

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 December 9, 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 (Action)
5. Set next meeting date
6. 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](http://www.co.rock.wi.us) on 12/3/2020

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Visa GoToMeeting

August 12, 2020

- 1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:38 p.m. Also present was Maribeth Miller, Jose Carrillo and Steven Platteter. Jim Novy, Lakeshores Library System IT Manager, was also present to run 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 July 8th, 2020 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 his 2021 budget request, which has been submitted to the County
- 6) **Set Next Meeting date:** Either November 11<sup>th</sup> or December 9<sup>th</sup> depending on the status of the County Budget

Jose Carrillo made the motion to adjourn and Maribeth Miller seconded. Motion carried unanimously. The meeting ended at 6:00p.m.

Respectfully submitted,  
Steven Platteter, Acting Secretary

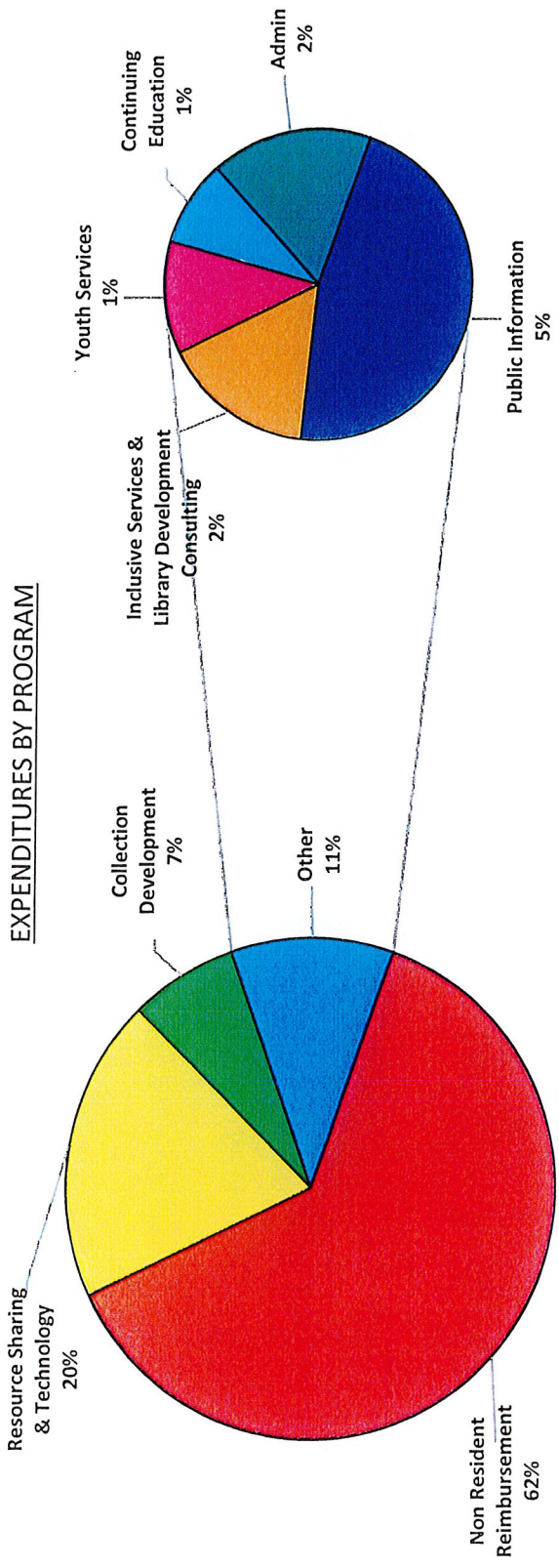
NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

