



**Library Board of Trustees
Meeting Agenda
January 19, 2021 at 5:30 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

Zoom:

Join Zoom Meeting
<https://us02web.zoom.us/j/81847391336?pwd=YS9ZcFd6TktLVml6bm5jOVdpWGxhUT09>

Meeting ID: 818 4739 1336
 Passcode: 228188

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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
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from the December 15 board meeting and of any intervening special meetings.*
 - c. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2020 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2020 budget*
 - e. *Discussion and possible action on 2019/2020 budget comparison*
4. Presentations:
 - a. Friends of the Library
 - b. Library Foundation
5. President's comments, reports, and municipal updates
 - a. St. Joseph update
 - b. Town of Hudson update
 - c. Village of North Hudson update
 - d. City of Hudson updates
6. Director's Report
 - a. Presentation of monthly report and statistics
 - b. Director's report & update
7. **DISCUSSION:** Joyce Law from the Friends of the Library will present a brief history of the organization, goals/strategies and bylaw changes.
8. **DISCUSSION:** Librarian Joan Bushman will present information about take-home kits.

9. **DISCUSSION:** Date for stakeholder retreat

10. **DISCUSSION:** Wisconsin Library Standards

11. **DISCUSSION AND POTENTIAL ACTION ITEM:** Director search process/interview

12. **ACTION ITEM:** Adjournment

Next meeting: February 16, 2021

Board of Trustees Members: Paul Berning (President.), Susan Blank, Katie Coppenbarger (Vice President), Rich O'Connor, Kristine McCarthy, Barbara Peterson, Jim Schrock, and Tracy Whiteley.

Emailed to Joint Municipalities, Board Members, and media on January 12.

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
Unapproved Meeting Minutes
December 15, 2020 – 5:30 PM**

1. Call to order at 5:30 p.m. by President Paul Berning. Roll call, certification of compliance with opening meeting laws and public record laws, and introduction of visitors and guests.

Board members present: Berning, Schrock, Peterson, Whiteley, O'Connor, McCarthy, Coppenbarger (arrived at 5:45 p.m.)

Visitors: None

Staff: Shelley Tougas, Madeline Page

2. Citizen comments – None

3. ACTION ITEM: Approve Consent Agenda Items

a.) Approve meeting Agenda

b.) Disposition of Minutes from October 20, 2020 board meeting and of any intervening special meetings.

c.) Discussion and possible action on invoices that are not regularly recurring or are not within the 2020 Budget vs. Actual to Date

d.) Discussion and possible action on regularly recurring expenditures that are within the

Board approved 2020 budget

e.) Discussion and possible action on 2019 and 2020 budget comparison

Motion by O'Connor to approve

Second by Schrock

Vote taken: MOTION CARRIED - 6 Ayes / 0 Nays (Coppenbarger/Blank absent)

Motion by O'Connor to reconsider consent agenda

Second by Peterson

Vote taken: MOTION CARRIED - 6 Ayes / 0 Nays (Coppenbarger/Blank absent)

Motion by Peterson to approve consent agenda with date correction from October to November.

Second by O'Connor

Vote taken: MOTION CARRIED - 6 Ayes / 0 Nays (Coppenbarger/Blank absent)

4. Presentations:

- a.) Friends of the Library: No update
- b.) Library Foundation: Barb Peterson updated the board on the annual campaign

5. President's comments, reports, and Municipal updates:

- a.) President Berning conveyed appreciation from citizens and local leaders that the library has remained open during COVID.
- b.) St. Joseph: No update
- c.) Town of Hudson: No update
- d.) Village of North Hudson: No update
- e.) City of Hudson: O'Connor reported the city budget passed, which included a 2 percent increase for the library.

6. Director's Report

- a.) Presentation of the monthly report and statistics, as provided in the written report.

7. DISCUSSION: STAFF SWOT ANALYSIS

Librarian Sara O'Brien reviewed the SWOT analysis outcomes

8. DISCUSSION: eBook TRAINING

Tougas presented a PowerPoint explaining how eBooks work in library systems.

9. DISCUSSION: Personnel Handbook

Page provided an overview of changes to the city handbook as they apply to the library.

10. DISCUSSION AND POTENTIAL ACTION ITEM: PTO

Motion by Peterson to approve the recommendation from the Policy and Personnel Committee to adopt the PTO plan.

