

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Orfordville Public Library
519 E. Beloit St.
Orfordville, WI
Wednesday September 14, 2016
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
 - b. 2016/2017 Budget
 - c. LSTA 2016/2017
 - d. ALS Strategic Planning – ILS Search Committee
 - e. Public Library System Redesign Project
 - f. Librarians' Report – Sarah Strunz
7. New Business
 - a. Approval of the WiLS and ALS Memorandum of Understanding for ILS Migration Services
 - b. Consider Maribeth Miller as Beloit PL representative to the ALS Board
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 9/8/2016

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Arrowhead Library System

August 10, 2016

ALS Board President Rich Bostwick called the meeting to order at 6:03 p.m. Present were Bill Wilson, Wes Davis, Janet Haag, Sarah Strunz, and Steven Platteter. Dr. Robert Smiley arrived at 6:05 and Jose Carrillo arrived at 6:08.

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

The July 2016 minutes were moved approved by Bill Wilson. Janet Haag seconded and the motion carried unanimously.

Expenditures were approved on a motion by Janet Haag with Bill Wilson seconding. The motion carried unanimously.

Citizen participation, communication or announcements: Platteter shared that the ALS office will be closed on Aug 15 & 16 due to Construction. He mentioned that delivery should be unaffected.

Unfinished Business

a. Shared System:

b. 2016/2017 Budget: Platteter mentioned that his 2017 budget meeting with Rock County Administrator, Josh Smith is scheduled for August 14th.

c. LSTA 2015/16: Platteter mentioned that the 2017 LSTA guidelines are out

d. ALS Strategic Planning: Platteter shared the shared the names of those on the new ILS research committee. Janet Haag volunteered to represent the ALS Board.

e. Public Library System Redesign Project:

f. Librarians' Report: Sarah Strunz talked about the Teen Battle of the Books held Beloit Public Library on July 23rd. The Orfordville team won.

New Business

a. Approval of the 2017 intersystem agreement with Lakeshores Library System:

Bill Wilson moved to approve the 2017 intersystem agreement, Wes Davis seconded. The motion carried unanimously.

Communications: Robert Smiley mentioned that the Hedberg Public Library's capital improvement campaign was kicking off on August 19th.

Jose Carrillo moved to adjourn. Wes Davis 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

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0021-17000	PREPAID BUDGET I	08/16/2016	WISCNET		750.00
	Budge	YTD	YTD	Pendin	Closing
	0.00	0.00	0.00	750.00	(750.00)
STL-LIBRARY PROG TOTAL				750.00	

I have examined the preceding bills and encumbrances in the total amount \$750.00

Claims covering the items are proper and have been previously funded. These items are to be treated as

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County

B. Bills under \$10,000 to be

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department

Date:

Dept

Committee

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	OTHER SERVICES	08/16/2016	WISNET		750.00
		08/01/2016	MOVIE LICENSING USA		3,367.00
	Budge	YTD	YTD	Pendin	Closing
	72,851.00	40,147.50	0.00	4,117.00	28,586.50
51-5000-0000-63101	POSTAGE	08/03/2016	ARROWHEAD LIBRARY PETTY CASH		9.52
	Budge	YTD	YTD	Pendin	Closing
	1,200.00	139.29	0.00	9.52	1,051.19
51-5000-0000-63108	PUBLIC INFO	07/31/2016	ARROWHEAD LIBRARY PETTY CASH		16.00
		08/07/2016	GAMMONS,MARTHA W		68.93
		07/24/2016	CSI MEDIA LLC		202.00
		08/23/2016	COMMUNITY BABY SHOWER		25.00
		07/30/2016	ROCK VALLEY PUBLISHING LLC		295.00
	Budge	YTD	YTD	Pendin	Closing
	4,000.00	1,742.73	0.00	606.93	1,650.34
51-5000-0000-63200	PUBL/SUBCR/DUES	08/01/2016	WINDING RIVERS LIBRARY SYSTEM		50.00
	Budge	YTD	YTD	Pendin	Closing
	1,500.00	1,108.47	0.00	50.00	341.53
51-5000-0000-64200	TRAINING EXP	07/12/2016	MILTON PUBLIC LIBRARY		40.00
	Budge	YTD	YTD	Pendin	Closing
	3,000.00	1,633.00	0.00	40.00	1,327.00
51-5000-0000-64201	CONVENTION EXP	08/25/2016	WISCONSIN LIBRARY ASSOCIATION		266.00
	Budge	YTD	YTD	Pendin	Closing
	4,000.00	733.72	0.00	266.00	3,000.28
51-5000-0000-64214	ILS COSTS	07/31/2016	PROQUEST LLC		10,291.00
	Budge	YTD	YTD	Pendin	Closing
	128,973.00	119,219.00	0.00	10,291.00	(537.00)
51-5000-0000-64904	SUNDRY EXPENSE	08/10/2016	ARROWHEAD LIBRARY PETTY CASH		24.43
	Budge	YTD	YTD	Pendin	Closing
	1,000.00	253.42	0.00	24.43	722.15
51-5000-0000-65321	BLDG/OFC LEASE				

