4,169.40	0.00	5,830.60
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	271.33	0.00	1,228.67
63101	Postage	1,000.00	83.12	0.00	916.88
63104	Printing & Duplicating	6,000.00	1,264.29	0.00	4,735.71
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,300.00	446.68	0.00	853.32
63300	Travel	3,000.00	106.45	0.00	2,893.55
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	5,886.00	0.00	114.00
65321	Building Lease	14,000.00	7,000.02	0.00	6,999.98
67199	Miscellaneous Equipment	35,000.00	0.00	0.00	35,000.00
Total Expense		2,192,496.00	1,808,354.64	0.00	384,141.36
County Share (Revenue - Expense)		(1,321,753.00)	(977,614.71)	0.00	(344,138.29)
Grand Total Revenue		870,743.00	830,739.93	0.00	(40,003.07)

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

Fiscal Year: 2022

As of: 05/31/2022

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,192,496.00	1,808,354.64	0.00	384,141.36
	Grand Totals County Share	(1,321,753.00)	(977,614.71)	0.00	(344,138.29)



WISCONSIN DEPARTMENT OF
Public Instruction

Jill K. Underly, PhD, State Superintendent

April 25, 2021

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

Dear Ms. Smith:

I am pleased to inform you that Arrowhead Library System's second payment for operations in 2022 in the amount of \$135,214 has been electronically transmitted. This payment will allow you to continue to carry out this year's system plan as approved earlier by the Division for Libraries and Technology. I am hopeful that this aid payment will assist your library system's support of your member libraries. Public library system funding is provided from the Universal Service Fund.

I want to thank you and your fellow board members for your efforts to bring excellence in public library services to the residents of your service area. The Department of Public Instruction looks forward to continuing to work and collaborate with public library systems throughout Wisconsin to ensure that adequate resources are available to support the critical services your system provides to member libraries.

Sincerely,

Tessa Michaelson Schmidt

Tessa Michaelson Schmidt
State Librarian
Assistant State Superintendent, Division for Libraries and Technology

c: Steven Platteter, Director, Arrowhead Library System
Ben Miller, Director - Library Services Team

Dear Steve,

Many thanks for your generous
Sponsorship of the WPPK Conference.
Your support helped propel an event
toward success and was much
appreciated!

Sincerely,
Lana Jensen