

ARROWHEAD LIBRARY SYSTEM

Board Meeting
Milton Public Library

430 E High St.

Milton, WI

Wednesday March 13, 2019

6:00 pm

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

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. 2018/19 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. LSTA ***Increase Capacity for Technology*** collaborative projects
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 3/7/2019.

Anita Schultz – Arrowhead Library System

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt			
51-5000-0000-62119	OTHER SERVICES	01/31/2019	SOUTH CENTRAL LIBRARY SYSTEM	6,821.00			
		02/14/2019	LAKESHORES LIBRARY SYSTEM	5,628.89			
		02/12/2019	WISNET	468.00			
		02/14/2019	WILS	961.00			
		02/01/2019	KOENE COURIER SERVICE LLC	1,665.00			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	88,707.80	0.00	15,541.69	79,643.51		
51-5000-0000-62410	R & M-VEHICLES	02/21/2019	BURTNESS CHEVROLET INC	67.50			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			10,000.00	49.95	0.00	67.50	9,882.55
51-5000-0000-63100	OFC SUPP & EXP	01/25/2019	OFFICE DEPOT INC	79.98			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			1,500.00	198.54	0.00	79.98	1,221.48
51-5000-0000-63101	POSTAGE	02/06/2019	ARROWHEAD LIBRARY PETTY CASH	11.90			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			1,000.00	23.30	0.00	11.90	964.80
51-5000-0000-63200	PUBL/SUBCR/DUES	01/29/2019	PLATTETER,STEVE	235.00			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			1,500.00	119.99	0.00	235.00	1,145.01
51-5000-0000-64200	TRAINING EXP	02/06/2019	WISCONSIN VALLEY LIBRARY SERVI	268.00			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			4,000.00	0.00	0.00	268.00	3,732.00
51-5000-0000-64214	ILS COSTS	02/18/2019	BELOIT PUBLIC LIBRARY	209.66			
		02/18/2019	HEDBERG PUBLIC LIBRARY	237.68			
		02/18/2019	MILTON PUBLIC LIBRARY	14.18			
		02/14/2019	LAKESHORES LIBRARY SYSTEM	162,985.03			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			193,265.00	0.00	0.00	163,446.55	29,818.45
51-5000-0000-64904	SUNDRY EXPENSE	02/19/2019	ARROWHEAD LIBRARY PETTY CASH	16.34			
		01/25/2019	OFFICE DEPOT INC	35.98			
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			1,000.00	24.64	0.00	52.32	923.04

Rock County - Production Budget to Actual Figures

Fiscal Year: 2019

As of: 03/04/2019

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	467,820.00	350,865.00	0.00	(116,955.00)
44120	MISC. FEES	6,103.00	5,375.75	0.00	(727.25)
45504	INTERGOVT. CHGS-OTHER LIBRARIES	240,765.00	225,315.96	0.00	(15,449.04)
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
	Total Revenue	736,688.00	583,556.71	0.00	(\$153,131.29)
EXPENSE					
61100	REGULAR WAGES	184,972.00	19,945.44	0.00	165,026.56
61300	PER DIEMS	1,500.00	306.59	0.00	1,193.41
61400	FICA	14,149.00	1,543.71	0.00	12,605.29
61510	RETIREMENT-EMPLOYERS	12,116.00	1,182.04	0.00	10,933.96
61610	HEALTH INSURANCE	41,000.00	6,833.34	0.00	34,166.66
61620	DENTAL INSURANCE	1,513.00	389.07	0.00	1,123.93
61630	LIFE INSURANCE	180.00	27.09	0.00	152.91
62119	OTHER CONTRACTED SERVICES	183,893.00	104,249.49	0.00	79,643.51
62130	AUDIT FEES	1,200.00	1,500.00	0.00	(300.00)
62210	TELEPHONE	2,000.00	120.26	0.00	1,879.74
62410	REPAIR & MAINTENANCE-VEHICLES	10,000.00	117.45	0.00	9,882.55
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	278.52	0.00	1,221.48
63101	POSTAGE	1,000.00	35.20	0.00	964.80
63104	PRINTING & DUPLICATION	5,000.00	241.06	0.00	4,758.94
63108	PUBLIC INFORMATION	5,000.00	179.11	0.00	4,820.89
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	354.99	0.00	1,145.01
63300	TRAVEL	3,000.00	100.92	0.00	2,899.08
64200	TRAINING EXPENSE	4,000.00	268.00	0.00	3,732.00
64201	CONVENTION EXPENSE	4,000.00	50.00	0.00	3,950.00
64214	ILS COSTS	193,265.00	163,446.55	0.00	29,818.45
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	1,025,967.00	1,025,967.20	0.00	(0.20)
64309	INTERSYSTEM AGREEMENT	72,691.00	69,874.63	0.00	2,816.37
64904	SUNDRY EXPENSE	1,000.00	76.96	0.00	923.04
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	3,328.00	0.00	1,672.00
65321	BUILDING/OFFICE LEASE	14,000.00	6,678.68	0.00	7,321.32
67199	MISC EQUIPMENT	3,000.00	0.00	0.00	3,000.00
	Total Expense	1,836,846.00	1,447,094.30	0.00	389,751.70
	County Share (Revenue - Expense)	(1,100,158.00)	(863,537.59)	0.00	(236,620.41)
	Grand Total Revenue	736,688.00	583,556.71	0.00	(153,131.29)