2021 ALS Budget with fund balance Mk3

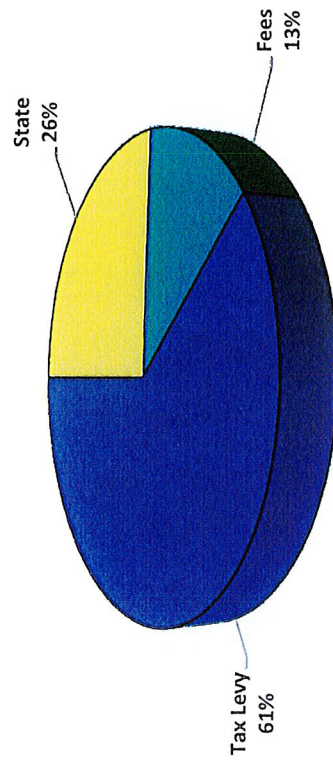
Revenue		2018 Request	2018 Actual	2019 Request	2019 Actual	2020 Request	2020 estimate	2021 Request
42200	State Aid	453,212	453,212	467,820	467,820	467,820	467,820	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	3,052
45504	Intergovt-Other libraries	<b>212,764</b>	<b>213,564</b>	<b>240,765</b>	<b>240,765</b>	<b>250,654</b>	<b>252,645</b>	<b>260,892</b>
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	<b>70,192</b>	60,000
46900	Refund of prior years expense							
47000	Transfers in							
	<b>Total Revenue*</b>	<b>694,079</b>	<b>674,879</b>	<b>736,688</b>	<b>716,688</b>	812,627	798,760	<b>793,763</b>
	<b>Total Fund Balance</b>				<b>271,212</b>	<b>292,361</b>	<b>222,169</b>	<b>162,169</b>
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	<b>174,669</b>	<b>176,888</b>	<b>184,972</b>	<b>179,480</b>	<b>182,860</b>	<b>182,860</b>	<b>183,982</b>
61300	Per Diems	<b>1,500</b>	<b>1,665</b>	<b>1,500</b>	<b>1,840</b>	<b>1,800</b>	<b>1,500</b>	<b>1,800</b>
61400	FICA	<b>13,363</b>	<b>13,623</b>	<b>14,149</b>	<b>13,821</b>	<b>13,989</b>	<b>13,989</b>	<b>14,075</b>
61510	Retirement-Employers	<b>11,703</b>	<b>10,600</b>	<b>12,116</b>	<b>10,556</b>	<b>11,977</b>	<b>11,977</b>	<b>12,051</b>
61610	Heath Insurance	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	<b>49,097</b>	<b>51,048</b>	<b>51,048</b>	<b>47,752</b>
61620	Dental Insurance	<b>1,513</b>	<b>1,556</b>	<b>1,513</b>	<b>1,556</b>	<b>1,556</b>	<b>1,556</b>	<b>1,373</b>
61630	Life Insurance	<b>180</b>	<b>109</b>	<b>180</b>	<b>114</b>	<b>180</b>	<b>130</b>	<b>180</b>
62119	Other contracted services	<b>150,158</b>	<b>117,839</b>	<b>183,893</b>	<b>159,720</b>	<b>258,933</b>	<b>258,933</b>	<b>237,515</b>
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	<b>194,393</b>	<b>191,147</b>	<b>193,265</b>	<b>193,007</b>	<b>185,684</b>	<b>185,951</b>	<b>191,735</b>
64303	Extension Materials	<b>3,000</b>	<b>3,799</b>	<b>4,000</b>	3,785	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
64306	Resource Library	40,000	40,000	40,000	40,000	40,000	40,000	40,000
64307	Participating Libraries	<b>1,001,938</b>	<b>1,001,938</b>	<b>1,025,967</b>	<b>1,025,967</b>	<b>1,113,408</b>	<b>1,113,408</b>	<b>1,162,844</b>
64309	Intersystem Agreement	<b>65,771</b>	<b>65,771</b>	<b>72,691</b>	<b>72,691</b>	<b>73,534</b>	<b>73,534</b>	<b>83,040</b>
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
	<b>Total Expenses</b>	<b>1,763,288</b>	<b>1,711,763</b>	<b>1,836,846</b>	<b>1,796,037</b>	<b>2,001,369</b>	<b>1,987,202</b>	<b>2,041,447</b>
	Expenses minus County funds	694,079	642,389	736,688	695,539	812,627	798,760	793,763
					21,149		0	0

2021 BUDGET  
ARROWHEAD LIBRARY SYSTEM

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

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Wednesday December 9, 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. 2020/21 Budget
  - c. Public Library System Redesign Project
  - d. Librarians' Report – Sarah Strunz
  - e. ALS Covid-19 Update
7. New Business
  - a. Consider Sherry Blakeley to the ALS Board
  - b. Approval of the 2021 ALS Budget
  - c. DPI approval of ALS 2021 system plan and first state aid payment
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](http://www.co.rock.wi.us) on 12/3/2020.

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

November 11, 2020

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Stephanie Aegerter, Adam Dinnes, Jose Carrillo, Annette Smith, Eloise Eager, Sarah Strunz and Steven Platteter.

The Agenda was moved approved by Eloise Eager. Stephanie Aegerter seconded, and the motion carried unanimously.

The October 2020 minutes were moved approved by Jose Carrillo. Adam Dinnes seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Adam Dinnes with Jose Carrillo seconding. The motion carried unanimously.

### **Citizen participation, communication, or announcements:**

#### **Unfinished Business**

**a. Shared System –SHARE Update:** Platteter mentioned that item quarantine in SHARE has been to 24 hours do a new recommendation from DPI/DHS.

