



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/14/18

Amended* Post Date: 09/21/18

The following documents are included in the packet for the Finance Committee on September 20, 2018:

- 1) Amended Agenda
- 2) Minutes from 08/21/18 and 08/22/18
- 3) ***Information from the Libraries**
- 4) Credit Card Request Approval
- 5) Treasurer's Monthly Report
- 6) Budget Adjustments



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Finance Committee Meeting Notice

Date: September 20, 2018 Time: 5:30PM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI

Amended AGENDA*

**Committee
Members**

Harley Reabe, Chair
Larry Jenkins, Vice-Chair
Robert Lyon
Dennis Mulder
Brian Floeter
Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. *Minutes: 08/21/18 & 08/22/18
5. Public Comments (3 Min. Limit)
6. Correspondence
7. Appearances
 - Green Lake County Librarians – 2019 Funding
8. Credit Card Request Approvals
9. Treasurer’s Monthly Report
10. Tax Deed Update
11. Resolutions
12. Ordinances
13. Budget Review
14. Budget Adjustments/Line Item Transfers
15. Corporation Counsel e-debit account
16. Administrator Update on 2019 Annual Budget
17. Supervisor’s Monthly Claims
18. Committee Discussion
19. Future Meeting Dates: Regular Meeting 10/24/18
20. Future Agenda items for action & discussion:
21. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office.
Sincerely,
Elizabeth Otto, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk’s Office, 294-4005, not later than 3 days before date Of the meeting.

FINANCE COMMITTEE
August 21, 2018

The special meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:15 PM on Wednesday, August 21, 2018, in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Harley Reabe
Larry Jenkins
Robert Lyon
Dennis Mulder
Brian Floeter

Also Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator

RESOLUTIONS/ORDINANCES

- **Relating to Eliminating One Highway Foreman Position and One Engineering Technician position While Creating a General Laborer and Second Superintendent Position and Reclassify the Mechanic/Parts Foreman Position in the Highway Department**

Motion/second (Mulder/Lyon) to approve the resolution and send to County Board for final approval. Discussion held. All ayes. Motion carried.

- **Relating to Engaging a Consultant to Perform a Countywide Ambulance Feasibility Study**

Supervisor Floeter excused himself from the discussion and vote. Discussion held. Supervisor Jenkins requested that this resolution be delayed until after the Southern Green Lake County ambulance meeting on August 27.

Motion/second (Mulder/Lyon) to approve the resolution and send to County Board for final approval. Roll call vote – Ayes – 3, Nays – 1 (Jenkins), Abstain – 1 (Floeter). Motion carried.

- **Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18CX1**
- **Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18CX2**

Motion/second (Lyon/Mulder) to approve the resolutions and send to County Board for final approval. Ayes – 3, Absent – 1 (Floeter). Motion carried.

Supervisor Floeter returned to his seat.

ORDINANCES - none

BUDGET ADJUSTMENTS/LINE ITEM TRANSFER

- County Administrator – Create an Employee Incentive account and transfer \$1,750.00 into it from the credit card rebates for this year to be used for the Employee Appreciation picnic.

Motion/second (Lyon/Floeter) to approve the budget adjustment and send to County Board for final approval. All ayes. Motion carried.

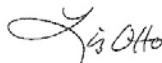
COMMITTEE DISCUSSION

- **Future meeting dates:** Regular meeting – August 22, 2018 at 5:30 PM
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chairman Reabe adjourned the meeting at 5:35 PM.

Submitted by,



Liz Otto
County Clerk

DRAFT

FINANCE COMMITTEE
August 22, 2018

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:30 PM on Wednesday, August 22, 2018, in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Harley Reabe
Larry Jenkins
Robert Lyon
Dennis Mulder

Absent: Brian Floeter

Also Present: Liz Otto, County Clerk
Becky Pence, Hwy Adm Asst
Gary Podoll, Em Mgmt
Dawn Klockow, Corp Counsel

Lori Evans, SO Admin Asst
Amanda Toney, Treasurer
Angie Petruske, Acct Budget Coord

MINUTES

Motion/second (Jenkins/Lyon) to approve the minutes of July 25, 2018 with no additions or corrections. All ayes. Motion carried.

PUBLIC COMMENTS

Joy Waterbury stated she is present to find out more about the 2019 library budget. She is on the Kingston Library board and is aware that the libraries have asked for an \$11,000 increase over the 2018 budget.

CORRESPONDENCE – none

APPEARANCES – none

CREDIT CARD REQUEST APPROVALS

Coroner Amanda Thoma submitted credit card request approvals for herself and two deputy coroners, Rachel Merrick and Kelly Schmude. Thoma's request is for a \$1,000 limit for herself and Merrick and Schmude are at \$500.00 each.

Motion/second (Lyon/Mulder) to approve the credit card requests. All ayes. Motion carried.

TREASURER'S MONTHLY REPORT

Treasurer Amanda Toney explained her July report. The August sales tax report has increased over July and came in at the highest figure so far. The August settlement is complete. Bond payment is due on September 1, 2018.

TAX DEED UPDATE

Treasurer Amanda Toney stated that there are currently 19 parcels with 16 owners under tax deed consideration.

