Topic: LBOT Finance Committee and Board Meeting
Time: Apr 19, 2022 05:00 PM

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Library Board of Trustees
Meeting Agenda
April 19, 2022 at 5:30 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016

1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM: Approval of Consent Agenda Items**
    1. *Approve meeting Agenda*
    2. *Disposition of Minutes from the prior board meeting and of any intervening special meetings.*
    3. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2022 Budget vs. Actual to Date*
    4. *Discussion and possible action on regularly recurring expenditures that are within the Board-approved 2022 budget*
    5. *Discussion and possible action on 2021 and 2022 budget comparison*
4. **Presentations:**
    1. *Friends of the Library*
    2. *Library Foundation*
5. **DISCUSSION:** Space assessment with IFLS Director John Thompson
6. **President's comments, reports, and municipal updates**
    1. *St. Joseph update*
    2. *Town of Hudson update*
    3. *Village of North Hudson update*
    4. *City of Hudson updates*
    5. *Hudson School District updates*
7. **Committee updates**
    1. *Policy and Personnel*
    2. *Finance*
    3. *Building OA*
    4. *Facility*
8. **Director's Report**
    1. *Presentation of monthly report and statistics*
    2. *Director's report & update*

9. **ACTION ITEM:** Bylaws changes
10. **DISCUSSION:** Google transition and emails
11. **ACTION ITEM:** Adjournment

Next meeting: May 17, 2022

Board of Trustees Members: Paul Berning (President), Susan Blank, Kimberly Osterhues, Rich O'Connor, Kristine McCarthy (Vice President), Barbara Peterson, Bryan Wells and Tracy Whiteley. Emailed to Joint Municipalities, Board Members, and media the week of April 11, 2022.

NOTE: Some Agenda items may be taken up earlier in the meeting, or in a different order than listed. 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 ext. 305.

Hudson Area Joint Library
Library Board of Trustees
Meeting Minutes
March 15, 2022 – 5:30 PM

1. **Call to order at 5:30 p.m. by Berning. Roll call, certification of compliance with open meeting laws and public record laws, and introduction of visitors and guests.**
   Board members present: Barb Peterson, Paul Berning, Susan Blank, Kristine McCarthy, Bryan Wells, Tracy Whiteley. Absent: Rich O'Connor, Kim Osterhues.
   Staff: Madeline Page, Shelley Tougas

2. **Citizen Comments:** none

3. **ACTION ITEM:** Approve consent agenda
   Motion by Whiteley
   Second by McCarthy
   Discussion: None
   Vote Taken: MOTION CARRIED – 6 Ayes / 0 Nays

4. **PRESENTATIONS**
   Friends of the Library: Page reported the FOL were able to clear out inventory with the book sale.
   Hudson Area Library Foundation: Tougas reported HALF is participating in the Give Big campaign on behalf of the library.

5. **PRESIDENT'S COMMENTS, REPORTS AND MUNICIPAL UPDATES**
   Town of St. Joseph: No update
   Town of Hudson: The town board voted to include space/infrastructure for community lockers if the building expands
   Village of North Hudson: No update
   City of Hudson: No update
   Hudson School District: No update

6. **COMMITTEE UPDATES**
   Policy/Personnel: Work on the gift receipt policy is underway.
   Finance: No update
   Building Occupancy Agreement: No update
   Facility: Crescendo Fundraising made a presentation to the committee.

7. **DIRECTOR'S REPORT**
   The director's written report was presented.

8. **BOARD DEVELOPMENT**
   Tougas did a presentation on library funding in Wisconsin.

11. DISCUSSION/POTENTIAL ACTION ITEM - BYLAWS

Motion by Peterson to bring the proposed amendments to the April meeting per Section 3 requirements.
Second by Whiteley
Vote Taken: MOTION CARRIED – 6 Ayes / 0 Nays

12. DISCUSSION/POTENTIAL ACTION ITEM – JOINT MEETING DATE

Board discussed feasibility of a joint meeting with Friends of the Library and the Hudson Area Library Foundation. May meeting is the likely choice.

14. ACTION ITEM: Adjournment

Motion by Peterson to adjourn at 6:37 p.m.
Second by Wells
Discussion: None
Vote Taken: MOTION CARRIED – 6 Ayes / 0 Nays

Respectfully submitted,
Shelley Tougas

Monthly Expenditure Statement
March 31, 2022
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	$ 244,170	$ 18,834	$ 56,149	$ 188,021	23%
125	Part-Time	$ 311,249	$ 19,792	$ 54,903	$ 256,346	18%
151	FICA	$ 42,490	$ 2,869	$ 8,239	$ 34,251	19%
152	WRS	$ 26,763	$ 2,050	$ 5,996	$ 20,767	22%
154	Health Insurance	$ 91,400	$ 6,379	$ 28,152	$ 63,248	31%
Personnel Total:		$ 716,071	$ 49,925	$ 153,438	$ 562,634	21%
Contractual Services						
212	Legal Services	$ -	$ -	$ 1,930.00	$ (1,930)	
213	Professional Services	$ 14,700.00	$ 1,146.00	$ 3,438.00	$ 11,262	23%
216	IFLS Ops	$ 47,500.00	$ -	$ 47,468.00	$ 32	100%
217	IFLS Courier	$ 3,500.00	$ -	$ 3,280.00	$ 220	94%
225	Telephone	$ 4,500.00	$ 333.33	$ 1,001.59	$ 3,498	22%
249	Contract Maint.	$ 400.00	$ -	$ 307.45	$ 93	77%
294	Programming: Adults	$ 7,000.00	$ 218.04	$ 1,479.94	$ 5,520	21%
295	Programming: Children	$ 20,000.00	$ 2,521.65	$ 5,479.61	$ 14,520	27%
298	Maint. Agmts / Leases	$ 10,000.00	$ 367.33	$ 930.94	$ 9,069	9%
299	Other Contract Services	$ -	$ -	$ -	$ -	
Contractual Services Total:		$ 107,600.00	$ 4,586.35	$ 65,315.53	$ 42,284.47	61%
Supplies & Expenses						
311	Postage	$ 850	$ 9	$ 62	$ 788	7%
312	Office Supplies	$ 10,000	$ 119	$ 119	$ 9,881	1%
324	Memberships	$ 250	$ -	$ -	$ 250	0%
326	Advertising	$ -	$ -	$ 71	$ (71)	0%
338	Staff Development	$ 1,500	$ -	$ 339	$ 1,161	23%
339	Travel / Conferences	$ 250	$ -	$ 74	$ 176	29%
396	Technology	$ 8,000	$ 373	$ 744	$ 7,256	9%
399	Activity Supplies	$ 1,500	$ -	$ 70	$ 1,430	5%
Supplies & Expenses Total:		$ 22,350	$ 501	$ 1,478	$ 20,872	7%
Collection						
395	Books	$ 47,000	$ 6,326	$ 12,446	$ 34,554	26%
397	Periodicals	$ 7,000	$ 499	$ 1,244	$ 5,756	18%
398	Audio-Visual	$ 12,000	$ 1,424	$ 2,810	$ 9,190	23%
Collection Total:		$ 66,000	$ 8,249	$ 16,499	$ 49,501	25%
Fixed Charges						
510	Workers Comp	$ 850	$ -	$ -	$ 850	0%
511	Public Liability	$ 2,000	$ -	$ -	$ 2,000	0%
513	Public Officials	$ 2,350	$ -	$ -	$ 2,350	0%
517	Property Insurance	$ 2,500	$ -	$ 2,305	$ 195	92%
519	Unemployment	$ -	$ -	$ -	$ -	
532	Occupancy Agreement	$ 99,595	$ 8,295	$ 24,884	$ 74,711	25%
Fixed Charges Total:		$ 107,295	$ 8,295	$ 27,189	$ 80,106	25%