**b. 2020/21 Budget:** Richard Bostwick mentioned that Rock County Budget has been approved. ALS will finalize approval at the December 9<sup>th</sup> meeting.

**c. Public Library System Redesign Project:**

**d. Librarians' Report:**

**e. ALS Covid-19 Update:** Platteter again mentioned that item quarantine in SHARE has been to 24 hours do a new recommendation from DPI/DHS.

**New Business**

**a. WiLS MOU for ALS merger exploration project (action):** Adam Dinnes moved to approve the MOU, Annette Smith seconded, and the motion carried unanimously.

**b. Budget Committee appointment for vacant position (action):** Jose Carrillo nominated Adam Dinnes for the vacant position, with Stephanie Aegerter seconding. The motion carried unanimously.

**c. 2021 meeting dates:**

**Communications:**

Jose Carrillo moved to adjourn. Eloise Eager seconded, and the motion carried unanimously. The meeting ended at 6:26 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	
00-0000-0021-17000	PREPAID BUDGET I	11/20/2020	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	5,708.00	0.00	1,166.67	(6,874.67)
<b>STL-LIBRARY PROG TOTAL</b>				<b>1,166.67</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$1,166.67**

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	11/06/2020	WILS		500.00
		10/30/2020	KOENE COURIER SERVICE LLC		2,665.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	258,933.00	217,452.51	0.00	3,165.00	38,315.49
51-5000-0000-63101	Postage	11/04/2020	ARROWHEAD LIBRARY PETTY CASH		19.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	136.20	0.00	19.40	844.40
51-5000-0000-63200	Pubs/Subs/Dues	11/04/2020	ANDERSON,TOVAH		143.39
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	1,134.49	0.00	143.39	222.12
51-5000-0000-64200	Training	02/17/2020	WISCONSIN VALLEY LIBRARY SERVI		217.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	2,852.15	0.00	217.00	930.85
51-5000-0000-64201	Convention Exp	11/10/2020	PLATTETER,STEVE		15.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	484.58	0.00	15.00	3,500.42
51-5000-0000-64303	Ext Materials	10/23/2020	INGRAM LIBRARY SERVICES		1,592.44
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	0.00	0.00	1,592.44	2,407.56
<b>Arrowhead Library System PROG TOTAL</b>				<b>5,152.23</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$5,152.23**  
 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: 2121540

## Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 11/30/2020

Budget: RV

**Org Key**      **Title**  
515000000      Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
<b>REVENUE</b>					
42200	State Aid	467,820.00	467,820.00	0.00	0.00
44120	Miscellaneous Fees	6,103.00	6,103.25	0.00	0.25
45504	Intergov-Other Libraries	250,654.00	252,644.68	0.00	1,990.68
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	86,050.00	0.00	0.00	(86,050.00)
<b>Total Revenue</b>		<b>812,627.00</b>	<b>728,567.93</b>	<b>0.00</b>	<b>(\$84,059.07)</b>
<b>EXPENSE</b>					
61100	Regular Wages	182,860.00	150,235.92	0.00	32,624.08
61300	Per Diems	1,800.00	1,254.46	0.00	545.54
61400	FICA	13,989.00	11,248.65	0.00	2,740.35
61510	Retirement	11,977.00	8,736.05	0.00	3,240.95
61610	Health Insurance Premium	51,048.00	42,705.52	0.00	8,342.48
61620	Dental Insurance	1,556.00	1,426.48	0.00	129.52
61630	Life Insurance	180.00	110.17	0.00	69.83
62119	Other Contracted Services	258,933.00	215,549.28	0.00	43,383.72
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	1,128.36	0.00	871.64
62410	Repair & Maintenance-Vehicles	10,000.00	4,630.56	0.00	5,369.44
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	980.42	0.00	519.58
63101	Postage	1,000.00	136.20	0.00	863.80
63104	Printing & Duplicating	5,000.00	3,929.35	0.00	1,070.65
63108	Public Information	5,000.00	911.30	0.00	4,088.70
63200	Publications/Subscriptions/Due	1,500.00	1,134.49	0.00	365.51
63300	Travel	3,000.00	519.89	0.00	2,480.11
64200	Training Expense	4,000.00	2,852.15	0.00	1,147.85
64201	Convention Expense	4,000.00	484.58	0.00	3,515.42
64214	ILS Costs	185,684.00	185,692.16	0.00	(8.16)
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	73,534.16	0.00	(0.16)
64904	Sundry Expense	1,000.00	50.60	0.00	949.40
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	5,000.00	5,416.00	0.00	(416.00)
65321	Building Lease	14,000.00	14,000.04	0.00	(0.04)
67199	Miscellaneous Equipment	3,000.00	2,563.54	0.00	436.46
<b>Total Expense</b>		<b>2,001,369.00</b>	<b>1,882,638.48</b>	<b>0.00</b>	<b>118,730.52</b>
<b>County Share (Revenue - Expense)</b>		<b>(1,188,742.00)</b>	<b>(1,154,070.55)</b>	<b>0.00</b>	<b>(34,671.45)</b>
<b>Grand Total Revenue</b>		<b>812,627.00</b>	<b>728,567.93</b>	<b>0.00</b>	<b>(84,059.07)</b>