RESOLUTIONS/ORDINANCES - none

BUDGET REVIEW

Expenditures and revenues through July were reviewed and discussed.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS

- County Clerk – Budget adjustment in the amount of \$18,700.00 from Public Liability to the Publications-Elections account due to unanticipated elections, referenda, and new publication requirements.
- Corporation Counsel – Budget adjustment in the amount of \$1,275.00 to be moved from printer/paper supplies to be used for a standup desk for a clerical position.
- Sheriff's Office – Budget adjustment in the amount of \$26,000 from Jail Salaries to Radio Overtime to cover staff changeover.
- Emergency Management – Budget adjustment in the amount of \$25,456.00 from Capital Outlay to 911 Project to cover the cost of the NextGen 911 upgrade.
- Emergency Management – Budget adjustment in the amount of \$20,533.00 for a new grant received for Terrorism Consequence Management.

Motion/second (Lyon/Mulder) to approve budget adjustments. All ayes. Motion carried.

- Sheriff's Office – Line item transfer in the amount of \$23,000 from Jail Salaries to Jail Overtime to cover staff changeover.
- District Attorney – Line item transfer in the amount of \$750 from Professional Services to Transcripts to cover the need for more funds.

Motion/second (Jenkins/Mulder) to approve line item transfers. All ayes. Motion carried.

ADMINISTRATOR UPDATE ON 2019 ANNUAL BUDGET

County Administrator Cathy Schmit gave an update on the 2019 budget process. All departments have submitted their budgets on time and they will be reviewed next week. The levy limit increase is determined by net new construction and that is at .69%. Discussion held on employee health insurance for next year. Schmit also stated that currently she does not have the library budget set to increase at all for next year but will consider this when all of the figures are in.

SUPERVISOR'S MONTHLY CLAIMS

Supervisor's claims: \$5,325.03

Lay people: \$277.32

Motion/second (Mulder/Jenkins) to approve supervisor's and lay people monthly claims. All ayes. Motion carried.

COMMITTEE DISCUSSION

- **Future meeting dates:** Regular meeting – September 20, 2018 at 5:30 PM
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chairman Reabe adjourned the meeting at 6:07 PM.

Submitted by,



Liz Otto
County Clerk

To: Green Lake County Agriculture, Extension Education & Fair Committee
From: Mark W. Arend, Assistant Director, Winnefox Library System
Date: 6 June 2018
Re: 2019 library funding request

Winnefox Library System, on behalf of the public libraries in Green Lake County, contracts with the county to reimburse those libraries for services to county residents who do not live in the Cities of Berlin, Green Lake, Markesan, Princeton, the Village of Kingston, or the Town of Brooklyn: areas that have not established a municipal library.

With a goal of providing high-quality library service to all county residents, the contract and funding formula is founded on these principles:

1. Libraries should be adequately reimbursed for providing services to county residents living outside the library-establishing municipalities
2. Library support should be fairly distributed among county residents

Under the terms of the 2017 - 2021 agreement between Green Lake County and Winnefox Library System the directors of the public libraries in Green Lake County are directed to submit a reimbursement request formulated according to the following methodology:

- a) Using the latest Annual Reports filed with the Wisconsin Department of Public Instruction (DPI), the public libraries in Green Lake County shall determine what percentage of the previous year's total circulation is to residents of Green Lake County residing outside of the municipalities which maintain libraries (county rural residents).

Of the 242,897 items checked out by the libraries in 2017, 58,590 or 24% were checked out by rural residents.

- b) The percentage of circulation to county rural residents shall be multiplied by the total operational expenditures of the libraries for the prior year. This figure shall constitute the libraries' request for reimbursement for services to Green Lake County rural residents.

The combined 2017 operational expenditures for the five county libraries was \$938,472. This is multiplied by 24% to give us \$226,359 as the amount of library resources spent serving rural residents.

This funding request uses from the preceding year to request funding for the next year. Funding received in 2019 will reimburse libraries for service provided in 2017.

- c) Funding for Winnefox Cooperative Technical Services (WCTS) is then added to this figure to determine the total request.

WCTS is funded by Green Lake, Marquette, & Waushara Counties. Each county's funding is determined by a per-capita amount. For 2019 we are requesting \$60,574, or \$3.16 per person living in the county.

On behalf of the libraries in Green Lake County and using the formula specified in the Green Lake County Library Service Plan Winnefox Library System is submitting a 2019 library reimbursement and WCTS funding request of **\$286,702**.

This request does *not* include billing from libraries outside of Green Lake County. Libraries have until the end of June to submit those bills.

Calculating the 2019 County Funding Request

Library	Total 2017 Circulation Including Overdrive ebooks	2017 Circulation to Rural Residents including Overdrive ebooks	Rural Circulation as Percentage of Total	2017 Expenditures for Operations	Library Resources spent serving Rural Residents
Berlin	103,011	12,781		361,676	
Green Lake	59,123	9,318		237,631	
Kingston	20,137	13,222		73,029	
Markesan	22,803	9,971		137,471	
Princeton	37,823	13,298		128,665	
Total	242,897	58,590	24.12%	938,472	226,359

DISTRIBUTION OF THE 2019 COUNTY FUNDING

\$226,358 Reimbursement to individual libraries for service provided to county residents living outside municipalities with libraries:

Library	2019 Request	2018 Funding	Difference 18 - 19	
Berlin	43,002	38,777	4,225	10.90%
Green Lake	35,599	34,145	1,454	4.26%
Kingston	46,137	43,117	3,020	7.00%
Markesan	58,266	56,296	1,970	3.50%
Princeton	43,354	45,753	(2,399)	-5.24%
Total	226,358	218,088	8,270	3.79%

\$60,344 Winnefox Cooperative Technical Services (WCTS)

