

**Library Board of Trustees  
Meeting Agenda  
November 15, 2022 at 6:30 p.m.  
Hudson Area Public Library  
700 1<sup>st</sup> Street, Hudson WI 54016**

Topic: LBOT Finance Committee and Regular Board Meeting  
Time: Nov 15, 2022 05:30 PM

Join Zoom Meeting  
<https://us02web.zoom.us/j/81784660346?pwd=Qzd1U1hCMmF0VWk1V2hZVnB1ThCQT09>

Meeting ID: 817 8466 0346  
Passcode: 448118

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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**
  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. **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*
6. **Committee updates and potential discussion on topics within the committee's charter**
  1. *Policy and Personnel*
  2. *Finance*
7. **Director's Report**
  1. *Presentation of monthly report and statistics*
  2. *Director's report & update*
8. **DISCUSSION AND POTENTIAL ACTION ITEM** – Grant approval
9. **DISCUSSION AND POTENTIAL ACTION ITEM** – Policy and Personnel Committee Charter
10. **DISCUSSION AND POTENTIAL ACTION ITEM** – Policy and Personnel recommendation: organizational structure
11. **DISCUSSION AND POTENTIAL ACTION ITEM** – 2023 budget

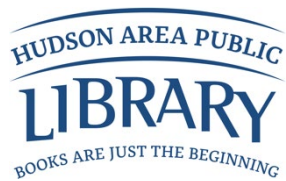
**12. FUTURE AGENDA ITEMS**

**13. ACTION ITEM:** Adjournment

Next meeting: December 20, 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 Nov. 7, 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 Public Library  
Library Board of Trustees  
Meeting Minutes  
October 18, 2022**

1. **Call to order at 6:32 p.m. by Berning. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.**

Board members present: Paul Berning (President), Kristine McCarthy (Vice President), Barb Peterson, Rich O'Connor, Bryan Wells, Tracy Whiteley

Absent: Susan Blank and Kim Osterhues

Staff: Shelley Tougas, Madeline Page

Visitors: LaurJoyce Law (Friends of the Library)

2. Citizen Comments – None

3. **ACTION ITEM: Approval of Consent Agenda Items**

Motion by Whiteley to approve consent agenda (items 1-5)

Second by Peterson

Discussion: None

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

4. **Presentations:**

**Friends of the Library:** No update

**Hudson Area Library Foundation:** Peterson reported there is space in her home (featured in the Christmas Tour of Homes) for the Foundation and library to highlight and promote the library.

5. **President's comments, reports, and municipal updates**

President: County Board passed the library levy 17-0, including 100 percent reimbursement for the Hudson Area Public Library

Town of Hudson: no update

Village of North Hudson: no update

Town of St. Joseph: Peterson presented the town's stats and a report in person at the town's last meeting

City of Hudson: no update

Hudson School District: no update

6. **Committee updates**

Policy and Personnel: Peterson reported the committee will be working on the collection development policy

Finance: None

**7. Director's Report**

The director's written report was presented.

**8. Presentation and discussion: Library Survey Data**

Tougas presented data from national and local surveys about library value and public needs.

**9. Discussion: Dissolution update**

Tougas updated the committee about the dissolution. The municipal structure begins Jan. 1, 2024. The city has one year to accept the levy capacity transfer. It cannot be staggered over multiple years.

**10. DISCUSSION AND POTENTIAL ACTION ITEM: Finance Committee Charter**

Motion by Wells to approve the charter.

Second by Whitely.

Discussion: None

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

**11. Discussion: Director evaluation**

Peterson updated the board on the process and asked them to turn in their forms.

