

ARROWHEAD LIBRARY SYSTEM
Budget Committee Meeting

Via:

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Wednesday July 8, 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. 2021 Staff Wages
7. 2021 Affiliate Member Fees
8. Set next meeting date
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 7/2/2020

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Milton PL

December 11, 2019

- 1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:30 p.m. Also present were Bill Wilson, Wes Davis, Jose Carrillo, and Steven Platteter.
- 2) **Approval of Agenda:** Bill Wilson moved to approve the agenda, Wes Davis seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The July 10th, 2019 minutes were moved approved by Bill Wilson with correction. Jose Carrillo seconded, and the motion carried unanimously.
- 4) **2020 Budget:** Bill Wilson moved to recommend the 2020 ALS budget, as approved by Rock County, to the ALS Board. Wes Davis seconded, and the motion carried unanimously.
- 5) **Set Next Meeting date:** April 8th at Edgerton PL

Bill Wilson made the motion to adjourn and Jose Carrillo seconded. Motion carried unanimously. The meeting ended at 5:36 p.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: 06/25/2020

Budget: RV

Org Key Title
5150000000 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	74,494.01	0.00	108,365.99
61300	Per Diems	1,800.00	754.46	0.00	1,045.54
61400	FICA	13,989.00	5,585.90	0.00	8,403.10
61510	Retirement	11,977.00	4,329.23	0.00	7,647.77
61610	Health Insurance Premium	51,048.00	21,528.42	0.00	29,519.58
61620	Dental Insurance	1,556.00	778.08	0.00	777.92
61630	Life Insurance	180.00	59.52	0.00	120.48
62119	Other Contracted Services	258,933.00	192,319.07	0.00	66,613.93
62130	Audit Fees	2,000.00	0.00	0.00	2,000.00
62210	Telephone	2,000.00	561.33	0.00	1,438.67
62410	Repair & Maintenance-Vehicles	10,000.00	2,772.26	0.00	7,227.74
62420	Machinery/Equip R & M	100.00	0.00	0.00	100.00
63100	Office Supplies & Misc Expense	1,500.00	493.03	0.00	1,006.97
63101	Postage	1,000.00	72.00	0.00	928.00
63104	Printing & Duplicating	5,000.00	2,579.44	0.00	2,420.56
63108	Public Information	5,000.00	0.00	0.00	5,000.00
63200	Publications/Subscriptions/Due	1,500.00	817.50	0.00	682.50
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	185,951.11	0.00	(267.11)
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	3,304.00	0.00	1,696.00
65321	Building Lease	14,000.00	10,178.69	0.00	3,821.31
67199	Miscellaneous Equipment	3,000.00	2,265.54	0.00	734.46
Total Expense		2,001,369.00	1,735,013.76	0.00	266,355.24
County Share (Revenue - Expense)		(1,188,742.00)	(1,009,173.33)	0.00	(179,568.67)
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: 06/25/2020

Budget: RV

Org Key Title
515000000 Arrowhead Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,001,369.00	1,735,013.76	0.00	266,355.24
	Grand Totals County Share	(1,188,742.00)	(1,009,173.33)	0.00	(179,568.67)