\$286,702 Total County funding for Green Lake County Libraries, 2019

Use of County Libraries by County Rural Residents in 2017

Library	Circulation of Physical Items to Rural Residents	Circulation of Overdrive eBooks and Audiobooks to Rural Residents	2017 Total Circulation to Rural Residents
Berlin	11,227	1,554	12,781
Green Lake	7,575	1,743	9,318
Kingston	13,058	164	13,222
Markesan	9,200	771	9,971
Princeton	12,111	1,187	13,298
Total	53,171	5,419	58,590

2017 Municipal & County Support

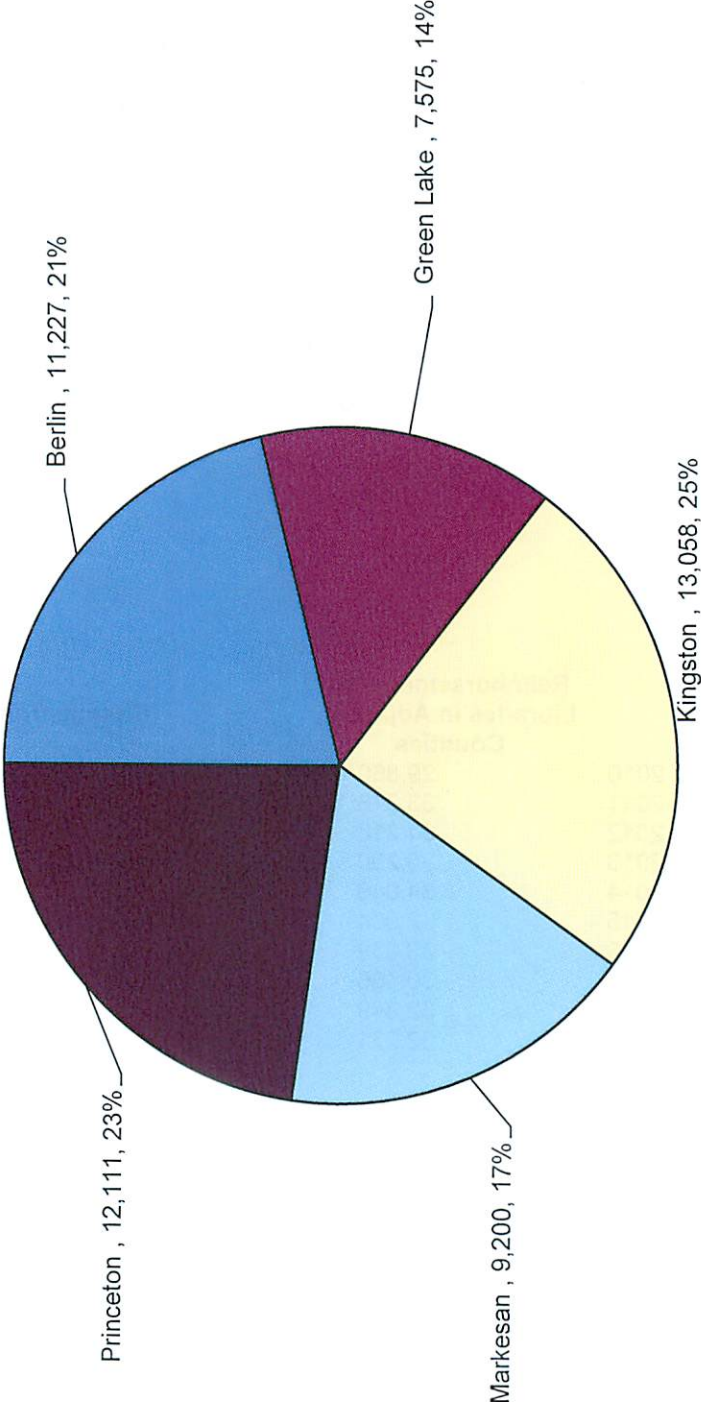
Library	2017 Municipal Appropriation	2017 County Appropriation
Berlin	278,745	40,822
Green Lake	192,808	33,599
Kingston	8,520	43,989
Markesan	65,200	62,450
Princeton	69,461	43,144
	614,734	224,004

Historical Funding for County Libraries

Year	Reimbursement to Libraries for Service to County Residents	WCTS	Library Funding <i>not</i> Including payments to Libraries in Other Counties	Change from previous year	
2010	210,808	59,219	270,027	7,000	2.70%
2011	230,149	58,987	289,136	19,109	7.10%
2012	228,071	52,390	280,461	-8,675	-3.00%
2013	226,262	52,390	278,652	-1,809	-0.60%
2014	230,936	53,115	284,051	5,399	1.90%
2015	235,360	53,842	289,202	5,151	1.80%
2016	228,911	55,431	284,342	-4,860	-1.68%
2017	224,004	56,947	280,951	-3,391	-1.19%
2018	218,088	58,578	276,666	-4,285	-1.53%
2019 request	226,358	60,344	286,702	10,036	3.63%

Year	Reimbursements to Libraries in Adjacent Counties	Change from previous year	
2010	29,860	7,000	2.70%
2011	33,316	19,109	7.10%
2012	34,218	-8,675	-3.00%
2013	35,290	-1,809	-0.60%
2014	34,046	5,399	1.90%
2015	32,964	5,151	1.80%
2016	30,839	-2,125	-6.45%
2017	30,466	-373	-1.21%
2018	32,349	1,883	6.18%
2019 estimate	32,271	-78	-0.24%

Library Use by County Rural Residents--2017



AGREEMENT

THIS AGREEMENT is by and between **Green Lake County**, a State of Wisconsin Municipal Corporation, hereinafter called "COUNTY," and the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX."