					Remaining
Total Expenditures	$ 1,019,316	$ 71,556	$ 263,919	$ 755,397	74%
				%of Year Completed	25%

Hudson Area Public Library
Income Statement
March 31, 2022

Revenues		**2022 Budget w/ Grants**	**Year-to Date**	**Remaining**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**
Library Revenues	46710	**$ 6,800**	**$ 1,391**	**$ 5,409**	$ 208	$ 507	$ 676	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
City of Hudson	47301	**$ 364,365**	**$ -**	**$ 364,365**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Village of N. Hudson	47302	**$ 85,495**	**$ -**	**$ 85,495**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
T. Hudson	47303	**$ 204,197**	**$ 102,099**	**$ 102,099**	$ -	$ -	$ 102,099	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
T. St. Joseph	47304	**$ 94,410**	**$ 47,205**	**$ 47,205**	$ -	$ -	$ 47,205	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
County Levy: ACT 120	47311	**$ 13,919**	**$ 8,802**	**$ 5,117**	$ 1,173	$ 7,629	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
County Levy: ACT 420		**$ 60,000**	**$ 60,012**	**$ (12)**	$ -	$ 60,012	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest	48100	**$ 500**	**$ -**	**$ 500**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Change	48120	$ -	**$ -**	**$ -**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Grants	48500	**$ 98,000**	**$ 80,750**	**$ 17,250**	$ 65,750	$ -	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Donation			**$ 5**	**$ (5)**	$ -	$ 5	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Misc. Revenues	48600	**$ 700**	**$ 3,736**	**$ (3,036)**	$ 71	$ 3,615	$ 50	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Unrestricted Funds		**$ 90,930**	**$ -**	**$ 90,930**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ 1,019,316	**$ 303,999**	**$ 715,317**	**$ 67,202**	**$ 71,768**	**$ 165,029**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Personnel Services		**2020 Budget**	**Year-to Date**	**Remaining**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**
Full-Time	121	**$ 244,170**	**$ 56,149**	**$ 188,021**	$ 18,481	$ 18,834	$ 18,834	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Part-Time	125	**$ 311,249**	**$ 54,903**	**$ 256,346**	$ 16,695	$ 18,416	$ 19,792	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FICA	151	**$ 42,490**	**$ 8,239**	**$ 34,251**	$ 2,605	$ 2,764	$ 2,869	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
WRS	152	**$ 26,763**	**$ 5,996**	**$ 20,767**	$ 1,896	$ 2,050	$ 2,050	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Health Insurance	154	**$ 91,400**	**$ 28,152**	**$ 63,248**	$ 6,350	$ 15,422	$ 6,379	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Personnel Totals		**$ 716,071**	**$ 153,438**	**$ 562,634**	$ 46,027	$ 57,486	$ 49,925	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contractual Services																
Legal Services	212	**$ -**	**1930**		$ -	$ 1,930.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Professional Services	213	**$ 14,700.00**	**$ 3,438**	**$ 11,262**	$ 1,146	$ 1,146	$ 1,146	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
IFLS Ops	216	**$ 47,500.00**	**$ 47,468**	**$ 32**	$ 47,268	$ 200	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
IFLS Courier / Self Check	217	**$ 3,500.00**	**$ 3,280**	**$ 220**	$ 2,200	$ 1,080	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	225	**$ 4,500.00**	**$ 1,002**	**$ 3,498**	$ 333	$ 335	$ 333	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contract Maintenance	249	**$ 400.00**	**$ 307**	**$ 93**	$ 200	$ 107	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Programming Adults	294	**$ 7,000.00**	**$ 1,480**	**$ 5,520**	$ 477	$ 784	$ 218	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Programming Children	295	**$ 20,000.00**	**$ 5,480**	**$ 14,520**	$ 790	$ 2,168	$ 2,522	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Maintenance Agmt/ Lease	298	**$ 10,000.00**	**$ 931**	**$ 9,069**	$ 564	$ -	$ 367	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Contract Services	299	$ -	**$ -**	**$ -**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contract Services Totals		**$ 107,600**	**$ 65,316**	**$ 44,214**	$ 52,979	$ 7,750	$ 4,586	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies & Expenses																
Postage	311	$ 850	$ 62	$ 788	$ 7	$ 45	$ 9	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office Supplies	312	$ 10,000	$ 119	$ 9,881	$ -	$ -	$ 119	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Memberships	324	$ 250	$ -	$ 250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Advertising	326	$ -	$ 71	$ (71)	$ -	$ 71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Staff Development	338	$ 1,500	$ 339	$ 1,161	$ 339	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel/Conference	339	$ 250	$ 74	$ 176	$ 74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Technology	396	$ 8,000	$ 744	$ 7,256	$ 161	$ 209	$ 373	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Activity Supplies	399	$ 1,500	$ 70	$ 1,430	$ 70	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies / Expense Totals		$ 22,350	$ 1,478	$ 20,872	$ 651	$ 325	$ 501	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Collection Materials																
Books	395	$ 47,000	$ 12,446	$ 34,554	$ 858	$ 5,262	$ 6,326	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Periodicals	397	$ 7,000	$ 1,244	$ 5,756	$ 315	$ 429	$ 499	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audio Visual	398	$ 12,000	$ 2,810	$ 9,190	$ 384	$ 1,003	$ 1,424	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Collection Totals:		$ 66,000	$ 16,499	$ 49,501	$ 1,557	$ 6,694	$ 8,249	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed Charges																

Workers' Compensation	510	$ 850	$ -	$ 850	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Public Liability	511	$ 2,000	$ -	$ 2,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Public Officials	513	$ 2,350	$ -	$ 2,350	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Property Insurance	517	$ 2,500	$ 2,305	$ 195	$ 2,305.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Unemployment	519	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Occupancy Agreement	532	$ 99,595	$ 24,884	$ 74,711	$ 8,294.59	$ 8,294.59	$ 8,294.59	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed Charges Total:		$ 107,295	$ 27,189	$ 80,106	$ 10,600	$ 8,295	$ 8,295	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Operating Expenses		***$ 1,019,316***	***$ 263,919***	***$ 757,327***	***$ 111,813***	***$ 80,550***	***$ 71,556***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
Operating Expenses YTD					$ 111,813	$ 192,363	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919	$ 263,919
Total Revenue					***$ 67,202***	***$ 71,768***	***$ 165,029***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
Total Revenue YTD					$ 67,202	$ 138,970	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999	$ 303,999
Operating less Revenue Monthly					***$ (44,611)***	***$ (8,782)***	***$ 93,473***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***