Second by Coppenbarger

Discussion: None

MOTION CARRIED - 7 Ayes / 0 Nays (Blank absent)

11. DISCUSSION AND POTENTIAL ACTION ITEM: Adopt 2021 final budget

Motion by Peterson to the 2021 final budget

Second by O'Connor

Discussion: None

MOTION CARRIED - 7 Ayes / 0 Nays (Blank absent)

12. DISCUSSION AND POTENTIAL ACTION ITEM: One-year occupancy extension

Motion by Whiteley to approve Finance Committee's recommendation to approve a one-year extension of the occupancy agreement with the 2014 Memorandum of Understanding Regarding Hudson Area Joint Library Occupancy of City Building at 700 First Street.

Second by O'Connor

Vote taken: MOTION CARRIED - 9 Ayes / 0 Nays (Blank absent)

13. DISCUSSION AND POTENTIAL ACTION ITEM: Director search timeline
Peterson presented a draft timeline. No action taken.

14. Adjourn

Motion by Peterson to adjourn at 6:45 p.m

Second by Schrock

Vote taken: MOTION CARRIED – 7 Ayes / 0 Nays (Blank absent)

Respectfully submitted,
Shelley Tougas

Monthly Expenditure Statement
December 31, 2020
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 162,973	\$ 12,631	\$ 159,082	\$ 3,891	98%
125	Part-Time	\$ 299,546	\$ 21,681	\$ 259,563	\$ 39,983	87%
151	FICA	\$ 35,452	\$ 2,579	\$ 31,514	\$ 3,938	89%
152	WRS	\$ 24,244	\$ 2,600	\$ 21,880	\$ 2,364	90%
154	Health Insurance	\$ 63,500	\$ 4,205	\$ 57,280	\$ 6,220	90%
Personnel Total:		\$ 585,715	\$ 43,696	\$ 529,519.01	\$ 56,397	90%
Contractual Services						
212	Legal Services	\$ -	0	\$ 3,096.55		
213	Professional Services	\$ 14,028.00	1146	\$ 13,752.00	\$ 276	98%
216	IFLS Ops	\$ 41,862.00	0	\$ 41,862.00	\$ -	100%
217	IFLS Courier	\$ 2,700.00	0	\$ 2,730.00	\$ (30)	101%
225	Telephone	\$ 4,250.00	336.72	\$ 3,995.99	\$ 254	94%
249	Contract Maint.	\$ 300.00	0	\$ -	\$ 300	0%
294	Programming: Adults	\$ 10,000.00	2237.29	\$ 5,937.20	\$ 4,063	59%
295	Programming: Children	\$ 21,750.00	1566.81	\$ 9,389.16	\$ 12,361	43%
298	Maint. Agmts / Leases	\$ 8,000.00	310.9	\$ 8,748.18	\$ (748)	109%
299	Other Contract Services	\$ -	0	\$ -	\$ -	
Contractual Services Total:		\$ 102,890.00	\$ 5,597.72	\$ 89,511.08	\$ 13,378.92	87%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ 113	\$ 604	\$ 396	60%
312	Office Supplies	\$ 9,000	\$ 175	\$ 9,173	\$ (173)	102%
324	Memberships	\$ 700	\$ 191	\$ 366	\$ 334	52%
326	Advertising	\$ 500	\$ -	\$ 539	\$ (39)	108%
338	Staff Development	\$ 2,013	\$ -	\$ 213	\$ 1,800	11%
357	Maint. / Repair Supplies	\$ 300	\$ -	\$ 24	\$ 276	8%
396	Technology	\$ 17,000	\$ 826	\$ 16,026	\$ 974	94%
399	Activity Supplies	\$ -	\$ -	\$ -	\$ -	
Supplies & Expenses Total:		\$ 30,513	\$ 1,305	\$ 26,946	\$ 3,567	88%
Collection						
395	Books	\$ 61,550	\$ 4,608	\$ 50,944	\$ 10,606	83%
397	Periodicals	\$ 6,500	\$ 358	\$ 5,955	\$ 545	92%
398	Audio-Visual	\$ 18,000	\$ -	\$ 17,403	\$ 597	97%
Collection Total:		\$ 86,050	\$ 4,966	\$ 74,302	\$ 11,748	86%
Fixed Charges						
510	Workers Comp	\$ 640	\$ -	\$ 573	\$ 67	90%
511	Public Liability	\$ 1,780	\$ -	\$ 1,332	\$ 448	75%
513	Public Officials	\$ 2,230	\$ -	\$ 1,668	\$ 562	75%
517	Property Insurance	\$ 2,225	\$ -	\$ 1,671	\$ 554	75%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy	\$ 141,092	\$ 11,758	\$ 141,095	\$ (3)	100%
Fixed Charges Total:		\$ 147,967	\$ 11,758	\$ 146,339	\$ 1,628	99%
Total Expenditures						Remaining
\$ 953,135						9%
\$ 66,018						
\$ 866,617						
\$ 86,719						
%of Year Completed						100%