WITNESSETH

WHEREAS, in accordance with Wisconsin Statutes, Section 43.15(4)(b), the County may participate in a federated public library system if it does all of the following:

1. Adopts and maintains the plan of library service submitted and approved under Section 43.11(3) and 43.13(1).
2. Provides the financial support for library services required under sub. (2). [43.15(2)]
3. Enters into a written agreement with the public library system board to participate in the system and its activities and to furnish library services to residents of those municipalities in the county not maintaining a public library, and

WHEREAS, the plan of library service for a county... (43.11 [3] [c]) shall provide for library services to residents of those municipalities in the county not maintaining a public library under Chapter 43. The services shall include full access to public libraries in the county participating in the public library system. The plan shall specify the method and level of funding to be provided by the county to implement the services described in the plan and shall describe the services to be provided by the public library system and the allocation of state and county aid to fund those services, and

WHEREAS, Winnefox has been organized and operates as a federated public library system within the meaning of Section 43.19 Wisconsin Statutes, and

WHEREAS, Winnefox must, in order to qualify for and maintain its eligibility for state aid, provide all services outlined in Section 43.24(2) of the Wisconsin Statutes; and

WHEREAS, it is in the best interest of Green Lake County to contract with Winnefox to provide for the extension and development of library services described in the Long-Range Plan of Library Service, hereinafter called the Plan, a copy of which is attached.

NOW IT IS HEREBY AGREED as follows:

1. The Green Lake County Board of Supervisors authorizes the Winnefox Library System to negotiate and execute such Agreements as are necessary to implement the Plan attached hereto for the calendar year 2017 and each subsequent year for the plan's life.

- 2 The County agrees to participate in the Winnefox Library System and its activities.

- 3 The County agrees that all of the public libraries in Green Lake County should be compensated for serving Green Lake County residents living outside municipalities that maintain libraries. Accordingly, the Green Lake County Library Advisory Committee, composed of the Directors of the libraries in Green Lake County, shall present an annual funding request based on this formula. It is understood that due to budget constraints the county may not be able to fund the full request in some years.
 - a) Using the latest Annual Reports filed with the Wisconsin Department of Public Instruction (DPI), the public libraries in Green Lake County shall determine what percentage of the previous year's total circulation is to residents of Green Lake County residing outside of the municipalities which maintain libraries (county rural residents).
 - b) The percentage of circulation to county rural residents shall be multiplied by the total operational expenditures of the libraries for the prior year. This figure shall constitute the libraries' request for reimbursement for services to Green Lake County rural residents.

$$\begin{array}{rcc} \text{Total expenditures} & \times & \text{percentage of circulation to} & = & \text{Green Lake} \\ & & \text{county rural residents} & & \text{County support} \\ & & \text{(a)} & & \text{(B)} & & \text{(c)} \end{array}$$
 - c) The allocation of funds shall be as follows:
 - a) Using figures reported on their most recent annual reports, each library shall determine their cost per-circulation by dividing their total operational expenditures by their total circulation for the service year.
 - b) The cost per-circulation at each individual library shall be multiplied by the library's total non-resident circulation from Green Lake County. The resulting sum, plus any funds for shared services, will constitute that library's share of support from Green Lake County.

- 4 Funds appropriated by Green Lake County shall also provide support for Winnefox Cooperative Technical Services (WCTS) which provides libraries with cooperative ordering, cataloging, material processing, and other services. The WCTS Executive Council with the assistance of the Green Lake Librarians Advisory Committee (LAC) shall determine the WCTS service program and shall submit a budget request to fund the county's share of the service program.

- 5 Green Lake County shall pay funds requested by libraries in adjacent counties under Section 43.12(1) of Wisconsin Statutes.

- 6 Nothing in the funding formula shall preclude the libraries from requesting grant funds or special project funds from the County for a specific purpose. Approval of such a request shall be at the County's discretion.
- 7 The County shall be entitled to membership on the library boards of the participating libraries as provided in sec. 43.60(3), Wis. Stats. The Green Lake County Board Chairman, subject to confirmation by the Green Lake County Board of Supervisors, shall appoint County members to the library boards.
- 8 The County designates the Agriculture, Extension, Education & Fair Committee and the Green Lake County Librarians Advisory Committee as the Green Lake County Library Planning Committee.
- 9 The borrower registration records of participating libraries may be audited by an official of Green Lake County appointed by the Chairman or County Board to ascertain that registration procedures for borrowers are applied equally to both city and county residents and that borrower percentage figures described in the Plan are accurate. This audit may not violate provisions of sec. 43.30, Wis. Stats. regarding confidentiality of library records.
- 10 The parties agree to cooperate to further improve public library service to County residents.
- 11 Winnefox agrees to provide such financial or operational reports of its activities as the County requests.
- 12 Winnefox will present a request for a County library appropriation in accordance with the County's budgeting procedures and will distribute these funds to the participating libraries based on Member Library Agreements and the Plan.
- 13 This Agreement shall go into effect January 1, 2017 and remain in effect through December 31, 2021, the life of the attached long-range plan. This Agreement may be amended at anytime by mutual agreement of both parties. The parties may abrogate it only by following procedures outlined in Wisconsin Statute 43.18.

