

ARROWHEAD LIBRARY SYSTEM

Board Meeting

Via:

GoToMeeting

<https://global.gotomeeting.com/join/710683725>

or to join by phone, dial:

[+1 \(872\) 240-3311](tel:+18722403311) Access Code: 710-683-725

December 8, 2021

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. 2021/22 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
 - e. ALS Covid-19 Update
 - f. Merger exploration update
7. New Business
 - a. DPI approval of ALS 2022 system plan and first state aid payment
 - b. ARPA Update
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 12/2/2021.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Remote via GoToMeeting

November 10, 2021

ALS Board President Adam Dinnes called the meeting to order at 6:00 p.m. Present were Bill Wilson, Eloise Eager, Annette Smith, Sherry Blakeley, Stephanie Aegerter, Sarah Strunz, Charles Teval and Steven Platteter.

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

The October 2021 minutes were moved approved by Eloise Eager. Sherry Blakeley seconded, and the motion carried unanimously.

Expenditures were approved on a motion by Bill Wilson with Adam Dinnes seconding. The motion carried unanimously.

Citizen participation, communication, or announcements:

Unfinished Business

a. Shared System –SHARE Update:

b. 2021/22 Budget: Platteter mentioned that approval of the 2022 budget is under new business.

c. Public Library System Redesign Project:

d. Librarians' Report:

e. ALS Covid-19:

f. Merger exploration update: Platteter reported that the Merger Exploration memorandum of Understanding with WiLS was signed.

New Business

a. Approval of the 2022 ALS Budget: Bill Wilson moved to approve the 2022 ALS Budget as approved by Rock County and recommended by ALS Budget Committee. Annette Smith seconded, and the motion carried unanimously.

b. ARPA Update: Platteter reported that Rock County has been invoiced for 53 Chromebooks and 47 Hotspots.

c. ALS (&LLS) Sponsorship of the 2021 WLA Conference Friday Luncheon

Speaker: Platteter reported that ALS, along with LLS is sponsoring the WLA Conference Friday Luncheon Speaker Steven Wright. Total cost to ALS \$2000.

Communications:

Eloise Eager moved to adjourn. Sherry Blakeley seconded, and the motion carried unanimously. The meeting ended at 6:35 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	
00-0000-0021-17000	PREPAID BUDGET I	11/22/2021	CITY OF MILTON	1,166.67	
		10/25/2021	AMERICAN FAMILY INSURANCE	2,257.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	2,748.00	0.00	3,423.67	(6,171.67)
STL-LIBRARY PROG TOTAL				3,423.67	

I have examined the preceding bills and encumbrances in the total amount of **\$3,423.67**

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	11/04/2021	WILS	2,500.00	
		10/29/2021	KOENE COURIER SERVICE LLC	2,665.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	237,515.00	170,801.36	0.00	5,165.00	61,548.64
51-5000-0000-62410	R&M-Vehicles	11/01/2021	ARROWHEAD LIBRARY PETTY CASH	16.87	
		11/01/2021	BURTNESS CHEVROLET INC	1,810.81	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	6,987.64	0.00	1,827.68	1,184.68
51-5000-0000-63101	Postage	11/03/2021	ARROWHEAD LIBRARY PETTY CASH	14.08	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	154.59	0.00	14.08	831.33
51-5000-0000-64200	Training	11/16/2021	EAGER FREE PUBLIC LIBRARY	400.00	
		11/16/2021	EDGERTON PUBLIC LIBRARY	400.00	
		11/10/2021	ANDERSON,TOVAH	71.10	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	1,377.37	0.00	871.10	1,751.53
Arrowhead Library System PROG TOTAL				7,877.86	

I have examined the preceding bills and encumbrances in the total amount of **\$7,877.86**
 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 _____

<u>Account Number</u>	<u>Account Name</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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REPORT COMPLETE!

For Job Numbers: 2257468

Rock County - Production Budget to Actual Figures

Fiscal Year: 2021

As of: 11/29/2021

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	3,052.00	2,841.34	0.00	(210.66)
45504	Intergov-Other Libraries	260,892.00	260,891.65	0.00	(0.35)
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	60,000.00	0.00	0.00	(60,000.00)
	Total Revenue	793,764.00	733,552.99	0.00	(\$60,211.01)
EXPENSE					
61100	Regular Wages	183,982.00	151,362.70	0.00	32,619.30
61300	Per Diems	1,800.00	1,150.00	0.00	650.00
61400	FICA	14,075.00	11,329.20	0.00	2,745.80
61510	Retirement	12,051.00	8,723.43	0.00	3,327.57
61610	Health Insurance Premium	47,752.00	47,752.00	0.00	(0.00)
61620	Dental Insurance	1,373.00	1,426.48	0.00	(53.48)
61630	Life Insurance	180.00	119.93	0.00	60.07
62119	Other Contracted Services	237,515.00	170,801.36	0.00	66,713.64
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	1,054.71	0.00	945.29
62410	Repair & Maintenance-Vehicles	10,000.00	6,987.64	0.00	3,012.36
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	1,388.07	0.00	111.93
63101	Postage	1,000.00	154.59	0.00	845.41
63104	Printing & Duplicating	5,000.00	3,201.97	0.00	1,798.03
63108	Public Information	5,000.00	1,347.81	0.00	3,652.19
63200	Publications/Subscriptions/Due	1,200.00	891.69	0.00	308.31
63300	Travel	3,000.00	0.00	0.00	3,000.00
64200	Training Expense	4,000.00	1,377.37	0.00	2,622.63
64201	Convention Expense	4,000.00	2,710.00	0.00	1,290.00
64214	ILS Costs	191,735.00	188,727.11	0.00	3,007.89
64303	Extension Materials	4,000.00	163.20	0.00	3,836.80
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,162,844.00	1,162,844.49	0.00	(0.49)
64309	Intersystem Agreement	83,040.00	83,039.59	0.00	0.41
64904	Sundry Expense	1,000.00	83.86	0.00	916.14
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	6,000.00	5,877.00	0.00	123.00
65321	Building Lease	14,000.00	14,000.04	0.00	(0.04)
67199	Miscellaneous Equipment	1,000.00	49.99	0.00	950.01
	Total Expense	2,041,447.00	1,906,564.23	0.00	134,882.77
	County Share (Revenue - Expense)	(1,247,683.00)	(1,173,011.24)	0.00	(74,671.76)
	Grand Total Revenue	793,764.00	733,552.99	0.00	(60,211.01)

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

Fiscal Year: 2021

As of: 11/29/2021

Budget: RV

Org Key Title
5150000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	<u>2,041,447.00</u>	<u>1,906,564.23</u>	<u>0.00</u>	<u>134,882.77</u>
	Grand Totals County Share	<u>(1,247,683.00)</u>	<u>(1,173,011.24)</u>	<u>0.00</u>	<u>(74,671.76)</u>



State of Wisconsin

Payment Advice

26 November 2021 8:05:24 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: ~~XXXXXXXXXX~~
Supplier Number: ~~XXXXXXXXXX~~

Payment Information

Payment Reference: ~~XXXXXXXXXX~~
Payment Date: 11/29/2021
Payment Method: Automated Clearing House
Bank ID: ~~XXXXXXXXXX~~
Bank Name: FIRST NATIONAL BANK AND TRUST
Bank To Information: ****013
Bank To Account:

Branch ID Branch Name

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	XXXXXXXXXX	11/22/2021	405,643.00	0.00	405,643.00
Total:				405,643.00	0.00	405,643.00 USD

Reimbursement for Public Library System Aid