**Rock County - Production
Budget to Actual Figures**

Fiscal Year: 2019

As of: 03/04/2019

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,447,094.30	0.00	389,751.70
	Grand Totals County Share	(1,100,158.00)	(863,537.59)	0.00	(236,620.41)

Rock County - Production Budget to Actual Figures

Fiscal Year: 2018

As of: 12/31/2018

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200.	STATE AID	453,212.00	453,212.00	0.00	0.00
44120	MISC. FEES	6,103.00	6,103.25	0.00	0.25
45504	INTERGOVT.CHGS-OTHER LIBRARIES	212,764.00	213,564.00	0.00	800.00
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
	Total Revenue	694,079.00	674,879.25	0.00	(\$19,199.75)
EXPENSE					
61100	REGULAR WAGES	178,140.00	176,888.08	0.00	1,251.92
61300	PER DIEMS	1,500.00	1,665.43	0.00	(165.43)
61400	FICA	13,629.00	13,622.52	0.00	6.48
61510	RETIREMENT-EMPLOYERS	11,936.00	10,600.32	0.00	1,335.68
61610	HEALTH INSURANCE	41,000.00	41,000.04	0.00	(0.04)
61620	DENTAL INSURANCE	1,513.00	1,556.28	0.00	(43.28)
61630	LIFE INSURANCE	180.00	109.46	0.00	70.54
62119	OTHER CONTRACTED SERVICES	146,188.00	117,839.32	0.00	28,348.68
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	1,322.17	0.00	677.83
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	9,645.31	0.00	(645.31)
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	974.85	0.00	525.15
63101	POSTAGE	1,000.00	273.62	0.00	726.38
63104	PRINTING & DUPLICATION	5,000.00	3,677.95	0.00	1,322.05
63108	PUBLIC INFORMATION	5,000.00	2,065.08	0.00	2,934.92
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	1,061.99	0.00	438.01
63300	TRAVEL	3,000.00	2,088.73	0.00	911.27
64200	TRAINING EXPENSE	4,000.00	1,859.25	0.00	2,140.75
64201	CONVENTION EXPENSE	4,000.00	2,326.83	0.00	1,673.17
64214	ILS COSTS	194,393.00	191,147.42	0.00	3,245.58
64303	EXTENSION MATERIALS	3,000.00	3,798.73	0.00	(798.73)
64306	RESOURCE LIBRARIES	40,000.00	40,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	1,001,938.00	1,001,937.87	0.00	0.13
64309	INTERSYSTEM AGREEMENT	65,771.00	65,770.54	0.00	0.46
64904	SUNDRY EXPENSE	1,000.00	269.82	0.00	730.18
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	4,964.00	0.00	36.00
65321	BUILDING/OFFICE LEASE	14,000.00	14,000.04	0.00	(0.04)
67199	MISC EQUIPMENT	6,500.00	97.08	0.00	6,402.92
	Total Expense	1,763,288.00	1,711,762.73	0.00	51,525.27
	County Share (Revenue - Expense)	(1,069,209.00)	(1,036,883.48)	0.00	(32,325.52)
	Grand Total Revenue	694,079.00	674,879.25	0.00	(19,199.75)

**Rock County - Production
Budget to Actual Figures**

Fiscal Year: 2018

As of: 12/31/2018

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	<u>1,763,288.00</u>	<u>1,711,762.73</u>	<u>0.00</u>	<u>51,525.27</u>
	Grand Totals County Share	<u>(1,069,209.00)</u>	<u>(1,036,883.48)</u>	<u>0.00</u>	<u>(32,325.52)</u>