APPENDIX A: Long-Range Plan of Library Service - Green Lake County 2017 - 2021

ATTACHMENT:

IN THE PRESENCE OF:

GREEN LAKE COUNTY, a State of
Wisconsin Municipal Corporation,
("COUNTY)

By: Harley Reabe, Chair

Margaret R. Bostelmann, County Clerk

Dated: _____

IN THE PRESENCE OF:

WINNEFOX LIBRARY SYSTEM
(WINNEFOX)

By: Kevin DeCramer, WLS Board President

Jeff Gilderson-Duwe, Director

Dated _____

Green Lake County
Long Range Plan of Library Service 2017 - 2021

Statement of Principles:

1. The people of Green Lake County should have convenient access to all library services being provided by all county municipal libraries within the county on the same terms as local municipal residents supporting such libraries. The people should be free to use any or all libraries at their discretion.
2. Nothing in the county plan of service or the formula for reimbursement should inhibit the libraries' ability to aggressively promote the use of libraries by all county residents.
3. The participating libraries recognize a responsibility to provide library services in the most cost effective manner. Each library will initiate or continue a planning process in order to provide the most needed services in the most cost-effective way.
4. The participating libraries recognize that there is an illiteracy problem in the county, and the libraries have a responsibility and an important role to play in community efforts to combat illiteracy.
5. Residents of those municipalities with libraries should be assured access to the other libraries in Green Lake County. No compensation will be necessary when respective use is determined to be *reciprocal*.
6. Residents of Green Lake County should have access to the resources of other libraries within the Winnefox Library System. It is the responsibility of the County to reimburse libraries for that service. (Wis. Stat. 43.11(3)(c)) in accordance with the Plan. No compensation shall be necessary when respective use between the counties is *reciprocal*.
 - a. Green Lake County shall provide reimbursement to Winnefox member libraries serving Green Lake County residents living outside municipalities with libraries at the same level of reimbursement (excluding grants and support for shared services) as is paid to Green Lake County libraries.
 - b. Winnefox Library System member libraries located outside Green Lake County electing to request payment must submit a bill for service provided in the preceding calendar year to the County Library Services Committee by August 1 of each year so that an amount may be budgeted for the following fiscal year.

7. Residents of the Winnefox Library System should have access to the resources of other libraries outside the Winnefox Library System. No compensation will be necessary when respective use between systems is determined to be *reciprocal*.

Library Service Priorities 2017 through 2021:

Residents of Green Lake County enjoy the opportunity of receiving service from five unique libraries located within the county. The priorities and activities listed below are examples of priorities found in individual plans and policies and will be undertaken by one or more libraries.

Priority I: All libraries in Green Lake County recognize the value of establishing reading skills in youth as a basis for lifelong learning and will continue to consider services to children and families to be of primary importance.

Activities:

- a. Establish/strengthen liaisons with other community organizations serving children and families such as Headstart, preschools, WIC, etc.
- b. Develop intergenerational activities such as holding preschool story hours in retirement facilities.
- c. Increase and diversify programming for children and families by holding programs for different ages of children, offering craft programs, and other means.
- d. Offer summer reading programs for all ages
- e. Offer more hands-on activities to encourage more frequent and longer visits to the library by families.

Priority II: The libraries in Green Lake County will remain the center of community life for Green Lake County residents.

Activities:

- a. Provide support for community events by providing resources such as meeting space, publicity, or co-sponsoring activities with other county organizations.
- b. Be a primary resource for community information.
- c. Provide a comfortable atmosphere within libraries for visiting and meeting with neighbors.
- d. Provide services that may not be readily available elsewhere such as tax forms, a copy machine, fax machine, public access computers, etc.

Priority III: Green Lake County libraries will be leaders in providing access to information technology to all citizens of the county, promoting information literacy, and keeping up-to-date with all continuing technology as practical.

Activities:

- a. Provide public access to the Internet and training for those that need it.
- b. Provide computers with word processing software for creating resumes and letters, or for other personal needs.
- c. Promote the use of online resources available through library web pages.
- d. Make sure that all computers within each library are updated frequently so public service is not limited by equipment obsolescence.
- e. Provide public access and assistance to online books and media.

Priority IV: Green Lake County libraries will work closely with local schools and homeschoolers as partners in the educational process.

Activities:

- a. Consult with school staff to obtain information on curriculum needs to provide better resources for students' homework needs.
- b. Provide book talks and other programs in classrooms to encourage students to visit the library.
- c. Encourage class visits to the library including visits from Headstart and preschools.
- d. Sponsor displays on behalf of the schools such as student art works.

Priority V: Green Lake County libraries recognize the need to serve all county residents, including those with disabilities and other special needs.

Activities:

- a. Form partnerships with public and private sector service providers to both assess the needs of disabled individuals in the county and reach those in need of library services.
- b. Continue to ensure that all facilities and technology are accessible to all
- c. Continue to provide home delivery of material.
- d. Support the activities of other agencies in teaching English to non-English speakers.
- e. County libraries will provide information in alternative formats

Priority VI: Green Lake County Libraries will facilitate lifelong learning for all county residents.

Activities:

- a. Consider adult learning needs to be a central collection development priority.
- b. Provide quiet areas for study as well as distance learning technology.
- c. Provide programming for adults

Priority VII: Green Lake County libraries will be proactive in meeting changing needs within the county.

Activities:

- a. Library directors will continue to attend Library Advisory Committee meetings and meetings of other community organizations to discuss mutual concerns.
- b. Examine community need and change hours and services as needed
- c. Continually evaluate library usage patterns, discontinuing services that are no longer relevant and implementing new services to meet emerging needs.
- d. Revisit and update the long-range plan on a regular basis.
- e. Stay in touch with governmental officials soliciting their opinions regarding community needs.

