

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Arrowhead L S/Milton Public Library
430 E High St.
Milton, WI
Wednesday March 14, 2018
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. 2017/2018 Budget
 - c. LSTA
 - d. Public Library System Redesign Project
 - e. Librarians' Report – Sarah Strunz
7. New Business
 - a. November 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 3/8/2018.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING
ALS/Milton Public Library
February 14, 2018

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Bill Willson, Wes Davis, Adam Dinnes, Maribeth Miller, Eloise Eager, Charles Teval, Sarah Strunz and Steven Platteter.

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

The January 2018 minutes were moved approved, with correction (January 10, 2018) by Bill Wilson. Rich Bostwick seconded and the motion carried unanimously.

Expenditures were approved on a motion by Wes Davis with Bill Wilson seconding. The motion carried unanimously.

Citizen participation, communication or announcements:

Unfinished Business

a. Shared System –SHARE Update: Platteter discussed how the SHARE migration and go-live went. He also discussed delivery between Arrowhead and the Lakeshores Library Systems

b. 2017/2018 Budget: Platteter mentioned that it looks like we were able to do the SHARE migration without using any of the ALS fund balance.

c. LSTA:

d. ALS Strategic Planning:

e. Public Library System Redesign Project.

f. Librarians' Report:

New Business

a. Approval of the ALS 2017 Annual Report: The ALS 2017 Annual Report was moved approved by Wes Davis. Bill Wilson seconded and the motion carried unanimously.

b. Consider Eloise Eager to the ALS Board: Maribeth Miller moved to approve the appointment of Eloise Eager to the ALS Board, Adam Dinnes seconded. The motion carried unanimously.

Communications:

Eloise Eager moved to adjourn. Adam Dinnes seconded and the motion carried unanimously. The meeting ended at 6:37 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		
51-5000-0000-62119	OTHER SERVICES	02/14/2018	WISCONSIN LIBRARY ASSOCIATION	439.00		
		02/13/2018	WISCNET	97.00		
		02/01/2018	TECHMAX BUSINESS SOLUTIONS LLC	90.00		
		Budge	YTD	YTD	Pendin	Closing
	150,158.00	57,961.00	0.00	626.00	91,571.00	
51-5000-0000-62410	R & M-VEHICLES	01/30/2018	BURTNESS CHEVROLET INC	49.95		
		Budge	YTD	YTD	Pendin	Closing
		9,000.00	0.00	0.00	49.95	8,950.05
		51-5000-0000-63100	OFC SUPP & EXP	01/24/2018	OFFICE DEPOT INC	111.35
	Budge	YTD	YTD	Pendin	Closing	
	1,500.00	149.10	0.00	111.35	1,239.55	
51-5000-0000-63101	POSTAGE	02/07/2018	ARROWHEAD LIBRARY PETTY CASH	37.56		
		Budge	YTD	YTD	Pendin	Closing
		1,000.00	11.20	0.00	37.56	951.24
		51-5000-0000-63104	PRNT & DUPLICATI	02/01/2018	DIMAX OFFICE SOLUTIONS INC	178.00
	Budge	YTD	YTD	Pendin	Closing	
	5,000.00	417.06	0.00	178.00	4,404.94	
51-5000-0000-63108	PUBLIC INFO	02/13/2018	ROCK COUNTY 4H FAIR INC	100.00		
		Budge	YTD	YTD	Pendin	Closing
		5,000.00	(604.50)	0.00	100.00	5,504.50
		51-5000-0000-63200	PUBL/SUBCR/DUES	03/01/2018	WINDING RIVERS LIBRARY SYSTEM	50.00
	Budge	YTD	YTD	Pendin	Closing	
	1,500.00	228.00	0.00	50.00	1,222.00	
51-5000-0000-63300	TRAVEL	02/01/2018	SCHOMBER,JENI	44.38		
		Budge	YTD	YTD	Pendin	Closing
		3,000.00	89.93	0.00	44.38	2,865.69
		51-5000-0000-64200	TRAINING EXP	02/01/2018	NICOLET FEDERATED LIBRARY SYST	225.00

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budge	YTD	YTD	Pendin	Closing
	4,000.00	0.00	0.00	225.00	3,775.00
51-5000-0000-64309	INTERSYS/AGREEME	02/21/2018	LAKESHORES LIBRARY SYSTEM		2,061.50
	Budge	YTD	YTD	Pendin	Closing
	65,771.00	61,647.54	0.00	2,061.50	2,061.96
51-5000-0000-64904	SUNDRY EXPENSE	02/20/2018	ARROWHEAD LIBRARY PETTY CASH		24.89
	Budge	YTD	YTD	Pendin	Closing
	1,000.00	27.96	0.00	24.89	947.15
51-5000-0000-65321	BLDG/OFC LEASE	04/01/2018	CITY OF MILTON		1,166.67
	Budge	YTD	YTD	Pendin	Closing
	14,000.00	3,500.01	0.00	1,166.67	9,333.32
ARROWHEAD LIBRARY PROG TOTAL				4,675.30	

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 \$4,675.30
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
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REPORT COMPLETE!