**12. Future agenda items**

**13. ACTION ITEM: Adjournment**

Motion by McCarthy

Second by Peterson

Discussion: None

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

Respectfully Submitted,  
Shelley Tougas

**Monthly Expenditure Statement**  
**October 31, 2022**  
**Hudson Area Public Library**

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
<b>Personnel</b>						
121	Full-Time	\$ 244,170	\$ 18,834	\$ 197,758	\$ 46,412	81%
125	Part-Time	\$ 311,249	\$ 20,236	\$ 207,076	\$ 104,173	67%
151	FICA	\$ 42,490	\$ 2,903	\$ 30,141	\$ 12,349	71%
152	WRS	\$ 26,763	\$ 2,046	\$ 21,482	\$ 5,281	80%
154	Health Insurance	\$ 91,400	\$ 6,356	\$ 73,122	\$ 18,278	80%
<b>Personnel Total:</b>		\$ 716,071	\$ 50,375	\$ 529,579	\$ 186,492	74%
<b>Contractual Services</b>						
212	Legal Services	\$ -	\$ -	\$ 1,220.00	\$ (1,220)	
213	Professional Services	\$ 14,700.00	\$ 1,250.00	\$ 12,604.00	\$ 2,096	86%
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	\$ 333.77	\$ 3,672.02	\$ 828	82%
249	Contract Maint.	\$ 400.00	\$ -	\$ 214.90	\$ 185	54%
294	Programming: Adults	\$ 7,000.00	\$ 919.01	\$ 4,380.50	\$ 2,620	63%
295	Programming: Children	\$ 20,000.00	\$ 2,805.03	\$ 19,645.91	\$ 354	98%
298	Maint. Agmts / Leases	\$ 10,000.00	\$ 573.64	\$ 7,954.67	\$ 2,045	80%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services Total:</b>		\$ 107,600.00	\$ 5,881.45	\$ 100,440.00	\$ 7,160.00	93%
<b>Supplies &amp; Expenses</b>						
311	Postage	\$ 850	\$ 139	\$ 554	\$ 296	65%
312	Office Supplies	\$ 10,000	\$ 1,662	\$ 7,429	\$ 2,571	74%
324	Memberships	\$ 250	\$ -	\$ 330	\$ (80)	132%
326	Advertising	\$ -	\$ 84	\$ 1,084	\$ (1,084)	0%
338	Staff Development	\$ 1,500	\$ 705	\$ 1,644	\$ (144)	110%
339	Travel / Conferences	\$ 250	\$ -	\$ 350	\$ (100)	140%
396	Technology	\$ 8,000	\$ 249	\$ 6,574	\$ 1,426	82%
399	Activity Supplies	\$ 1,500	\$ -	\$ 1,555	\$ (55)	104%
<b>Supplies &amp; Expenses Total:</b>		\$ 22,350	\$ 2,839	\$ 19,520	\$ 2,830	87%
<b>Collection</b>						
395	Books	\$ 47,000	\$ 4,822	\$ 42,668	\$ 4,332	91%
397	Periodicals	\$ 7,000	\$ 231	\$ 4,816	\$ 2,184	69%
398	Audio-Visual	\$ 12,000	\$ 560	\$ 9,297	\$ 2,703	77%
<b>Collection Total:</b>		\$ 66,000	\$ 5,613	\$ 56,781	\$ 9,219	86%
<b>Fixed Charges</b>						
510	Workers Comp	\$ 850	\$ -	\$ 771	\$ 79	91%
511	Public Liability	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
513	Public Officials	\$ 2,350	\$ -	\$ -	\$ 2,350	0%
517	Property Insurance	\$ 2,500	\$ -	\$ 2,568	\$ (68)	103%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 99,595	\$ 8,295	\$ 82,946	\$ 16,649	83%
<b>Fixed Charges Total:</b>		\$ 107,295	\$ 8,295	\$ 86,285	\$ 21,010	80%
812	Furniture and Furnishings		\$ 23,610.37	\$ 31,510.98		
829	Other Repair and Improvements					
<b>Capital Expenses Total:</b>				\$ 31,511		Remaining
<b>Total Expenditures</b>		\$ 1,019,316	\$ 73,003	\$ 824,115	\$ 226,712	22%
						<b>%of Year Completed</b>
						75%



Public Officials	513	\$ 2,350	\$ -	\$ 2,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Insurance	517	\$ 2,500	\$ 2,568	\$ (68)	\$ 2,305.00	\$ -	\$ -	\$ 263.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unemployment	519	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Occupancy Agreement	532	\$ 99,595	\$ 82,946	\$ 16,649	\$ 8,294.59	\$ 8,294.59	\$ 8,294.59	\$ 8,294.59	\$ 8,294.59	\$ 8,294.58	\$ 8,294.58	\$ 8,294.58	\$ 8,294.58	\$ 8,294.58	\$ 8,294.58	\$ 8,294.58	\$ 8,294.58	\$ 8,294.58	\$ -
Fixed Charges Total:		\$ 107,295	\$ 86,285	\$ 21,010	\$ 10,600	\$ 8,295	\$ 8,295	\$ 9,329	\$ 8,295	\$ 8,295	\$ 8,295	\$ 8,295	\$ 8,295	\$ 8,295	\$ 8,295	\$ 8,295	\$ 8,295	\$ -	\$ -

**Capital Expenses (storm)**

Furniture & Furnishings	812		\$ 20,656.32																\$ 20,656.32
Other Repair & Improvements	829		\$ 10,855									\$ 7,900.61							\$ 2,954.05
Capital Expenses Total:		\$ -	\$ 31,511	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,900.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,610.37

<b>Total Operating Expenses</b>		\$ 1,019,316	\$ 824,115	\$ 227,932	\$ 92,652	\$ 80,885	\$ 71,588	\$ 68,638	\$ 98,923	\$ 68,482	\$ 77,888	\$ 76,157	\$ 92,207	\$ 73,003	\$ 83	\$ -	\$ -	\$ -	\$ -
Operating Expenses YTD					\$ 92,652	\$ 173,536	\$ 245,124	\$ 313,763	\$ 412,685	\$ 481,167	\$ 559,055	\$ 635,211	\$ 727,419	\$ 800,422	\$ 800,505	\$ 800,505	\$ 800,505	\$ 800,505	\$ 800,505
<b>Total Revenue</b>					\$ 67,202	\$ 71,768	\$ 165,029	\$ 45,489	\$ 183,609	\$ 183,291	\$ 800	\$ 2,437	\$ 201,501	\$ 31,574	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue YTD					\$ 67,202	\$ 138,970	\$ 303,999	\$ 349,489	\$ 533,097	\$ 716,388	\$ 717,188	\$ 719,625	\$ 921,126	\$ 952,701	\$ 952,701	\$ 952,701	\$ 952,701	\$ 952,701	\$ 952,701
<b>Operating less Revenue Monthly</b>					\$ (25,450)	\$ (9,116)	\$ 93,441	\$ (23,149)	\$ 84,686	\$ 114,809	\$ (77,088)	\$ (73,719)	\$ 109,294	\$ (41,429)	\$ (83)	\$ -	\$ -	\$ -	\$ -
Operating less Revenue YTD					\$ (25,450)	\$ (34,566)	\$ 58,875	\$ 35,726	\$ 120,412	\$ 235,221	\$ 158,133	\$ 84,414	\$ 193,708	\$ 152,279	\$ 152,196	\$ 152,196	\$ 152,196	\$ 152,196	\$ 152,196

