

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

Google Meet

enter this link:

<https://meet.google.com/asw-uwqp-khi>

in a browser

or to join by phone, dial:

+1 507-323-2481 and enter this PIN: 364 475 280#

Wednesday April 8, 2020

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. 2019/20 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. ALS Covid-19 Update
 - b. ALS Strategic Planning

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 4/2/2020.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Milton Public Library

March 11th, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Wes Davis, Adam Dinnes, Eloise Eager, Maribeth Miller, Charles Teval and Steven Platteter.

The Agenda was moved approved by Wes Davis. Adam Dinnes seconded, and the motion carried unanimously.

The February 2020 minutes were moved approved by Adam Dinnes. Eloise Eager seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Adam Dinnes with Maribeth Miller seconding. The motion carried unanimously.

Citizen participation, communication or announcements: Platteter handed out an email from Rachel Klimczyk. Eloise Eager announced that Eager Free PL was having an open house on April 25th.

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that RFID tags and tagging stations had been purchased.

b. 2019/20 Budget:

c. Public Library System Redesign Project: Platteter mentioned that Bruce Smith, of WiLS, has taken a position with DPI and will be working with PLSR implementation.

d. Librarians' Report:

New Business

a. September ALS Board meeting: The September ALS Board meeting will be held September 23rd.

Communications:

Eloise Eager moved to adjourn. Wes Davis seconded, and the motion carried unanimously. The meeting ended at 6:32 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0021-23990	DUE OTHER LIBR.				
		03/18/2020	BELOIT PUBLIC LIBRARY	897.51	
		03/18/2020	CLINTON PUBLIC LIBRARY	210.06	
		03/18/2020	EAGER FREE PUBLIC LIBRARY	402.75	
		03/18/2020	EDGERTON PUBLIC LIBRARY	10.42	
		03/18/2020	HEDBERG PUBLIC LIBRARY	11,568.70	
		03/18/2020	MILTON PUBLIC LIBRARY	243.04	
		03/18/2020	ORFORDVILLE PUBLIC LIBRARY	13.89	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(26,693.52)	0.00	13,346.37	13,347.15
STL-LIBRARY PROG TOTAL				13,346.37	

I have examined the preceding bills and encumbrances in the total amount of **\$13,346.37**

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	
51-5000-0000-62119	Other Services	03/06/2020	EDGERTON PUBLIC LIBRARY	5,305.89	
		03/01/2020	BUE,RENE	86.10	
		03/06/2020	WILS	1,393.00	
		02/28/2020	KOENE COURIER SERVICE LLC	1,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
258,933.00	151,606.12	0.00	8,449.99	98,876.89	
51-5000-0000-63100	Office&Misc Exp	03/17/2020	OFFICE DEPOT INC	103.75	
		Budget	YTD Exp	YTD Enc	Pending
	1,500.00	225.02	0.00	103.75	1,171.23
51-5000-0000-63101	Postage	03/04/2020	ARROWHEAD LIBRARY PETTY CASH	19.40	
		Budget	YTD Exp	YTD Enc	Pending
	1,000.00	22.20	0.00	19.40	958.40
51-5000-0000-63104	Print/Duplicate	03/06/2020	DIMAX OFFICE SOLUTIONS INC	286.75	
		Budget	YTD Exp	YTD Enc	Pending
	5,000.00	1,049.36	0.00	286.75	3,663.89
51-5000-0000-63200	Pubs/Subs/Dues	01/01/2020	WINDING RIVERS LIBRARY SYSTEM	100.00	
		Budget	YTD Exp	YTD Enc	Pending
	1,500.00	522.50	0.00	100.00	877.50
51-5000-0000-63300	Travel	03/10/2020	SCHOMBER,JENI	104.98	
		Budget	YTD Exp	YTD Enc	Pending
	3,000.00	192.95	0.00	104.98	2,702.07
51-5000-0000-64214	ILS Costs	03/18/2020	BELOIT PUBLIC LIBRARY	771.57	
		03/18/2020	EAGER FREE PUBLIC LIBRARY	33.92	
		03/18/2020	MILTON PUBLIC LIBRARY	240.97	
		Budget	YTD Exp	YTD Enc	Pending
	185,684.00	155,844.43	0.00	1,046.46	28,793.11
51-5000-0000-64309	Instersystem	02/24/2020	LAKESHORES LIBRARY SYSTEM	2,353.50	
		Budget	YTD Exp	YTD Enc	Pending
	73,534.00	68,827.16	0.00	2,353.50	2,353.34
51-5000-0000-64904	Sundry Expense	03/04/2020	ARROWHEAD LIBRARY PETTY CASH	13.24	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	26.08	0.00	13.24	960.68
51-5000-0000-65321	Building Lease	05/01/2020	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	6,678.68	0.00	1,166.67	6,154.65
Arrowhead Library System PROG TOTAL				13,644.74	