Year-to-Date Monthly Comps		Mar-22		Year to Date Comps	
		2021 Actual	2022 Actual	2021 YTD	2022 YTD
Library Revenues	46710	$ 471	$ 676	$ 1,136	$ 1,391
City of Hudson	47301	$ -	$ -	$ -	$ -
Village of N. Hudson	47302	$ -	$ -	$ -	$ -
T. Hudson	47303	$ -	$ 102,099	$ -	$ 102,099
T. St. Joseph	47304	$ 45,830	$ 47,205	$ 45,830	$ 47,205
County Levy Act 120	47311	$ 9,445	$ -	$ 11,050	$ 8,802
County Levy Act 420		$ -	$ -	$ 61,321	$ 60,012
Interest	48100	$ -	$ -	$ -	$ -
Net Change	48120	$ -	$ -	$ -	$ -
Grants	48500	$ -	$ 15,000	$ -	$ 80,750
Donations		$ -	$ -	$ 201	$ 5
Misc. Revenues	48600	$ 118	$ 50	$ 227	$ 3,736
Unrestricted Funds		$ -	$ -	$ -	$ -
		$ 55,864	$ 165,029	$ 119,765	$ 303,999

240.70.55.111		2021	2022	2021	2022
Personnel Services	***100***	Actual	Actual	YTD	YTD
Full-Time	121	$ 13,412	$ 18,834	$ 39,012	$ 56,149
Part-Time	125	$ 20,082	$ 19,792	$ 59,485	$ 54,903
FICA	151	$ 2,502	$ 2,869	$ 7,354	$ 8,239
WRS	152	$ 1,709	$ 2,050	$ 4,996	$ 5,996
Health Insurance	154	$ 4,099	$ 6,379	$ 18,363	$ 28,152
Personnel Totals		$ 41,804	$ 49,925	$ 129,210	$ 153,438
Contractual Services					
Legal Services	212	$ -	$ -	$ 185.00	$ 1,930.00
Professional Services	213	$ 1,146.00	$ 1,146.00	$ 3,438.00	$ 3,438.00
IFLS Ops	216	$ -	$ -	$ 45,549.00	$ 47,468.00
IFLS Courier / Self Check	217	$ -	$ -	$ 2,050.00	$ 3,280.00
Telephone	225	$ 339.00	$ 333.33	$ 1,017.00	$ 1,001.59
Contract Maintenance	249	$ -	$ -	$ -	$ 307.45
Programming Adults	294	$ 167.00	$ 218.04	$ 404.00	$ 1,479.94
Programming Children	295	$ 390.00	$ 2,521.65	$ 943.00	$ 5,479.61
Maintenance Agmt/ Lease	298	$ 311.00	$ 367.33	$ 2,079.00	$ 930.94
Other Contract Services	299	$ -	$ -	$ 63.00	$ -
Contract Services Totals		$ 2,353.00	$ 4,586.35	$ 55,728.00	$ 65,315.53
Supplies & Expenses					
Postage	311	$ 17	$ 9	$ 144	$ 62
Office Supplies	312	$ -	$ 119	$ 1,766	$ 119
Memberships	324	$ -	$ -	$ -	$ -
Advertising	326	$ -	$ -	$ 49	$ 71
Staff Development	338	$ -	$ -	$ -	$ 339
Travel / Conferences	339	$ -	$ -	$ -	$ 74
Technology	396	$ 966	$ 373	$ 1,130	$ 744

Activity Supplies	399	$	20	$	-	$	210	$ 70
Supplies / Expense Totals		$	1,003	$	501	$	3,299	$ 1,478
Collection Materials								
Books	395	$	3,946	$	6,326	$	8,339	$ 12,446
Periodicals	397	$	373	$	499	$	1,244	$ 1,244
Audio Visual	398	$	3,978	$	1,424	$	4,856	$ 2,810
Collection Totals:		$	8,297	$	8,249	$	14,439	$ 16,499
Fixed Charges								
Workers' Compensation	510	$	678	$	-	$	678	$ -
Public Liability	511	$	1,332	$	-	$	1,332	$ -
Public Officials	513	$	1,668	$	-	$	1,668	$ -
Property Insurance	517	$	-	$	-	$	2,008	$ 2,305
Unemployment	519	$	-	$	-	$	-	$ -
Occupancy Agreement	532	$	11,758	$	8,295	$	35,273	$ 24,884
Fixed Charges Total:		$	15,436	$	8,295	$	40,959	$ 27,189

	2021	**2022**	**2021**	**2022**
Total Revenues	$ 55,864	$ 165,029	$ 119,765	$ 303,999
Less Operating Expenses	$ 68,893	$ 71,556	$ 243,635	$ 263,919
Balance (Deficit)	$ (13,029)	$ 93,473	$ (123,870)	$ 40,081

DIRECTOR'S REPORT – APRIL 2022

Library Board of Trustees

Meetings (Director/Assistant Director)

March 16: Rotary
March 18: Director Council, IFLS
March 21: History room
March 23: Rotary
March 24: Golden Rule
March 30: Rotary
March 30: Program meeting
April 2: Spring Bunny program
April 5: Kiwanis
April 6: Rotary
April 6: Department heads
April 6: City administrator
April 11: Golden Rule
April 12: New council member
April 13: Strategic plan
April 13: Foundation
April 14: Friends of the Library

Google transition

IFLS is in the process of transitioning all library staff emails from Google to Office 365, because Google is implementing charges for business accounts. Hudson needs a tally of all unused Hudsonpl email addresses for board members and/or those who desire to use one.

Regional libraries

We've had incredible turnover in director positions at St. Croix County Libraries within two years. We have 11 libraries in the county, and this is the list of libraries with new directors:

Baldwin
Glenwood City
Hudson
New Richmond
Roberts
Somerset
Spring Valley

Outside our county, Menomonie has a new director, and Eau Claire has begun a search process for a new director.

Building update

Market Johnson anticipates a May 2 start date for repairs. We'll have a pre- construction conference soon to discuss pertinent issues. There will be periodic closures, and some of them might not have a lot of lead time. Staff are planning their programs with contingency plans in mind, particularly for the summer reading program.

We're waiting to get the costs of a change order to replace additional carpeting. At that point, we'll know how much of the donations will be needed for carpet, and then we can look at the landscaping, furniture and toys.

The insurance check will be nearly $18,000 for internal contents. We are preparing documentation and a report regarding the sufficiency of the claim.

Neighbors Magazine

The library will be featured on an upcoming issue of Neighbors magazine. Sam Cari, Joyce Law, Paul Berning and I were photographed for the cover.

May Joint Meeting

As a reminder, the May meeting will be a special joint meeting with the Foundation and Friends. The meeting begins with a social at 5 p.m. At 5:30, we'll have a 15-minute Finance Committee meeting followed by the board meeting. The Friends and Foundation have donated funds for appetizers.