Year-to-Date Monthly Comps		Oct-22				Year to Date Comps			
		2021		2022		2021		2022	
		Actual		Actual		YTD		YTD	
Library Revenues	46710	\$	160	\$	752	\$	5,513	\$	9,353
City of Hudson	47301	\$	-	\$	-	\$	182,183	\$	364,365
Village of N. Hudson	47302	\$	-	\$	-	\$	43,285	\$	85,495
T. Hudson	47303	\$	-	\$	-	\$	203,456	\$	204,197
T. St. Joseph	47304	\$	-	\$	-	\$	91,660	\$	94,410
County Levy Act 120	47311	\$	-	\$	-	\$	11,050	\$	9,756
County Levy Act 420		\$	-	\$	-	\$	61,321	\$	60,012
Interest	48100	\$	-	\$	-	\$	277	\$	-
Net Change	48120	\$	-	\$	-	\$	750	\$	(139)
Grants	48500	\$	-	\$	-	\$	38,150	\$	89,516
Donations		\$	45	\$	-	\$	307	\$	5
Misc. Revenues	48600	\$	17	\$	30,822	\$	539	\$	35,731
Unrestricted Funds		\$	-	\$	-	\$	-	\$	-
		\$	222	\$	31,574	\$	638,491	\$	952,701
<b>240.70.55.111</b>									
<b>Personnel Services</b>		<b>100</b>	<b>2021</b>	<b>2022</b>	<b>2021</b>	<b>2022</b>	<b>2021</b>	<b>2022</b>	
			<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>YTD</b>			
Full-Time	121	\$	17,604	\$	18,834	\$	139,549	\$	197,758
Part-Time	125	\$	16,378	\$	20,236	\$	175,660	\$	207,076
FICA	151	\$	2,505	\$	2,903	\$	23,458	\$	30,141
WRS	152	\$	1,775	\$	2,046	\$	15,937	\$	21,482
Health Insurance	154	\$	8,498	\$	6,356	\$	51,953	\$	73,122
Personnel Totals		\$	46,760	\$	50,375	\$	406,557	\$	529,579
<b>Contractual Services</b>									
Legal Services	212	\$	-	\$	-	\$	1,323.00	\$	1,220.00
Professional Services	213	\$	1,146.00	\$	1,250.00	\$	10,314.00	\$	12,604.00
IFLS Ops	216	\$	-	\$	-	\$	45,549.00	\$	47,468.00
IFLS Courier / Self Check	217	\$	-	\$	-	\$	3,010.00	\$	3,280.00
Telephone	225	\$	336.00	\$	333.77	\$	3,045.00	\$	3,672.02
Contract Maintenance	249	\$	-	\$	-	\$	77.00	\$	214.90
Programming Adults	294	\$	34.00	\$	919.01	\$	4,032.00	\$	4,380.50
Programming Children	295	\$	2,631.00	\$	2,805.03	\$	20,403.00	\$	19,645.91
Maintenance Agmt/ Lease	298	\$	311.00	\$	573.64	\$	7,165.00	\$	7,954.67
Other Contract Services	299	\$	-	\$	-	\$	63.00	\$	-
Contract Services Totals		\$	4,458.00	\$	5,881.45	\$	94,981.00	\$	100,440.00
<b>Supplies &amp; Expenses</b>									
Postage	311	\$	52	\$	139	\$	468	\$	554
Office Supplies	312	\$	43	\$	1,662	\$	7,153	\$	7,429
Memberships	324	\$	204	\$	-	\$	229	\$	330
Advertising	326	\$	234	\$	84	\$	617	\$	1,084
Staff Development	338	\$	-	\$	705	\$	381	\$	1,644
Travel / Conferences	339	\$	-	\$	-	\$	-	\$	350
Technology	396	\$	121	\$	249	\$	3,837	\$	6,574
Activity Supplies	399	\$	(11)	\$	-	\$	7,179	\$	1,555



Supplies / Expense Totals		\$	643	\$	2,839	\$	19,864	\$	19,520
<b>Collection Materials</b>									
Books	395	\$	12,724	\$	4,822	\$	44,540	\$	42,668
Periodicals	397	\$	135	\$	231	\$	4,132	\$	4,816
Audio Visual	398	\$	2,492	\$	560	\$	12,713	\$	9,297
Collection Totals:		\$	15,351	\$	5,613	\$	61,385	\$	56,781
<b>Fixed Charges</b>									
Workers' Compensation	510	\$	-	\$	-	\$	678	\$	771
Public Liability	511	\$	-	\$	-	\$	1,332	\$	-
Public Officials	513	\$	-	\$	-	\$	1,668	\$	-
Property Insurance	517	\$	-	\$	-	\$	2,008	\$	2,568
Unemployment	519	\$	-	\$	-	\$	-	\$	-
Occupancy Agreement	532	\$	11,917	\$	8,295	\$	107,250	\$	82,946
Fixed Charges Total:		\$	11,917	\$	8,295	\$	112,936	\$	86,285
<b>Capital Expenses (storm)</b>									
Furniture & Furnishings	812	\$	-	\$	20,656	\$	-	\$	20,656
Other Repair & Improvements	829	\$	-	\$	2,954	\$	-	\$	10,855
Capital Expenses Total:		\$		\$	23,610	\$		\$	31,511
			<b>2021</b>		<b>2022</b>		<b>2021</b>		<b>2022</b>
<b>Total Revenues</b>		\$	222	\$	31,574	\$	638,491	\$	952,701
<b>Less Operating Expenses</b>		\$	79,129	\$	73,003	\$	695,723	\$	824,115
<b>Balance (Deficit)</b>		\$	(78,907)	\$	(41,429)	\$	(57,232)	\$	128,586

