

ARROWHEAD LIBRARY SYSTEM
Budget 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 August 12, 2020

5:30 pm

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

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes
4. 2020 ALS Budget
5. 2021 ALS Budget
6. Set next meeting date
7. 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 8/6/2020

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Visa GoToMeeting

July 8, 2020

- 1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:30 p.m. Also present was Maribeth Miller, and Steven Platteter. Also present was Steve Ohs, Lakeshores Library System Director, who ran the remote part of the meeting.
- 2) **Approval of Agenda:** Maribeth Miller moved to approve the agenda; Rich Bostwick seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The December 11th, 2019 minutes were moved approved by Maribeth Miller. Rich Bostwick seconded, and the motion carried unanimously.
- 4) **2020 ALS Budget:** Platteter discussed the effects of the pandemic on the 2020 budget
- 5) **2021 ALS Budget:** Platteter discussed how the 2021 budget request, due July 20th, was coming along. He is adding funds from the ALS fund balance to make up for the effects of a budget repair bill.
- 6) **Staff Wages:** Maribeth Miller moved to recommend, to the ALS Board, a 1% wage increase for all staff for 2021. Rich Bostwick seconded, and the motion carried unanimously.
- 7) **2021 Affiliate Member Fees:** Platteter mentioned that ALS will be charging Affiliate members 50% in 2021 as a "Covid Ajustment."
- 8) **Set Next Meeting date:** August 12th via GoToMeeting

Maribeth Miller made the motion to adjourn and Rick Bostwick seconded. Motion carried unanimously. The meeting ended at 5:59p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 08/03/2020

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	88,168.87	0.00	94,691.13
61300	Per Diems	1,800.00	854.46	0.00	945.54
61400	FICA	13,989.00	6,605.84	0.00	7,383.16
61510	Retirement	11,977.00	5,130.47	0.00	6,846.53
61610	Health Insurance Premium	51,048.00	25,763.84	0.00	25,284.16
61620	Dental Insurance	1,556.00	907.76	0.00	648.24
61630	Life Insurance	180.00	79.78	0.00	100.22
62119	Other Contracted Services	258,933.00	214,315.07	0.00	44,617.93
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	568.01	0.00	1,431.99
62410	Repair & Maintenance-Vehicles	10,000.00	2,926.27	0.00	7,073.73
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	700.78	0.00	799.22
63101	Postage	1,000.00	94.40	0.00	905.60
63104	Printing & Duplicating	5,000.00	2,894.88	0.00	2,105.12
63108	Public Information	5,000.00	911.30	0.00	4,088.70
63200	Publications/Subscriptions/Due	1,500.00	976.50	0.00	523.50
63300	Travel	3,000.00	404.31	0.00	2,595.69
64200	Training Expense	4,000.00	2,852.15	0.00	1,147.85
64201	Convention Expense	4,000.00	285.58	0.00	3,714.42
64214	ILS Costs	185,684.00	185,692.16	0.00	(8.16)
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	3,404.00	0.00	1,596.00
65321	Building Lease	14,000.00	12,512.03	0.00	1,487.97
67199	Miscellaneous Equipment	3,000.00	2,265.54	0.00	734.46
Total Expense		2,001,369.00	1,780,942.13	0.00	220,426.87
County Share (Revenue - Expense)		(1,188,742.00)	(1,055,101.70)	0.00	(133,640.30)
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: 08/03/2020

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,780,942.13	0.00	220,426.87
	Grand Totals County Share	(1,188,742.00)	(1,055,101.70)	0.00	(133,640.30)