Hudson Area Public Library Statistics Summary

Mar-22

YTD Circulation Comparisons		
	2022	2021
Physical Materials:	31,417	42,061
Digital Materials:	14,417	14,819
Total All Circulation:	45,834	56,880
% Physical Materials	68.55%	73.9%
% Digital Materials	31.5%	26.1%

Month to Month Comparisions			
2021		2022	
11,147	Physical CKO	9,020	
8,246	Check-ins	8,532	
4,676	Renewals	3,760	
15,823	Total Physical Circ	12,780	
5,246	Digital Circulation	5,000	
21,069	Total All Circulation	17,780	

Library Visitors YTD	
2021	2022
7,572	11,159

Monthly Visitors	
2021	2022
2,990	4,549

New Patrons		New Patrons YTD		Proctoring-YTD	
2021	2022	2021	2022	2021	2022
46	94	147	280	3	1

Cardholders	
Jan. 1 2022	9,426
Current	9,686

Technology Use YTD		
	2021	2022
Pharos	335	662
Wi-Fi	14,632	7,288
Year-to Date	14,967	7,950

Meeting Room Use		
	2021	2022
YTD	0	577

Partner Year-to-Date Circulation			
	HAPL	Other	%HAPL
City	13,421	3130	81%
Village	3,367	1316	72%
T. Hudson	8,274	3140	72%
T. St. Joseph	2,883	2589	53%
Total:	27,945	10175	73%

Programming at the Library

YTD Programs Held:	
2021	2022
207	67

YTD Program Attendance:	
2021	2022
5,643	1,513

Comparisons			
Programs Held	2021	2022	Change
Children	57	19	(38)
Teens / 'Tweens	2	2	-
Adult	16	5	(11)
Drop-in	-	1	1
Totals:	75	27	(48)
Attendance	2021	2022	Change
Children	228	370	142
Teens / 'Tweens	11	21	10
Adult	224	49	-175
Drop-in	0	1	1
Totals:	463	441	-22

March-22			
	HAPL	Other	%HAPL
City	5,505	1136	83%
Village	1,293	459	74%
T. Hudson	3,290	1,224	73%
T. St. Joseph	1,122	1030	52%
Total:	11,210	3,849	74%

Hudson Area Public Library

Cardholders by Municipality	Hudson	V. North Hudson	T. Hudson	T. St. Joseph	Non-Residents	Total Cardholders	Notes:
2018	5,675	1,295	2,725	1,075	1,016	11,786	
2019	5,864	1,323	2,753	1,123	768	11,831	
2020	5,128	1,195	2,430	906	1,325	10,984	
2021	4,415	1,016	2,069	761	1,175	9,426	
Begin 2022	4,415	1,016	2,069	761	1,175	9,426	
End 2022							

New Patrons	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2018	83	74	73	103	141	174	127	134	92	87	82	78	1,248
2019	126	87	130	126	90	217	147	99	85	91	73	75	1,346
2020	104	114	56	19	26	29	50	47	52	38	62	44	641
2021	***44***	***57***	***46***	***34***	***52***	***156***	***141***	***99***	***74***	***25***	***27***	***22***	777
2022	***88***	***98***	***94***	-	-	-	-	-	-	-	-	-	***280***

Hudson Area Residents Circulation-Does not include the City of Hudson

	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Village of North Hudson													
Baldwin	0	0	0										0
Hudson Area Public Library	1036	1038	1293										3367
New Richmond	70	78	48										196
River Falls	458	251	409										1118
Roberts	0	0	2										2
Somerset	0	0	0										0
Total:	***1564***	***1367***	***1752***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***0***	***4683***
Town of Hudson													
Baldwin	10	15	35										60
Hudson Area Public Library	2,465	2,519	3290										8,274
New Richmond	37	46	40										123
River Falls	434	403	529										1366
Roberts	508	441	612										1561
Somerset	13	9	8										30
Total:	3467	3433	4514	0	0	0	0	0	0	0	0	0	11414
Town of St. Joseph													
Baldwin	0	0	0										0
Hudson Area Public Library	726	1035	1122										2883
New Richmond	297	449	385										1131
River Falls	106	74	81										261
Roberts	108	84	120										312
Somerset	198	243	444										885
Total:	1435	1885	2152	0	0	0	0	0	0	0	0	0	5472
Total Use of other libraries	2,239	2,093	2,713	-	-	-	-	-	-	-	-	-	7,045
Use of Hudson	4,227	4,592	5,705	-	-	-	-	-	-	-	-	-	14,524
Total Partner Circulation	6,466	6,685	8,418	-	-	-	-	-	-	-	-	-	21,569
Joint Partner Circulation Hudson	***65%***	***69%***	***68%***	***#DIV/0!***	***#DIV/0!***	***#DIV/0!***	***#DIV/0!***	***#DIV/0!***	***#DIV/0!***	***#DIV/0!***	***#DIV/0!***	***#DIV/0!***	***67%***
Joint Partner Circulation Other	35%	31%	32%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	33%

Hudson Area Public Library

Circulation Statistics	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Check-outs													
2018	13,266	12,994	16,153	14,102	15,400	19,450	18,509	17,830	13,527	13,869	13,289	11,439	179,828
2019	14,754	13,485	15,567	13,828	12,865	16,711	18,359	16,262	12,420	13,610	12,570	10,826	171,257
2020	13,321	12,959	7,285	990	3,005	3,496	8,169	9,461	8,752	8,613	8,736	8,225	93,012
2021	8,636	9,333	11,147	9,429	7,955	13,175	12,805	11,320	6,425	3,423	3,548	3,374	100,570
2022	***6,666***	***6,908***	***9,020***										22,594
Check-ins													-
2018	12,303	12,771	15,258	14,669	14,220	17,791	18,773	18,539	14,420	14,490	13,087	11,980	178,301
2019	13,108	13,381	15,053	14,514	13,619	13,745	18,230	17,816	13,092	13,836	12,354	12,308	171,056
2020	12,297	12,798	6,163	232	3,567	5,104	7,995	6,777	7,931	7,422	6,380	5,812	82,478
2021	6,064	6,930	8,246	9,436	8,539	10,618	11,893	12,201	7,124	5,405	5,279	4,864	96,599
2022	***4,913***	***6,637***	***8,532***										20,082
Renewals													-
2018	5,371	5,333	8,729	6,698	6,807	7,936	6,803	5,884	5,275	5,090	4,693	4,589	73,208
2019	4,850	4,521	5,202	5,155	4,378	4,506	6,292	5,414	4,557	4,896	4,637	4,666	59,074
2020	4,192	4,058	2,404	92	84	805	3,344	3,071	3,319	3,219	3,324	3,876	31,788
2021	4,113	4,156	4,676	4,262	3,952	4,160	4,758	4,937	1,290	535	1,229	2,023	40,091
2022	***2,405***	***2,658***	***3,760***										8,823
Total Physical Circulation	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	-
2018	18,637	18,327	24,882	20,800	22,207	27,386	25,312	23,714	18,802	18,959	17,982	16,028	253,036
2019	19,604	18,006	20,769	18,983	17,243	21,217	24,651	21,676	16,977	18,506	17,207	15,492	230,331
2020	17,513	17,017	9,689	1,082	3,089	4,301	11,513	12,532	12,071	11,832	12,060	12,101	124,800
2021	12,749	13,489	15,823	13,691	11,907	17,335	17,563	16,257	7,715	3,958	4,777	5,397	140,661
2022	***9,071***	***9,566***	***12,780***	-	-	-	-	-	-	-	-	-	31,417
2021-2022 increase / decrease	***(3,678)***	***(3,923)***	***(3,043)***	***(13,691)***	***(11,907)***	***(17,335)***	***(17,563)***	***(16,257)***	***(7,715)***	***(3,958)***	***(4,777)***	***(5,397)***	***(109,244)***
Digital Circulation	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
2018	3,625	3,424	3,781	3,455	3,531	3,589	3,890	3,737	3,591	3,539	3,433	3,536	43,131
2019	4,021	3,631	3,956	3,729	3,943	3,983	4,318	4,251	3,927	4,089	3,958	3,978	47,784
2020	4,213	3,911	4,316	4,914	5,044	5,034	5,041	4,704	4,471	4,359	4,150	4,273	54,430
2021	4,800	4,773	5,246	4,558	4,611	4,696	4,922	5,061	4,655	4,575	4,488	4,581	56,966
2022	**5,245**	**4,172**	**5,000**										14,417
2021-2022 increase / decrease	***445***	***(601)***	***(246)***	***(4,558)***	***(4,611)***	***(4,696)***	***(4,922)***	***(5,061)***	***(4,655)***	***(4,575)***	***(4,488)***	***(4,581)***	***(42,549)***
Total Digital & Physical Circulation	***14,316***	***13,738***	***17,780***	-	-	-	-	-	-	-	-	-	***45,834***
% of Circulation Physical	***63.4%***	***69.6%***	***71.9%***										***68.5%***
% of Circulation Digital	***36.6%***	***30.4%***	***28.1%***										***31.5%***

