



**Library Board of Trustees:
Finance Committee Meeting
Meeting Agenda
April 16, 2024 at 6:15 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

FC and LBOT Meeting
Time: Apr 16, 2024 06:00 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/83518057067?pwd=eXVGaUdjNTZQbThUcVZzN1pYR0ZkQT09>

Meeting ID: 835 1805 7067
Passcode: 936447

Find your local number:
<https://us02web.zoom.us/j/83518057067>

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: May 21, 2024

Finance Committee Members: Gerry Klecker, Bryan Wells, Chad Wiertzema. Emailed to Committee Members, Joint Municipalities, Board Members, and Media the week of April 8, 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.

Monthly Expenditure Statement
March 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	\$ 45,642	\$ 101,961	\$ 238,119	30%
125	Part-Time	\$ 448,760	\$ 40,513	\$ 93,947	\$ 354,813	21%
151	FICA	\$ 60,346	\$ 6,526	\$ 14,802	\$ 45,544	25%
152	WRS	\$ 40,649	\$ 4,998	\$ 11,224	\$ 29,425	28%
154	Health Insurance	\$ 78,500	\$ 4,683	\$ 20,146	\$ 58,354	26%
Personnel Total:		\$ 968,335	\$ 102,362	\$ 242,079	\$ 726,256	25%
Contractual Services						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,500	\$ 1,250	\$ 3,750	\$ 11,750	24%
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	\$ 1,302	\$ 3,648	26%
249	Contract Maint.	\$ 700	\$ -	\$ -	\$ 700	0%
294	Programming: Adults	\$ 5,000	\$ 672	\$ 1,821	\$ 3,179	36%
295	Programming: Children	\$ 25,500	\$ 1,863	\$ 5,520	\$ 19,980	22%
298	Maint. Agmts / Leases	\$ 10,000	\$ 1,064	\$ 1,625	\$ 8,375	16%
299	Other Contract Services	\$ 6,000	\$ 99	\$ 1,490	\$ 4,510	25%
Contractual Services Total:		\$ 121,050	\$ 58,098	\$ 68,164	\$ 52,886	56%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ 7.07	\$ 15.42	\$ 985	2%
312	Office Supplies	\$ 10,955	\$ -	\$ 1,825.65	\$ 9,129	17%
324	Memberships	\$ 1,750	\$ 240.00	\$ 339.00	\$ 1,411	19%
326	Advertising	\$ 500	\$ 55.58	\$ 93.89	\$ 406	19%
338	Staff Development	\$ 3,500	\$ -	\$ 231.55	\$ 3,268	7%
	Furnishing	\$ 1,000	\$ 57.47			
339	Travel / Conferences	\$ 1,750	\$ 1,686.63	\$ 108.68	\$ 1,641	6%
396	Technology	\$ 11,000	\$ 763.74	\$ 2,632.71	\$ 8,367	24%
399	Activity Supplies	\$ 21,000	\$ 2,810.49	\$ 1,278.92	\$ 19,721	6%
Supplies & Expenses Total:		\$ 52,455	\$ 5,621	\$ 6,526	\$ 45,929	12%
Collection						
395	Books	\$ 70,300	\$ 2,989	\$ 13,521	\$ 56,779	19%
397	Periodicals	\$ 5,100	\$ 316	\$ 1,680	\$ 3,420	33%
398	Audio-Visual	\$ 10,000	\$ 1,680	\$ 2,340	\$ 7,660	23%
	Digital Resources	\$ 2,000				
Collection Total:		\$ 87,400	\$ 4,985	\$ 17,541	\$ 69,859	20%
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	\$ 28,736	\$ 86,207	25%
Fixed Charges Total:		\$ 120,943	\$ 12,379	\$ 31,536	\$ 89,407	26%
812	Furniture and Furnishings	\$ -				
829	Other Repair and Improvements	\$ -	\$ -			
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,350,183	\$ 183,444	\$ 365,845	\$ 984,338	73%
%of Year Completed						25%



**Library Board of Trustees:
Finance Committee
Meeting Minutes
March 19, 2024 at 7:15 p.m.**

1. Call to order by Wells at 7:17 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: Jamie Smith, Michelle Saifullah

2. **ACTION ITEM: Approve agenda**
Motion by Klecker to approve agenda
Second by Wiertzema
Discussion: None
MOTION CARRIED – 3 Ayes/0 Nays

3. **ACTION ITEM: Recommendation to accept financial reports and recommend bill payment**
Motion by Wiertzema to approve items 4 a-c
Second by Wells
Discussion: Wiertzema asked why insurance costs increased over what was budgeted - perhaps from our storm damage.
MOTION CARRIED – 3 Ayes/0 Nays

4. **ADJOURN:**
Motion by Wells to adjourn at 7:20 p.m.
Second by Wiertzema
MOTION CARRIED – 3 Ayes/0 Nays
Respectfully submitted, Shelley Tougas