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 **\$13,644.74**

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: 2029934

Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 03/26/2020

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	467,820.00	350,865.00	0.00	(116,955.00)
44120	Miscellaneous Fees	6,103.00	5,375.75	0.00	(727.25)
45504	Intergov-Other Libraries	250,654.00	252,644.68	0.00	1,990.68
46000	Contributions	2,000.00	0.00	0.00	(2,000.00)
46400	Fund Balance	86,050.00	0.00	0.00	(86,050.00)
Total Revenue		812,627.00	608,885.43	0.00	(\$203,741.57)
EXPENSE					
61100	Regular Wages	182,860.00	26,725.88	0.00	156,134.12
61300	Per Diems	1,800.00	384.31	0.00	1,415.69
61400	FICA	13,989.00	2,010.23	0.00	11,978.77
61510	Retirement - Employer Share	11,977.00	1,524.89	0.00	10,452.11
61610	Health Insurance Premium	51,048.00	8,822.16	0.00	42,225.84
61620	Dental Insurance	1,556.00	389.04	0.00	1,166.96
61630	Life Insurance	180.00	29.76	0.00	150.24
62119	Other Contracted Services	258,933.00	151,606.12	0.00	107,326.88
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	230.72	0.00	1,769.28
62410	Repair & Maintenance-Vehicles	10,000.00	1,337.27	0.00	8,662.73
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	225.02	0.00	1,274.98
63101	Postage	1,000.00	22.20	0.00	977.80
63104	Printing & Duplicating	5,000.00	1,049.36	0.00	3,950.64
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,500.00	522.50	0.00	977.50
63300	Travel	3,000.00	192.95	0.00	2,807.05
64200	Training Expense	4,000.00	1,687.15	0.00	2,312.85
64201	Convention Expense	4,000.00	285.58	0.00	3,714.42
64214	ILS Costs	185,684.00	155,844.43	0.00	29,839.57
64303	Extension Materials	4,000.00	0.00	0.00	4,000.00
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,113,408.00	1,113,408.15	0.00	(0.15)
64309	Intersystem Agreement	73,534.00	68,827.16	0.00	4,706.84
64904	Sundry Expense	1,000.00	26.08	0.00	973.92
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	3,304.00	0.00	1,696.00
65321	Building Lease	14,000.00	6,678.68	0.00	7,321.32
67199	Miscellaneous Equipment	3,000.00	37.87	0.00	2,962.13
Total Expense		2,001,369.00	1,585,171.51	0.00	416,197.49
County Share (Revenue - Expense)		(1,188,742.00)	(976,286.08)	0.00	(212,455.92)
Grand Total Revenue		812,627.00	608,885.43	0.00	(203,741.57)

Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 03/26/2020

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,585,171.51	0.00	416,197.49
	Grand Totals County Share	(1,188,742.00)	(976,286.08)	0.00	(212,455.92)