Materials Statistics	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Items Borrowed													
2022	***3,153***	***2,486***	***3,084***										***8,723***
Items Loaned													
2022	***3,410***	***3,070***	***3,738***										***10,218***
Items Added													

2022	***329***	***427***	***650***										***1,406***

Technology Use	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Year-to-Date**
Pharos													
2018	696	765	872	826	807	838	837	882	745	850	690	560	9,368
2019	659	581	754	775	740	701	710	807	615	728	605	561	8,236
2020	654	609	287	-	-	-	109	115	111	109	98	99	2,191
2021	108	97	130	106	114	217	215	249	126	-	-		1,362
2022	***186***	***227***	***249***							-	-		662
Wireless													
2018	4,877	5,100	5,553	5,508	5,687	6,475	6,347	5,992	4,807	5,860	5,627	4,724	66,557
2019	5,799	1,012	4,690	5,378	6,005	5,977	4,410	4,529	3,927	4,247	3,750	3,333	53,057
2020	4,127	3,969	2,804	1,286	2,060	5,250	7,607	7,017	5,939	5,767	5,793	5,866	57,485
2021	4,898	4,514	5,220	5,184	5,961	6,764	7,377	7,867	5,796	4,375	3,577	3,539	65,072
2022	***2,504***	***2,309***	***2,475***										7,288
Proctoring Services													
2018	3	3	0	2	1	7	6	1	0	4	4	2	33
2019	-	4	4	-	3	8	7	6	2	6	4	4	48
2020	-	6	-	-		-	-	3	1	1	1	1	13
2021	1	2	-	2	1	2	3	1	2	-	-		14
2022	***1***	***0***	***0***										***1***

Patron Statistics													
Visitors	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Year-to-Date**
2018	8,678	9,559	10,858	9,757	9,958	13,025	13,214	12,023	10,750	10,525	8,843	9,765	126,955
2019	13,007	9,265	11,314	10,123	10,576	14,388	13,254	11,994	10,765	11,757	9,241	9,016	134,700
2020	11,254	9,832	5,983	-	-	-	2,346	2,825	2,362	2,146	2,268	2,299	41,315
2021	2,184	2,398	2,990	2,686	3,192	5,752	5,784	5,908	2,441	-	-		33,335
2022	***2,949***	***3,661***	***4,549***										***11,159***
Monthly Average 2022	***2,949***	***3,305***	***3,720***	***3,720***	***3,720***	***3,720***	***3,720***	***3,720***	***3,720***	***3,720***	***3,720***	***3,720***	***11,159***
Days Open 2022	***20***	***24***	***27***	***22***	***25***	***22***	***22***	***22***	***14***	***21***	***22***	***21***	***22***
Daily Average 2022	***147***	***153***	***168***	-	-	-	-	-	-	-	-	-	***39***
New Patrons	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Year-to-Date**
2018	83	74	73	103	141	174	127	134	92	87	82	78	1,248
2019	126	87	130	126	90	217	147	99	85	91	73	75	1,346
2020	104	106	56	19	26	29	50	47	52	38	62	44	633
2021	44	57	46	34	52	156	141	99	74	25	27	22	777
2022	***88***	***98***	***94***										***280***
Curbside Services	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Year-to-Date**
Patron Pick-ups 2020	0	0	0	92	962	1197	501	357	376	347	311	344	4487
Patron Pick-ups 2021	351	310	329	249	105	65	65	32	372	1071	988	991	4928
Patron Pick-ups 2022	86	49	45										180

HUDSON AREA PUBLIC LIBRARY

CALENDAR *of* EVENTS

APR 2022

OUR BUILDING HAS REOPENED TO THE PUBLIC! EVERYTHING IS ACCESSIBLE EXCEPT THE CHILDREN'S AREA, WHICH IS CLOSED DUE TO GLASS DAMAGE. PLEASE USE THE REAR ENTRANCE.
CALL 715.386.3101 OR EMAIL US AT HUDSONPL@HUDSONPUBLICLIBRARY.ORG WITH ANY QUESTIONS.

APRIL 2 / SATURDAY / 10:00 AM - 12:00 PM : K-KIDS - A SERVICE CLUB FOR KIDS
K-Kids is a member-led service group for kids in grades 3-6. Meeting at the Library.

APRIL 2 / SATURDAY / 10:30 - 11:15 AM : SPRING BUNNY STORYTIME
Join Mr. Bunny and his Spring Storyteller for this interactive storytime. Afterward, kids can meet Mr. Bunny and pose for photos.

APRIL 8 / FRIDAY / 4:30 - 5:30 PM : T.A.B. TEEN ADVISORY BOARD
New members welcome. Meeting at the Library.

APRIL 9 / SATURDAY / 6:00 - 8:00 PM : TWEEN/TEEN NIGHT
Food too! This program is being held in conjunction with the Teen Thrive Program. Grades 6-12. YMCA Teen Center. Please register.

APRIL 11 / MONDAY / 10:15 - 10:45 AM : MUSIC & MOVEMENT
A fun, free class! Ages 2-5. We'll be at the Dancing House, 2000 O'Neil Road. Please register.