2021 ALS Budget with fund balance Mk2

Revenue		2018 Request	2018 Actual	2019 Request	2019 Actual	2020 Request	2020 estimate	2021 Request
42200	State Aid	453,212	453,212	467,820	467,820	467,820	467,820	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	3,052
45504	Intergovt-Other libraries	212,764	213,564	240,765	240,765	250,654	252,645	260,892
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.	20,000		20,000		86,050	70,192	60,000
46900	Refund of prior years expense							
47000	Transfers in							
	Total Revenue*	694,079	674,879	736,688	716,688	812,627	798,760	793,763
	Total Fund Balance				271,212	292,361	222,169	162,169
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	174,669	176,888	184,972	179,480	182,860	182,860	183,982
61300	Per Diems	1,500	1,665	1,500	1,840	1,800	1,500	1,800
61400	FICA	13,363	13,623	14,149	13,821	13,989	13,989	14,075
61510	Retirement-Employers	11,703	10,600	12,116	10,556	11,977	11,977	12,051
61610	Health Insurance	41,000	41,000	41,000	49,097	51,048	51,048	47,752
61620	Dental Insurance	1,513	1,556	1,513	1,556	1,556	1,556	1,373
61630	Life Insurance	180	109	180	114	180	130	180
62119	Other contracted services	150,158	117,839	183,893	159,720	258,933	258,933	237,515
62130	Audit Fees	1,200	1,200	1,200	1,500	2,000	2,000	2000
62210	Telephone	2,000	1,322	2,000	1,351	2,000	1,300	2000
62410	R&M-Vehicles	9,000	9,645	10,000	6,138	10,000	6,000	10,000
62420	R&M-Machinery&Equip.	100	0	100	0	100	0	100
63100	Office Supplies&Expenses	1,500	975	1,500	1,011	1,500	1,000	1,500
63101	Postage	1,000	274	1,000	230	1,000	300	1,000
63104	Printing & Duplication	5,000	3,678	5,000	3,503	5,000	5,000	5,000
63108	Public Information	5,000	2,065	5,000	2,556	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,500	1,062	1,500	1,060	1,500	1,100	1,200
63300	Travel	3,000	2,089	3,000	1,808	3,000	1,000	3,000
64200	Training Expense	4,000	1,859	4,000	1,990	4,000	3,000	4,000
64201	Convention Expense	4,000	2,327	4,000	2,939	4,000	500	4,000
64214	ILS Costs	194,393	191,147	193,265	193,007	185,684	185,951	191,735
64303	Extension Materials	3,000	3,799	4,000	3,785	4,000	4,000	4,000
64306	Resource Library	40,000	40,000	40,000	40,000	40,000	40,000	40,000
64307	Participating Libraries	1,001,938	1,001,938	1,025,967	1,025,967	1,113,408	1,113,408	1,162,884
64309	Intersystem Agreement	65,771	65,771	72,691	72,691	73,534	73,534	83,040
64904	Sundry Expense	1,000	270	1,000	308	1,000	350	1,000
64918	Advertising	300	0	300	0	300	0	300
65101	Insurance on Building	5,000	4,964	5,000	5,340	5,000	5,500	6,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	6,500	97	3,000	668	3,000	2,266	1,000
	Total Expenses	1,763,288	1,711,763	1,836,846	1,796,037	2,001,369	1,987,202	2,041,487
	Expenses minus County funds	694,079	642,389	736,688	695,539	812,627	798,760	793,763
					21,149		0	0

2021 ALS-PO3

'5150000000	'67199	'Miscellaneous E	97	668	3000	2266	2266	1000	0	0
'	'	'Total Expenses	1711762	1796037	2001369	1746351	1,987,202	2,041,487	0	0
'	'	' COUNTY	-1036883	-1079349	-1188742	-1020510	(1,188,442)	(1,247,723)	0	0
'	'	'					1,597,520	1,587,528		
'5151710000	'42100	'Federal Aid	0	0	0	0	0	0	0	0
'	'	'Total Revenues	0	0	0	0	0	0	0	0
'5151710000	'62119	'Other Contracte	0	0	0	0	0	0	0	0
'	'	'Total Expenses	0	0	0	0	0	0	0	0
'	'	' COUNTY	0	0	0	0	0	0	0	0
'	'	'								
'5152752017	'42100	'Federal Aid	0	0	0	0	0	0	0	0
'	'	'Total Revenues	0	0	0	0	0	0	0	0
'5152752017	'62119	'Other Contracte	0	0	0	0	0	0	0	0
'	'	'Total Expenses	0	0	0	0	0	0	0	0
'	'	' COUNTY	0	0	0	0	0	0	0	0
'	'	'								
'	'	'Total for ARRO	-1036883	-1079349	-1188742	-1020510	-1188442	-1247723	0	0
'	'	'								
'	'	'								
'	'	'								
'	'	'Grand Total Re	674879	716688	812627	725841	798760	793764	0	0
'	'	'Grand Total Exp	1711762	1796037	2001369	1746351	1987202	2041487	0	0
'	'	'Grand Total	-1036883	-1079349	-1188742	-1020510	-1188442	-1247723	0	0

REVENUES & EXPENDITURES BY PROGRAM (REP) WORKSHEET

	Non Resident Reimbursement	Resource Sharing & Technology	Continuing Education	Collection Development	Inclusive Services & Library Development Consulting	Public Information	Youth Services	Admin	TOTAL
EXPENDITURES	\$1,277,134	\$399,665	\$19,604	\$144,891	\$35,210	\$101,843	\$25,605	\$37,536	\$2,041,488
FUNDING SOURCE									
Federal									\$0
State	\$31,210	\$234,640	\$19,604	\$45,972	\$33,210	\$101,843	\$25,605	\$35,736	\$527,820
Fees		\$165,024		\$98,919	\$2,000				\$265,943
Subtotal	\$31,210	\$399,664	\$19,604	\$144,891	\$35,210	\$101,843	\$25,605	\$35,736	\$793,763
Tax Levy	\$1,245,924							\$1,800	
Total	\$1,277,134	\$399,664	\$19,604	\$144,891	\$35,210	\$101,843	\$25,605	\$37,536	\$2,041,487