# Rock County - Production Budget to Actual Figures

Fiscal Year: 2020

As of: 11/30/2020

Budget: RV

Org Key      Title  
515000000    Arrowhead Library System

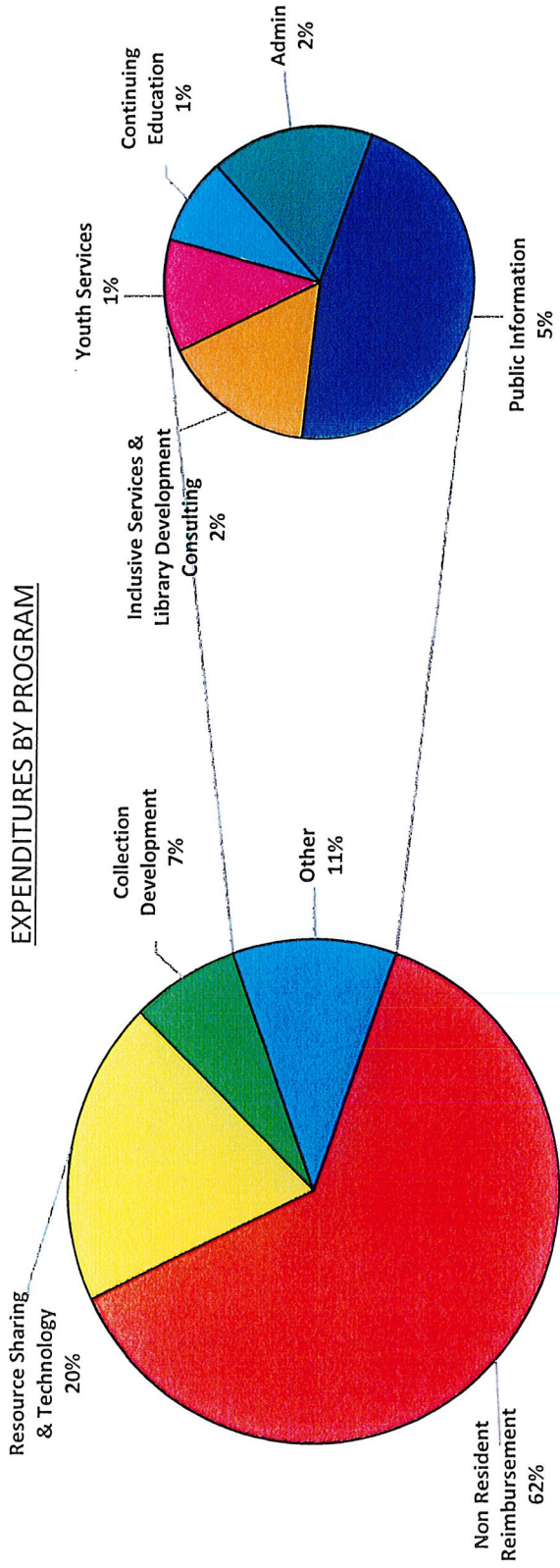
Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,882,638.48	0.00	118,730.52
	Grand Totals County Share	(1,188,742.00)	(1,154,070.55)	0.00	(34,671.45)