## DIRECTOR'S REPORT – NOVEMBER 2022

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*Library Board of Trustees*

### **Director meetings**

October 21 – IFLS Directors  
October 25 – Kiwanis audit committee  
October 26 – Rotary  
October 26 – Program meeting  
October 26 – City department head meeting  
October 27 – Training  
October 31 – Local leader meeting  
November 1 – St. Croix County Board  
November 1 – Kiwanis meeting  
November 2 – Rotary  
November 4 – Grant meeting  
November 2 – Staff meeting  
November 7 – Policy and Personnel Committee  
November 9 – Rotary  
November 9 – Training  
November 9 – Foundation meeting  
November 10 – Directors county planning meeting  
November 10 – Friends of the Library meeting

### **Building repairs**

The repairs are nearly complete. We have a front door! Also the fencing is down. I've followed up with the contractor about the metal benches we had attached to the sidewalks. Apparently, those were never documented and thrown away the morning of the storm. We've sent old photos of the entrance. The contractor will work with the insurance company to get those purchased and installed.

### **Program**

Great news: Trick or Treat Trail had about 500 attendees. We were blessed with a beautiful day, and staff created a fantastic event.

### **Funding update**

It's official: HAPL will get 100 percent of the county reimbursement funding. The county board passed the budget last week. There was an attempt to secure a budget amendment to take away 30 percent of HAPL's funding and reallocate it to the libraries harmed by the joint library agreement. We would have lost about \$22,000. However, the effort failed, and the full county budget passed unanimously.

As I told the other library directors that day, nobody "won" this issue. When library directors are pitted against each other, it's a losing situation all around. We're all grateful this dispute will no longer be part of the county's annual budget discussions.