Evaluation

Each year, prior to annual funding requests, County Libraries will present a report to the Green Lake County Agriculture, Extension, Education & Fair Committee and County Board detailing progress on service priorities listed above. The committee will be provided with appropriate statistics, and other information, to assess the effectiveness of county libraries.

ATTACHMENT TO THE GREEN LAKE COUNTY LIBRARY SERVICE AGREEMENT

Green Lake County Library Funding 2018

\$218,148 Reimbursement to Green Lake County libraries for service provided to county residents living outside municipalities with libraries:

Berlin	38,777
Green Lake	34,145
Kingston	43,177
Markesan	56,296
Princeton	45,753

\$58,578 Winnefox Cooperative Technical Services (WCTS)

\$276,726 Funding for Green Lake County Libraries 2018

\$32,349 Reimbursement to libraries in adjacent counties for service provided to Green Lake County residents living outside municipalities with libraries:

\$308,895 Total Library Funding 2018

GREEN LAKE COUNTY a State of Wisconsin
Municipal Corporation, ("COUNTY")

WINNEFOX LIBRARY SYSTEM
("WINNEFOX")

Harley Reabe, County Board Chair Date

Kevin DeCramer,
System Board President Date

Elizabeth Otto, County Clerk Date

Jeff Gilderson-Duwe,
System Director Date

Request for Credit Card Approval

Department: Highway

Committee: Highway

Name of Card Holder	Title of Position	Credit Card Limit
Tyrone Johnson	Highway Commissioner	\$10,000.00

Justification for Credit Card(s):

Department Head Approval: *Catherine J. Schmit*

Date Approved by Committee of Jurisdiction: 09/12/18

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R. Toney
Treasurer and Real Property Lister

Office: 920-294-4018
FAX: 920-294-4009

09-13-2018

Memo to Finance Committee:

The August sales tax figure was \$184,463.92. As always, the sales tax comparison spreadsheet is attached.

TAX COLLECTION UPDATE:

As of 8-31-18: We had \$527,880.76 left to collect, which is 1.26% of the total 2017 Real Estate taxes.

As of 8-31-17: We had \$605,360.47 left to collect, which was 1.43% of the total 2016 Real Estate taxes.

On the first working day of September, we issued a certificate number to every parcel with delinquent 2017 taxes. This “issuance” started the redemption period until Green Lake County could take tax deed to the property. It is also required that this certificate be sent to all delinquent 2017 taxpayers at this time to notify them that we could take a deed to their property if the taxes are unpaid in three years.

TAX DEED UPDATE:

As of today, we have 9 owners with 10 parcels that still have delinquent 2014 taxes. The most current information will be available at the meeting.

We have officially converted to our new Tax Collection software, Transcendent. We went “live” on Wednesday September 5th, which was two days earlier than anticipated. This piece of the conversion went as smoothly as the rest of the conversion. On September 12th, we held a training for the municipal clerks to show them how to enter levy and special assessment information into the system on their own.

I will do my best to try to make the Finance meeting, however, I am at a Real Property Lister conference in Lake Geneva during the day and might not make it back in time. If you have any questions ahead of time please do not hesitate to contact me.

Respectfully submitted,

Amanda R. Toney

GREEN LAKE COUNTY TREASURER'S REPORT

AUGUST 2018

CASH BALANCE: 07-31-2018 **1,905,192.50**

RECEIPTS:

General:	963,608.63
Redemption Tax - Principle:	62,646.94
Redemption Tax - Interest	17,449.67
Redemption Tax - Penalty	8,724.83
Postponed & Delinquent Tax - Principle:	1,398,748.55
Postponed & Delinquent Tax - Interest:	11,425.57
Postponed & Delinquent Tax - Penalty	5,712.86
Sales Tax Deposit from State	184,463.92
Fortifi Bank CD	2,012,416.47
Transfer from Farmers & Merchants	3,910,000.00
Horicon Bank CD	2,012,465.75

TOTAL RECEIPTS: 10,587,663.19 **12,492,855.69**

DISBURSEMENTS:

General Maintenance:	1,058,897.02
Direct Deposit Payroll	788,642.64
DHHS Deposit to LGIP	254,589.32
Payroll deductions and taxes	342,079.98
Sales Tax Money Transfer to LGIP	116,127.56
Bank fees (Token, NSF & Deposit Slips)	75.88
Real Estate Transfer Fees	40,216.06
Transfer to Flex/HRA account	7,027.71
Voided Check Previous Month	-210.82
Outstanding Check Resolution	-1,016.13
Government Center Bond Payment	155,632.50
Communication Tower Bond Payment	1,338.75
August Municipal Payments	7,931,768.71

TOTAL DISBURSEMENTS: 10,695,169.18

TREASURER'S CASH BALANCE: **1,797,686.51**

BANK RECONCILIATION

Green Lake Horicon Bank-Checking:	690195	362,209.56
Green Lake Horicon Bank - Money Market:	690224	<u>1,797,707.35</u>

TOTAL 2,159,916.91

Less Outstanding Checks 362,200.40

R.O.D Federal Lien 30.00

Available Bank Balance 1,797,686.51

Cash in Office 08/31/18 0.00

08/31/18 CASH BALANCE	1,797,686.51
TREASURER'S CASH	1,797,686.51
DIFFERENCE	0.00

GREEN LAKE COUNTY TREASURER'S REPORT

AUGUST 2018

RECONCILIATION OF RECEIPTS & DEPOSITS

Cash in Office	July 31, 2018	0.00
Total Receipts	AUGUST 2018	<u>10,587,663.19</u>
SUB TOTAL		10,587,663.19
Less Deposits for Month:		<u>10,587,663.19</u>
Cash in Office	8/31/2018	0.00