2021 ALS ROCK COU FUNDING REQUEST

	2020 Municipal	2019	2019	%	Participating Library Payment					
	Appropriation	Total	Township	Town.			% cost of			
Libraries		Circulation	Circulation	use	2021	% of total	Township Circ	2020		
Beloit	\$ 1,780,877.00	266,782	56,751	21.27%	\$ 378,835.72	32.58%	83.56%	\$ 350,503.91		
Clinton	\$ 115,902.00	30,588	13,106	42.85%	\$ 49,660.38	4.27%	75.59%	\$ 47,520.68		
Edgerton	\$ 281,622.00	98,459	26,916	27.34%	\$ 82,247.48	7.07%	70.00%	\$ 78,245.61 ****		
Evansville	\$ 277,011.00	68,498	15,423	22.52%	\$ 62,371.76	5.36%	77.22%	\$ 65,810.77		
Janesville	\$ 3,523,470.00	625,524	82,591	13.20%	\$ 465,221.02	40.01%	92.12%	\$ 445,225.13		
Milton	\$ 296,314.00	103,328	32,840	31.78%	\$ 94,175.36	8.10%	76.96%	\$ 93,312.47		
Orfordville	\$ 82,179.00	23,202	8,564	36.91%	\$ 30,332.77	2.61%	70.00%	\$ 32,789.58		
TOTAL	\$ 6,357,375.00	1,216,381	236,191	19%	1,162,844.48		83.78%			
					70% formula is only u					
*PLP is Participating Library Payment **** 70% rule applies										
	2013	2014	2015	2016	2017	2018	2019	2020	2021	
Brodhead	\$ 20,843.00	\$ 20,586.00	\$ 24,106.00	\$ 20,566.00	\$ 19,156.00	\$ 23,217.00	\$ 28,785.34	\$ 21,140.04	\$ 23,721.29	
Lakeshores*	\$ 1,929.00	\$ 2,439.00	\$ 1,872.00	\$ 1,970.00	\$ 3,436.00	\$ 4,123.00	\$ 2,816.00	\$ 4,707.00	\$ 5,176.00	
Board per diem										
Whitewater	\$ 37,454.58	\$ 45,627.48	\$ 26,149.27	\$ 26,010.78	\$ 27,378.69	\$ 15,874.76	\$ 22,045.60	\$ 26,110.65	\$ 29,346.83	
Jefferson County	\$ 5,121.12	\$ 4,368.82	\$ 3,483.78	\$ 3,691.94	\$ 4,147.85	\$ 2,339.09	\$ 2,773.56	\$ 3,188.59	\$ 2,984.42	
Green County	\$ 1,692.27	\$ 2,211.00	\$ 3,794.00	\$ 4,318.00	\$ 5,575.00	\$ 4,883.00	\$ 3,394.72	\$ 3,121.11	\$ 1,737.02	
Dane County	\$ 13,828.42	\$ 12,957.43	\$ 19,093.87	\$ 16,544.00	\$ 16,708.00	\$ 15,333.69	\$ 12,875.41	\$ 15,266.77	\$ 20,074.03	
TOTAL	\$ 80,868.39	\$ 88,189.73	\$ 78,498.92	\$ 73,100.72	\$ 76,401.54	\$ 65,770.54	\$ 72,690.63	\$ 73,534.16	\$ 83,039.59	
	\$ 956,132.00	\$ 930,935.00	\$ 926,377.00	\$ 920,775.00	\$ 953,539.00	\$ 1,001,938.00	\$ 1,025,967.20	\$ 1,113,408.14	\$ 1,162,844.48	
Board Per Diem	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,800.00	\$ 1,800.00	
Total requested	\$ 1,038,500.39	\$ 1,020,624.73	\$ 1,006,375.92	\$ 995,375.72	\$ 1,031,440.54	\$ 1,069,208.54	\$ 1,100,157.83	\$ 1,188,742.30	\$ 1,247,684.07	
			98.60%	99%	104%	104%	103%	108%	105%	
*Reimbursement for Walworth County. Intersystem agreement with LLS uses statewide cost of circ in formula.										
Average of last three year's appropr			\$ 1,178,861.40							

