

**Library Board of Trustees:
Finance Committee Meeting
Meeting Agenda
Oct. 15, 2024 at 6:45 p.m.
700 1st Street, Hudson WI**

Finance Committee and LBOT Regular Meeting
Time: Oct 15, 2024 06:45 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/89234003387?pwd=Nan5xBWX7rJnF6qhddRBgsbmL7bcaH.1>

Meeting ID: 892 3400 3387
Passcode: 576725

Find your local number:
<https://us02web.zoom.us/j/89234003387?pwd=Nan5xBWX7rJnF6qhddRBgsbmL7bcaH.1>

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:** 2025 budget update
6. **Adjourn**

NEXT MEETING DATE: Nov. 19, 2024

Finance Committee Members: Gerry Klecker, Bryan Wells, Chad Wiertzema. Emailed to Committee Members, Area Municipalities, Board Members, and Media the week of Oct. 7, 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
September 17, 2024 at 6:45 p.m.**

1. Call to order by Wells 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: Bryan Wells, Gerry Klecker
Board members absent: Chad Wiertzema
Staff: Jamie Smith, Shelley Tougas

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 approve minutes of the prior meetings(s)**
Motion by Klecker to approve minutes
Second by Wells
Discussion: none
MOTION CARRIED – 2 Ayes/0 Nays

4. **ACTION ITEM: Recommendation to accept financial reports and recommend bill payment**
Motion by Klecker to approve items 4 a-c
Second by Wells
Discussion: none
MOTION CARRIED – 2 Ayes/0 Nays

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

Respectfully submitted, Jamie Smith

Monthly Expenditure Statement
September 30, 2024
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 407,000	\$ 30,428	\$ 299,446	\$ 107,554	74%
125	Part-Time	\$ 398,340	\$ 26,915	\$ 273,485	\$ 124,855	69%
151	FICA	\$ 60,346	\$ 4,327	\$ 43,281	\$ 17,065	72%
152	WRS	\$ 40,649	\$ 3,300	\$ 32,676	\$ 7,973	80%
154	Health Insurance	\$ 62,000	\$ 4,693	\$ 48,301	\$ 13,699	78%
Personnel Total:		\$ 968,335	\$ 69,662	\$ 697,190	\$ 271,145	72%
Contractual Services						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,500	\$ 1,250	\$ 11,250	\$ 4,250	73%
216	IFLS Ops	\$ 48,800	\$ -	\$ 50,056	\$ (1,256)	103%
217	IFLS Courier	\$ 2,600	\$ -	\$ 2,600	\$ -	100%
225	Telephone	\$ 4,950	\$ -	\$ 3,387	\$ 1,563	68%
249	Contract Maint.	\$ 700	\$ -	\$ 498	\$ 202	71%
294	Programming: Adults	\$ 5,000	\$ 31	\$ 4,057	\$ 943	81%
295	Programming: Children	\$ 25,500	\$ 198	\$ 20,283	\$ 5,217	80%
298	Maint. Agmts / Leases	\$ 10,000	\$ -	\$ 7,388	\$ 2,612	74%
299	Other Contract Services	\$ 6,000	\$ -	\$ 5,717	\$ 283	95%
Contractual Services Total:		\$ 121,050	\$ 1,478	\$ 105,237	\$ 15,813	87%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ 19.73	\$ 646.76	\$ 353	65%
312	Office Supplies	\$ 10,955	\$ 563.36	\$ 7,503.96	\$ 3,451	68%
324	Memberships	\$ 1,839	\$ -	\$ 1,839.00	\$ -	100%
326	Advertising	\$ 500	\$ 225.00	\$ 239.77	\$ 260	48%
338	Staff Development	\$ 3,100	\$ 11.98	\$ 2,584.89	\$ 515	83%
	Furnishing	\$ 1,000	\$ 26.13			
339	Travel / Conferences	\$ 1,660	\$ 829.00	\$ 490.01	\$ 1,170	30%
396	Technology	\$ 10,400	\$ -	\$ 6,048.09	\$ 4,352	58%
399	Activity Supplies	\$ 21,600	\$ 1,675.20	\$ 21,598.66	\$ 1	100%
Supplies & Expenses Total:		\$ 52,054	\$ 3,350	\$ 40,951	\$ 11,103	79%
Collection						
395	Books	\$ 70,300	\$ 6,263	\$ 46,173	\$ 24,127	66%
397	Periodicals	\$ 5,100	\$ 1,029	\$ 5,210	\$ (110)	102%
398	Audio-Visual	\$ 10,000	\$ 89	\$ 5,175	\$ 4,825	52%
	Digital Resources	\$ 2,000	\$ -			
Collection Total:		\$ 87,400	\$ 7,382	\$ 56,558	\$ 30,842	65%
Fixed Charges						
510	Workers Comp	\$ 1,000	\$ -	\$ 1,470	\$ (470)	147%
511	Public Liability	\$ 1,300	\$ -	\$ 1,334	\$ (34)	103%
513	Public Officials	\$ 1,700	\$ -	\$ 1,668	\$ 32	98%
517	Property Insurance	\$ 2,000	\$ -	\$ 2,800	\$ (800)	140%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 114,943	\$ 9,579	\$ 86,207	\$ 28,736	75%
Fixed Charges Total:		\$ 120,943	\$ 9,579	\$ 93,479	\$ 27,464	77%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improvements	\$ -	\$ -	\$ -	\$ -	
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,349,782	\$ 91,452	\$ 993,415	\$ 356,367	26%
%of Year Completed						75%

