

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

Google Meet

enter this link:

<https://meet.google.com/gbu-hkqi-aki>

in a browser

or to join by phone, dial:

+1 304-945-3658 and enter this PIN: 681 615 747#

Wednesday May 13, 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. 2nd State Aid payment - \$116,955
 - c. 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 5/7/2020.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via Google Meet

April 8th, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Wes Davis, Adam Dinnes, Annette Smith, Maribeth Miller, Sarah Strunz, Nick Dimassis and Steven Platteter. Also present was Jim Novy, Lakeshores Library System IT Manager, who ran the remote part of the meeting.

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

The March 2020 minutes were moved approved by Adam Dinnes. Rich Bostwick 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 discussed emails from Rachel Klimczyk.

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that do to Covid-19 library closures, all SHARE due dates have been pushed out till May 15th.

b. 2019/20 Budget: Platteter mentioned that ALS has received its 2nd state aid payment for 2020.

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. ALS Covid-19 Update: Platteter discussed what is happening with ALS and its member libraries in regard to the Covid-19 "Safe at Home" order.

b. ALS Strategic Planning: Platteter discussed to upcoming deadlines.

Communications:

Maribeth Miller moved to adjourn. Adam Dinnes seconded, and the motion carried unanimously. The meeting ended at 6:25 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	04/02/2020	LAKESHORES LIBRARY SYSTEM	16,096.87		
		03/25/2020	WILS	7,105.00		
		03/25/2020	KOENE COURIER SERVICE LLC	1,665.00		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	258,933.00	160,056.11	0.00	24,866.87	74,010.02	
51-5000-0000-63101	Postage	04/10/2020	ARROWHEAD LIBRARY PETTY CASH	22.00		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	1,000.00	41.60	0.00	22.00	936.40	
51-5000-0000-63200	Pubs/Subs/Dues	03/26/2020	PLATTETER,STEVE	195.00		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	1,500.00	622.50	0.00	195.00	682.50	
51-5000-0000-64214	ILS Costs	03/25/2020	WILS	29,222.00		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	185,684.00	156,890.89	0.00	29,222.00	(428.89)	
51-5000-0000-65321	Building Lease	06/01/2020	CITY OF MILTON	1,166.67		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	14,000.00	7,845.35	0.00	1,166.67	4,987.98	
Arrowhead Library System PROG TOTAL				55,472.54		

I have examined the preceding bills and encumbrances in the total amount of **\$55,472.54**

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 _____

Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 05/01/2020

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	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	725,840.43	0.00	(\$86,786.57)
EXPENSE					
61100	Regular Wages	182,860.00	47,627.26	0.00	135,232.74
61300	Per Diems	1,800.00	554.46	0.00	1,245.54
61400	FICA	13,989.00	3,565.65	0.00	10,423.35
61510	Retirement - Employer Share	11,977.00	2,726.75	0.00	9,250.25
61610	Health Insurance Premium	51,048.00	17,005.55	0.00	34,042.45
61620	Dental Insurance	1,556.00	648.40	0.00	907.60
61630	Life Insurance	180.00	49.60	0.00	130.40
62119	Other Contracted Services	258,933.00	184,922.98	0.00	74,010.02
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	340.59	0.00	1,659.41
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	328.77	0.00	1,171.23
63101	Postage	1,000.00	63.60	0.00	936.40
63104	Printing & Duplicating	5,000.00	1,529.02	0.00	3,470.98
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,500.00	817.50	0.00	682.50
63300	Travel	3,000.00	404.31	0.00	2,595.69
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	186,112.89	0.00	(428.89)
64303	Extension Materials	4,000.00	(2,000.00)	0.00	6,000.00
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	71,180.66	0.00	2,353.34
64904	Sundry Expense	1,000.00	39.32	0.00	960.68
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	9,012.02	0.00	4,987.98
67199	Miscellaneous Equipment	3,000.00	37.87	0.00	2,962.13
Total Expense		2,001,369.00	1,684,989.35	0.00	316,379.65
County Share (Revenue - Expense)		(1,188,742.00)	(959,148.92)	0.00	(229,593.08)
Grand Total Revenue		812,627.00	725,840.43	0.00	(86,786.57)

Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 05/01/2020

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,684,989.35	0.00	316,379.65
	Grand Totals County Share	(1,188,742.00)	(959,148.92)	0.00	(229,593.08)

April 6, 2020

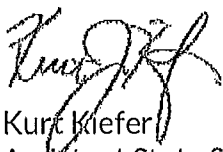
Richard Bostwick, President
Arrowhead Library System
430 E. High Street, Suite 200
Milton, WI 53563

Dear Mr. Bostwick:

I am pleased to notify you that Arrowhead Library System's second payment for operations in 2019 in the amount of \$116,955 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 (DLT). I am hopeful that this aid payment will assist your library system's response to the ongoing COVID-19 pandemic in support of your efforts and the efforts of your member libraries. Public library system funding is provided from the Universal Service Fund. A listing of this year's payments is enclosed, as well as a list of your system's mid-year duties and responsibilities.

I would like to take this opportunity to thank you and your fellow board members for all your efforts to bring excellence in public library service to the residents of the Arrowhead Library System area. The Department of Public Instruction looks forward to ongoing collaboration with your board and staff to ensure that adequate resources are provided to support the important services your system provides.

Sincerely,



Kurt Kiefer
Assistant State Superintendent
Division for Libraries and Technology

KJK/mjd

c: Steven Platteter, System Director, Arrowhead Library System
Michael Dennison, Public Library Data, Funding, and Compliance Consultant

Ongoing and Annual System Obligations

You and the system board are encouraged to review your current system plan during your next meeting and inform us no later than **June 30** any required alteration to your plan, such as changes to the service structure, personnel changes that require realignment of duties, or contracts for services with libraries or other systems that affect the plan.

While we realize that meeting the statutory services required of public library systems may be increasingly difficult, the Division nonetheless must be diligent in ensuring that we all are responsible stewards of public funds intended to support local services. Toward that end, please attend to the following list of recurring or annual obligations your system must meet for the Division to properly fulfill its duty to provide oversight of library systems:

- Send PDF copies of the required system audit as well as comments from the auditor as an email attachment or URL to LibraryReport@dpi.wi.gov soon after the system board accepts the audit, and no later than **September 30**.
- With your annual system plan due by **October 15**, include an inventory of current system contracts and member library agreements. For each, include the date of execution and, if appropriate, length of term. An example of the current member agreement will help us to determine if we have others on file.
- With your annual system plan due by October 15, include a list of county plans and their period of coverage. All county plans must address current statutory language for county funding of libraries. This may require updates of county plans, particularly for consolidated county libraries.
- System board meeting agendas. We require these in part to ensure that the system boards meet at least once every two months as required by s. 43.17 (2). Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.
- Draft and approved minutes of system board meetings. We require these in part to ensure that the system boards meet at least once every two months as required by s. 43.17 (2). Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.
- If the system has an appointed advisory committee comprised of member libraries under s. 43.17 (2m), please send agendas and minutes of those meetings as well. Sending an email to LibraryReport@dpi.wi.gov that includes a link to the most recent is sufficient.

2021 Budget Preparation Calendar

Time Frame	Activity	Assigned to
May 1	Budget Calendar sent to Department Heads & County Board.	Administrator
May 1	H.R. sends memo to departments describing the procedures for making personnel requests. Administrator sends accompanying guidance.	H.R. Administrator
May 15	I.T. sends memo to departments notifying them as to the procedures for making I.T. equipment requests.	I.T.
June 5	All Department Head meeting regarding next year's budget. Instructions given and forms provided on intranet.	Administrator H.R., Finance
June 5	Send H.R. completed forms as described in HR memo. (electronic copies to Alyx Brandenburg).	Department Heads
June 12	Send I.T. equipment requests to Information Technology	Department Heads
June 5 Through July 20/July 27	Preparation of Management Charters, budget request worksheets and forms.	Department Heads
July 15	Send instructions for how to run PO3 reports to all departments.	Finance
July 10-July 20	Administrator's Office completes personnel cost estimates and sends to departments for inclusion in budget submission (replaces Form A); some departments will continue to prepare their own personnel budgets and will be contacted separately.	Administrator
July 20/July 27	Submit completed Management Charters, budget request worksheets and supplemental forms to County Administrator.	Department Heads
July 28 Through September 25	Analysis and review of department budget requests. Administrator meetings with Department Heads.	Administrator Admin. Staff Finance, H.R. Department Heads
September 27 Through October 9	Preparation and printing of Recommended Budget document.	Admin. Staff Central Duplicating
October 8	Presentation of County Administrator's Recommended Budget to the County Board	Administrator County Board
October 9	Notice of Public Hearing on County Budget.	Finance Dir. County Clerk
October 12 Through October 30	Review and consideration of department budget requests by Governing Committees. Committees may take action.	Governing Committees
November 2	County Administrator's review and explanation of the Recommended Budget with questions from the County Board.	County Board Administrator
November 4	Public Hearing on the Recommended Budget.	County Board
November 5 (or TBD)	Finance Committee reviews appeals from Governing Committees and makes recommendations on appeals for submission to the County Board.	Finance Committee
November 10	Adoption of County Budget and setting of the tax rate. Statutory annual meeting.	County Board



