

ARROWHEAD LIBRARY SYSTEM

Budget Committee Meeting

Edgerton Public Library

101 Albion St.

Edgerton, WI

Wednesday May 10, 2017

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. 2017 Budget
5. SHARE Update
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](http://www.co.rock.wi.us) on 5/4/2017

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Hedberg Public Library

April 12, 2017

- 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, Jose Carrillo, Janet Haag, Wes Davis and Steven Platteter.
- 2) **Approval of Agenda:** Wes Davis moved to approve the agenda, Bill Wilson seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The December 14th 2016 minutes were moved approved by Bill Wilson. Jose Carrillo seconded and the motion carried unanimously.
- 4) **2017 Budget:** Platteter reported on how the 2017 including the current fund balance
- 5) **ILS Migration Planning:** Platteter reported on how he intends to use the ALS fund balance for funding an ILS migration
- 6) **Set Next Meeting date:** May 10th, 5:30 at the Edgerton Public Library.

Jose Carrillo made the motion to adjourn and Bill Wilson seconded. Motion carried unanimously. The meeting ended at 5:56 p.m.

Respectfully submitted,  
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

ARROWHEAD LIBRARY SYSTEM  
Board Meeting  
Edgerton Public Library  
101 Albion St.  
Edgerton, WI  
Wednesday May 10, 2017  
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. 2017 Budget
  - c. LSTA 2016/2017
  - d. ALS Strategic Planning
  - e. Public Library System Redesign Project
  - f. Librarians' Report – Sarah Strunz
7. New Business
  - a. 2nd State Aid payment - \$109,651
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](http://www.co.rock.wi.us) on 5/4/2017.

Anita Schultz – Arrowhead Library System

## ARROWHEAD LIBRARY SYSTEM BOARD MEETING

Hedberg Public Library

April 12, 2017

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Bill Wilson, Janet Haag, Wes Davis, Jose Carrillo, Maribeth Miller, Sarah Strunz, Charles Teval (HPL Assistant Director), Nick Dimasis and Steven Platteter.

The Agenda was moved approved by Janet Haag. Bill Wilson seconded and the motion carried unanimously.

The March 2017 minutes were moved approved by Wes Davis. Bill Wilson seconded and the motion carried unanimously.

Expenditures were approved on a motion by Jose Carrillo with Bill Wilson seconding. The motion carried unanimously.

**Citizen participation, communication or announcements:** Platteter mentioned that both the Directors of the Southwest Wisconsin Library System (SWLS) and the Outagamie Waupaca Library System (OWLS) are leaving Wisconsin to become library system directors in Minnesota. He also mentioned that Terrie Howe is retiring from DPI. Bill Wilson announced the grand opening of the new Milton Public Library will be Sunday, June 4th.

### **Unfinished Business**

#### **a. Shared System:**

**b. 2016/2017 Budget:** Platteter discussed his plans for funding the upcoming ILS migration.

**c. LSTA 2016/17:** Platteter mentioned that, dependent on Federal funding, the two LSTA grants submitted for 2017 have been approved.

#### **d. ALS Strategic Planning:**

**e. Public Library System Redesign Project:** Platteter gave an update on the Public Library System Redesign Project.

**f. Librarians' Report:**

**New Business**

**a. Recommendation of the ALS ILS Exploration Committee:** Wes Davis moved to accept the recommendation of the ALS ILS Exploration Committee and replace RockCat by joining the SHARE Consortium. Maribeth Miller seconded. The motion carried unanimously by roll call vote. Platteter stated that he would send a letter of intent to the SHARE Directors Council.

**b. Public Information Coordinator position update:** Platteter announced that ALS has offered the position to Tovah Schnorr. She has accepted and will start with Rock County orientation on May 22<sup>nd</sup>.

