

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Edgerton Public Library
101 Albion St.
Edgerton, WI
Wednesday May 8, 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. 2019/2020 Budget
 - c. Public Library System Redesign Project
 - e. Librarians' Report – Sarah Strunz
7. New Business
 - a. WAN project update
 - b. 2nd State Aid payment - \$116,955
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 5/2/2019.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Beloit Public Library

April 10th, 2019

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

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

The March 2019 minutes were moved approved by Bill Wilson. Wes Davis seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Eloise Eager with Bill Wilson seconding. The motion carried unanimously.

Citizen participation, communication or announcements: Platteter announced that LSTA grant to merge the ALS, LLS and SWLS Wide Area Networks had been awarded. He also passed out the birth announcement for Ruth Anderson, daughter of ALS Public Information Coordinator Tovah Anderson.

Unfinished Business

a. Shared System –SHARE Update: Platteter discussed grants that SHARE approved to help member libraries get RFID tagged.

b. 2018/19 Budget: Platteter discussed the ALS fund balance.

c. Public Library System Redesign Project:

e. Librarians' Report:

New Business

a. 2020 projected Rock County funding: Platteter discussed how Rock County funding for the ALS Member libraries looks for 2020.

Communications:

Wes Davis moved to adjourn. Bill Wilson seconded, and the motion carried unanimously. The meeting ended at 6:40 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	04/22/2019	BELOIT PUBLIC LIBRARY	10,000.00		
		05/01/2019	WINDING RIVERS LIBRARY SYSTEM	100.00		
		03/29/2019	KOENE COURIER SERVICE LLC	1,665.00		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	113,162.10	0.00	11,765.00	58,965.90	
51-5000-0000-62410	R & M-VEHICLES	04/02/2019	BURTNESS CHEVROLET INC	61.60		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		10,000.00	909.24	0.00	61.60	9,029.16
		51-5000-0000-63100	OFC SUPP & EXP	03/21/2019	AMAZON.COM	45.00
03/27/2019	OFFICE DEPOT INC			111.80		
Budget	YTD Exp			YTD Enc	Pending	Closing Balance
1,500.00	278.52			0.00	156.80	1,064.68
51-5000-0000-63101	POSTAGE	04/03/2019	ARROWHEAD LIBRARY PETTY CASH	20.10		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,000.00	54.25	0.00	20.10	925.65
		51-5000-0000-63108	PUBLIC INFO	03/21/2019	AMAZON.COM	348.88
Budget	YTD Exp			YTD Enc	Pending	Closing Balance
5,000.00	279.11			0.00	348.88	4,372.01
51-5000-0000-64200	TRAINING EXP			03/28/2019	BRIDGES LIBRARY SYSTEM	1,167.00
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		4,000.00	268.00	0.00	1,167.00	2,565.00
		51-5000-0000-65321	BLDG/OFC LEASE	06/01/2019	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
51-5000-0000-67199	MISC EQUIP			04/10/2019	LAKESHORES LIBRARY SYSTEM	574.00
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		3,000.00	0.00	0.00	574.00	2,426.00
		ARROWHEAD LIBRARY PROG TOTAL			15,260.05	

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 **\$15,260.05**

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: 2019

As of: 04/29/2019

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)
46504	INTERGOVT.CHGS-OTHER LIBRARIES	240,765.00	240,765.00	0.00	0.00
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	20,000.00	0.00	0.00	(20,000.00)
	Total Revenue	736,688.00	599,005.75	0.00	(\$137,682.25)
EXPENSE					
61100	REGULAR WAGES	184,972.00	47,479.71	0.00	137,492.29
61300	PER DIEMS	1,500.00	555.77	0.00	944.23
61400	FICA	14,149.00	3,663.98	0.00	10,485.02
61510	RETIREMENT-EMPLOYERS	12,116.00	2,825.46	0.00	9,290.54
61610	HEALTH INSURANCE	41,000.00	14,485.76	0.00	26,514.24
61620	DENTAL INSURANCE	1,513.00	518.76	0.00	994.24
61630	LIFE INSURANCE	180.00	36.12	0.00	143.88
62119	OTHER CONTRACTED SERVICES	183,893.00	113,162.10	0.00	70,730.90
62130	AUDIT FEES	1,200.00	1,500.00	0.00	(300.00)
62210	TELEPHONE	2,000.00	345.40	0.00	1,654.60
62410	REPAIR & MAINTENANCE-VEHICLES	10,000.00	909.24	0.00	9,090.76
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	54.25	0.00	945.75
63104	PRINTING & DUPLICATION	5,000.00	482.12	0.00	4,517.88
63108	PUBLIC INFORMATION	5,000.00	279.11	0.00	4,720.89
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	354.99	0.00	1,145.01
63300	TRAVEL	3,000.00	234.90	0.00	2,765.10
64200	TRAINING EXPENSE	4,000.00	268.00	0.00	3,732.00
64201	CONVENTION EXPENSE	4,000.00	232.00	0.00	3,768.00
64214	ILS COSTS	193,265.00	193,166.65	0.00	98.35
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	72,690.63	0.00	0.37
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	7,845.35	0.00	6,154.65
67199	MISC EQUIPMENT	3,000.00	0.00	0.00	3,000.00
	Total Expense	1,836,846.00	1,530,740.98	0.00	306,105.02
	County Share (Revenue - Expense)	(1,100,158.00)	(931,735.23)	0.00	(168,422.77)
	Grand Total Revenue	736,688.00	599,005.75	0.00	(137,682.25)

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

Fiscal Year: 2019

As of: 04/29/2019

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	1,530,740.98	0.00	306,105.02
	Grand Totals County Share	(1,100,158.00)	(931,735.23)	0.00	(168,422.77)



State of Wisconsin

Payment Advice

26 April 2019 6:48:38 AM
Page 1 of 1

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: 914
Supplier Number: 0000071945

Payment Information

Payment Reference: 0000286292
Payment Date: 04/29/2019
Payment Method: Automated Clearing House

	Bank ID	Bank Name	Branch ID	Branch Name
Bank To Information:		FIRST NATIONAL BANK AND TRUST		
Bank To Account:	****013			

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	XXXXXXXXXX	XXXXXXXXXXXX	04/18/2019	116,955.00	0.00	116,955.00
		8				
		Reimbursement for Public Library System Aid				
		Total:		116,955.00	0.00	116,955.00 USD