2025 BUDGET

Library Board of Trustees

	2024	2025	Difference
Library Revenues	\$ 11,000	\$ 11,000	\$ -
City of Hudson	\$ 744,366	\$ 778,266	\$ 33,900
County Levy ACT 150	\$ 506,000	\$ 513,736	\$ 7,736
County Levy ACT 420	\$ 8,817	\$ 7,000	\$ (1,817)
Interest	\$ 500	\$ 750	\$ 250
Net Change	\$ -	\$ 1,000	\$ 1,000
Grants	\$ 79,000	\$ 75,000	\$ (4,000)
Donation	\$ -	\$ 200	\$ 200
Misc. Revenues	\$ -	\$ 400	\$ 400
Total Revenues	\$ 1,349,683	\$ 1,387,352	\$ 37,669

	Obj. Code	2024	2025	Difference
PERSONNEL				
Full-Time	121	\$ 407,000	\$ 419,210	\$ 12,210
Part-Time	125	\$ 398,340	\$ 410,290	\$ 11,950
FICA	151	\$ 60,346	\$ 62,156	\$ 1,810
WRS	152	\$ 40,649	\$ 41,868	\$ 1,219
Health Insurance	154	\$ 62,000	unknown	
Personnel Totals:		\$ 968,335	\$933,625 + ins	
CONTRACTUAL SERVICES				
Legal Services	212	\$ 2,000	\$ -	\$ (2,000)
Professional Services	213	\$ 15,500	\$ 15,500	\$ -
IFLS Ops	216	\$ 48,500	\$ 52,800	\$ 4,300
IFLS Courier / Self Check	217	\$ 2,900	\$ 2,900	\$ -
IFLS Catalog	225	\$ -	\$ -	\$ -
Telephone	225	\$ 4,950	\$ 5,300	\$ 350
Contract Maintenance	249	\$ 700	\$ 700	\$ -
Programming Adults	294	\$ 5,000	\$ 5,000	\$ -
Programming Youth/Community	295	\$ 25,000	\$ 28,000	\$ 3,000
Maintenance / Lease Agmts	298	\$ 10,000	\$ 12,000	\$ 2,000
Other Contract Services	299	\$ 6,000	\$ 3,200	\$ (2,800)
Contractual Services Total		\$ 120,550	\$ 125,400	\$ 4,850
SUPPLIES & EXPENSES				
Postage	311	\$ 1,000	\$ 1,100	\$ 100
Office Supplies	312	\$ 10,955	\$ 11,500	\$ 545
Memberships	324	\$ 2,150	\$ 2,150	\$ -
Advertising	326	\$ 500	\$ 1,000	\$ 500
Staff Development	338	\$ 3,100	\$ 2,600	\$ (500)
Travel / Conferences	339	\$ 1,750	\$ 2,500	\$ 750
Furnishing		\$ 1,000	\$ 500	\$ (500)
Technology	396	\$ 10,400	\$ 20,000	\$ 9,600
Activity Supplies	399	\$ 21,600	\$ 20,000	\$ (1,600)
Supplies & Expenses Total		\$ 52,455	\$ 61,350	\$ 8,895
COLLECTION MATERIALS				
Books	395	\$ 70,300	\$ 70,000	\$ (300)
Periodicals	397	\$ 5,100	\$ 5,300	\$ 200
Audio Visual	398	\$ 10,000	\$ 10,000	\$ -
Books/Digital Resources	395	\$ 2,000	\$ 2,000	\$ -
Collection Total		\$ 87,400	\$ 87,300	\$ (100)
FIXED CHARGES				
Workers' Compensation	510	\$ 1,000	\$ 1,600	\$ 600
Public Liability	511	\$ 1,300	\$ 1,400	\$ 100
Public Officials	513	\$ 1,700	\$ 1,800	\$ 100
Property Insurance	517	\$ 2,000	\$ 3,000	\$ 1,000
Unemployment	519	\$ -	\$ -	\$ -
Operating agreement	532	\$ 114,943	\$ 90,000	\$ (24,943)
Fixed Charges Total		\$ 120,943	\$ 97,800	\$ (23,143)
Municipal/County revenue		\$ 1,259,183	\$ 1,299,002	\$ 39,819
Other non-grant revenue		\$ 11,500	\$ 13,350	\$ 1,850
Grant revenue		\$ 79,000	\$ 75,000	\$ (4,000)
Total revenue		\$ 1,349,683	\$ 1,387,352	\$ 37,669
Total expenditures		\$ 1,349,683	estimated due to insurance	