**Communications:**

Jose Carrillo moved to adjourn. Wes Davis seconded and the motion carried unanimously. The meeting ended at 7:03p.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	
00-0000-0021-23990	DUE OTHER LIBR.				
		03/29/2017	BELOIT PUBLIC LIBRARY	884.72	
		03/29/2017	CLINTON PUBLIC LIBRARY	769.52	
		03/29/2017	EDGERTON PUBLIC LIBRARY	392.88	
		03/29/2017	HEDBERG PUBLIC LIBRARY	8,593.19	
		03/29/2017	MILTON PUBLIC LIBRARY	72.37	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	0.00	(10,713.10)	0.00	10,712.68	0.42
<b>STL-LIBRARY PROG TOTAL</b>				<b>10,712.68</b>	

I have examined the preceding bills and encumbrances in the total amount \$10,712.68  
 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	03/24/2017	WISCNET		2,125.00	
		04/11/2017	WILS		7,280.00	
		04/01/2017	TECHMAX BUSINESS SOLUTIONS LLC		90.00	
		04/20/2017	GROVER,SHARON B		656.25	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>	
	69,035.00	24,341.75	0.00	10,151.25	34,542.00	
51-5000-0000-62410	R & M-VEHICLES	04/04/2017	SCHULTZ,ANITA		272.90	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>	
	6,500.00	778.18	0.00	272.90	5,448.92	
51-5000-0000-63100	OFC SUPP & EXP	04/11/2017	OFFICE DEPOT INC		121.66	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>	
	1,500.00	670.55	0.00	121.66	707.79	
51-5000-0000-63101	POSTAGE	04/14/2017	ARROWHEAD LIBRARY PETTY CASH		26.18	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>	
	1,000.00	58.24	0.00	26.18	915.58	
51-5000-0000-63104	PRNT & DUPLICATI	03/15/2017	DIMAX OFFICE SOLUTIONS INC		178.00	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>	
	5,000.00	478.12	0.00	178.00	4,343.88	
51-5000-0000-63108	PUBLIC INFO	03/24/2017	JAX CUSTOM PRINTING INC		34.00	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>	
	4,000.00	121.00	0.00	34.00	3,845.00	
51-5000-0000-63200	PUBL/SUBCR/DUES	03/27/2017	LIBRARY JOURNAL		157.99	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>	
	1,500.00	509.49	0.00	157.99	832.52	
51-5000-0000-63300	TRAVEL	03/05/2017	ALMO,KIRSTEN		74.52	
		03/03/2017	SCHOMBER,JENI		101.95	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>	
	3,600.00	403.48	0.00	176.47	3,020.05	
51-5000-0000-64201	CONVENTION EXP	04/10/2017	PLATTETER,STEVE		143.00	

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	4,000.00	155.00	0.00	143.00	3,702.00
51-5000-0000-64214	ILS COSTS	06/01/2017	PROQUEST LLC		10,653.00
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	133,892.00	111,611.84	0.00	10,653.00	11,627.16
51-5000-0000-64303	EXTENSION MATERI	03/27/2017	GROVER,SHARON B		312.90
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	3,000.00	(400.51)	0.00	312.90	3,087.61
51-5000-0000-64904	SUNDRY EXPENSE	04/18/2017	ARROWHEAD LIBRARY PETTY CASH		14.07
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	1,000.00	150.69	0.00	14.07	835.24
51-5000-0000-65321	BLDG/OFC LEASE	06/01/2017	CITY OF MILTON		1,166.67
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	14,000.00	4,891.68	0.00	1,166.67	7,941.65
<b>ARROWHEAD LIBRARY PROG TOTAL</b>				<b>23,408.09</b>	
51-5171-0000-62119	OTHER SERVICES	03/20/2017	LAKESHORES LIBRARY SYSTEM		551.51
	<b>Budge</b>	<b>YTD</b>	<b>YTD</b>	<b>Pendin</b>	<b>Closing</b>
	0.00	966.25	0.00	551.51	(1,517.76)
<b>ACCESSIBLE EARLY LITERACY PROG TOTAL</b>				<b>551.51</b>	



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 \$23,959.60

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
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**REPORT COMPLETE!**