APRIL 12 & 26 / TUESDAYS / 5:30 - 6:30 PM : SCIENCE GUY TUESDAYS
A fun, interactive, scientifically spectacular event! Ages 5-9. Meeting at the Library. Please register.

APRIL 13 / WED. / 6:00 - 7:00 PM / EVERYTHING YOU WANTED TO KNOW ABOUT INDIANS BUT WERE AFRAID TO ASK
Part of our NEA Big Read programming. Sponsored by Hudson Area Library, Stillwater Public Library and ArtReach St. Croix. Join us for the webinar here at the Library or virtually from home. Please register.

APRIL 14 / THURSDAY / 6:30 - 7:30 PM : GENEALOGY - PLANNING A GENEALOGICAL ROAD TRIP
Ages 18+. This class is being held virtually. Please register.

LIBRARY PROGRAMS ARE ALWAYS FREE!

APRIL 18 / MONDAY / 6:30 - 8:00 PM : JUST CRAFTIN' AROUND - CALLIGRAMS
In recognition of National Poetry Month. Ages 14+. Meeting at the library. Please register.

APRIL 19 / TUESDAY / 5:30 - 8:00 PM : LIBRARY BOARD MEETING

APRIL 21 / THURSDAY / 6:30 - 7:30 PM : WHY READ POETRY - WITH POET LEE KISLING
Twelve modern poems by women poets. Why Read Poetry is a series of four live get-togethers hosted by local poet Lee Kisling once per month through June 9th. This is part of our NEA Big Read programming and sponsored by ArtReach St. Croix. Meeting at the Library.

APRIL 22 / FRIDAY / 4:30 - 5:30 PM : GENRE TASTE TEST TEEN BOOK CLUB
Come enjoy some snacks and beverages while ranting or raving about the book you chose. April's genre is Sci-Fi. Grades 6-12.

APRIL 29 / FRIDAY / 6:00 - 8:30 PM : DEAD POETS SOCIETY MOVIE NIGHT
Carpe Diem! End National Poetry Month with a viewing of Dead Poets Society. Popcorn and tissues provided. Ages 13-18.

REGISTER FOR A PROGRAM AT HUDSONPUBLICLIBRARY.ORG OR CALL 715.386.3101.

HOURS

SUNDAY
CLOSED

MONDAY - THURSDAY
10:00 AM - 8:00 PM

FRIDAY
10:00 AM - 6:00 PM

SATURDAY
10:00 AM - 3:00 PM

STORYTIMES

JOIN MISS SARA IN THE LIBRARY LOBBY.

TODDLER TIME
TUESDAYS | 10:15 - 10:45 AM

BABIES & BOOKS
WEDNESDAYS | 10:15 - 10:45 AM

STORIES FOR ALL
WEDNESDAYS | 11:15 - 11:45 AM

BOOK CLUBS

NOVEL BUNCH BOOK CLUB
EVERY 2ND WEDNESDAY
6:30 - 7:30 PM

BOOKMARKS BOOK CLUB
EVERY 3RD WEDNESDAY
10:30 - 11:30 AM

HUDSON AREA PUBLIC LIBRARY
BOOKS ARE JUST THE BEGINNING

THANK YOU TO ALL OUR COMMUNITY MEMBERS WHO SUPPORT
THE HUDSON AREA LIBRARY FOUNDATION AND THE FRIENDS OF THE LIBRARY.

PROPOSED BYLAW CHANGES

Recommendation: Approve new language for the bylaws changes as presented in numbers 1-5.

Current language and suggested changes

1. **Bylaws: ARTICLE I Indemnification**
   Change: correct library name

   Current language (text to be changed is highlighted yellow)

   The name of this organization is the Hudson Area Joint Library, located in Hudson, Wisconsin, existing by virtue of a Joint Library Agreement in accordance with Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said agreement and statute. The Hudson Area Joint Library is commonly known as "the Hudson Area Library" and is hereinafter referred to as the "Library".

   New language

   The Hudson Area Joint Library is commonly known as "the Hudson Area Public Library" and is hereinafter referred to as the "Library."

2. **Bylaws: ARTICLE IV Section 6 Trustee**
   Change: Add remote participation and voting exception for **open meetings**.

   Current language

   Any Trustee not physically present, may participate in the open session meeting via electronic means, but may not vote on any actions.

   New language

   Trustees are encouraged to be physically present at board and committee meetings.

   Trustees not physically present may participate in board and committee meetings remotely, via phone or Internet, but may not vote on any actions unless the Board has approved a remote-voting exception.

   The Board may approve a remote voting exception for Trustees for a period not to exceed one year. The remote-voting exception shall be effective immediately. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals.

The remote voting exception applies exclusively to open meetings unless the Board approves a separate exception under Section 7.

Public boards are not required to use online platforms to broadcast an open meeting live. If the Board is providing an online option for a Trustee to participate remotely, the Board must also allow members of the public to attend the open meeting remotely. The Board's policies and practices regarding public participation shall be applied equally regardless of whether members of the public are present physically or remotely.

3. Bylaws: ARTICLE IV Section 7 Trustee

Change: Add remote-voting exception to **closed meetings**

Current language

Closed sessions are restricted to Trustees and individuals pertinent to the subject discussions, who are physically present. Electronic communication with Trustees not physically present is not permitted. Closed sessions shall not be recorded.

New language

Closed sessions are restricted to physically present Trustees and physically present individuals who are pertinent to the subject of the closed session.

Trustees may not participate remotely or vote remotely in closed sessions unless the Board has approved a remote participation and voting exception.

The Board may approve a remote participation and voting exception for Trustees for a period not to exceed one year. The remote participation and voting exception for Trustees shall be effective immediately. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals.

If the Board approves the remote participation and voting exception for Trustees, individuals who are pertinent to the subject of the closed meeting are also allowed to participate remotely.

Closed sessions shall not be recorded.

4. Bylaws: ARTICLE VI Section 3 (budget)

Change: correct the budget process

Current language (text to be changed is highlighted yellow)

Review and approve the proposed annual budget for presentation to the governing bodies for their approval.

New language

Review and approve the proposed annual funding request for presentation to the governing bodies for their consideration.

5. Bylaws: ARTICLE VIII Section 3, Amendments to the Bylaws

Change: notification and votes required

Current language (text to be changed is highlighted yellow)

These Bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board provided a properly noticed agenda item is posted and/or published in compliance with the Wisconsin's Open Meeting Law. Written notice of the proposed amendments(s) shall have been mailed to all members of the Board at least five (5) days prior to the meeting at which such action is proposed to be taken.

New language

These Bylaws may be amended at any regular meeting of the Board by a minimum of six affirmative votes provided a properly noticed agenda item is posted and/or published in compliance with Wisconsin's Open Meeting Law. Notice of the proposed amendment(s) shall have been mailed or emailed to all members of the Board at least five (5) days prior to the meeting at which such action is proposed to be taken.

PROPOSED BYLAW CHANGES – March 2022 meeting

Topic: LBOT Bylaws

Recommendation: Consider motion to bring proposed amendments to the April meeting per Section 3 requirements.

