

ARROWHEAD LIBRARY SYSTEM
Personnel 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 May 12, 2021

5:30 pm

1. Call to Order
2. Approval of agenda
3. Approval of Minutes
4. 2022 Staff Wages
5. Set next meeting date.
6. Adjourn

Please call the ALS office if you are unable to attend (868-2872)

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 5/6/2021

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM PERSONNEL COMMITTEE MEETING
Milton Public Library
February 13, 2019

- 1) **Call to Order:** ALS Personnel Committee Chair Rich Bostwick called the meeting to order at 5:30 p.m. Also present were Bill Wilson, Wes Davis, Maribeth Miller and Steven Platteter.
- 2) **Approval of agenda:** Wes Davis moved to approve the agenda. Bill Wilson seconded and the motion carried unanimously.
- 3) **Approval of Minutes:** Bill Wilson moved to approve the minutes. Maribeth Miller seconded and the motion carried unanimously.
- 4) **Approval of FMLA/Maternity Leave for Tovah Anderson:** Maribeth Miller moved to approve FMLA/Maternity Leave for Tovah Anderson. Bill Wilson seconded and the motion carried unanimously.
- 5) **Set Next Meeting Date:** To be determined.
- 6) **Adjourn:** Bill Wilson moved to adjourn. Wes Davis seconded and the motion carried unanimously. The meeting ended at 5:44 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

2022 salaries 0% FA

FTE's	1% 2021	0% 2022	6.55%	7.65%	7.65%	7.65%	Life Insurance	Total Salaries
Staff	hrs/wk	Hour - 2020	Hour - 2022 0%	Total	Retirement	Health + Dental	FICA	Life Insurance & Fringes
Director	1	40 \$	31.69 \$	\$65,915.20	\$4,317.45	\$16,939.00	\$5,043	\$92,274.16
ILS Admin	0	0 \$	27.12 \$	\$0.00	\$0.00	\$0.00	\$0	\$0.00
PIC	1	40 \$	23.67 \$	\$49,233.60	\$3,224.80	\$16,939.00	\$3,766	\$73,223.77
Office/ILL	0.9	36 \$	21.74 \$	\$40,697.28	\$2,665.67	\$15,247.00	\$3,113	\$61,783.29
GO-D	0	0 \$	15.66 \$	\$0.00			\$0	\$0.00
D1 MW	0.3	12 \$	14.07 \$	\$8,779.68	\$575.07		\$672	\$10,026.39
D2 SF	0.3	12 \$	13.13 \$	\$8,193.12	\$536.65		\$627	\$9,356.54
D3 RO	0.375	15 \$	14.30 \$	\$11,154.00	\$730.59	\$0.00	\$853	\$12,737.87
Trainer	0	0	24.83 \$	\$0.00	\$0.00		\$0	\$0.00
Total	3.875			\$183,972.88	\$12,050.22	\$49,125.00	\$14,073.93	\$259,402.03
FTE's								\$124.71 per hour
						\$16466 per FTE-Health		
						\$473 per FTE-Dental		

2022 salaries 1% FA

FTE's	Staff	FTE	hrs/wk	Hour - 2021	Hour - 2022 1%	Total	Retirement	Health + Dental	FICA	7.65%	Life Insurance	Total Salaries & Fringes	Total Salaries
	Director	1	40	\$ 31.69	\$ 32.01	\$66,574.35	\$4,360.62	\$16,939.00	\$5,093	\$60	\$93,026.91	\$26,452.56	
	ILS Admin	0	0	\$ 27.12	\$ 27.12	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0.00	\$0.00	
	PIC	1	40	\$ 23.67	\$ 23.91	\$49,725.94	\$3,257.05	\$16,939.00	\$3,804	\$60	\$73,786.02	\$24,060.08	
	Office/ILL	0.9	36	\$ 21.74	\$ 21.96	\$41,104.25	\$2,892.33	\$15,247.00	\$3,144	\$60	\$62,248.06	\$21,143.80	
	GO-D	0	0	\$ 15.66	\$ 15.66	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0.00	\$0.00	
	D1 MW	0.3	12	\$ 14.07	\$ 14.21	\$8,867.48	\$580.82		\$678		\$10,126.66	\$1,259.18	
	D2 SF	0.3	12	\$ 13.13	\$ 13.26	\$8,275.05	\$542.02		\$633		\$9,450.11	\$1,175.06	
	D3 RO	0.375	15	\$ 14.30	\$ 14.44	\$11,265.54	\$737.89	\$0.00	\$862		\$12,865.25	\$1,599.71	
	Trainer	0	0	\$ 24.83	\$ 24.83	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0.00	\$0.00	
	Total	3.875				\$185,812.61	\$12,170.73	\$49,125.00	\$14,214.66	\$180.00	\$261,503.00	\$75,690.39	
	FTE's											\$125.72 per hour	
								\$16466 per FTE-Health					
								\$473 per FTE-Dental					