For Job Numbers: 1729358

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

Fiscal Year: 2018

As of: 02/28/2018

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	453,212.00	339,909.00	0.00	(113,303.00)
44120	MISC. FEES	6,103.00	4,544.25	0.00	(1,558.75)
45504	INTERGOVT.CHGS-OTHER LIBRARIES	212,764.00	68,154.93	0.00	(144,609.07)
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	694,079.00	412,608.18	0.00	(\$281,470.82)
EXPENSE					
61100	REGULAR WAGES	174,669.00	13,572.78	0.00	161,096.22
61300	PER DIEMS	1,500.00	224.93	0.00	1,275.07
61400	FICA	13,363.00	1,052.69	0.00	12,310.31
61510	RETIREMENT-EMPLOYERS	11,703.00	817.75	0.00	10,885.25
61610	HEALTH INSURANCE	41,000.00	3,416.67	0.00	37,583.33
61620	DENTAL INSURANCE	1,513.00	259.38	0.00	1,253.62
61630	LIFE INSURANCE	180.00	19.16	0.00	160.84
62119	OTHER CONTRACTED SERVICES	150,158.00	57,961.00	0.00	92,197.00
62130	AUDIT FEES	1,200.00	0.00	0.00	1,200.00
62210	TELEPHONE	2,000.00	118.61	0.00	1,881.39
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	0.00	0.00	9,000.00
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	149.10	0.00	1,350.90
63101	POSTAGE	1,000.00	11.20	0.00	988.80
63104	PRINTING & DUPLICATION	5,000.00	417.06	0.00	4,582.94
63108	PUBLIC INFORMATION	5,000.00	(604.50)	0.00	5,604.50
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	228.00	0.00	1,272.00
63300	TRAVEL	3,000.00	89.93	0.00	2,910.07
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	194,393.00	27,623.16	0.00	166,769.84
64303	EXTENSION MATERIALS	3,000.00	122.73	0.00	2,877.27
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	61,647.54	0.00	4,123.46
64904	SUNDRY EXPENSE	1,000.00	27.96	0.00	972.04
64918	ADVERTISING	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	2,210.00	0.00	2,790.00
65321	BUILDING/OFFICE LEASE	14,000.00	3,500.01	0.00	10,499.99
67199	MISC EQUIPMENT	6,500.00	0.00	0.00	6,500.00
	Total Expense	1,763,288.00	1,214,828.03	0.00	548,459.97
	County Share (Revenue - Expense)	(1,069,209.00)	(802,219.85)	0.00	(266,989.15)

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

Fiscal Year: 2018

As of: 02/28/2018

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Revenue	694,079.00	412,608.18	0.00	(281,470.82)
	Grand Total Expense	1,763,288.00	1,214,828.03	0.00	548,459.97
	Grand Totals County Share	(1,069,209.00)	(802,219.85)	0.00	(266,989.15)

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

Fiscal Year: 2017

As of: 12/31/2017

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	438,605.00	438,605.00	0.00	0.00
44120	MISC. FEES	6,103.00	6,103.25	0.00	0.25
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
46400	FUNDS FORWARDED FROM PRIOR YR	85,000.00	0.00	0.00	(85,000.00)
	Total Revenue	762,357.00	670,069.19	0.00	(\$92,287.81)
EXPENSE					
61100	REGULAR WAGES	197,668.00	176,603.16	0.00	21,064.84
61300	PER DIEMS	1,500.00	1,316.32	0.00	183.68
61400	FICA	17,417.00	13,580.47	0.00	3,836.53
61510	RETIREMENT-EMPLOYERS	15,482.00	10,612.78	0.00	4,869.22
61610	HEALTH INSURANCE	56,868.00	39,012.48	0.00	17,855.52
61620	DENTAL INSURANCE	2,160.00	1,556.28	0.00	603.72
61630	LIFE INSURANCE	135.00	125.78	0.00	9.22
62119	OTHER CONTRACTED SERVICES	99,035.00	96,219.66	0.00	2,815.34
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	1,334.26	0.00	665.74
62410	REPAIR & MAINTENANCE-VEHICLES	6,500.00	7,465.76	0.00	(965.76)
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	1,406.89	0.00	93.11
63101	POSTAGE	1,000.00	402.20	0.00	597.80
63104	PRINTING & DUPLICATION	5,000.00	3,859.12	0.00	1,140.88
63108	PUBLIC INFORMATION	4,000.00	2,465.93	0.00	1,534.07
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	1,341.47	0.00	158.53
63300	TRAVEL	3,600.00	1,688.51	0.00	1,911.49
64200	TRAINING EXPENSE	4,000.00	1,863.75	0.00	2,136.25
64201	CONVENTION EXPENSE	4,000.00	2,115.80	0.00	1,884.20
64214	ILS COSTS	218,892.00	173,938.72	0.00	44,953.28
64303	EXTENSION MATERIALS	3,000.00	2,924.95	0.00	75.05
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	76,401.54	0.00	0.46
64904	SUNDRY EXPENSE	1,000.00	851.63	0.00	148.37
64918	ADVERTISING	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	4,500.00	2,953.00	0.00	1,547.00
65321	BUILDING/OFFICE LEASE	14,000.00	14,000.04	0.00	(0.04)
67199	MISC EQUIPMENT	12,500.00	2,803.40	0.00	9,696.60
	Total Expense	1,793,798.00	1,676,583.32	0.00	117,214.68
	County Share (Revenue - Expense)	(1,031,441.00)	(1,006,514.13)	0.00	(24,926.87)

