

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Milton Public Library
430 E High St.
Milton, WI
Wednesday January 9, 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. Update on Arrowhead Employee participation in the Rock County Health Insurance – Annette Mikula
 - b. Committee appointments
 - c. Date of October 2019 ALS Board Meeting
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 1/3/2019.

Anita Schultz – Arrowhead Library System

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	OTHER SERVICES	01/01/2019	GALE CENGAGE LEARNING		15,337.35
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	183,893.00	0.00	0.00	15,337.35	168,555.65
51-5000-0000-64201	CONVENTION EXP	01/01/2019	ANDERSON,TOVAH		25.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	0.00	0.00	25.00	3,975.00
51-5000-0000-65321	BLDG/OFC LEASE	02/01/2019	CITY OF MILTON		1,166.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	0.00	0.00	1,166.67	12,833.33
ARROWHEAD LIBRARY PROG TOTAL				16,529.02	

I have examined the preceding bills and encumbrances in the total amount of **\$16,529.02**
 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	12/05/2018	DEPARTMENT OF ADMINISTRATION	1,500.00		
		12/18/2018	LAKESHORES LIBRARY SYSTEM	5,429.00		
		12/01/2018	TECHMAX BUSINESS SOLUTIONS LLC	90.00		
		12/04/2018	KOENE COURIER SERVICE LLC	1,665.00		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
146,188.00	106,738.87	0.00	8,684.00	30,765.13		
51-5000-0000-63100	OFC SUPP & EXP	12/05/2018	AMAZON.COM	29.47		
		12/01/2018	OFFICE DEPOT INC	130.25		
		Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		1,500.00	815.13	0.00	159.72	525.15
		51-5000-0000-63101	POSTAGE	12/06/2018	ARROWHEAD LIBRARY PETTY CASH	12.88
Budget	YTD Exp			YTD Enc	Pending	Closing Balance
1,000.00	221.45			0.00	12.88	765.67
51-5000-0000-63104	PRNT & DUPLICATI			11/30/2018	DIMAX OFFICE SOLUTIONS INC	178.00
				Budget	YTD Exp	YTD Enc
		5,000.00	3,499.95	0.00	178.00	1,322.05
		51-5000-0000-63200	PUBL/SUBCR/DUES	12/03/2018	ANDERSON,TOVAH	138.00
				Budget	YTD Exp	YTD Enc
1,500.00	923.99			0.00	138.00	438.01
51-5000-0000-63300	TRAVEL			12/19/2018	SCHOMBER,JENI	72.24
				Budget	YTD Exp	YTD Enc
		3,000.00	1,959.81	0.00	72.24	967.95
		51-5000-0000-64303	EXTENSION MATERI	11/12/2018	AMAZON.COM	1,111.04
				Budget	YTD Exp	YTD Enc
3,000.00	1,856.53			0.00	1,111.04	32.43
51-5000-0000-64904	SUNDRY EXPENSE			12/18/2018	ARROWHEAD LIBRARY PETTY CASH	69.22
				Budget	YTD Exp	YTD Enc
		1,000.00	200.60	0.00	69.22	730.18
		ARROWHEAD LIBRARY PROG TOTAL			10,425.10	

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 **\$10,425.10**

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: 01/02/2019

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	467,820.00	0.00	0.00	(467,820.00)
44120	MISC. FEES	6,103.00	0.00	0.00	(6,103.00)
45504	INTERGOVT.CHGS-OTHER LIBRARIES	240,765.00	0.00	0.00	(240,765.00)
46000	CONTRIBUTIONS	2,000.00	0.00	0.00	(2,000.00)
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
Total Revenue		736,688.00	0.00	0.00	(\$736,688.00)
EXPENSE					
61100	REGULAR WAGES	184,972.00	0.00	0.00	184,972.00
61300	PER DIEMS	1,500.00	0.00	0.00	1,500.00
61400	FICA	14,149.00	0.00	0.00	14,149.00
61510	RETIREMENT-EMPLOYERS	12,116.00	0.00	0.00	12,116.00
61610	HEALTH INSURANCE	41,000.00	0.00	0.00	41,000.00
61620	DENTAL INSURANCE	1,513.00	0.00	0.00	1,513.00
61630	LIFE INSURANCE	180.00	9.03	0.00	170.97
62119	OTHER CONTRACTED SERVICES	183,893.00	15,337.35	0.00	168,555.65
62130	AUDIT FEES	1,200.00	0.00	0.00	1,200.00
62210	TELEPHONE	2,000.00	0.00	0.00	2,000.00
62410	REPAIR & MAINTENANCE-VEHICLES	10,000.00	0.00	0.00	10,000.00
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	0.00	0.00	1,500.00
63101	POSTAGE	1,000.00	0.00	0.00	1,000.00
63104	PRINTING & DUPLICATION	5,000.00	0.00	0.00	5,000.00
63108	PUBLIC INFORMATION	5,000.00	0.00	0.00	5,000.00
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	0.00	0.00	1,500.00
63300	TRAVEL	3,000.00	0.00	0.00	3,000.00
64200	TRAINING EXPENSE	4,000.00	0.00	0.00	4,000.00
64201	CONVENTION EXPENSE	4,000.00	25.00	0.00	3,975.00
64214	ILS COSTS	193,265.00	0.00	0.00	193,265.00
64303	EXTENSION MATERIALS	4,000.00	0.00	0.00	4,000.00
64306	RESOURCE LIBRARIES	40,000.00	0.00	0.00	40,000.00
64307	PARTICIPATING LIBRARIES	1,025,967.00	0.00	0.00	1,025,967.00
64309	INTERSYSTEM AGREEMENT	72,691.00	0.00	0.00	72,691.00
64904	SUNDRY EXPENSE	1,000.00	0.00	0.00	1,000.00
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	0.00	0.00	5,000.00
65321	BUILDING/OFFICE LEASE	14,000.00	1,166.67	0.00	12,833.33
67199	MISC EQUIPMENT	3,000.00	0.00	0.00	3,000.00
Total Expense		1,836,846.00	16,538.05	0.00	1,820,307.95
County Share (Revenue - Expense)		(1,100,158.00)	(16,538.05)	0.00	(1,083,619.95)
Grand Total Revenue		736,688.00	0.00	0.00	(736,688.00)