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
		10/01/2016	CITY OF MILTON		1,166.67
	Budge	YTD	YTD	Pendin	Closing
	14,000.00	10,500.03	0.00	1,166.67	2,333.30
ARROWHEAD LIBRARY PROG TOTAL				16,571.55	
51-5171-0000-62119	OTHER SERVICES				
		08/17/2016	BUE,RENE		180.00
		08/10/2016	GROVER,SHARON B		253.75
	Budge	YTD	YTD	Pendin	Closing
	15,000.00	3,033.75	0.00	433.75	11,532.50
ACCESSIBLE EARLY LITERACY PROG TOTAL				433.75	

I have examined the preceding bills and encumbrances in the total amount \$17,005.30
 Claims covering the items are proper and have been previously funded. These items are to be treated as
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County
 B. Bills under \$10,000 to be
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department

Date: _____ Dept _____

 Committee _____

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
----------------	--------------	----------	-------------	-------------

REPORT COMPLETE!

For Job Numbers: 1592664

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

Fiscal Year: 2016

As of: 09/07/2016

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
42200	STATE AID	438,605.00	438,605.00	0.00	0.00
44120	MISC. FEES	6,831.00	6,103.25	0.00	727.75
45504	INTERGOVT.CHGS-OTHER LIBRARIES	216,460.00	216,460.01	0.00	(0.01)
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
61100	REGULAR WAGES	207,154.00	111,711.11	0.00	95,442.89
61300	PER DIEMS	1,500.00	944.19	0.00	555.81
61400	FICA	16,995.00	8,597.83	0.00	8,397.17
61510	RETIREMENT-EMPLOYERS	14,662.00	6,714.66	0.00	7,947.34
61610	HEALTH INSURANCE	47,832.00	27,543.36	0.00	20,288.64
61630	LIFE INSURANCE	129.00	101.24	0.00	27.76
62119	OTHER CONTRACTED SERVICES	72,851.00	44,264.50	0.00	28,586.50
62130	AUDIT FEES	1,100.00	0.00	0.00	1,100.00
62210	TELEPHONE	2,000.00	919.38	0.00	1,080.62
62410	REPAIR & MAINTENANCE-VEHICLES	7,500.00	2,485.65	0.00	5,014.35
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	595.81	0.00	904.19
63101	POSTAGE	1,200.00	148.81	0.00	1,051.19
63104	PRINTING & DUPLICATION	4,000.00	2,059.81	0.00	1,940.19
63108	PUBLIC INFORMATION	4,000.00	2,349.66	0.00	1,650.34
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	1,158.47	0.00	341.53
63300	TRAVEL	3,600.00	1,041.39	0.00	2,558.61
64200	TRAINING EXPENSE	3,000.00	1,673.00	0.00	1,327.00
64201	CONVENTION EXPENSE	4,000.00	999.72	0.00	3,000.28
64214	ILS COSTS	128,973.00	129,510.00	0.00	(537.00)
64303	EXTENSION MATERIALS	3,000.00	1,089.42	0.00	1,910.58
64306	RESOURCE LIBRARIES	100,000.00	100,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	920,775.00	920,775.27	0.00	(0.27)
64309	INTERSYSTEM AGREEMENT	73,101.00	72,115.71	0.00	985.29
64904	SUNDRY EXPENSE	1,000.00	277.85	0.00	722.15
64918	ADVERTISING	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	4,500.00	3,952.00	0.00	548.00
65321	BUILDING/OFFICE LEASE	14,000.00	11,666.70	0.00	2,333.30
67199	MISC EQUIPMENT	19,000.00	3,284.99	0.00	15,715.01
Total Revenue		663,896.00	663,168.26	0.00	727.74
Total Expense		1,659,272.00	1,455,980.53	0.00	203,291.47
Net Total (Revenue - Expense)		(995,376.00)	(792,812.27)	0.00	(202,563.73)
Grand Total Revenue		663,896.00	663,168.26	0.00	727.74
Grand Total Expense		1,659,272.00	1,455,980.53	0.00	203,291.47