PROOF OF OUTSTANDING CHECKS

Outstanding Checks	July 31, 2018	273,945.29
Total Disbursements	AUGUST 2018	10,695,169.18
SUB TOTAL		10,969,114.47
Less Checks Cashd by Bank		2,036,102.10
DHHS Deposit to LGIP		254,589.32
Payroll deductions and taxes		104,251.54
Sales Tax transfer to LGIP		116,127.56
Bank fees (Token, NSF & Deposit Slips)		75.88
Transfer to Flex/HRA account		7,027.71
Government Center Bond Payment		155,632.50
Communication Tower Bond Payment		1,338.75
August Municipal Payments		7,931,768.71
Outstanding Checks	8/31/2018	362,200.40

2018 INTEREST REVENUE

(PROJECTED BUDGET: \$70,000.00)

1/31/18 Money Markets	January Interest	\$5,358.91
1/31/18 Certificate of Deposits	January Interest	\$3,205.48
2/28/18 Money Markets	February Interest	\$5,789.97
2/28/18 Certificate of Deposits	February Interest	\$0.00
3/31/18 Money Markets	March Interest	\$10,162.86
3/31/18 Certificate of Deposits	March Interest	\$0.00
4/30/18 Money Markets	April Interest	\$10,956.02
4/30/18 Certificate of Deposits	April Interest	\$3,145.68
5/31/18 Money Markets	May Interest	\$10,683.44
5/31/18 Certificate of Deposits	May Interest	\$9,325.22
6/30/18 Money Markets	June Interest	\$10,031.36
6/30/18 Certificate of Deposits	June Interest	\$0.00
7/31/18 Money Markets	July Interest	\$12,110.76
7/31/18 Certificate of Deposits	July Interest	\$4,988.90
8/31/18 Money Markets	August Interest	\$19,793.86
8/31/18 Certificate of Deposits	August Interest	\$6,320.58
Money Markets	September Interest	
Certificate of Deposits	September Interest	
Money Markets	October Interest	
Certificate of Deposits	October Interest	
Money Markets	November Interest	
Certificate of Deposits	November Interest	
Money Markets	December Interest	
Certificate of Deposits	December Interest	
TOTAL		\$111,873.04

HORICON BANK ACCOUNTS

Balance as of 08/31/18

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$456,330.17
Gelhar Escrow Account #8674	\$34,736.05

AUGUST 2018

EFFECTIVE INTEREST RATES - OVERALL

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>RATE</u>
L.G.I.P.	3,923,475.97		2.00%
Farmers & Merchants Bank CD**	1,000,000.00	#708494	1.35%
Farmers & Merchants Bank CD**	1,000,000.00	#703152	1.35%
Fortifi Bank** (f/k/a First National Bank)	1,004,988.90	#8631292	2.00%
Farmers & Merchants Bank CD**	2,000,000.00	#704462	1.75%
Citizens Community Federal	163,332.31	20033645	0.25%
Farmers & Merchants Bank	6,424,994.95	310818	1.75%
First Business Bank	2,740.98	7017-03210	0.45%
GL Cty Retirement-Horicon	14.10	1424497	0.50%
Ripon Horicon Bank	5,210.90	831744	0.15%
Horicon Bank	<u>1,797,707.35</u>	690224	<u>0.05%</u>
	17,322,465.46	Average APY	1.05%
<u>TOTAL INVESTED</u>	<u>15,519,533.11</u>	Average Investment APY	<u>1.36%</u>

<u>MONTHLY</u>	<u>AVERAGE</u>
January 2018	0.82%
February 2018	0.95%
March 2018	1.00%
April 2018	1.05%
May 2018	1.07%
June 2018	1.08%
July 2018	1.08%
August 2018	1.05%
September 2018	
October 2018	
November 2018	
December 2018	

Date	Institution	Account #	Amount
1/31/2018	MM Horicon	1000002366	73.52
1/31/2018	MM LGIP	Account #1	1,888.16
1/31/2018	MM Citizens Community	20033645	36.86
1/31/2018	MM Farmers & Merchants	310818	3,206.81
1/31/2018	MM First Business Bank	7017-03210	0.27
1/31/2018	MM Horicon Retirement	1424497	0.85
1/31/2018	MM Ripon Horicon Bank	831744	0.66
1/31/2018	MM Horicon	690195	22.08
1/31/2018	MM Horicon	690224	129.70
TOTAL MONEY MARKET INTEREST			\$5,358.91
1/12/2018	CD Fortifi CD	8631292	3,205.48

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$3,205.48

2/28/2018	MM Horicon (Flex MM)	1000002366	66.42
2/28/2018	MM LGIP	Account #1	1,872.65
2/28/2018	MM Citizens Community	20033645	31.28
2/28/2018	MM Farmers & Merchants	310818	3,669.16
2/28/2018	MM First Business Bank	7017-03210	0.35
2/28/2018	MM Horicon Retirement	1424497	0.15
2/28/2018	MM Ripon Horicon Bank	831744	0.60
2/28/2018	MM Horicon	690195	6.97
2/28/2018	MM Horicon	690224	142.39
TOTAL MONEY MARKET INTEREST			\$5,789.97