Hudson Area Public Library

Cardholders by Municipality	Hudson	V. North Hudson	T. Hudson	T. St. Joseph	Non-Residents	Total Cardholders	Notes:						
2017	8,435	1,973	4,152	1,671		16,231	2019: Systemwide purge of all records with less than \$10 in fines over 7 years old and not used in past 5 years.						
2018	5,675	1,295	2,725	1,075		11,786							
2019	5,864	1,323	2,753	1,123		11,831							
Begin 2020	5,894	1,333	2,783	1,126	806	11,942							
End 2020	5,128	1,195	2,430	906	1325 (63 MN)	10,984							
New Patrons	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2017	85	96	92	75	100	180	114	122	74	74	81	52	1,145
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
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	-	-	-	-	-	-	-	-	-	1	-	-	2
Hudson Area Public Library	1,679	1,650	956	75	277	490	1,080	1,183	1,407	1,447	1,214	1,274	12,732
New Richmond	4	20	-	-	-	-	-	-	-	-	-	1	25
River Falls	18	23	28	-	1	2	7	1	1	-	5	4	90
Roberts	14	2	-	-	12	4	2	-	-	-	-	-	34
Somerset	-	2	-	-	-	-	-	-	-	-	-	-	2
Total:	1,715	1,697	984	75	290	496	1,089	1,184	1,409	1,448	1,219	1,279	12,885
Town of Hudson													
Baldwin	0	8	17	0	1	0	3	1	4	0	0	0	34
Hudson Area Public Library	3,912	3,833	2,229	325	826	1,059	2,829	2,990	2,496	2,704	2,942	3,046	29,191
New Richmond	73	87	43	0	2	5	8	4	26	13	9	9	279
River Falls	348	339	194	3	48	79	100	127	198	344	159	243	2,182
Roberts	273	352	232	50	65	110	151	226	321	338	294	194	2,606
Somerset	9	5	2	0	0	0	5	1	1	1	1	3	28
Total:	4,615	4,624	2,717	378	942	1,253	3,096	3,349	3,046	3,400	3,405	3,495	34,320
Town of St. Joseph													
Baldwin	0	6	6	0	0	0	6	0	0	0	0	0	18
Hudson Area Public Library	1,489	1,436	784	84	260	275	929	976	1,010	827	892	771	9,733
New Richmond	198	293	126	14	37	44	156	173	118	97	91	182	1,529
River Falls	51	75	55	1	1	0	4	3	3	3	2	0	198
Roberts	214	128	143	3	2	26	129	233	275	301	139	103	1,696
Somerset	318	113	180	0	8	48	103	137	99	92	55	62	1,215
Total:	2,270	2,051	1,294	102	308	393	1,327	1,522	1,505	1,320	1,179	1,118	14,389
Total Use of other libraries													
	1,530	1,453	1,026	71	177	318	674	906	1,047	1,190	755	801	9,938
Use of Hudson													
	7,080	6,919	3,969	484	1,363	1,824	4,838	5,149	4,913	4,978	5,048	5,091	51,656
Total Partner Circulation													
	8,600	8,372	4,995	555	1,540	2,142	5,512	6,055	5,960	6,168	5,803	5,892	61,594
Joint Partner Circulation Hudson													
	82%	83%	79%	87%	89%	85%	88%	85%	82%	81%	87%	86%	84%
Joint Partner Circulation Other													
	18%	17%	21%	13%	11%	15%	12%	15%	18%	19%	13%	14%	16%

