



**Library Board of Trustees:
Finance Committee Meeting
Meeting Agenda
Feb. 20, 2024 at 6:15 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

Topic: LBOT Finance and Regular Meeting
Time: Feb 20, 2024 06:15 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/87435172309?pwd=YUU3djZQU2p6YWlwblN1Z05wZlV3QT09>

Meeting ID: 874 3517 2309
Passcode: 022615

Find your local number:
<https://us02web.zoom.us/j/87435172309>

1. Call to order, roll call, certification of compliance with open meeting laws and public records laws, introduction of visitors and staff
2. **ACTION ITEM:** Approve Agenda
3. **ACTION ITEM:** Recommendation to accept financial reports and approve bill payment
 - a. Discussion and possible action on invoices that are not recurring expenditures or are not within the approved 2024 Budget, if any
 - b. Discussion and possible action on expenditure report
 - c. Discussion and possible action on recommendation to pay monthly bills, as presented on the Library Claims Form
4. **POTENTIAL ACTION ITEM:** Finance Committee Charter
5. **Adjourn**

NEXT MEETING DATE: March 19, 2024

Finance Committee Members: Gerry Klecker, Bryan Wells, Chad Wiertzema. Emailed to Committee Members, Joint Municipalities, Board Members, and Media the week of Feb. 12, 2024

NOTES: Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Notice is hereby given that a majority of the Hudson Area Joint Library Board of Trustees may be present at the foregoing meeting. This may constitute a meeting of the Library Board of Trustees pursuant to State ex. Rel. Badke v. Greendale Village Board, 174 Wisc. 2d 553, 494 N.W. 2d 408 (1993), although the Board of Trustees will not take any formal action at this meeting. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the Library Director at 715-386-3101 for accommodation.

Hudson Area Public Library ... books are just the beginning

Monthly Expenditure Statement
January 31, 2024
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 340,080	\$ 25,892	\$ 25,892	\$ 314,188	8%
125	Part-Time	\$ 448,760	\$ 27,584	\$ 27,584	\$ 421,176	6%
151	FICA	\$ 60,346	\$ 4,031	\$ 4,031	\$ 56,315	7%
152	WRS	\$ 40,649	\$ 2,989	\$ 2,989	\$ 37,660	7%
154	Health Insurance	\$ 78,500	\$ 10,881	\$ 10,881	\$ 67,619	14%
Personnel Total:		\$ 968,335	\$ 71,377	\$ 71,377	\$ 896,958	7%
Contractual Services						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,500	\$ -	\$ -	\$ 15,500	0%
216	IFLS Ops	\$ 48,500	\$ 50,056	\$ 50,056	\$ (1,556)	103%
217	IFLS Courier	\$ 2,900	\$ 2,600	\$ 2,600	\$ 300	90%
225	Telephone	\$ 4,950	\$ 493	\$ 493	\$ 4,457	10%
249	Contract Maint.	\$ 700	\$ -	\$ -	\$ 700	0%
294	Programming: Adults	\$ 5,000	\$ 643	\$ 643	\$ 4,357	13%
295	Programming: Children	\$ 25,000	\$ 1,858	\$ 1,858	\$ 23,142	7%
298	Maint. Agmts / Leases	\$ 10,000	\$ 1,064	\$ 1,064	\$ 8,936	11%
299	Other Contract Services	\$ 6,000	\$ -	\$ -	\$ 6,000	
Contractual Services Total:		\$ 120,550	\$ 56,715	\$ 56,715	\$ 63,835	47%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ 8.35	\$ 8.35	\$ 992	1%
312	Office Supplies	\$ 10,955	\$ -	\$ -	\$ 10,955	0%
324	Memberships	\$ 1,750	\$ 99.00	\$ 99.00	\$ 1,651	6%
326	Advertising	\$ 500	\$ 13.31	\$ 13.31	\$ 487	3%
338	Staff Development	\$ 3,500	\$ -	\$ -	\$ 3,500	0%
	Furnishing	\$ 1,000				
339	Travel / Conferences	\$ 1,750	\$ 9.83	\$ 9.83	\$ 1,740	1%
396	Technology	\$ 11,000	\$ 161.99	\$ 161.99	\$ 10,838	1%
399	Activity Supplies/Tech renew	\$ 21,000	\$ 300.62	\$ 300.62	\$ 20,699	1%
Supplies & Expenses Total:		\$ 52,455	\$ 593	\$ 593	\$ 51,862	1%
Collection						
395	Books	\$ 70,300	\$ 2,989	\$ 2,989	\$ 67,311	4%
397	Periodicals	\$ 5,100	\$ 316	\$ 316	\$ 4,784	6%
398	Audio-Visual	\$ 10,000	\$ 174	\$ 174	\$ 9,826	2%
	Digital Resources	\$ 2,000				
Collection Total:		\$ 87,400	\$ 3,479	\$ 3,479	\$ 83,921	4%
Fixed Charges						
510	Workers Comp	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
511	Public Liability	\$ 1,300	\$ -	\$ -	\$ 1,300	0%
513	Public Officials	\$ 1,700	\$ -	\$ -	\$ 1,700	0%
517	Property Insurance	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 114,943	\$ 9,579	\$ 9,579	\$ 105,364	8%
Fixed Charges Total:		\$ 120,943	\$ 9,579	\$ 9,579	\$ 111,364	8%
812	Furniture and Furnishings	\$ -				
829	Other Repair and Improvements	\$ -	\$ -			
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,349,683	\$ 141,742	\$ 141,742	\$ 1,207,941	89%
						%of Year Completed
						8%

Finance Committee Charter

Board of Trustees, Hudson Area Public Library

Purpose

The Finance Committee assists the Board of Trustees in fulfilling its fiduciary responsibilities, including, but not limited to, the following:

- reviewing and making recommendations regarding library revenue and expenditures;
- reviewing and making recommendations regarding the annual budget;
- reviewing and making recommendations regarding financial issues related to library operations, policy and planning.

Membership

- The committee is appointed by the President, subject to approval by the Board.
- The committee includes a minimum of two members of the board and may include staff representatives and members of the general public.
- The committee chair shall be selected by members of the committee but must be a member of the board.
- The committee chair may vote upon and may move or second a proposal.

Authority

The committee's authority is limited to an advisory role. The committee has no expressed or implied power or authority.

The Board of Trustees shall review this charter annually.

Responsibilities

The committee's responsibilities include the following:

- providing input into the development of drafts of the annual funding request and annual budget;
- reviewing and making recommendations to the Board regarding approval of recurring expenditures and/or monthly invoices/bills;
- reviewing and making recommendations to the Board regarding non-recurring expenditures and those not within the annual budget;
- reviewing and making recommendations to the Board regarding the acceptance of financial statements and reports
- providing relevant updates to the Board at its monthly meeting;
- reviewing and making recommendations regarding financial issues related to library operations, policy and planning.

Meetings

- The committee meets at least monthly prior to the regular Board meeting.
- The committee complies with laws pertaining to open meetings and public records.
- A simple majority of members constitutes a quorum.
- The committee keeps minutes of its meetings.
- Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.
- The committee follows Robert’s Rules of Order.

This charter was approved by the Board of Trustees

Board President