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

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

May 12, 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. Strategic planning/merger exploration update
7. New Business
 - a. 2022 Rock County Budget Calendar

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 5/6/2021.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

April 14, 2021

ALS Board President Adam Dinnes called the meeting to order at 6:00 p.m. Present were Bill Wilson, Sherry Blakeley, Jose Carrillo, Annette Smith, Stephanie Aegerter, Eloise Eager, Sarah Strunz, Nick Dimassis, Charles Teval and Steven Platteter. Also present was Lakeshores Library System Director Steve Ohs.

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

The March 2021 minutes were moved approved by Eloise Eager. Sherry Blakeley seconded, and the motion carried unanimously.

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

Citizen participation, communication, or announcements: Bill Wilson mentioned that the Milton PL no longer has any construction with the City of Milton.

Unfinished Business

a. Shared System –SHARE Update:

b. 2020/21 Budget: Platteter mentioned preliminary 2022 Rock County funding and the second ALS state aid payment will be discussed under new business.

c. Public Library System Redesign Project: Platteter discussed potential statewide delivery changes.

d. Librarians' Report:

e. ALS Covid-19 Update: Platteter mentioned that all ALS staff have received at least one shot of a COVID vaccine.

New Business

a. Preliminary 2022 Rock County funding: Platteter reported that the Rock County formula will show an increase for most of the ALS libraries as the percentage of township circ had either remained the same or increased for the member libraries.

b. ALS merger exploration update: Platteter and Steve Ohs briefed the board on developments regarding the exploration process.

c. Second 2021 State Aid payment - \$116,955: Platteter mentioned ALS should receive the funds around April 26.

Communications:

Jose Carrillo moved to adjourn. Bill Wilson seconded, and the motion carried unanimously. The meeting ended at 6:34 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	
51-5000-0000-44120	Misc Fees	04/02/2021	EVANSVILLE SCHOOL		210.30
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,052.00	2,631.04	0.00	210.30	210.66
51-5000-0000-62119	Other Services	03/31/2021	KOENE COURIER SERVICE LLC		2,665.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	237,515.00	151,173.36	0.00	2,665.00	83,676.64
51-5000-0000-62410	R&M-Vehicles	04/05/2021	BURTNESS CHEVROLET INC		61.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	1,746.53	0.00	61.60	8,191.87
51-5000-0000-63101	Postage	04/07/2021	ARROWHEAD LIBRARY PETTY CASH		11.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	46.40	0.00	11.20	942.40
51-5000-0000-63108	Public Inf	03/29/2021	ANDERSON,TOVAH		74.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	0.00	0.00	74.99	4,925.01
51-5000-0000-64200	Training	03/30/2021	BRIDGES LIBRARY SYSTEM		1,138.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	239.37	0.00	1,138.00	2,622.63
51-5000-0000-64201	Convention Exp	04/16/2021	PLATTETER,STEVE		85.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	50.00	0.00	85.00	3,865.00
51-5000-0000-64904	Sundry Expense	04/19/2021	ARROWHEAD LIBRARY PETTY CASH		41.93
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	41.93	958.07
51-5000-0000-65321	Building Lease	06/01/2021	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				5,454.69	

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 **\$5,454.69**

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 _____

<u>Account Number</u>	<u>Account Name</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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REPORT COMPLETE!