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	9,451	8,752	8,613	8,736	8,225	93,002
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
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
Total Physical Circulation		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	12,522	12,071	11,832	12,060	12,101	124,790
			-2091	-989	-11080	-17901	-14154	(16,916)	(13,138)	(9,154)	(4,906)	(6,674)	(5,147)	(3,391)	(105,541)
Digital Circulation		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	4,539	4,150	4,273	54,610
			192	280	360	1,185	1,101	1,051	723	453	544	450	192	295	6,826
Total Digital & Physical Circulation			21,726	20,928	14,005	5,996	8,133	9,335	16,554	17,226	16,542	16,371	16,210	16,374	179,400
	% of Circulation Physical		80.6%	81.3%	69.2%	18.0%	38.0%	46.1%	69.5%	72.7%	73.0%	72.3%	74.4%	73.9%	69.6%
	% of Circulation Digital		19.4%	18.7%	30.8%	82.0%	62.0%	53.9%	30.5%	27.3%	27.0%	27.7%	25.6%	26.1%	30.4%
Materials Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
Items Borrowed		2020	3,762	3,319	1,689	195	809	1,376	2,765	3,188	3,208	2,796	2,902	2,439	28,448
Items Loaned		2020	4,178	3,863	2,401	207	369	607	2,207	2,857	3,523	3,091	3,146	3,147	29,596
Items Added		2020	558	502	356	410	425	433	390	586	491	498	350	243	5,242
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
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
ilabs														
2018	26	23	24	17	12	10	14	5	8	7	5	12	163	
2019	20	15	12	15	25	18	23	26	23	35	27	21	260	
2020	23	35	15	-	-	-	-	-	-	-	-	-	73	
Proctoring Services														
2018	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	

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	5,782	-	-	-	2,346	2,825	2,362	2,146	2,268	2,299	41,114	
Monthly Average 2020	11,254	10,543	8,956	6,717	5,374	4,478.00	4,173	2,969	1,902	1,383	1,707	2,035	7,909	
Days Open 2020	30	25	14	-	-	-	26	27	29	31	28	28	22	
Daily Average 2020	375	393	413	-	-	-	90	105	81	69	81	82	188	

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	

Curbside Services														
Patron Pick-ups	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
0	0	0	0	92	962	1197	501	357	376	347	311	344	4487	

Interim Co-Directors' report

January 19, 2021 Library Board of Trustees

Shelley Tougas

Madeline Page

Meetings

Tuesday, Dec. 29 - PPC
Monday, Jan. 4 - Program Update
Tuesday, Jan. 5 - Kiwanis
Wednesday, Jan. 6 - Operations work group
Wednesday, Jan. 6 – Joyce Law
Friday, Jan. 8 - Collections development meeting
Monday, Jan. 11 - Program Update
Wednesday, Jan. 13 – Operations work group
Wednesday, Jan. 13 – Foundation
Thursday, Jan. 14 - FOL
Thursday, Jan. 14 – Zoom program recording
Thursday, Jan. 14 – Community engagement workgroup
Friday Jan. 15 - Director's Council

Drive-Through Santa

The library partnered with Kiwanis for a contactless community Santa visit. North Hudson allowed us to use Pepper Fest Park as a staging area.

Two years ago, we started a community Christmas party with Santa, games, crafts, cookies and carols. Every child got a new book from Santa's bag. The party has been popular, and we were determined to reimagine the event in a contactless format.

We had 500 kids and adults come through. Each child received a book and a goodie bag.

Additionally, librarian Sara O'Brien and I did a Zoom interview with Santa based on questions submitted by kids. The interview is on our YouTube channel. Please subscribe!

Stakeholder Retreat

Shelley will be connecting with Stu Warren in late January or early February. I'd like feedback on Saturday, May 31 as the date. Hopefully we'll have enough vaccinations in place that we can do an in-person event. I will send "Save the Date" information as soon as we have consensus.

Related to the retreat and funding issues, we have two internal work groups. The operations group is researching and developing an innovative library service design based on this premise: what would a sufficiently funded library, with a service population of 34,000, look like?

The community engagement group is developing public awareness plans as well as methods for us to listen to community members and better understand their needs.

Staff Development

Librarians are taking a full-day Youth Mental Health First Aid training offered through United Way and Hudson schools.

Grant Tracking

We've developed a new system to track the grants, programs and expenses so we can have more effective reporting at the end of the grant year.

Director Search

The job posting for the director position will be posted Jan. 11 for four weeks. The Policy and Personnel Committee will screen candidates. Full board interviews will follow. The tentative start date for the new director is the end of May.

Community Locker Systems

Chris Mick is putting together research about the cost and operations of installing locker systems in our communities to make it more convenient for patrons to get materials. We'll have a full report in February. Initial information shows significant costs— in the \$32,000 to \$65,000 range.

Programming Notes

A few goals for 2021:

- I want to hold some programming in our partner communities. For example, an outdoor family movie night at a park or town/village hall.
- I'd like to work with partner organizations (YMCA, Kiwanis, etc.) for a teen leadership series this summer.
- The library will have programs that align with the Golden Rule campaign.

