

ARROWHEAD LIBRARY SYSTEM
Budget Committee Meeting
Milton Public Library
430 E High St.
Milton, WI

Wednesday December 12, 2018

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. 2018 ALS Budget
5. 2019 ALS Budget
6. Set next meeting date
7. 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 12/6/2018

Anita Schultz – Arrowhead Library System

2018 Driver hour increase 14hrs

	Budgeted	14 hrs/wk	Difference
Wages	\$ 27,063.13	\$ 30,534.07	\$ 3,470.94
Retirement	\$ 1,813.23	\$ 2,045.78	\$ 232.55
FICA	\$ 2,070.33	\$ 2,335.86	\$ 265.53
Total fringes	\$ 3,883.56	\$ 4,381.64	\$ 498.08
Wages + Fringes	\$ 30,946.69	\$ 34,915.71	\$ 3,969.02
FTEs	0.925	1.05	0.125

2019ALS Budget with fund balance

Revenue		2016 Actual	2017 Request	2017	2017 Actual	2018 Request	2018 estimate	2019 Request
42200	State Aid	438,605	438,605	438,605	438,605	453,212	453,212	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	6,103
45504	Intergovt-Other libraries	216,460	230,649	230,649	223,360	212,764	213,564	240,765
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.			85,000		20,000	12,605	20,000
46900	Refund of prior years expense							
47000	Transfers In							
	Total Revenue*	663,168	677,357	762,357	670,068	694,079	687,484	736,688
	Total Fund Balance		204,313	119,313	238,887	218,887	227,782	
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	176,178	227,668	197,668	176,603	174,669	180,321	184,972
61300	Per Diems	1,500	1,500	1,500	1,316	1,500	1,500	1,500
61400	FICA	13,326	17,417	17,417	13,580	13,363	13,795	14,149
61510	Retirement-Employers	11,294	15,482	15,482	10,613	11,703	12,082	12,116
61610	Health Insurance	41,012	56,868	56,868	39,012	41,000	41,000	41,000
61620	Dental Insurance		2,160	2,160	1,556	1,513	1,513	1,513
61630	Life Insurance	140	135	135	126	180	130	180
62119	Other contracted services	52,159	54,035	99,035	85,180	150,158	145,000	183,893
62130	Audit Fees	1,100	1,200	1,200	1,200	1,200	1,200	1,200
62210	Telephone	1,370	2,000	2,000	1,334	2,000	1,300	2,000
62410	R&M-Vehicles	5,475	6,500	6,500	7,466	9,000	9,000	10,000
62420	R&M-Machinery&Equip.	0	100	100	0	100	0	100
63100	Office Supplies&Expenses	995	1,500	1,500	1,407	1,500	1,500	1,500
63101	Postage	318	1,000	1,000	402	1,000	450	1,000
63104	Printing & Duplication	3,166	5,000	5,000	3,859	5,000	4,000	5,000
63108	Public Information	3,647	4,000	4,000	2,466	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,220	1,500	1,500	1,341	1,500	1,400	1,500
63300	Travel	1,715	3,600	3,600	1,689	3,000	2,500	3,000
64200	Training Expense	1,941	4,000	4,000	1,864	4,000	2,500	4,000
64201	Convention Expense	1,709	4,000	4,000	2,116	4,000	3,000	4,000
64214	ILS Costs	129,510	133,892	218,892	173,845	194,393	194,393	193,265
64303	Extension Materials	3,000	3,000	3,000	2,925	3,000	4,000	4,000
64306	Resource Library	100,000	100,000	85,000	85,000	40,000	40,000	40,000
64307	Participating Libraries	920,775	953,539	953,539	953,539	1,001,938	1,001,938	1,025,967
64309	Intersystem Agreement	73,101	76,402	76,402	76,402	65,771	65,771	72,691
64904	Sundry Expense	487	1,000	1,000	852	1,000	900	1,000
64918	Advertising	0	300	300	0	300	0	300
65101	Insurance on Building	4,500	4,500	4,500	4,441	5,000	5,000	5,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	19,000	12,500	12,500	2,803	6,500	2,000	3,000
	Total Expenses	1,582,638	1,708,798	1,793,798	1,666,937	1,763,288	1,755,193	1836846
	Expenses minus County funds	587,262	677,357	762,357	635,680	694,079	685,984	736,688
					34,388			

2019 Line Item Budget Notes

Line Item & Description	Amount
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<u>61100 Salaries</u>	<u>\$184,972</u>
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Includes ALS Board approved 3% staff wage increase over 2018.