For Job Numbers: 2178731

Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 05/03/2021

Budget: RV

Org Key **Title**
515000000 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	0.00	0.00	(2,000.00)
46400	Fund Balance	60,000.00	0.00	0.00	(60,000.00)
	Total Revenue	793,764.00	731,552.99	0.00	(\$62,211.01)
EXPENSE					
61100	Regular Wages	183,982.00	46,361.86	0.00	137,620.14
61300	Per Diems	1,800.00	450.00	0.00	1,350.00
61400	FICA	14,075.00	3,461.47	0.00	10,613.53
61510	Retirement	12,051.00	2,654.28	0.00	9,396.72
61610	Health Insurance Premium	47,752.00	15,409.17	0.00	32,342.83
61620	Dental Insurance	1,373.00	518.72	0.00	854.28
61630	Life Insurance	180.00	40.52	0.00	139.48
62119	Other Contracted Services	237,515.00	153,838.36	0.00	83,676.64
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	57.95	0.00	1,942.05
62410	Repair & Maintenance-Vehicles	10,000.00	1,808.13	0.00	8,191.87
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	116.85	0.00	1,383.15
63101	Postage	1,000.00	57.60	0.00	942.40
63104	Printing & Duplicating	5,000.00	946.32	0.00	4,053.68
63108	Public Information	5,000.00	74.99	0.00	4,925.01
63200	Publications/Subscriptions/Due	1,200.00	437.70	0.00	762.30
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	135.00	0.00	3,865.00
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	80,451.59	0.00	2,588.41
64904	Sundry Expense	1,000.00	41.93	0.00	958.07
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	7,000.02	0.00	6,999.98
67199	Miscellaneous Equipment	1,000.00	0.00	0.00	1,000.00
	Total Expense	2,041,447.00	1,712,851.63	0.00	328,595.37
	County Share (Revenue - Expense)	(1,247,683.00)	(981,298.64)	0.00	(266,384.36)
	Grand Total Revenue	793,764.00	731,552.99	0.00	(62,211.01)

Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 05/03/2021

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,041,447.00	1,712,851.63	0.00	328,595.37
	Grand Totals County Share	(1,247,683.00)	(981,298.64)	0.00	(266,384.36)

2022 Budget Preparation Calendar

Time Frame	Activity	Assigned to
April 30	Budget Calendar sent to Department Heads & County Board.	Administrator
April 30	H.R. sends memo to depts. describing the procedures for making personnel requests.	H.R.
May 14	I.T. sends memo to depts. notifying them as to the procedures for making I.T. equipment requests.	I.T.
June 4	All Department Head meeting regarding next year's budget. Instructions given and forms provided on intranet.	Administrator H.R., Finance
June 4	Send H.R. completed forms as described in HR memo. (electronic copies to Alyx Brandenburg).	Department Heads
June 11	Send I.T. equipment requests to Information Technology	Department Heads
June 4 Through July 19/July 26	Preparation of Management Charters, budget request worksheets and forms.	Department Heads
July 16	Send instructions for how to run PO3 reports to all departments.	Finance
July 9-July 26	H.R. completes Form A and sends to Departments	H.R.
July 19/July 26	Submit completed Management Charters, budget request worksheets and supplemental forms to County Administrator.	Department Heads
July 27 Through September 24	Analysis and review of department budget requests. Administrator meetings with Department Heads.	Administrator Admin. Staff Finance, H.R. Department Heads
October 1 Through October 8	Preparation and printing of Recommended Budget document.	Admin. Staff Central Duplicating
October 14	Presentation of County Administrator's Recommended Budget to the County Board.	Administrator County Board
October 15	Notice of Public Hearing on County Budget.	Finance Dir. County Clerk
October 18 Through October 29	Review and consideration of department budget requests by Governing Committees. Formalization of action by Committee.	Governing Committees
November 1	County Administrator's review and explanation of the Recommended Budget with questions from the County Board.	County Board Administrator
November 3	Public Hearing on the Recommended Budget.	County Board
November 4	Conducts Governing Committee appeals and Finance Committee makes recommendations on appeals for submission to the County Board.	Finance Committee
November 9	Adoption of County Budget and setting of the tax rate. Statutory annual meeting.	County Board