Background: At a minimum, the bylaws need to be updated regarding virtual meeting practices. The partners must be notified of any changes, but they don't have the authority to vote on the bylaws.

Attached is a state advisory released early in the pandemic about virtual meetings and the state's open meeting law.

Suggested changes are marked as Proposed, the proposed language follows in *italics.*

MOST RECENT PROPOSED REVISIONS

1. Correct library name – ARTICLE I Indemnification

Current language

The name of this organization is the Hudson Area Joint Library, located in Hudson, Wisconsin, existing by virtue of a Joint Library Agreement in accordance with Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said agreement and statute. The Hudson Area Joint Library is commonly known as "the Hudson Area Library" and is hereinafter referred to as the "Library".

Proposed

The Hudson Area Joint Library is commonly known as "the Hudson Area Public Library" and is hereinafter referred to as the "Library."

2. Add remote-voting exception to open meetings/sessions – ARTICLE IV, Section 6 Trustee

Participation

Current language

Any Trustee not physically present, may participate in the open session meeting via electronic means, but may not vote on any actions.

Proposed

Trustees are encouraged to be physically present at board and committee meetings.

Trustees not physically present may participate in board and committee meetings remotely, via phone or Internet, but may not vote on any actions unless the Board has approved a remote-voting exception.

The Board may approve a remote voting exception for Trustees for a period not to exceed one year. The remote-voting exception shall be effective immediately The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals.

The remote voting exception applies exclusively to open meetings unless the Board approves a separate exception under Section 7.

Public boards are not required to use online platforms to broadcast an open meeting live. If the Board is providing an online option for a Trustee to participate remotely, the Board must also allow members of the public to attend the open meeting remotely. The Board's policies and practices regarding public participation shall be applied equally regardless of whether members of the public are present physically or remotely.

3. Add remote-voting exception to closed meetings/sessions – ARTICLE IV, Section 7 Trustee

Participation

Current language

Closed sessions are restricted to Trustees and individuals pertinent to the subject discussions, who are physically present. Electronic communication with Trustees not physically present is not permitted. Closed sessions shall not be recorded.

Proposed

Closed sessions are restricted to physically present Trustees and physically present individuals who who are pertinent to the subject of the closed session.

Trustees may not participate remotely or vote remotely in closed sessions unless the Board has approved a remote participation and voting exception.

The Board may approve a remote participation and voting exception for Trustees for a period not to exceed one year. The remote participation and voting exception for Trustees shall be effective immediately. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals.

If the Board approves the remote participation and voting exception for Trustees, individuals who are pertinent to the subject of the closed meeting are also allowed to participate remotely.
Closed sessions shall not be recorded.

4. Change budget language – ARTICLE VI, Section 3 (budget)

Current language

Review and approve the proposed annual budget for presentation to the governing bodies for their approval.

Proposed

Review and approve the proposed annual funding request for presentation to the governing bodies for their consideration.

5. Change bylaw-voting language – ARTICLE VIII, Section 3, Amendments to the Bylaws

Current language

These Bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board provided a properly noticed agenda item is posted and/or published in compliance with the Wisconsin's Open Meeting Law. Written notice of the proposed amendments(s) shall have been mailed to all members of the Board at least five (5) days prior to the meeting at which such action is proposed to be taken.

Proposed – note mail or email

These Bylaws may be amended at any regular meeting of the Board provided a properly noticed agenda item is posted and/or published in compliance with the Wisconsin's Open Meeting Law. Notice of the proposed amendment(s) shall have been mailed or emailed to all members of the Board at least five (5) days prior to the meeting at which such action is proposed to be taken.

A minimum of six votes is required to approve the proposed amendment(s).

FROM THE DECEMBER 2021 MEETING

Hudson Area Joint Library Bylaws

Approved by Board of Trustees: June 18, 2013 Effective Date: June 13, 2013

ARTICLE I—Identification

The name of this organization is the Hudson Area Joint Library, located in Hudson, Wisconsin, existing by virtue of a Joint Library Agreement in accordance with Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said agreement and statute. The Hudson Area Joint Library is commonly known as “the Hudson Area Library” and is hereinafter referred to as the “Library”.

Proposed

The Hudson Area Joint Library is commonly known as “the Hudson Area Public Library” and is hereinafter referred to as the “Library.”

ARTICLE II—Board of Trustees

Section 1 Number and Qualifications

The governing body of the Library shall consist of an eight-member Board of Trustees, (hereinafter referred to as the “Board”). The Board representation shall include three representatives from the City of Hudson, two representatives from the Town of Hudson, one representative from the Village of North Hudson, one representative from the Town of St. Joseph, and one representative from the School District of Hudson. The seven municipal Board memberships are based on population, and shall be revised after each federal census if needed to maintain proportional representation. Representatives shall be appointed and vacancies shall be filled by the presiding officers of the governing body of each entity (hereinafter known as the “Appointing Official”) and confirmed by the respective governing body of each entity (hereinafter known as the “Appointing Authority”). The Appointing Officials and Appointing Authorities include the Mayor of the City of Hudson and City Council, the Village President of the Village of North Hudson and the Village Board of Trustees, the Town Chairperson of the Town of Hudson and the Town Board of Supervisors, the Town Chairperson of the Town of St. Joseph and the Town Board of Supervisors, and the Superintendent of Schools for the School District of Hudson and its Board of Education.

Section 2 Term of Office

The initial three (3) year term shall begin on June 1 of the year of appointment and subsequent three (3) year terms shall also begin on June 1.

Section 3 Disqualifications, Vacancies

If a Trustee moves out of the political subdivision he/she represents, or if an elected official of a partner municipality is no longer serving as an elected official, their position shall be declared vacant. It shall be the duty of the President to notify the appointing official of the vacancy, and, by direction of the Board, may suggest to the appointing official up to three names of persons who may qualify to fill the position. When any Trustee fails to attend three consecutive meetings of the Board, or when any Trustee commits an act that is deemed to be in serious breach of the duties of the position as a member of the Board, the President, with consent of the Board, may notify the appointing official to request the disqualification of the Trustee and may suggest up to three persons to fill the position. The appointing authority may disqualify any trustee at its discretion. Vacancies or disqualifications for the unexpired portion of a term shall be filled per Section 1 and end on May 31st of the unexpired term. The appointee may be appointed to a subsequent three- year term beginning June 1st by the appointing authority.

ARTICLE III—Officers Section 1 Election of Officers

The officers shall include a President and Vice-President and be elected from the appointed Trustees at the annual meeting of the Board. Vacancies in either office shall be filled by an election from the appointed trustees at the next regular meeting of the Board after the vacancy occurs.

Section 2 Terms

Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There is no limit on the number of one year terms that an officer may serve.

Section 3 President

The President shall set the agenda and preside at all meetings of the Board, authorize calls for any special meetings, be responsible for the proper posting and publication of all regular and special meetings and their agendas, insure all aspects of the Open Meeting Law are complied with, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, co-sign all checks drawn on trust or endowment funds, conduct annual performance appraisals for the Library Director, and with the Library Director, prepare the annual budget for presentation to the Board, and generally perform all duties associated with the office.