2021 ALS Rock County Funding-70% cost of circ.

		2019	2019				
*PLP is Participating Library Payment							
***The formula cost of rural service times 70% based on total operating expenditures - federal fund expenditures divided by total circulations							
		Total Operating Expenditures	Total Circulations	Cost per Circulation	Township Circulation	Cost of Township Circ.	70% of cost of Township circ
	Beloit	\$ 2,131,165	266,782	\$ 7.99	56,751	\$ 453,350.47	\$ 317,345.33
	Clinton	\$ 153,332	30,588	\$ 5.01	13,106	\$ 65,697.96	\$ 45,988.57
	Edgerton	\$ 429,803	98,459	\$ 4.37	26,916	\$ 117,496.39	\$ 82,247.48
	Evansville	\$ 358,737	68,498	\$ 5.24	15,423	\$ 80,773.17	\$ 56,541.22
	Hedberg	\$ 3,824,702	625,524	\$ 6.11	82,591	\$ 504,994.15	\$ 353,495.91
	Milton	\$ 385,023	103,328	\$ 3.73	32,840	\$ 122,369.11	\$ 85,658.38
	Orfordville	\$ 117,398	23,202	\$ 5.06	8,564	\$ 43,332.32	\$ 30,332.62
						\$ 1,388,013.58	\$ 971,609.50
	Average Cost/Circ			\$ 5.36			
70% formula is only used if it is higher then Rock County formula							

County	Library	Operating Expenditures	2019 Circulation	2019 Cost/Circ	Rural Rock Circ	Cost of Rural Circ	70% Reimbursement	
Dane								
	Dane County Library Service	\$ 378,172.00	42,154	\$ 8.97	18	\$ 161.46	\$ 113.02	
	Cambridge	\$ 252,305.00	53,010	\$ 4.76	2	\$ 9.52	\$ 6.66	
	DeForest	\$ 926,219.00	231,086	\$ 4.01	5	\$ 20.01	\$ 14.04	
	Fitchburg	\$ 1,895,156.00	384,112	\$ 4.93	155	\$ 764.15	\$ 534.91	
	Madison	\$ 20,652,607.00	2,954,425	\$ 6.99	377	\$ 2,635.23	\$ 1,844.66	
	MacFarland	\$ 819,377.00	182,738	\$ 4.48	402	\$ 1,800.96	\$ 1,260.67	
	Mazomanie	\$ 129,697.00	26,092	\$ 4.97	3	\$ 14.91	\$ 10.44	
	Middleton	\$ 2,183,630.00	704,692	\$ 3.10	13	\$ 40.30	\$ 28.21	
	Mount Horeb	\$ 675,229.00	199,482	\$ 2.38	1	\$ 3.38	\$ 2.37	
	Oregon	\$ 879,282.00	241,058	\$ 3.65	1,372	\$ 5,007.80	\$ 3,505.46	
	Stoughton	\$ 920,911.00	210,144	\$ 4.38	3,779	\$ 16,552.02	\$ 11,586.41	
	Sun Prairie	\$ 2,245,695.00	618,390	\$ 3.63	95	\$ 344.85	\$ 241.40	
	Verona	\$ 1,903,678.00	566,981	\$ 3.36	391	\$ 1,313.76	\$ 919.63	
	Waunakee	\$ 1,155,614.00	262,977	\$ 4.39	2	\$ 8.78	\$ 6.15	
							\$ 20,074.03	\$ 20,074.03
Green								
	Brodhead	\$ 288,423.00	55,718	\$ 5.18	6,542	\$ 33,887.56	\$ 23,721.29	\$ 23,721.29
	Albany	\$ 97,491.00	29,594	\$ 3.29	348	\$ 1,144.92	\$ 801.44	
	Monroe	\$ 1,114,928.00	160,425	\$ 6.95	190	\$ 1,320.50	\$ 924.35	
	New Glarus	\$ 248,965.00	62,033	\$ 4.01	4	\$ 16.04	\$ 11.23	Minus Brodhead
							\$ 25,458.31	\$ 1,737.02
								\$ 1,737.02
Jefferson								
	Whitewater	\$ 769,023.00	122,111	\$ 6.30	6,657	\$ 41,924.04	\$ 29,346.83	\$ 29,346.83
	Jefferson	\$ 544,777.00	86,172	\$ 6.32	0	\$ -	\$ -	
	Fort Atkinson	\$ 800,612.00	194,809	\$ 4.11	780	\$ 3,205.59	\$ 2,243.91	
	Palmyra	\$ 115,875.00	22,893	\$ 5.06	209	\$ 1,057.87	\$ 740.51	Minus Whitewater
							\$ 32,331.25	\$ 2,984.42
								\$ 2,984.42
Walworth						Walworth County	\$ 5,176.00	\$ 5,176.00
						Rock County Total	\$ 83,039.59	