2021 ALS Budget with fund balance Mk3

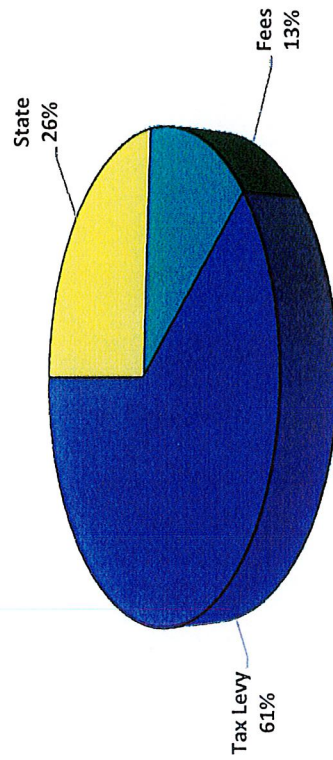
Revenue		2018 Request	2018 Actual	2019 Request	2019 Actual	2020 Request	2020 estimate	2021 Request
42200	State Aid	453,212	453,212	467,820	467,820	467,820	467,820	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	3,052
45504	Intergovt-Other libraries	<b>212,764</b>	<b>213,564</b>	<b>240,765</b>	<b>240,765</b>	<b>250,654</b>	<b>252,645</b>	<b>260,892</b>
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	<b>70,192</b>	60,000
46900	Refund of prior years expense							
47000	Transfers in							
	<b>Total Revenue*</b>	<b>694,079</b>	<b>674,879</b>	<b>736,688</b>	<b>716,688</b>	812,627	798,760	<b>793,763</b>
	<b>Total Fund Balance</b>				<b>271,212</b>	<b>292,361</b>	<b>222,169</b>	<b>162,169</b>
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61300	Per Diems	<b>1,500</b>	<b>1,665</b>	<b>1,500</b>	<b>1,840</b>	<b>1,800</b>	<b>1,500</b>	<b>1,800</b>
61400	FICA	<b>13,363</b>	<b>13,623</b>	<b>14,149</b>	<b>13,821</b>	<b>13,989</b>	<b>13,989</b>	<b>14,075</b>
61510	Retirement-Employers	<b>11,703</b>	<b>10,600</b>	<b>12,116</b>	<b>10,556</b>	<b>11,977</b>	<b>11,977</b>	<b>12,051</b>
61610	Heath Insurance	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	<b>49,097</b>	<b>51,048</b>	<b>51,048</b>	<b>47,752</b>
61620	Dental Insurance	<b>1,513</b>	<b>1,556</b>	<b>1,513</b>	<b>1,556</b>	<b>1,556</b>	<b>1,556</b>	<b>1,373</b>
61630	Life Insurance	<b>180</b>	<b>109</b>	<b>180</b>	<b>114</b>	<b>180</b>	<b>130</b>	<b>180</b>
62119	Other contracted services	<b>150,158</b>	<b>117,839</b>	<b>183,893</b>	<b>159,720</b>	<b>258,933</b>	<b>258,933</b>	<b>237,515</b>
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
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64201	Convention Expense	4,000	2,327	4,000	2,939	4,000	500	4,000
64214	ILS Costs	<b>194,393</b>	<b>191,147</b>	<b>193,265</b>	<b>193,007</b>	<b>185,684</b>	<b>185,951</b>	<b>191,735</b>
64303	Extension Materials	<b>3,000</b>	<b>3,799</b>	<b>4,000</b>	3,785	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
64306	Resource Library	40,000	40,000	40,000	40,000	40,000	40,000	40,000
64307	Participating Libraries	<b>1,001,938</b>	<b>1,001,938</b>	<b>1,025,967</b>	<b>1,025,967</b>	<b>1,113,408</b>	<b>1,113,408</b>	<b>1,162,844</b>
64309	Intersystem Agreement	<b>65,771</b>	<b>65,771</b>	<b>72,691</b>	<b>72,691</b>	<b>73,534</b>	<b>73,534</b>	<b>83,040</b>
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
	<b>Total Expenses</b>	<b>1,763,288</b>	<b>1,711,763</b>	1,836,846	1,796,037	2,001,369	1,987,202	2,041,447
	Expenses minus County funds	694,079	642,389	736,688	695,539	812,627	798,760	793,763
					21,149		0	0

2021 BUDGET  
ARROWHEAD LIBRARY SYSTEM

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE





**To:**

Supplier Name: Arrowhead Lib Sys  
Supplier Address: 430 East High Street Ste 200  
Milton WI, 53563-1579  
USA

Reference Information  
Pay Cycle: DLYACH  
Pay Cycle Seq Number: 1320  
Supplier Number: 0000071945

**Payment Information**

Payment Reference: 0000477794  
Payment Date: 11/23/2020  
Payment Method: Automated Clearing House

Bank To Information:  
Bank To Account: \*\*\*\*013

Bank ID Bank Name Branch ID Branch Name  
\*\*\*\*013 FIRST NATIONAL BANK AND TRUST

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with ref# and amt

AP Unit	Voucher ID	Invoice Number	Invoice Date	Gross Amount	Discount Amount	Paid Amt
DPI	<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>	11/16/2020	350,865.00	0.00	350,865.00
1 Reimbursement for Public Library System Aid						
<b>Total:</b>				<b>350,865.00</b>	<b>0.00</b>	<b>350,865.00 USD</b>