# Hudson Area Public Library Statistics Summary

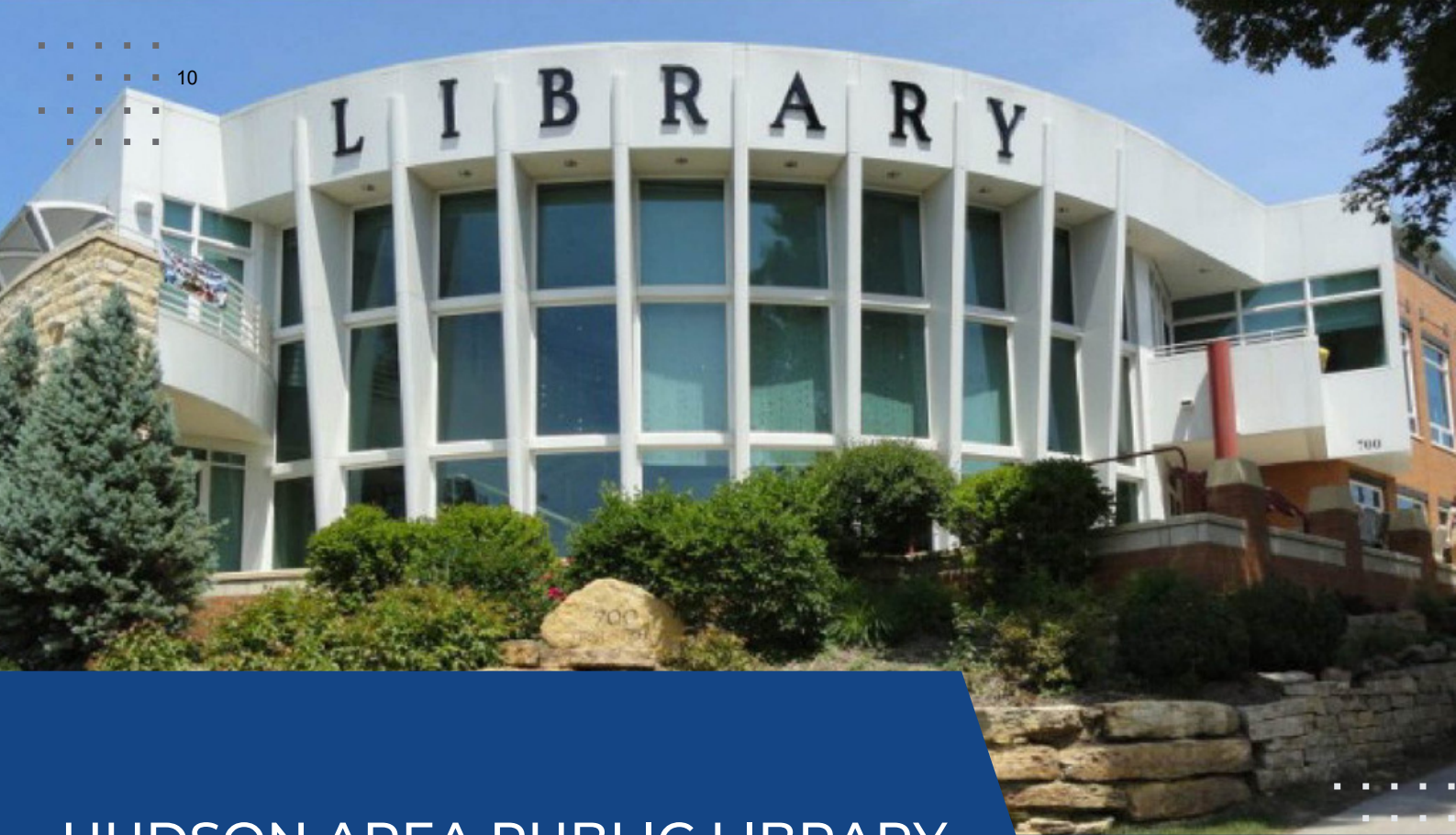
Oct-22

YTD Circulation Comparisons			Month to Month Comparisons			Library Visitors YTD	
	2022	2021	2021		2022	2021	2022
Physical Materials:	135,345	130,487	3,423	Physical CKO	10,421	33,335	49,333
Digital Materials:	48,439	47,897	5,405	Check-ins	9,873		
Total All Circulation:	183,784	178,384	535	Renewals	3,758		
			3,958	Total Physical Circ	14,179	Monthly Visitors	
% Physical Materials	73.64%	73.1%	4,575	Digital Circulation	4,723	2021	2022
% Digital Materials	26.4%	26.9%	8,533	Total All Circulation	18,902	0	5,299
New Patrons		New Patrons YTD		Proctoring-YTD		Cardholders	
2021	2022	2021	2022	2021	2022	Jan. 1 2022	9,426
25	73	728	1,160	14	11	Current	10,375
Technology Use YTD			Meeting Room Use				
	2021	2022		2021	2022		
Pharos	1,362	2,423	Monthly	180	906		
Wi-Fi	57,956	26,468	YTD	688	5169		
Year-to Date	59,318	28,891					
<b>Programming at the Library</b>							
YTD Programs Held:		Comparisons					
2021	2022	Programs Held	2021	2022	Change		
950	276	Children	62	20	(42)		
		Teens / 'Tweens	6	2	(4)		
		Adult	14	3	(11)		
YTD Program Attendance:		Drop-in	3	6	3		
2021	2022	<b>Totals:</b>	<b>85</b>	<b>31</b>	<b>(54)</b>		
15,624	9,388	Attendance	2021	2022	Change		
Self Directed Activities 2022:		Children	301	326	25		
MTD	YTD	Teens / 'Tweens	17	7	-10		
658	6374	Adult	133	23	-110		
		Drop-in	616	1132	516		
		<b>Totals:</b>	<b>1067</b>	<b>1488</b>	<b>421</b>		

## Hudson Area Public Library

Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
<b>Check-outs</b>														
	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
	<b>2022</b>	<b>6,666</b>	<b>6,908</b>	<b>9,020</b>	<b>8,699</b>	<b>8,052</b>	<b>13,128</b>	<b>13,582</b>	<b>14,057</b>	<b>9,615</b>	<b>10,421</b>			100,148
<b>Check-ins</b>														
	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
	<b>2022</b>	<b>4,913</b>	<b>6,637</b>	<b>8,532</b>	<b>8,441</b>	<b>8,527</b>	<b>10,608</b>	<b>13,493</b>	<b>13,034</b>	<b>10,594</b>	<b>9,873</b>			94,652
<b>Renewals</b>														
	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
	<b>2022</b>	<b>2,405</b>	<b>2,658</b>	<b>3,760</b>	<b>3,475</b>	<b>3,558</b>	<b>3,571</b>	<b>4,362</b>	<b>4,184</b>	<b>3,466</b>	<b>3,758</b>			35,197
<b>Total Physical Circulation</b>														
	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
	<b>2022</b>	<b>9,071</b>	<b>9,566</b>	<b>12,780</b>	<b>12,174</b>	<b>11,610</b>	<b>16,699</b>	<b>17,944</b>	<b>18,241</b>	<b>13,081</b>	<b>14,179</b>	-	-	135,345
	<i>2021-2022 increase / decrease</i>	<i>(3,678)</i>	<i>(3,923)</i>	<i>(3,043)</i>	<i>(1,517)</i>	<i>(297)</i>	<i>(636)</i>	<i>381</i>	<i>1,984</i>	<i>5,366</i>	<i>10,221</i>	<i>(4,777)</i>	<i>(5,397)</i>	<i>(5,316)</i>
<b>Digital Circulation</b>														
	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
	<b>2022</b>	<b>5,245</b>	<b>4,172</b>	<b>5,000</b>	<b>4,742</b>	<b>4,811</b>	<b>4,971</b>	<b>5,104</b>	<b>4,998</b>	<b>4,673</b>	<b>4,723</b>			48,439
	<i>2021-2022 increase / decrease</i>	<i>445</i>	<i>(601)</i>	<i>(246)</i>	<i>184</i>	<i>200</i>	<i>275</i>	<i>182</i>	<i>(63)</i>	<i>18</i>	<i>148</i>	<i>(4,488)</i>	<i>(4,581)</i>	<i>(8,527)</i>
<b>Total Digital &amp; Physical Circulation</b>														
	<b>2022</b>	<b>14,316</b>	<b>13,738</b>	<b>17,780</b>	<b>16,916</b>	<b>16,421</b>	<b>21,670</b>	<b>23,048</b>	<b>23,239</b>	<b>17,754</b>	<b>18,902</b>	-	-	<b>183,784</b>
<b>% of Circulation Physical</b>														
	<b>2022</b>	<b>63.4%</b>	<b>69.6%</b>	<b>71.9%</b>	<b>72.0%</b>	<b>70.7%</b>	<b>77.1%</b>	<b>77.9%</b>	<b>78.5%</b>	<b>73.7%</b>	<b>75.0%</b>			<b>73.6%</b>
<b>% of Circulation Digital</b>														
	<b>2022</b>	<b>36.6%</b>	<b>30.4%</b>	<b>28.1%</b>	<b>28.0%</b>	<b>29.3%</b>	<b>22.9%</b>	<b>22.1%</b>	<b>21.5%</b>	<b>26.3%</b>	<b>25.0%</b>			<b>26.4%</b>
<b>Materials Statistics</b>														
<b>Items Borrowed</b>														
	<b>2022</b>	<b>3,153</b>	<b>2,486</b>	<b>3,084</b>	<b>2,691</b>	<b>2,514</b>	<b>2,748</b>	<b>2,750</b>	<b>2,694</b>	<b>2,681</b>	<b>2,709</b>			<b>27,510</b>
<b>Items Loaned</b>														
	<b>2022</b>	<b>3,410</b>	<b>3,070</b>	<b>3,738</b>	<b>3,592</b>	<b>2,692</b>	<b>3,115</b>	<b>3,218</b>	<b>2,851</b>	<b>3,365</b>	<b>3,086</b>			<b>32,137</b>