For Job Numbers: 1656092

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

Fiscal Year: 2017

As of: 05/01/2017

Budget: RV

Org Key      Title  
5150000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
42200	STATE AID	438,605.00	328,954.00	0.00	109,651.00
44120	MISC. FEES	6,103.00	5,372.50	0.00	730.50
45504	INTERGOVT.CHGS-OTHER LIBRARIES	230,649.00	223,360.94	0.00	7,288.06
46000	CONTRIBUTIONS	2,000.00	2,000.00	0.00	0.00
61100	REGULAR WAGES	227,668.00	45,641.95	0.00	182,026.05
61300	PER DIEMS	1,500.00	460.62	0.00	1,039.38
61400	FICA	17,417.00	3,516.80	0.00	13,900.20
61510	RETIREMENT-EMPLOYERS	15,482.00	2,946.13	0.00	12,535.87
61610	HEALTH INSURANCE	56,868.00	13,461.76	0.00	43,406.24
61620	DENTAL INSURANCE	2,160.00	648.45	0.00	1,511.55
61630	LIFE INSURANCE	135.00	64.95	0.00	70.05
62119	OTHER CONTRACTED SERVICES	69,035.00	34,493.00	0.00	34,542.00
62130	AUDIT FEES	1,200.00	0.00	0.00	1,200.00
62210	TELEPHONE	2,000.00	333.85	0.00	1,666.15
62410	REPAIR & MAINTENANCE-VEHICLES	6,500.00	1,051.08	0.00	5,448.92
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	792.21	0.00	707.79
63101	POSTAGE	1,000.00	84.42	0.00	915.58
63104	PRINTING & DUPLICATION	5,000.00	656.12	0.00	4,343.88
63108	PUBLIC INFORMATION	4,000.00	155.00	0.00	3,845.00
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	667.48	0.00	832.52
63300	TRAVEL	3,600.00	579.95	0.00	3,020.05
64200	TRAINING EXPENSE	4,000.00	250.00	0.00	3,750.00
64201	CONVENTION EXPENSE	4,000.00	298.00	0.00	3,702.00
64214	ILS COSTS	133,892.00	122,264.84	0.00	11,627.16
64303	EXTENSION MATERIALS	3,000.00	(87.61)	0.00	3,087.61
64306	RESOURCE LIBRARIES	85,000.00	85,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	953,539.00	953,539.42	0.00	(0.42)
64309	INTERSYSTEM AGREEMENT	76,402.00	74,683.54	0.00	1,718.46
64904	SUNDRY EXPENSE	1,000.00	164.76	0.00	835.24
64918	ADVERTISING	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	4,500.00	2,979.00	0.00	1,521.00
65321	BUILDING/OFFICE LEASE	14,000.00	6,058.35	0.00	7,941.65
67199	MISC EQUIPMENT	12,500.00	0.00	0.00	12,500.00
Total Revenue		677,357.00	559,687.44	0.00	117,669.56
Total Expense		1,708,798.00	1,350,704.07	0.00	358,093.93
Net Total (Revenue - Expense)		(1,031,441.00)	(791,016.63)	0.00	(240,424.37)
Grand Total Revenue		677,357.00	559,687.44	0.00	117,669.56
Grand Total Expense		1,708,798.00	1,350,704.07	0.00	358,093.93

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

Fiscal Year: 2017

As of: 05/01/2017

Budget: RV

Org Key      Title  
515000000    ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Totals (Revenue-Expense)	(1,031,441.00)	(791,016.63)	0.00	(240,424.37)



State of Wisconsin

# Payment Advice

**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:** 398  
**Supplier Number:** 0000071945

**Payment Information**

**Payment Reference:** 0000104962  
**Payment Date:** 04/24/2017  
**Payment Method:** Automated Clearing House

**Bank To Information:**  
**Bank To Account:** \*\*\*\*\*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 Business Unit Agency** 25500

**Invoice Number**      **Invoice Date**      **Voucher ID**      **Paid Amt**  
SAFA1720170424754232      04/13/2017      00074808      109,651.00

Reimbursement for Public Library System Aid  
**Total:**      **109,651.00**      **USD**