Section 4 Vice President

The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 5 Secretary

A recording Secretary may be appointed by the President. The President shall assign the duties of the Secretary. The Secretary's (or designated substitute's) presence is required at all open meetings of the Board, and at closed sessions based upon the subject discussed during the closed session. The Secretary is responsible to keep true and accurate records of all meetings and perform duties generally associated with that office.

Section 6 Treasurer

A Treasurer may be appointed by the Board to work with the City of Hudson Finance Director. The City of Hudson Finance Director shall act as the fiscal agent to receive and maintain accounts for all disbursed library funds.

ARTICLE IV—Meetings

Section 1 Regular Meetings

The regular meetings shall be held each month, the date, location and hour to be set by the Board at its Annual Meeting.

Section 2 Annual Meetings

The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3 Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items:

Call to order
Roll call of members, introduction of visitors
Next meeting date
Disposition of minutes of previous meeting and any intervening special or closed meeting Citizen comments
President's report
Library Director's report

Section 4 Special Meetings

Committee reports
Suggested future agenda items Adjournment

Special meetings may be called at the direction of the President for the transaction of business as stated in the call for the meeting.

Section 5 Quorum

A quorum for the transaction of business at any meeting shall consist of five (5) Trustees present in person at the designated meeting location.

Section 6 Trustee Participation

Any Trustee not physically present, may participate in the open session meeting via electronic means, but may not vote on any actions.

Proposed

Trustees are encouraged to be physically present at board and committee meetings. Trustees not physically present may participate in board and committee meetings remotely, via phone or Internet, but may not vote on any actions unless the Board has approved a remote-voting exception. The Board may approve a remote voting exception for Trustees for a period not to exceed one year. The remote voting exception for Trustees shall be effective immediately. The approval applies to all open meetings including committees. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals. The remote voting exception applies exclusively to open meetings unless the Board approves a separate exception under Section 7.

Section 7 Closed Sessions

Closed sessions are restricted to Trustees and individuals pertinent to the subject discussions, who are physically present. Electronic communication with Trustees not physically present is not permitted. Closed sessions shall not be recorded.

Proposed

Closed sessions are restricted to physically present Trustees and physically present individuals who are pertinent to the subject of the closed session. Trustees may not participate remotely or vote remotely in closed sessions unless the Board has approved a remote participation and voting exception. The Board may approve a remote participation and voting exception for Trustees for a period not to exceed one year. The remote participation and voting exception for Trustees shall be effective immediately. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals. Closed sessions shall not be recorded.

Section 8 Parliamentary Authority

Robert's Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the meetings.

ARTICLE V—Committees

Section 1 Standing Committees

Standing Committees shall be established by the President of the Board and their members appointed by the President subject to approval by the Board. Committee charters shall be established by the Board and reviewed on an annual basis. Standing Committees shall include Policy and Personnel and Finance.

Committees shall include a minimum of one member of the Board, and may include staff representatives and general public members.

Section 2 Ad Hoc Committees

Ad Hoc Committees for special purposes will be established by the President of the Board to serve until the final report of the work for which they were appointed has been filed. Members are appointed by the President, subject to the approval of the Board by simple majority. Ad Hoc Committees shall serve at the discretion of the Board President. Committee charters shall be established by the Board before the first meeting of the Ad Hoc committee. Committees shall include a minimum of one member of the Board, and may include staff representatives and general public members.

Section 3 Reporting

All committees shall make a progress report to the Board at each Board meeting.

Section 4 Limitation of Authority

Committees will have only advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI—Duties of the Board of Trustees
Section 1
Determine the policies of the Library and provide the highest possible value for the community.

Section 2

Select and appoint a Library Director based upon the current job description and annually review his/her performance.

Section 3

Review and approve the proposed annual budget for presentation to the governing bodies for their approval.

Proposed

Review and approve the proposed annual funding request for presentation to the governing bodies for their consideration.

Section 4

Review library facility to determine what may be needed to support the total library program.

Section 5

Study and support legislation that will bring about the greatest good to the greatest number of Library users.

Section 6

Cooperate with the Library Director, other public officials and boards, and maintain positive public relations.

ARTICLE VII—Library Director

The Library Director shall have sole charge of the administration of the library under the direction and review of the Board. The Library Director shall be held responsible as set forth in the Job Description of the Library Director as amended from time to time. The Director shall attend all meetings of the Board but shall have no vote. If unable to attend a meeting of the Board, the Library Director shall appoint a designee from the staff to attend.

ARTICLE VIII—General

Section 1 Voting

An affirmative vote of the majority of all members of the Board physically present in person shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2 Suspension of Rules

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be taken only at a meeting at which all of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 3 Amendments to the Bylaws

These Bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board provided a properly noticed agenda item is posted and/or published in compliance with the Wisconsin's Open Meeting Law. Written notice of the proposed amendments(s) shall have been mailed to all members of the Board at least five (5) days prior to the meeting at which such action is proposed to be taken.

Proposed

These Bylaws may be amended at any regular meeting of the Board by majority vote of at least seven members of the Board provided a properly noticed agenda item is posted and/or published in compliance with the Wisconsin's Open Meeting Law. Written notice of the proposed amendments(s) shall have been mailed to all members of the Board at least five (5) days prior to the meeting at which such action is proposed to be taken.

Once adopted, any amendment or restatement of these Bylaws shall be delivered to the respective clerks of the governing bodies for informational purposes only, as no additional approval from them is required.

These bylaws will be in force upon adoption by the Board of Trustees of the Hudson Area Joint Library on the 18 day of June 2013.

Revised April 11, 2005. Article IV, Section 2. Delete the words: “and the adoption of the annual report,” and change February, January to June.

Revised May 10, 2010 Article I, Add the following sentence: “The facility it operates is known as the Hudson Area Library.”

Revised May 10, 2010 Article II, Section I. Add the following sentence: The seven municipal board memberships are based on population, and shall be revised after each federal census if needed to maintain proportional representation. Representatives shall be appointed by the presiding officers and confirmed by the governing body of each entity.

Revised June 18, 2013. Article I. Section. Identification.
Add to Lines 11-12: The Hudson Area Joint Library is commonly known as “the Hudson Area Library” and is hereinafter referred to as “Library.”

Revised June 18, 2013. Article II. Section. Board of Trustees. Add Lines 26-32. Appointing Officials and Appointing Authorities

Revised June 18, 2013. Article II. Section 2. Term of Office.
Delete: The term of office of trustees shall be three years with unlimited terms. Vacancies for the un-expired portion of a term shall be filled per Section 1.
Add to Lines 34-35. Term of three years beginning June 1.

Revised June 18, 2013. Article II. Section 2. Term of Office. Add to Lines 45-49. Vacancies and/or disqualification.

Revised June 18, 2013. Article III. Section 1-6. Officers.
Delete: A nominating committee may be appointed by the president two months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.
Add to Lines 60-61. Terms.
Add to Lines 83-85. Treasurer.

Revised June 18, 2013. Article IV. Section 1-8. Meetings. Add to Lines 123-125. Closed Sessions.

Revised June 18, 2013. Article VII. Library Director.
Delete: ...for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library’s service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.