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

Fiscal Year: 2016

As of: 09/07/2016

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
Grand Totals (Revenue-Expense)		(995,376.00)	(792,812.27)	0.00	(202,563.73)

Memorandum of Understanding WiLS and Arrowhead Library System ILS Migration Services

The purpose of this Memorandum of Understanding (this "Agreement") is to define the parameters and costs for the ILS Migration Exploration for the Arrowhead Library System (the "System") to be provided by WiLS.

Contacts

Communication regarding this Agreement and the provided service should be directed to:

WiLS

Stef Morrill
1360 Regent Street, #121
Madison, WI 53715-1255
608-216-8319
smorrill@wils.org

Arrowhead Library System

Steve Platteter
Director
Arrowhead Library System
430 E High St., Suite 200
Milton, WI 53563
(608)868-2872
platteter.steve@als.lib.wi.us

Services Provided

- Work with Consortium to identify upgrade and ILS merger possibilities. (1 meeting – 2 hours)
- Research upgrade and ILS merger possibilities and provide pros/cons to Consortium. (10 hours)
- Meet with Consortium to facilitate process to choose direction. (1 meeting – 3 hours + 2 hours prep)
- Develop work plan for migration. (6 hours)

Hours & Costs

WiLS will provide the System with 23 hours of services for a total cost of \$1,725. Additional hours needed for migration planning or execution, agreed upon by WiLS and ALS, can be contracted at \$75/hour.

Staffing, performance expectations, and monitoring

WiLS agrees to utilize staff with the requisite experience, capability and resources to perform the Services. WiLS agrees to perform all Services in a professional and workmanlike manner. WiLS will, with at least 90% of communications received, meet the standard of acknowledging voice mails and emails received within one business day or to provide an auto-responder or voice mail greeting with the date a response can be expected, if a one business day response is not possible. Business days do not include major US holidays and weekends, as WiLS is officially closed on those days and services will not be available, unless activities have been scheduled prior to the day of the closure.

WILS represents and warrants that all Services will be performed in compliance with all applicable local, state and federal laws, rules and regulations.

Payment Schedule

WILS will invoice the system for \$1,725 after delivery of the workplan. If additional hours are agreed upon by WILS and ALS, a payment schedule will be agreed upon at the same time.

Duration of Agreement/cancellation

This Agreement is in effect until March 31, 2016. During the term of the agreement, the parties have the right to terminate this Agreement with 30 days' notice. WILS will refund any pre-payments or deposited funds, minus the amount owed to WILS for work completed but not yet paid.

This document constitutes the entire agreement of the parties concerning the subject matter hereof and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by both parties.

Agreed to and accepted by:

WILS

Arrowhead Library System

Signature

Signature

Stefanie L Morrill

Name

Name

Director

Title

Title

Date

Date