MEMORANDUM

DATE: May 1, 2020
TO: All Department Heads
FROM: Josh Smith, County Administrator
SUBJECT: 2021 Budget Calendar
2021 Personnel Request Guidance

Accompanying this memo is the 2021 budget calendar. The calendar is largely the same with regard to due dates and meeting dates.

There are two specific issues I would like to address related to 2021 personnel budgets, including some initial thoughts on resource availability due to the COVID-19 pandemic.

Personnel Budget Development

One important change to the process this year that is noted in the calendar is the development of personnel budgets. In 2021, the Form A will no longer be used for most departments to calculate the cost of regular wages, FICA, retirement, and health, dental, and life insurance. Instead, we will be calculating a figure for these costs based on historical averages and expected increases and communicating these figures to departments for inclusion in their budget submissions. This moves to the front end of the budget process calculations previously undertaken at the back end, related to the calculation of vacancy factors and other personnel adjustments. Please be patient with us as we implement this new process that I expect to result in staff time savings without sacrificing accuracy. We will share more on this as we proceed through the budget process.

Guidance for Submitting Personnel Requests to Human Resources

Today you also received the annual memo from Human Resources regarding the process to be used for making personnel requests. While the process remains the same, given the extraordinary circumstances we are facing I wanted to offer some guidance as you consider your requests.

First, you are welcome to submit requests, particularly requests that reflect lessons learned from our time working remotely. For example, you may have a suggestion for how we can operate more efficiently or effectively with a different and possibly reduced complement of staff.

That being said, there is great uncertainty about what the 2021 budget will look like, but it is safe to assume that despite the increase in public utility aids through the expansion of the Alliant Energy Riverside Plant, there will be fewer resources available. Issues to consider:

- A recession will likely result in lower sales tax receipts.
- Lower economic activity in general will likely result in less net new construction, possibly over the next several years, which will reduce the increase in property taxes allowed under levy limits.
- Even if there is an allowable levy increase, there may be significant pressure to not raise taxes for operational purposes at all given unemployment levels and other factors.
- Many County programs will receive lower revenues in 2020, and possibly in 2021, due to reduced activity from the pandemic.
- State aid to local governments is likely to be reduced, possibly both in a budget repair bill and the next biennial budget.
- Federal aid to reimburse for COVID-19 response costs or to backfill lost revenues or increased costs of operation is not guaranteed.
- While the County has healthy General Fund reserves, these will likely be reduced in 2020 due to COVID-19 response cost increases and revenue shortfalls.

Throughout our response to the pandemic, we were deliberate in not instituting an across-the-board hiring freeze, furloughs, layoffs, or other actions that could have limited our ability to respond. In fact, we have taken significant steps to ensure that staff can continue to receive their full wages in this crisis. However, as we develop a better understanding of our ongoing needs, you should expect future communications regarding personnel and budget adjustments we may need to implement yet in 2020. Please keep this in mind as you make expenditure decisions in the coming weeks and months.

I wish I could provide you with more detailed information at this time, but felt that at least sharing my current evaluation of the situation would be helpful as you consider personnel requests for the 2021 budget. I would welcome any further discussions on these issues.