<i>Items Added</i>														
	<b>2022</b>	<b>329</b>	<b>427</b>	<b>650</b>	<b>431</b>	<b>412</b>	<b>307</b>	<b>466</b>	<b>517</b>	<b>403</b>	<b>570</b>		<b>4,512</b>	
<b>Technology Use</b>														
		<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Year-to-Date</b>
<i>Pharos</i>														
	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
	<b>2022</b>	<b>186</b>	<b>227</b>	<b>249</b>	<b>252</b>	<b>246</b>	<b>221</b>	<b>226</b>	<b>295</b>	<b>265</b>	<b>256</b>	<b>-</b>		<b>2,423</b>
<i>Wireless</i>														
	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
	<b>2022</b>	<b>2,504</b>	<b>2,309</b>	<b>2,475</b>	<b>2,556</b>	<b>1,777</b>	<b>2,693</b>	<b>3,414</b>	<b>3,003</b>	<b>3,039</b>	<b>2,698</b>			<b>26,468</b>
<i>Proctoring Services</i>														
	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
	<b>2022</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>			<b>11</b>
<b>Patron Statistics</b>														
		<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Year-to-Date</b>
<i>Visitors</i>														
	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
	<b>2022</b>	<b>2,949</b>	<b>3,661</b>	<b>4,549</b>	<b>4,639</b>	<b>4,761</b>	<b>5,677</b>	<b>6,264</b>	<b>6,551</b>	<b>4,983</b>	<b>5,299</b>			<b>49,333</b>
	<i>Monthly Average 2022</i>	<b>2,949</b>	<b>3,305</b>	<b>3,720</b>	<b>3,950</b>	<b>4,112</b>	<b>4,373</b>	<b>4,643</b>	<b>4,881</b>	<b>4,893</b>	<b>4,933</b>	<b>4,933</b>	<b>4,933</b>	<b>49,333</b>
	<i>Days Open 2022</i>	<b>20</b>	<b>24</b>	<b>27</b>	<b>22</b>	<b>25</b>	<b>26</b>	<b>25</b>	<b>27</b>	<b>23</b>	<b>25</b>	<b>22</b>	<b>21</b>	<b>24</b>
	<i>Daily Average 2022</i>	<b>147</b>	<b>153</b>	<b>168</b>	<b>211</b>	<b>190</b>	<b>218</b>	<b>251</b>	<b>243</b>	<b>217</b>	<b>212</b>	<b>-</b>	<b>-</b>	<b>167</b>
<i>New Patrons</i>														
	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
	<b>2022</b>	<b>88</b>	<b>98</b>	<b>94</b>	<b>107</b>	<b>124</b>	<b>222</b>	<b>144</b>	<b>114</b>	<b>96</b>	<b>73</b>			<b>1,160</b>
<i>Curbside Services</i>														
	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	55	34	28	32	22	36	29			416



## HUDSON AREA PUBLIC LIBRARY

# A PLACE OF THEIR OWN

At the Hudson Area Public Library, we envision a library that fosters the spirit of exploration, the joy of learning and the pursuit of knowledge for all.

Among our goals: supporting healthy youth development and families that seek social, recreational, academic and culture experiences for their tween and teen children.



## About us

The Hudson Area Public Library's service area encompasses the Hudson School District's boundaries. We serve 30,500 people, which is one-third of St. Croix County.

In 2019, more than 20,000 people attended our programs and classes; and patrons checked out more than 230,000 items.

Everything the library offers is free. The library has no tax revenue for programs. All programs are funded with donations.