<u>61300 Board Travel/Per Diem</u>	<u>\$1,500</u>
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Includes per diems for the two county board representatives to ALS and travel expenses. It should be noted that several board members do not apply for travel expenses.

<u>61400 Social Security</u>	<u>\$14,149</u>
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Estimated at 7.65%

<u>61510 Retirement</u>	<u>\$12,116</u>
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Includes 6.55% as per Rock County

<u>61610 Health Insurance</u>	<u>\$41,000</u>
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Two full time employees have spouse coverage; one part time employee has single coverage. Part time employees working 20+ hours are eligible for single coverage.

<u>61620 Dental Insurance</u>	<u>\$1,513</u>
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Two full time positions have spouse coverage; one part time position has single coverage. Part time employees working 20+ hours are eligible for single coverage.

<u>61630 Life Insurance</u>	<u>\$180</u>
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Based on County formula

<u>62119 Service Contracts</u>	<u>\$183,893</u>
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Includes:

Wiscat \$200

TEACH lines at Hedberg \$3,000

WISNET \$10,500 (Internet Service Provider)

Computer repair & Maintenance \$2,000

Intersystem delivery at \$15,000

WILS \$1,400

WPLC membership (OverDrive) \$5,605

ALS portion of Hoopla content \$25,000 Library Portion \$46,300

Youth Services Consulting \$10,000

Koene Courier Service \$20,000

Gale Courses & Lynda.com \$20,036

2019 Line Item Budget Notes Continued

62130 Audit \$1,200

Determined by Rock County

62210 Telephone \$2,000

ALS telephone costs from CenturyLink, as well as the cell phone used by the van drivers.

62410 Vehicle Repair and Maintenance \$10000

\$7,000 estimated for gasoline and \$3000 estimated for repair.

62420 Repair & Maintenance of Equipment \$100

To repair office equipment

63100 Supplies \$1,500

Includes software purchases and upgrades, paper, and other office supplies

63101 Postage \$1,000

Postage for mailing board packets and other items as necessary. May also include postage for member libraries' ILL mailings.

63104 Printing and Duplication \$5,000

Copier lease and miscellaneous printing done at print shops

63108 Public Information \$5,000

Publicity, brochures, and other public information materials. Also includes Adobe Software Suite.

63200 Dues and Subscriptions \$1,500

ALS pays ALA & WLA dues for 2 professional staff. Includes cost of routed periodicals.

63300 Staff Travel \$3,000

Includes travel for ALS staff, to state meetings, workshops and consultant visits to libraries

64200 Training \$4,000

The training line includes membership in the SEWI CE consortium and funds for continuing education scholarships.

2019 Line Item Budget Notes Continued

64201 Convention Expense \$4,000

Conferences budgeted for include WAPL, WLA Legislative Day, SirsiDynix, WLA and ALA Conferences

64205 Staff CE 0

For ALS staff to attend workshops

64214 SHARED AUTOMATION \$193,265

Cost for software maintenance, SHARE support and WPLC payments for electronic materials.

64303 Extension Materials \$4,000

\$2,000 is donated by the county jail and the jail materials are not purchased until the donation is received. ALS also contributes \$1000 for jail materials and an additional \$1000 for large type materials for nursing home outreach.

64306 Resource Sharing Contracts \$40,000

Resource Library contract with Hedberg Public Library: \$40,000

64307 Participating Libraries Payment \$1,025,967

\$1,025,967 for Rock County payment to ALS libraries for Rock County township use.

64309 Intersystem Agreements \$72,691

County payment to libraries in adjacent counties for Rock County township use.