Insurance increase is 3.9%. Elections unknown. Likely to total \$80K or more in 2025

Budget Timeline

Nov. 6 – County budget hearing and adoption

Nov. 11 – City budget hearing and adoption

November/December LBOT meetings – approve library’s final 2025 budget

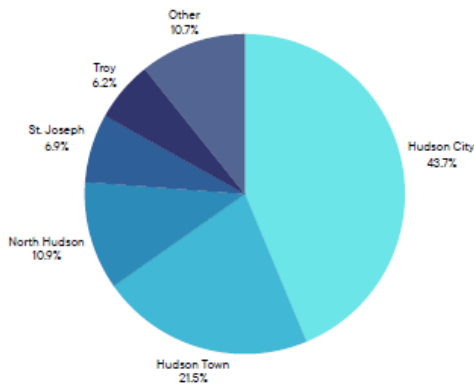
Fall/Winter – Foundation annual campaign. Goal: \$60,000 for programs and resources; \$40,000 for targeted improvements.

ST. CROIX COUNTY LIBRARY FUNDING for 2024 LEVY 2025 BUDGET


SOURCE *	Pg. 6, VI, #6 less #7	Pg. 2, III, #1a		Pg. 8, XI, #2b	Required Minimum 70 % Cost of Rural Circ.	100 % Cost of Rural Circ.	Hot spot Funding	Total Library Levy
Library	2023 Operating Expenses	2023 Total Circulation	Cost per Circ.	2023 County Rural Circul.				
Baldwin	\$ 260,945	51,740	\$5.04	19,361	\$68,352	\$97,645	\$756	\$98,401
Deer Park	\$ 48,784	8,225	\$5.93	3,408	\$14,149	\$20,213	\$756	\$20,969
Glenwood City	\$ 85,406	10,580	\$8.07	3,782	\$21,371	\$30,530	\$756	\$31,286
Hammond	\$ 209,293	25,321	\$8.27	7,130	\$41,254	\$58,934	\$756	\$59,690
Hudson	\$ 989,953	180,767	\$5.48	93,671	\$359,086	\$512,980	\$756	\$513,736
New Richmond	\$ 868,625	166,644	\$5.21	78,725	\$287,246	\$410,351	\$756	\$411,107
River Falls	\$ 1,292,381	203,459	\$6.35	40,053	\$178,093	\$254,419	\$756	\$255,175
Roberts	\$ 281,173	51,269	\$5.48	30,229	\$116,049	\$165,784	\$756	\$166,540
Somerset	\$ 289,275	47,394	\$6.10	27,061	\$115,619	\$165,170	\$756	\$165,926
Spring Valley	\$ 99,170	29,361	\$3.38	3,920	\$9,268	\$13,240	\$1,044	\$14,284
Woodville	\$ 121,327	18,152	\$6.68	5,043	\$23,595	\$33,707	\$858	\$34,565
Total	\$4,546,332	792,912		312,383	\$1,234,082	\$1,762,973	\$8,706	\$1,771,679

Prior Period Adjustment (Glenwood City Library)		\$ 25,115	\$ 25,115
Out of County	\$50,565	\$72,236	\$72,236
Grand Total	\$1,284,647	\$1,860,324	\$1,869,030

St. Croix County
Year-to-date checkouts by location



Government Revenue \$1,250,366	59.5 % Hudson City	40.5 % St. Croix Cty
Resident checkouts 112,150 YTD	44 % Hudson City	56 % St. Croix County

	City of Hudson 2024-2025 Medical Insurance Renewal		
2024 UMR/TPAC Stop Loss Insurance	Single:	Family:	Notes:
SL Funding Factor	\$740.50	\$1,878.96	3.5% Increase
SL Admin	\$363.21	\$912.18	3.5% Increase
UMR Admin	\$59.64	\$59.64	no change; included \$30 consulting fee to Spectrum
Estimated Total:	\$1,163.35	\$2,850.78	
2025 UMR/TPAC Stop Loss Insurance	Single:	Family:	Notes:
SL Funding Factor	\$769.38	\$1,952.34	3.9% Increase
SL Admin	\$377.38	\$947.76	3.9% Increase
UMR Admin	\$61.31	\$61.31	3.2% Increase ; 3 Year Rate Guarantee; \$30 consulting fee to Spectrum
Estimated Total:	\$1,208.07	\$2,961.41	3.9% average total increase from 2024

		2024	2025	Difference
PERSONNEL				
Full-Time	121	\$ 407,000	\$ 419,210	\$ 12,210
Part-Time	125	\$ 398,340	\$ 410,290	\$ 11,950
FICA	151	\$ 60,346	\$ 62,156	\$ 1,810
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Insurance increase is 3.9%. Elections unknown. Likely to total \$80K or more in 2025

Budget Notes

Cuts to technology and activity supplies possible to offset insurance increases, pending enrollment

Additional technology funding for two new self-checkout units.

Flat funding for collection – capacity issues.

Increases in maintenance contracts and IFLS fees

City is exploring new telephone service that would reduce costs