2019 teen night

### For tweens and teens, special programs and services includes:

- after-hours tween and teen nights
- cooking classes
- art programs
- book clubs
- jewelry making
- writing camp
- movies and popcorn
- tech exploration (3D printer, fly a drone, etc.)
- etiquette dinners
- adulting classes
- computers and hot spots for checkout
- Nintendo Switch for on-site gaming
- Teen Advisory Board and service projects

We provide volunteer opportunities for kids beginning at age 12. Staff mentor youth and help them learn skills. Volunteering builds self-esteem, strengthens community connections and increases civic engagement.

## Today's library and tween/teen patrons

In the past, libraries provided books for adolescents and storytimes for the very young.

Today's libraries have changed dramatically, particularly in services and resources for adolescents who face extraordinary pressure in today's fast-paced world dominated by social media. Families want a place for kids to learn, play and socialize. They want safe spaces with fun, engaging activities that are *free*.

The current focus in the library world for adolescents is about:

- supporting healthy development
- enhancing academic, social, cultural and recreational opportunities
- closing the technology gap between youth from low-income families and those with resources
- creating tween- and teen-friendly spaces
- offering volunteer and leadership opportunities



# Our plan for youth engagement

## PART ONE

Dedicate a new space for the teen collection, including books, movies, video games and more.

The library building was originally constructed as an office, so we have weight restrictions. **We have to remove existing books for teen readers if we want to buy new books.**

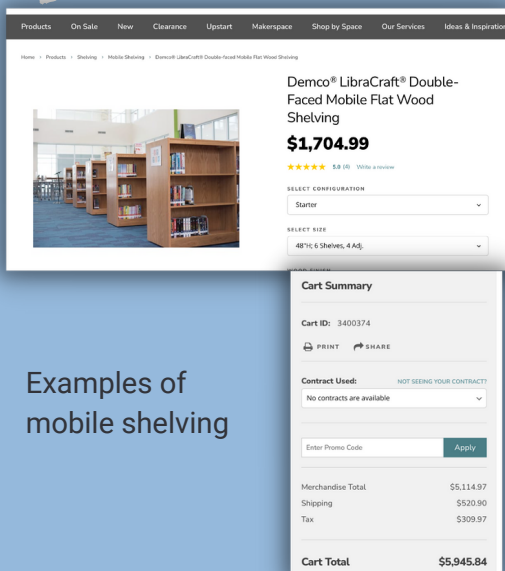
We would move the teen collection to the first floor, which is on grade and has no weight restrictions.

We would reuse the wall shelving from the current space, add **mobile double-sided shelves** and use "catch up" grant funds to **buy books, movies, video games and other items.**



The current main floor public computer bank would be transformed into collection space for tween/teen books, movies, music and games.

<b>Shelving (+shipping/installing)</b>	<b>\$7,200</b>
<b>Collection ("catch up") purchases</b>	
<b>2023</b>	<b>\$1,500</b>
<b>2024</b>	<b>\$1,500</b>
<b>2025</b>	<b>\$1,500</b>
<b>Part one total request:</b>	<b>\$11,700</b>



Examples of mobile shelving

Note: photos are representations of options available. Final selections will depend on sale pricing, supply chain issues, and input from the library's Teen Advisory Board.

Completion date: end of 2023



# Our plan for youth engagement

## PART TWO

Convert the existing collection area into a flexible and fun space for tweens and teens to socialize, engage in activities, study, read and play.

Plans include a technology table, furniture, wall cabinets for storing games and art supplies, activity tables, and a snack station.

Note: photos are representations of options available. Final selections will depend on sale pricing, supply chain issues and input from the library's Teen Advisory Board. Completion date: end of 2023.

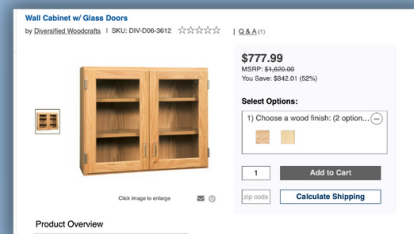


The current young adult book collection on the second floor cannot grow due to the building's weight restrictions.

<b>Technology bar and stools</b>	<b>\$1,400</b>
<b>Wall cabinets</b>	<b>\$2,000</b>
<b>Games/entertainment</b>	<b>\$2,000</b>
<b>Decor</b>	<b>\$ 500</b>
<b>Furniture and snack station</b>	<b>\$2,500</b>
<b>Sound barrier</b>	<b>\$1,200</b>
<b>Misc. technology</b>	<b>\$ 700</b>
<b>Art/activity supplies</b>	<b>\$ 700</b>
<b>Part two total request:</b>	<b>\$11,000</b>



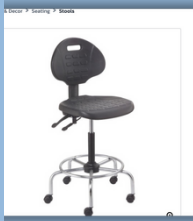
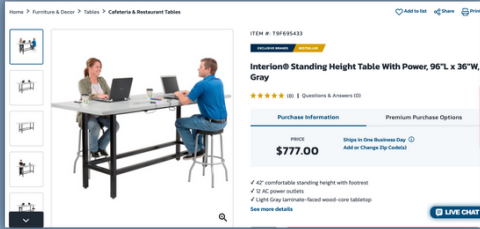
Inspirational and fun art and decor



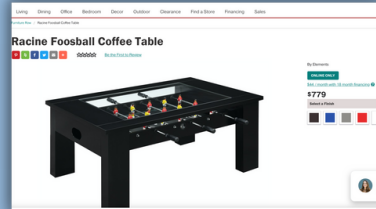
Sturdy wall cabinets to access board games, art supplies and more



# Part Two - continued



Technology bar with charging stations and adjustable stools

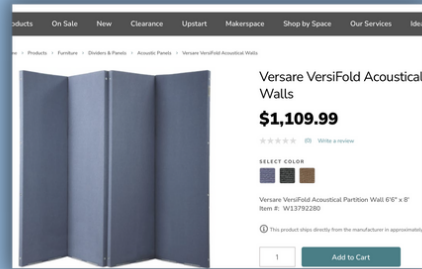


Coffee table that doubles as a Foosball game



Noise canceling headphones with USB port.