3/31/2018	MM Horicon (Flex MM)	1000002366	71.48
3/31/2018	MM LGIP	Account #1	2,424.61
3/31/2018	MM Citizens Community	20033645	33.52
3/31/2018	MM Farmers & Merchants	310818	7,564.96
3/31/2018	MM First Business Bank	7017-03210	0.38
3/31/2018	MM Horicon Retirement	1424497	0.14
3/31/2018	MM Ripon Horicon Bank	831744	0.66
3/31/2018	MM Horicon	690195	10.36
3/31/2018	MM Horicon	690224	56.75
TOTAL MONEY MARKET INTEREST			\$10,162.86

Date	Institution	Account #	Amount
4/30/2018	MM Horicon	1000002366	64.96
4/30/2018	MM LGIP	Account #1	2,767.09
4/30/2018	MM Citizens Community	20033645	34.64
4/30/2018	MM Farmers & Merchants	310818	8,040.70
4/30/2018	MM First Business Bank	7017-03210	0.40
4/30/2018	MM Horicon Retirement	1424497	0.62
4/30/2018	MM Ripon Horicon Bank	831744	0.65
4/30/2018	MM Horicon	690195	11.77
4/30/2018	MM Horicon	690224	35.19
TOTAL MONEY MARKET INTEREST			\$10,956.02

4/30/2018	CD Fortifi CD	8631292	3,145.68
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TOTAL CERTIFICATE OF DEPOSIT INTEREST \$3,145.68

Date	Institution	Account #	Amount
5/31/2018	MM Horicon	1000002366	64.46
5/31/2018	MM LGIP	Account #1	3,108.26
5/31/2018	MM Citizens Community	20033645	34.65
5/31/2018	MM Farmers & Merchants	310818	7,443.28
5/31/2018	MM First Business Bank	7017-03210	0.40
5/31/2018	MM Horicon Retirement	1424497	0.30
5/31/2018	MM Ripon Horicon Bank	831744	0.66
5/31/2018	MM Horicon	690195	12.30
5/31/2018	MM Horicon	690224	19.13
TOTAL MONEY MARKET INTEREST			\$10,683.44

5/31/2018	CD Horicon Bank	77035	3,229.33
5/31/2018	CD Fortifi Bank	9676645	6,095.89

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$9,325.22

Date	Institution	Account #	Amount
6/30/2018	MM Horicon	1000002366	60.68
6/30/2018	MM LGIP	Account #1	3,220.55
6/30/2018	MM Citizens Community	20033645	32.42
6/30/2018	MM Farmers & Merchants	310818	6,694.46
6/30/2018	MM First Business Bank	7017-03210	0.38
6/30/2018	MM Horicon Retirement	1424497	0.15
6/30/2018	MM Ripon Horicon Bank	831744	0.64
6/30/2018	MM Horicon	690195	9.88
6/30/2018	MM Horicon	690224	12.20
TOTAL MONEY MARKET INTEREST			\$10,031.36

Date	Institution	Account #	Amount
7/31/2018	MM Horicon	1000002366	60.57
7/31/2018	MM LGIP	Account #1	4,255.17
7/31/2018	MM Citizens Community	20033645	35.78
7/31/2018	MM Farmers & Merchants	310818	7,653.91
7/31/2018	MM First Business Bank	7017-03210	0.53
7/31/2018	MM Horicon Retirement	1424497	0.14
7/31/2018	MM Ripon Horicon Bank	831744	0.67
7/31/2018	MM Horicon	690195	10.77
7/31/2018	MM Horicon	690224	93.22
TOTAL MONEY MARKET INTEREST			\$12,110.76
7/31/2018	CD Fortifi	8631292-1	4,988.90

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$4,988.90

8/31/2018	MM Horicon	1000002366	59.08
8/31/2018	MM LGIP	Account #1	4,636.33
8/31/2018	MM Citizens Community	20033645	34.67
8/31/2018	MM Farmers & Merchants	310818	14,958.97
8/31/2018	MM First Business Bank	7017-03210	0.51
8/31/2018	MM Horicon Retirement	1424497	0.14
8/31/2018	MM Ripon Horicon Bank	831744	0.66
8/31/2018	MM Horicon	690195	9.16
8/31/2018	MM Horicon	690224	94.34
TOTAL MONEY MARKET INTEREST			\$19,793.86

8/31/2018	CD Fortifi Bank	9676645	6,320.58
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TOTAL CERTIFICATE OF DEPOSIT INTEREST \$6,320.58

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 1, 2018
 Department: Maintenance
 Amount: \$2,800.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Created a repair & maintenance account for repairs. In the past maintenance always used capital equipment account to expense repair items and maintenance no longer has a capital equipment in their budget. We are moving \$2800 for repairs out of capital outlay to maintenance.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-400-00-57100-006-000	Capital Outlay - Maint	\$ 208,042.98	\$ (2,800.00)	\$ 205,242.98
18-100-06-51600-350-000	Repair & Maintenance	\$ -	\$ 2,800.00	\$ 2,800.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 9/4/18

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 5, 2018
 Department: Circuit Court
 Amount: \$701.25
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Unforeseen expense in a juvenile matter (psychological evaluation)

However, we are under budget in attorney fees and the money can be transferred from this account

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-05-51230-219-000	Consultants	\$ -	\$ 701.25	\$ 701.25
18-100-05-51230-212-000	Attorney fees and GAL	\$ 30,000.00	\$ (701.25)	\$ 29,298.75
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: _____ Digital signature: Mark T. Slate

Date Approved by Committee of Jurisdiction: 9-12-18

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____