At this point, we are planning for a traditional in-person Summer Reading Program. The performance series might start later in the summer depending on COVID.

Our main challenge in 2021 relates to staffing. We will potentially not have a program coordinator until 2022, and even that depends on funding. At this point, we're down 1 FTE from 2019 and the beginning of 2020. The program coordinator is a full-time position responsible for managing the summer reading

program, summer camps, author events, community parties, etc. as well as oversight of librarians' programs.

Library Anniversary Celebration

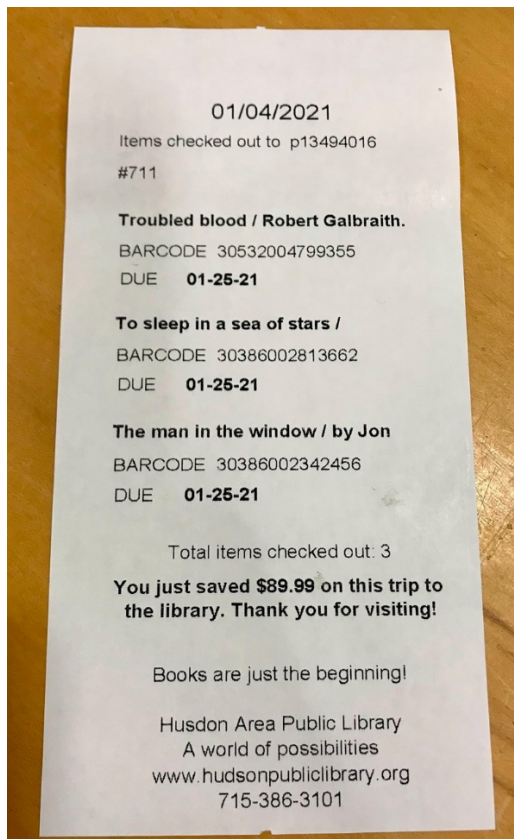
I'd like to work with HALF and FOL to celebrate the opening of the building - and the library in general. We'd planned an event for the park and the building for July 2020 (perhaps Saturday, July 31), which was the 10-year anniversary of the grand opening.

I'd like to gauge support from the Foundation and Friends for this event and perhaps having it replace the ice cream social. Using the park requires a permit application and planning, so I'd like to start the process now.

One goal is to build this as a large signature event that will renew our relationship with the community post-COVID (hopefully!) as well as connect with people who are not regular library patrons.

Library value

Part of our community engagement and advocacy plans include demonstrating the library's value. We've implemented a new receipt to show patrons what they would have paid if they had to buy the materials they borrowed. See the example:



Program Statistics

December						
Overview						
Total Programs	84	%		Total Participants	5010	%
Kid Programs	69	82%		Kid Participants	3881	77%
Teen Programs	1	1%		Teen Participants	6	0%
Adult Programs	11	13%		Adult Participants	549	11%
Open Programs	3	4%		Open Participants	574	11%

Year in Review						
Overview						
Total Programs	793	%		Total Participants	34328	%
Kid Programs	605	76%		Kid Participants	23544	69%
Teen Programs	66	8%		Teen Participants	553	2%
Adult Programs	91	11%		Adult Participants	7202	21%
Open Programs	14	2%		Open Participants	2082	6%

FRIENDS OF THE HUDSON AREA PUBLIC LIBRARY BYLAWS (Draft)
Revised May, 2020

ARTICLE I – Name

The organization shall legally be called: The Friends of the Hudson Area Public Library. It is also known as: The Friends of the Hudson Area Library, or The Friends.

ARTICLE II – Purpose

The Friends of the Hudson Area Public Library is a non-profit 501(c)3 organization whose purpose is to strengthen and support the Hudson Area Public Library by:

- Providing supplemental funds to meet library needs through the on-site book store, on-line book sales and twice yearly book sales.
- Leveraging Friends volunteers to:
 - Support the library’s development of programs and services
 - Promote awareness of library resources and services
 - Encourage and promote participation in library programs

ARTICLE III – Membership

- Section 1: Individuals, businesses, organizations, and other entities in agreement with the purposes of The Friends are welcome as members. Those who contribute financially or contribute time as volunteers during the current membership year are considered members.
- Section 2: The membership year runs from May through April. Voting participation at the annual meeting is open to current members. The fiscal year runs from January to December.