2021 salaries 0% FA

		2% 2020		0% 2021		6.55%		7.65%		7.65% Life Insurance		Total Salaries
Staff	FTE	hrs/wk	Hour - 2020	Hour - 2021 0%	Total	Retirement	Heath + Dental	FICA	Life Insurance	& Fringes	fringes	Total Salaries
Director	1	40	\$ 31.38	\$ 31.38	\$65,270.40	\$4,275.21	\$17,392.00	\$4,993	\$60	\$91,990.80	\$26,720.40	
ILS Admin	0	0	\$ 27.12	\$ 27.12	\$0.00	\$0.00	\$0.00	\$0		\$0.00	\$0.00	
PIC	1	40	\$ 23.44	\$ 23.44	\$48,755.20	\$3,193.47	\$27,222.00	\$3,730	\$60	\$82,960.44	\$34,205.24	
O/ILL	0.9	36	\$ 21.52	\$ 21.52	\$40,285.44	\$2,638.70	\$7,990.00	\$3,082	\$60	\$54,055.97	\$13,770.53	
GO-D	0	0	\$ 15.66	\$ 15.66	\$0.00			\$0		\$0.00	\$0.00	
D1 MW	0.3	12	\$ 13.93	\$ 13.93	\$8,692.32	\$569.35		\$665		\$9,926.63	\$1,234.31	
D2 SF	0.3	12	\$ 13.00	\$ 13.00	\$8,112.00	\$531.34		\$621		\$9,263.90	\$1,151.90	
D3 RO	0.375	15	\$ 14.16	\$ 14.16	\$11,044.80	\$723.43	\$0.00	\$845		\$12,613.16	\$1,568.36	
Trainer	0	0	\$ 24.83	\$ 24.83	\$0.00	\$0.00		\$0		\$0.00	\$0.00	
Total	3.875											
FTE's					\$182,160.16	\$11,931.49	\$52,604.00	\$13,935.25	\$180.00	\$260,810.90	\$78,650.74	
										\$125.39	per hour	
							26,553 - Family health					
							16,724 - E&S health					
							7,771 Employee health					
							647 family Dental					
							219 Single Dental					

2021 salaries 1% FA

		2% 2020		1% 2021						7.65% Life Insurance		Total Salaries
FTE's												
Staff	FTE	hrs/wk	Hour - 2020	Hour - 2021 1%	Total	6.55% Retirement	Heath + Dental	FICA	7.65% Life Insurance	Total Salaries & Fringes	fringes	
Director	1	40	\$ 31.38	\$ 31.69	\$65,923.10	\$4,317.96	\$17,392.00	\$5,043	\$60	\$92,736.18	\$26,813.08	
ILS Admin	0	0	\$ 27.12	\$ 27.12	\$0.00	\$0.00	\$0.00	\$0		\$0.00	\$0.00	
PIC	1	40	\$ 23.44	\$ 23.67	\$49,242.75	\$3,225.40	\$27,222.00	\$3,767	\$60	\$83,517.22	\$34,274.47	
O/ILL	0.9	36	\$ 21.52	\$ 21.74	\$40,688.29	\$2,665.08	\$7,990.00	\$3,113	\$60	\$54,516.03	\$13,827.74	
GO-D	0	0	\$ 15.66	\$ 15.66	\$0.00			\$0		\$0.00	\$0.00	
D1 MW	0.3	12	\$ 13.93	\$ 14.07	\$8,779.24	\$575.04		\$672		\$10,025.90	\$1,246.65	
D2 SF	0.3	12	\$ 13.00	\$ 13.13	\$8,193.12	\$536.65		\$627		\$9,356.54	\$1,163.42	
D3 RO	0.375	15	\$ 14.16	\$ 14.30	\$11,155.25	\$730.67	\$0.00	\$853		\$12,739.29	\$1,584.05	
Trainer	0	0	\$ 24.83	\$ 24.83	\$0.00	\$0.00		\$0		\$0.00	\$0.00	
Total FTE's	3.875				\$183,981.76	\$12,050.81	\$52,604.00	\$14,074.60	\$180.00	\$262,891.17	\$78,909.41	
										\$126.39	per hour	
							26,553 - Family health					
							16,724 - E&S health					
							7,771 Employee health					
							647 family Dental					
							219 Single Dental					

