

**Library Board of Trustees:
Finance Committee Meeting
Meeting Agenda
July 16, 2024 at 6:45 p.m.
700 1st Street, Hudson WI**

LBOT Finance Committee and Regular Board Meeting
Time: Jul 16, 2024 06:30 PM Central

Join Zoom Meeting
<https://us02web.zoom.us/j/88586743944?pwd=DNVTHnsDaSv0DghwG1wav4L6TjHK0x.1>

Meeting ID: 885 8674 3944
Passcode: 217239

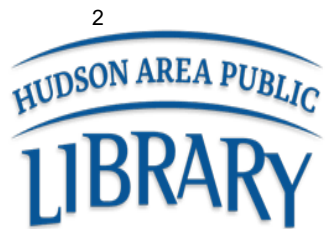
Find your local number:
<https://us02web.zoom.us/j/kef0pn2QYu>

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:** Approve minutes of the prior meeting(s)
4. **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
5. **DISCUSSION AND POTENTIAL ACTION ITEM:** 2025 Budget Request
6. **Adjourn**

NEXT MEETING DATE: August 20, 2024

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



**Library Board of Trustees:
Finance Committee
Meeting Minutes
May 21, 2024 at 6:30 p.m.**

1. Call to order by Wells at 6:31 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, Gerry Klecker
Board members absent: Chad Wiertzema
Staff: Michelle Saifullah, Shelley Tougas
Guests: Rich O'Connor, Barb Peterson, Bill Fehrenbach

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

3. **ACTION ITEM: Recommendation to accept financial reports and recommend bill payment**
Motion by Klecker to approve items 3 a-c
Second by Wells
Discussion: Tougas discussed percent of the budget spent relative to month of the year.
MOTION CARRIED – 2 Ayes/0 Nays

4. **DISCUSSION: Salary options and budget impact**
Members discussed options for a wage plan and the potential impact on future budget requests.

5. **ADJOURN:**
Motion by Klecker to adjourn at 6:58 p.m.
Second by Wells
MOTION CARRIED – 2 Ayes/0 Nays

Respectfully submitted,

Shelley Tougas



**Library Board of Trustees:
Finance Committee
Meeting Minutes
June 19, 2024 at 6:45 p.m.**

1. Call to order by Klecker at 6:45 p.m. Roll call, certification of compliance with open meeting laws and public records laws, introduction of visitors and staff
Board members present: Chad Wiertzema, Gerry Klecker
Board members absent: Bryan Wells
Staff: Jamie Smith, Michelle Saifullah, Shelley Tougas

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

4. **ADJOURN:**
Motion by Wiertzema to adjourn at 6:48 p.m.
Second by Klecker
MOTION CARRIED – 2 Ayes/0 Nays