Rock County - Production
Budget to Actual Figures

Fiscal Year: 2019

As of: 01/02/2019

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,836,846.00	16,538.05	0.00	1,820,307.95
	Grand Totals County Share	(1,100,158.00)	(16,538.05)	0.00	(1,083,619.95)

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	162,894.39	0.00	15,245.61
61300	PER DIEMS	1,500.00	1,665.43	0.00	(165.43)
61400	FICA	13,629.00	12,553.57	0.00	1,075.43
61510	RETIREMENT-EMPLOYERS	11,936.00	9,771.67	0.00	2,164.33
61610	HEALTH INSURANCE	41,000.00	37,583.37	0.00	3,416.63
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	115,422.87	0.00	30,765.13
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	8,263.17	0.00	736.83
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	234.33	0.00	765.67
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	2,032.05	0.00	967.95
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	2,967.57	0.00	32.43
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	1,687,729.05	0.00	75,558.95
County Share (Revenue - Expense)		(1,069,209.00)	(1,012,849.80)	0.00	(56,359.20)
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
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	1,763,288.00	1,687,729.05	0.00	75,558.95
	Grand Totals County Share	(1,069,209.00)	(1,012,849.80)	0.00	(56,359.20)

ARROWHEAD LIBRARY SYSTEM
2019 Board Meeting Dates &
Dates Vouchers are due at Courthouse

Board Meeting Date	Location	Vouchers Due @ Courthouse by Noon
Wednesday, January 9	ALS	Friday, December 21
Wednesday, February 13	ALS	Tuesday, January 29
Wednesday, March 13	ALS	Tuesday, February 26
Wednesday, April 10	BPL	Tuesday, March 26
Wednesday, May 8	EPL	Tuesday, April 23
Wednesday, June 12	EFPL	Tuesday, May 28
Wednesday, July 10	MPL	Tuesday, June 25
Wednesday, August 14	ALS	Tuesday, July 30
Wednesday, September 11	OPL	Tuesday, August 27
Wednesday, October 9	CPL	Tuesday, September 24
Monday, November 13	ALS	Tuesday, October 29
Wednesday, December 11	ALS	Tuesday, November 26



WISCONSIN
LIBRARY
ASSOCIATION

4610 South Biltmore Lane
Suite 100

Madison, Wisconsin
53718-2153

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Fax 608.245.3646

wla@wisconsinlibraries.org
wla.wisconsinlibraries.org

DIVISIONS

Association of Wisconsin
Special Librarians

Wisconsin Association of
Academic Librarians

Wisconsin Association of
Public Libraries

Wisconsin Library Trustees
and Friends

SECTIONS

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Readers

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Support Staff and Circulation
Services

Technical Services

Wisconsin Small Libraries

Youth Services

ROUND TABLES

Ethnic and Multicultural
Information Exchange

Government Information

Intellectual Freedom

Library User Education

New Members

Outreach Services

Resource Sharing

Wisconsin Genealogy and
Local History

December 14, 2018

Steve Platteter, Director
Arrowhead Library System
430 East High Street, Suite 200
Milton, WI 53563-1579

Dear Steve,

On behalf of WLA and the Conference Planning Committee, I would like to thank Arrowhead Library System for the \$250 contribution as a participating partner of the 2018 annual conference.

Enclosed is a copy of the conference program booklet; recognition of your sponsorship appears on page 11.

Next year we will be at the Kalahari Resort & Convention Center, so mark your calendar for October 8-11, 2019.

Once again, we would like to thank you for your participation; our association benefited tremendously from your support.

Sincerely,

WISCONSIN LIBRARY ASSOCIATION

A handwritten signature in cursive script that reads "Brigitte".

Brigitte Rupp Vacha
WLA Conference Liaison

/v

Enclosure

Special Thanks to Our Conference Partners and Advertisers

*We gratefully acknowledge the following for their support of the
Wisconsin Library Association Annual Conference.*

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We gratefully acknowledge Steve Platteter's skills behind the photo lens!
See various WLA highlights online after the conference.