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

Fiscal Year: 2017

As of: 12/31/2017

Budget: RV

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5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Revenue	762,357.00	670,069.19	0.00	(92,287.81)
	Grand Total Expense	1,793,798.00	1,676,583.32	0.00	117,214.68
	Grand Totals County Share	(1,031,441.00)	(1,006,514.13)	0.00	(24,926.87)

ARROWHEAD LIBRARY SYSTEM
2018 Board Meeting Dates &
Dates Vouchers are due at Courthouse

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

Steven Platteter

From: "Schmidt, Tessa M. DPI" <Tessa.Schmidt@dpi.wi.gov>
Date: Monday, February 26, 2018 11:07 AM
To: "LIBCERTCE email list" <libcertce@lists.dpi.wi.gov>
Cc: "DeBacher, John K. DPI" <John.DeBacher@dpi.wi.gov>; "Schultz, Shannon M. DPI" <Shannon.Schultz@dpi.wi.gov>; "Ingraham, Maria C. DPI" <Maria.Ingraham@dpi.wi.gov>
Subject: Update on State of the State Annual Meetings & RSVP for SERVICES MEETING

Dear Library System Staff, System Representatives, and Agency Partners,

Last month, our team shared a message about our revised plan for annual meetings with system staff, representatives, and agency partners (see below).

This message serves to provide two major updates.

- First, the date has been set for the fall **State of the State: Administration and Compliance annual meeting**. The date is Wednesday, November 14, 2018 at the DeForest Area Public Library. This all-day meeting will focus on state aid, federal funds, the annual report, and compliance matters.
- Second, registration has opened for the spring **State of the State: Services annual meeting**. This meeting will take place from 4-8pm on Monday, April 16 and from 8am-4pm on Tuesday, April 17, 2018 at the Glacier Canyon Lodge at Wilderness Resort in Wisconsin Dells. This meeting is for youth services, inclusive services, and continuing education system staff/liasons and agency partners; e.g. iSchool Continuing Education. Note—director certification as a matter of continuing education and validation will be discussed at the services meeting. Director certification as a matter of compliance for libraries and systems will be discussed at the Administration and Compliance meeting.
 - To RSVP, please complete the Google form by Friday, March 16, 2018. The Division will cover meals and lodging for up to 2 system staff or representatives per meeting. Mileage will be reimbursed for guests traveling more than 150 miles round trip. Specific details about meeting agendas will be shared in future messages.
https://docs.google.com/forms/d/e/1FAIpQLSeiqBJ_EEGaN9Oh0p04gr29UD2DsSOob4Q8AKCz1zusp=sf_link

If you have any questions or concerns, please be in touch.

Sincerely,

Tessa Michaelson Schmidt
 Public Library Youth and Inclusive Services Consultant
 Wisconsin Department of Public Instruction
 (608) 267-5077
tessa.schmidt@dpi.wi.gov

1/22/18

Dear System Staff,

The Public Library Development Team will schedule two in-person meetings with system staff/liasons and agency partners in 2018. One meeting will be in the spring and will focus on services. The second meeting will take place in the fall and will focus on administration and compliance. These two meetings will cover topics previously discussed at separate meetings held for youth services, inclusive services, certification, continuing education, technology, and system leadership.

To be clear, here is what we anticipate for the two meetings in 2018:

State of the State: Services

Date: 4pm Monday, April 16 through 4pm Tuesday, April 17 (overnight)

Location: Glacier Canyon Lodge at Wilderness Resort in Wisconsin Dells

Attendees: Youth services, inclusive services, and continuing education system staff/liasons and agency partners

Hosts: Shannon Schultz and Tessa Michaelson Schmidt

Agenda topics: Youth services, inclusive services, and continuing education

State of the State: Administration and Compliance

Date: Wednesday, November 14, 2018

Location: DeForest Area Public Library

Attendees: System directors, technology staff, certifiers

Hosts: John DeBacher, Shannon Schultz, and Data, Finance, Compliance Consultant

Agenda topics: State aid, federal funds, annual report, compliance

The Division will cover meals and lodging for up to 2 system staff or representatives per meeting. Mileage will be reimbursed for guests traveling more than 150 miles round trip. Specific details about meeting agendas, RSVP, etc., will be shared in future emails. For now, the PLD Team wants to make sure that these changes are on your radar (and calendar).

Thank you,

The Public Library Development Team
John DeBacher, Director
Shannon Schultz, Consultant
Tessa Michaelson Schmidt, Consultant
Maria Ingraham, Associate