

**Library Board of Trustees:
Finance Committee Meeting
Meeting Agenda
March 19 at 7:15 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

LBOT Finance Committee and Regular Board Meeting
Time: Mar 19, 2024 07:00 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/88651884999?pwd=blgvNzIDb0tBTWgyQW9OMGxHaFcZz09>

Meeting ID: 886 5188 4999
Passcode: 673045

Find your local number:
<https://us02web.zoom.us/u/kbveZ6INAI>

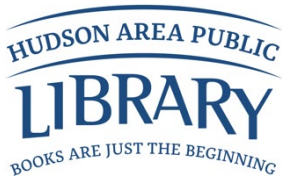
1. Call to order, roll call, certification of compliance with open meeting laws and public records laws, introduction of visitors and staff
2. **ACTION ITEM:** Approve Agenda
3. **ACTION ITEM:** Recommendation to accept financial reports and approve bill payment
 - a. Discussion and possible action on 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. **Adjourn**

NEXT MEETING DATE: April 16, 2024

Finance Committee Members: Gerry Klecker, Bryan Wells, Chad Wiertzema. Emailed to Committee Members, Joint Municipalities, Board Members, and Media the week of March 11, 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



Library Board of Trustees:

Finance Committee

Meeting Minutes

February 20, 2024 at 6:15 p.m.

1. Call to order by Tougas at 6:15 p.m. Roll call, certification of compliance with open meeting laws and public records laws, introduction of visitors and staff
Board members present: Bryan Wells, Chad Wiertzema, Gerry Klecker
Staff: Shelley Tougas, Michelle Saifullah
2. Tougas called for nominations for committee chair
Klecker nominated Wells
Wiertzema seconded the nomination
Wells accepted the nomination
There were no other nominations
Wells elected chair – 2 Ayes/0 Nays
3. **ACTION ITEM: Approve agenda**
Motion by Klecker to approve agenda
Second by Wiertzema
Discussion: None
MOTION CARRIED – 3 Ayes/0 Nays
4. **ACTION ITEM: Recommendation to accept financial reports and recommend bill payment**
Motion by Wiertzema to approve items 4 a-c
Second by Klecker
Discussion: None
Motion carried – 3 Ayes/0 Nays
5. **POTENTIAL ACTION ITEM: Finance Committee Charter**
Motion by Klecker to recommend board approval at the next meeting
Second by Wiertzema
Discussion: The committee reviewed the language
MOTION CARRIED: 3 Ayes/0 Nays
6. **ADJOURN:**
Motion by Klecker to adjourn at 6:23 p.m.
Second by Wiertzema
Motion carried – 3 Ayes/0 Nays
Respectfully submitted,
Shelley Tougas

Monthly Expenditure Statement
February 29, 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	\$ 30,428	\$ 56,319	\$ 283,761	17%
125	Part-Time	\$ 448,760	\$ 25,850	\$ 53,434	\$ 395,326	12%
151	FICA	\$ 60,346	\$ 4,245	\$ 8,276	\$ 52,070	14%
152	WRS	\$ 40,649	\$ 3,237	\$ 6,226	\$ 34,423	15%
154	Health Insurance	\$ 78,500	\$ 4,581	\$ 15,463	\$ 63,037	20%
Personnel Total:		\$ 968,335	\$ 68,340	\$ 139,717	\$ 828,618	14%
Contractual Services						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,500	\$ 1,250	\$ 2,500	\$ 13,000	16%
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	\$ 898	\$ 4,052	18%
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	\$ 99	\$ 99	\$ 5,901	2%
Contractual Services Total:		\$ 120,550	\$ 58,064	\$ 59,718	\$ 60,832	50%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ 8.35	\$ 8.35	\$ 992	1%
312	Office Supplies	\$ 10,955	\$ 972.91	\$ 1,808.73	\$ 9,146	17%
324	Memberships	\$ 1,750	\$ 99.00	\$ 99.00	\$ 1,651	6%
326	Advertising	\$ 500	\$ 13.31	\$ 38.31	\$ 462	8%
338	Staff Development	\$ 3,500	\$ 98.50	\$ 113.50	\$ 3,387	3%
	Furnishing	\$ 1,000				
339	Travel / Conferences	\$ 1,750	\$ 51.21	\$ 51.21	\$ 1,699	3%
396	Technology	\$ 11,000	\$ 161.99	\$ 761.99	\$ 10,238	7%
399	Activity Supplies/Tech renew	\$ 21,000	\$ 300.62	\$ 387.41	\$ 20,613	2%
Supplies & Expenses Total:		\$ 52,455	\$ 1,706	\$ 3,269	\$ 49,187	6%
Collection						
395	Books	\$ 70,300	\$ 2,989	\$ 9,672	\$ 60,628	14%
397	Periodicals	\$ 5,100	\$ 316	\$ 1,188	\$ 3,912	23%
398	Audio-Visual	\$ 10,000	\$ 1,680	\$ 1,680	\$ 8,320	17%
	Digital Resources	\$ 2,000				
Collection Total:		\$ 87,400	\$ 4,985	\$ 12,539	\$ 74,861	14%
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	\$ 2,800	\$ 2,800	\$ (800)	140%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 114,943	\$ 9,579	\$ 19,157	\$ 95,786	17%
Fixed Charges Total:		\$ 120,943	\$ 12,379	\$ 21,957	\$ 98,986	18%
812	Furniture and Furnishings	\$ -				
829	Other Repair and Improvements	\$ -	\$ -			
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,349,683	\$ 145,474	\$ 237,200	\$ 1,112,483	82%
%of Year Completed						17%