2021 salaries 2% FA

		2% 2020	2% 2021					7.65%	Life Insurance	Total Salaries	
FTE's								6.55%	7.65%	Total Salaries	
Staff	FTE	hrs/wk	Hour - 2020	Hour - 2021 2%	Total	Retirement	Heath + Dental	FICA	Life Insurance	& Fringes	fringes
Director	1	40	\$ 31.38	\$ 32.01	\$66,575.81	\$4,360.72	\$17,392.00	\$5,093	\$60	\$93,481.57	\$26,905.76
ILS Admin	0	0	\$ 27.12	\$ 27.12	\$0.00	\$0.00	\$0.00	\$0		\$0.00	\$0.00
PIC	1	40	\$ 23.44	\$ 23.91	\$49,730.30	\$3,257.33	\$27,222.00	\$3,804	\$60	\$84,074.01	\$34,343.70
O/ILL	0.9	36	\$ 21.52	\$ 21.95	\$41,091.15	\$2,691.47	\$7,990.00	\$3,143	\$60	\$54,976.09	\$13,884.94
GO-D	0	0	\$ 15.66	\$ 15.66	\$0.00			\$0		\$0.00	\$0.00
D1 MW	0.3	12	\$ 13.93	\$ 14.21	\$8,866.17	\$580.73		\$678		\$10,125.16	\$1,259.00
D2 SF	0.3	12	\$ 13.00	\$ 13.26	\$8,274.24	\$541.96		\$633		\$9,449.18	\$1,174.94
D3 RO	0.375	15	\$ 14.16	\$ 14.44	\$11,265.70	\$737.90	\$0.00	\$862		\$12,865.42	\$1,599.73
Trainer	0	0	\$ 24.83	\$ 24.83	\$0.00	\$0.00		\$0		\$0.00	\$0.00
Total	3.875										
FTE's					\$185,803.36	\$12,170.12	\$52,604.00	\$14,213.96	\$180.00	\$264,971.44	\$79,168.08
										\$127.39	per hour
										26,553	- Family health
										16,724	- E&S health
										7,771	Employee health
										647	family Dental
										219	Single Dental

Affiliate or Associate Fee - Service Chart 2020

Library	Contact Person	Annual Base Fee	+Delivery	# Stops	TOTAL
		\$604 Base-\$60/add building	\$3.25 / stop		
Beloit College, M-Tu-Th-F Sch Yr & M-W-F Summer	Megan Fitch	\$604.00	\$598.00	184	\$1,202.00
Beloit SD, W, no summer	Julie Watson	\$604.00	\$126.75	39	\$730.75
Blackhawk Tech, Tu - Th	Janet White	\$604.00	\$331.50	102	\$935.50
Evansville SD-High School, M-W, no summer	Adrienne Kangas	\$604.00	\$237.25	73	\$841.25
Milton SD, M-W, no summer	Holly Nelson	\$604.00	\$227.50	70	\$831.50
Parkview SD, M-W, no summer	Ann Buehl	\$604.00	\$230.75	71	\$834.75
WCBVI, Th, no summer	Michelle Rueckert	\$604.00	\$123.50	38	\$727.50
TOTAL		\$4,228.00	\$1,875.25	577	\$6,103.25