64904 Sundry \$1,000

Distributed across programs as needed for budget repair

64918 Advertising \$300

Advertising is used to promote library services and programs in local newspapers or shoppers

65101 Insurance \$5000

Includes workman's comp and automobile, and office contents insurance

65321 Rent \$14,000

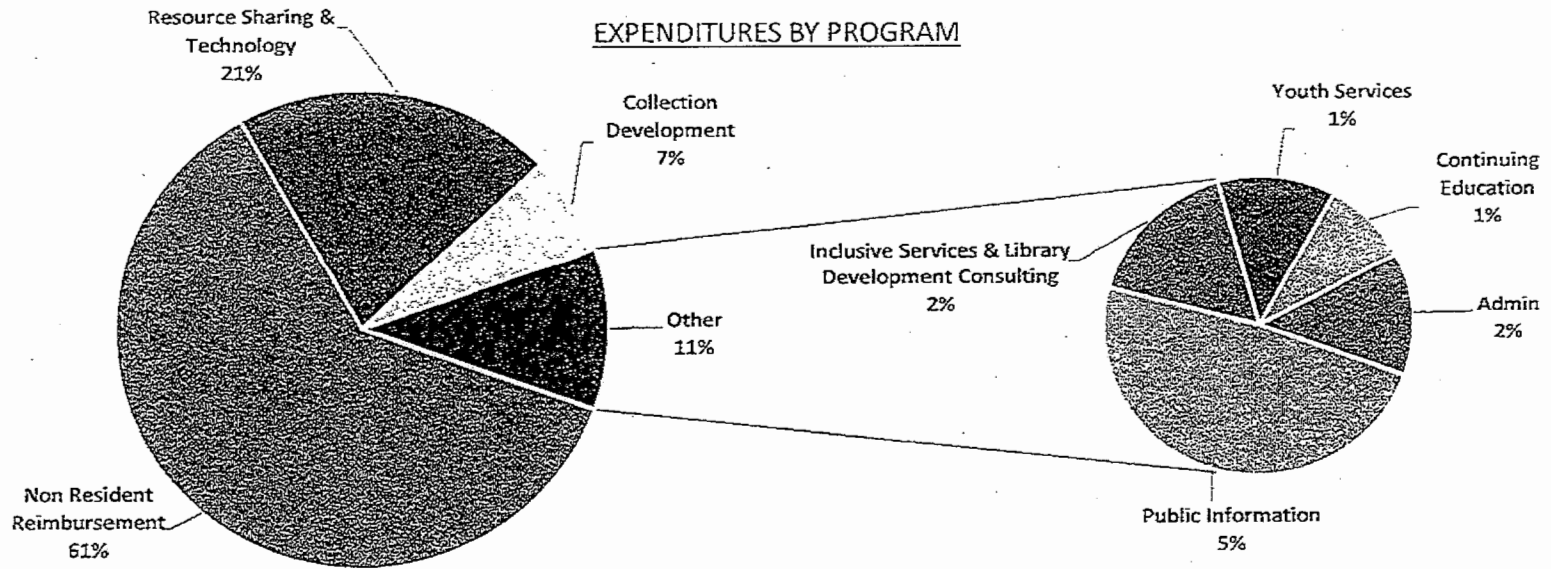
Current lease with the City of Milton is \$14,000 per year

67199 Equipment \$3,000

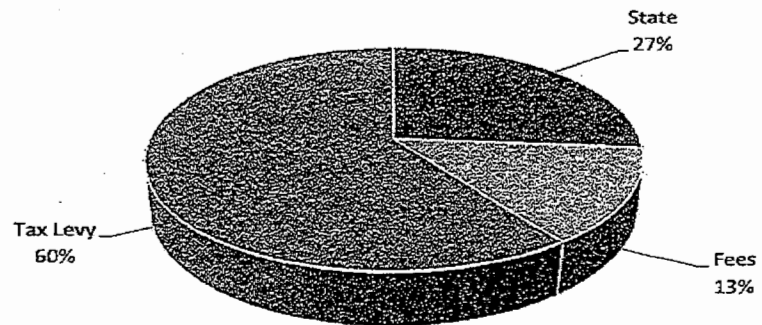
\$3,000 for computer replacements.

2019 BUDGET
ARROWHEAD LIBRARY SYSTEM

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE





State of Wisconsin

Payment Advice

23 November 2018 7:16:54 AM

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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: 808
Supplier Number: 0000071945

Payment Information

Payment Reference: 0000243627
Payment Date: 11/26/2018
Payment Method: Automated Clearing House

Bank To Information:
Bank To Account:

Bank ID: ****013
Bank Name: FIRST NATIONAL BANK AND TRUST

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	00150671	SAFA1115181200086227	11/15/2018	350,865.00	0.00	350,865.00
		Reimbursement for Public Library System Aid				
		Total:		350,865.00	0.00	350,865.00 USD