ARTICLE IV – Meetings

- Section 1: The Friends shall hold meetings at least five (5) times a year, unless otherwise designated by the membership. Members of The Friends shall be notified of all regular meetings by electronic communication at least five (5) business days before the meeting.
- Section 2: The annual meeting shall be held in April on a date and at a location to be determined by the Board of Directors. Electronic notification of the meeting shall be communicated to the members at least five (5) business days before the meeting.
- Section 3: Members present constitute a quorum.
- Section 4: All meetings shall be conducted according to Robert's Rules of Order, Revised, except when in conflict with these Bylaws or the laws of the State of Wisconsin.

ARTICLE V – Officers and Board

- Section 1: The organization shall be managed by a Board of Directors consisting of President, Vice-President, Secretary, Treasurer and three Members at Large to total seven persons. The term of each director shall be two years. Terms shall be staggered, with no more than four director's terms expiring in any calendar year. Any vacancy occurring during an unexpired term shall be filled by appointment of the Board of Directors.
- Section 2: The officers shall be President, Vice-President, Secretary, and Treasurer. The duties of the officers shall be:
- A. The President shall be the presiding officer at meetings of the Board of Directors and at meetings of the members. The President shall nominate all committee Chairs, subject to the approval of the Board of Directors, and be an ex-officio member of all committees, except the nominating committee.
 - B. The Vice President shall act, in the absence of the President, in the capacity of the President and shall also assist the President as necessary.
 - C. The Secretary is responsible for all of the records and documentation for the organization and its meetings. The Secretary shall provide the President with a copy of the minutes of each membership meeting prior to the following membership meeting.
 - D. The Treasurer will keep the financial records, disburse all funds, collect all monies, maintain records of all state and federal filings, and provide the president with a monthly financial report showing income, expenses, and account balances.
- Section 3: Members at Large, consisting of active Directors not currently holding an officer position, serve as liaisons to the general membership and represent the membership at all Board meetings. Members at Large may be asked to be part of Board committees. One Member at Large position will always be occupied by the Book Store Coordinator unless that person is also an officer.
- Section 4: Directors shall be elected at the annual meeting by a simple majority of members present, and will serve a term of two years.
- Section 5: The Board of Directors shall act for the general membership in emergency situations, and conduct other business as authorized by The Friends. Emergency decisions may take place via electronic communication.
- Section 6: The Library Director shall be a non-voting, ex-officio member of the Friends Board.

ARTICLE VI – Committees

- Section 1: The Board of Directors shall establish and disband committees as deemed necessary to carry out the purposes of The Friends with at least one (1) board member serving on each committee.
- Section 2: Committee reports will be given at Friends meetings.
- Section 3: Committees may include but not be limited to:
- A. Membership
 - B. Public Relations
 - C. Fundraising
 - D. Nominating

Section 4: The Board of Directors may create additional special committees as it deems necessary to promote the purposes and carry on the work of the organization.

ARTICLE VII – Dissolution

Upon dissolution of The Friends, after all liabilities are paid, all remaining assets shall be transferred to the Hudson Area Library Foundation as long as it is exempt under Section 501(c)(3) of the Internal Revenue Code at the time of dissolution.

In the event such an organization is no longer in existence or not so exempt, such assets shall be distributed for one or more exempt purposes within the meaning of said Section 501(c)(3), or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose, as determined by a simple majority vote of the active members.

ARTICLE VIII – Conflict of Interest

Directors as well as active members are expected to act with the highest level of integrity and ethics. Decisions made when acting on behalf of The Friends must be made in the best interests of the organization. Violations of this standard of conduct may include consequences to include removal from the Board.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the association. Where conflict of interest may be thought to exist for a board member, the member shall inform the Board and abstain from any inappropriate participation in the matter.

ARTICLE IX – Amendments

These bylaws may be revised or amended at the annual meeting of the organization, or at a special meeting, by a simple majority of the members present, provided that notice of such proposed amendments has been electronically communicated to active members at least five (5) days before the meeting.

Amendment A (February, 2018):

When necessary, the Friends Board of Directors may approve one time expenditures up to and including \$300. All expenditures over and above that amount must be approved by the full membership.

Amendment B (May, 2020):

When necessary, the Friends Board of Directors may approve one time expenditures up to and including \$500. All expenditures over and above that amount must be approved by the full membership.

This Amendment replaces Amendment A due to the reduction in the number of Friends member meetings from ten (10) to five (5) per calendar year.