Respectfully submitted, Jamie Smith

Monthly Expenditure Statement

June 30, 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 | \$ 30,133 | \$ 192,949 | \$ 147,131 | 57% |
| 125 | Part-Time | \$ 448,760 | \$ 28,650 | \$ 175,368 | \$ 273,392 | 39% |
| 151 | FICA | \$ 60,346 | \$ 4,439 | \$ 27,813 | \$ 32,533 | 46% |
| 152 | WRS | \$ 40,649 | \$ 3,349 | \$ 21,119 | \$ 19,531 | 52% |
| 154 | Health Insurance | \$ 78,500 | \$ 4,693 | \$ 34,223 | \$ 44,277 | 44% |
| Personnel Total: | | \$ 968,335 | \$ 71,264 | \$ 451,471 | \$ 516,864 | 47% |
| Contractual Services | | | | | | |
| 212 | Legal Services | \$ 2,000 | \$ - | \$ - | \$ 2,000 | 0% |
| 213 | Professional Services | \$ 15,500 | \$ 1,250 | \$ 7,500 | \$ 8,000 | 48% |
| 216 | IFLS Ops | \$ 48,500 | \$ - | \$ 50,056 | \$ (1,556) | 103% |
| 217 | IFLS Courier | \$ 2,900 | \$ - | \$ 2,600 | \$ 300 | 90% |
| 225 | Telephone | \$ 4,950 | \$ - | \$ 2,109 | \$ 2,841 | 43% |
| 249 | Contract Maint. | \$ 700 | \$ - | \$ - | \$ 700 | 0% |
| 294 | Programming: Adults | \$ 5,000 | \$ 508 | \$ 3,086 | \$ 1,914 | 62% |
| 295 | Programming: Children | \$ 25,500 | \$ 3,970 | \$ 14,860 | \$ 10,640 | 58% |
| 298 | Maint. Agmts / Leases | \$ 10,000 | \$ 285 | \$ 6,651 | \$ 3,349 | 67% |
| 299 | Other Contract Services | \$ 6,000 | \$ - | \$ 5,717 | \$ 283 | 95% |
| Contractual Services Total: | | \$ 121,050 | \$ 6,012 | \$ 92,579 | \$ 28,471 | 76% |
| Supplies & Expenses | | | | | | |
| 311 | Postage | \$ 1,000 | \$ 95.75 | \$ 296.49 | \$ 704 | 30% |
| 312 | Office Supplies | \$ 10,955 | \$ 150.77 | \$ 5,855.94 | \$ 5,099 | 53% |
| 324 | Memberships | \$ 1,750 | \$ - | \$ 1,839.00 | \$ (89) | 105% |
| 326 | Advertising | \$ 500 | \$ 27.44 | \$ 169.77 | \$ 330 | 34% |
| 338 | Staff Development | \$ 3,500 | \$ 1,120.34 | \$ 1,954.89 | \$ 1,545 | 56% |
| | Furnishing | \$ 1,000 | \$ 14.07 | | | |
| 339 | Travel / Conferences | \$ 1,750 | \$ 177.19 | \$ 393.46 | \$ 1,357 | 22% |
| 396 | Technology | \$ 11,000 | \$ 44.95 | \$ 3,683.65 | \$ 7,316 | 33% |
| 399 | Activity Supplies | \$ 21,000 | \$ 1,630.51 | \$ 13,100.68 | \$ 7,899 | 62% |
| Supplies & Expenses Total: | | \$ 52,455 | \$ 3,261 | \$ 27,294 | \$ 25,161 | 52% |
| Collection | | | | | | |
| 395 | Books | \$ 70,300 | \$ 5,714 | \$ 31,150 | \$ 39,150 | 44% |
| 397 | Periodicals | \$ 5,100 | \$ 471 | \$ 5,004 | \$ 96 | 98% |
| 398 | Audio-Visual | \$ 10,000 | \$ 244 | \$ 3,841 | \$ 6,159 | 38% |
| | Digital Resources | \$ 2,000 | \$ - | | | |
| Collection Total: | | \$ 87,400 | \$ 6,429 | \$ 39,995 | \$ 47,405 | 46% |
| Fixed Charges | | | | | | |
| 510 | Workers Comp | \$ 1,000 | \$ - | \$ 1,470 | \$ (470) | 147% |
| 511 | Public Liability | \$ 1,300 | \$ - | \$ - | \$ 1,300 | 0% |
| 513 | Public Officials | \$ 1,700 | \$ - | \$ - | \$ 1,700 | 0% |
| 517 | Property Insurance | \$ 2,000 | \$ - | \$ 2,800 | \$ (800) | 140% |
| 519 | Unemployment | \$ - | \$ - | \$ - | \$ - | |
| 532 | Occupancy Agreement | \$ 114,943 | \$ 9,579 | \$ 57,471 | \$ 57,472 | 50% |
| Fixed Charges Total: | | \$ 120,943 | \$ 9,579 | \$ 61,741 | \$ 59,202 | 51% |
| 812 | Furniture and Furnishings | \$ - | | | | |
| 829 | Other Repair and Improvements | \$ - | \$ - | | | |
| Capital Expenses Total: | | | | \$ - | | Remaining |
| Total Expenditures | | \$ 1,350,183 | \$ 96,544 | \$ 673,081 | \$ 677,102 | 50% |
| | | | | | %of Year Complete | 50% |

FC: 2025 INITIAL BUDGET REQUEST

Library Board of Trustees

Proposed motion: Recommend the board approve seeking the following budget requests from the City of Hudson: a \$33,900 increase for staff cost-of-living increases and a fee-reduction request of \$38,350.

This is HAPL's first year working with new budget timelines. The City staff have requested 2025 budget items be uploaded to the accounting system at the end of July. City staff will adjust the full budget accordingly, including the library's requests, and a budget proposal will then go to the city finance committee. The committee and members of the Council will deliberate the budget, which will be approved in November after the state-mandated public budget hearing.

In 2024, the library was able to provide market-rate adjustment to staff wages. It's important that wages keep pace with inflation to ensure HALP's pay remains competitive.

Staff recommend the board request the following from the City of Hudson:

Three percent cost-of-living increases: \$27,600

Assumed 8-percent increase for health insurance: \$6,300

Total budget request: \$33,900

Staff recommend reducing the library's building fees over three years, an estimated \$38,350 each year.

Total fee reduction request: \$38,350

12 of the state's 380+ libraries pay fees to their cities:

| Library | Municipal fee | Service | % Operating Budget |
|----------------------|---------------|-----------------------------------|--------------------|
| Barron | \$3,500 | Admin. oversight | 1.3 |
| Beloit | \$60,839 | Indirect Costs | 2.6 |
| Clear Lake | \$778 | Web services: email, caler | 0.6 |
| Franklin | \$24,362 | Interdept. Maintenance | 1.6 |
| Hudson | \$130,443 | Building fee, admin fee | 13.2 |
| Mellen (Legion Mem.) | \$9,993 | Admin./Snow remove | 9.3 |
| Menomonie | \$5,043 | Admin. | 0.5 |
| New Richmond | \$60,500 | Admin. | 7.0 |
| Rice Lake | \$6,000 | IT staff share | 0.7 |
| River Falls | \$196,296 | Admin/HR/IT/maintenanc | 15.2 |
| Waterford | \$49,314 | Admin, Site Maintenance, | 7.5 |
| Fitchburg | \$141,800 | Admin. | 6.4 |
| | | Average % Operating Budget | 5.5 |