Chromebooks (already owned by the library) at the tech bar for homework.



Movable sound barrier to minimize noise in the main collection





## Summary

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Shelving (+shipping/installing)	\$7,200
Collection ("catch up") purchases	
2023	\$1,500
2024	\$1,500
2025	\$1,500
<b>Part one total request:</b>	<b>\$11,700</b>

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Technology bar and stools	\$1,400
Wall cabinets	\$2,000
Games/entertainment	\$2,000
Decor	\$ 500
Furniture and snack station	\$2,500
Sound barrier	\$1,200
Misc. technology	\$ 700
Art/activity supplies	\$ 700
<b>Part two total request:</b>	<b>\$11,000</b>

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**Total project cost: \$22,700**



# Policy and Personnel Committee Charter

**Board of Trustees, Hudson Area Public Library**

**Per Bylaws: Article V – Committees; Section 1—Standing Committees.**

**Effective: June 13, 2011**

**Revised and Approved: November 15, 2022**

## **Purpose**

The purpose of the Policy and Personnel Committee of the Hudson Area Public Library (the "Library") is to develop and review policies, and to make recommendations to the Board of Trustees (the "Board") regarding personnel.

## **Responsibilities**

The committee is responsible for the following:

- Review and recommend changes to the library's Bylaws and policies
- Reviewing and recommending changes to the library director's job description and evaluation form
- Reviewing and recommending changes to the library's employment policies, which are included in the employee handbook; the organizational chart; salary schedules; and compensation package
- Any other responsibilities as directed by the Board
- The committee shall review the aforementioned policies and documents as often as needed but no less frequently than every three years.

## **Membership**

- The committee is comprised of 3-5 members appointed by the President, subject to approval by the Board.
- The committee includes a minimum of one member of the board and may include staff representatives and members of the general public.
- The committee chair shall be selected by members of the committee.
- The committee chair may vote upon and may move or second a proposal.

## **Qualifications**

- Members should have an abiding interest in the Library as a resource of the Hudson area community.
- The citizen members will be selected from the community at large with selection emphasis on persons who possess skills in the human resources field or who have other experience in writing policy for an organization whether governmental, for profit or not for profit.

**Terms**

- The committee members will be appointed for one (1) year terms, which shall begin on July 1 of each year.

**Authority**

- The committee’s authority is limited to an advisory role. The committee has no expressed or implied power or authority unless specifically directed by the Board.
- The Board of Trustees shall review this charter annually.

**Reporting Protocols**

- Committee members report to the chairperson who in turn reports to the Board on a monthly basis.

**Meetings**

- The committee will meet once a month or at such other intervals or times as decided by the committee.
- The committee complies with laws pertaining to open meetings and public records.
- A simple majority of members constitutes a quorum.
- The committee keeps minutes of its meetings.
- Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.
- The committee follows Robert’s Rules of Order.

This charter was approved by the Board of Trustees on 11/15/2022.

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Board President

## PROPOSED REORGANIZATION

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**Topic:** Staff structure/organization

**Recommendation:** Motion to approve recommendation from the Policy and Personnel Committee to adopt the proposed staff structure beginning in 2023 including the compensation changes.

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Due to a resignation, I've developed a new staff structure that will provide more support to the librarians while ensuring the administrative responsibilities are met.

### Objectives:

- Ensure personnel expenditures do not exceed the amount in the 2023 proposed budget
- Provide more direct services and "face time" to patrons
- Reduce staff burnout, particularly among librarians
- Improve retention with internal promotions and full-time status

### Considerations:

- City will provide more administrative support as a municipal library
- Library structure and funding system is simplified under the municipal structure
- Additional administrative duties related to the pandemic and storm have waned
- The full-time librarian position had been delayed for two budget cycles

## Reorganization

- Patron Services Coordinator (28 hours) becomes Operations Coordinator (40 hours) with market-rate adjustment
- Librarian (28 hours) becomes librarian (40 hours)
- Tech specialist (12 hours) becomes 24-hour tech specialist/librarian (emphasis on tech programs)
- Add 20 hours for library assistant dedicated to youth services desk, which reduces librarians' time at the desk and provides more time for programming and outreach

### Transfer of duties

Invoice processing	Operations Coordinator/add'l city support
Payroll	Operations Coordinator/ add'l city support
Bulk orders	Operations Coordinator
Book receiving	Librarian (with the add'l 12 hours)
Friends liaison	Director
Board/committee support	Director/Program director
Aide/LA training	Operations Coordinator
Financial reports	Director/Program director

Position	Current cost (FICA/WRS/ins.)	Proposed cost (FICA/WRS/ins.)	Add'l Cost	Savings
Librarian	\$34,419	\$49,205	\$14,785	
Operations Coordinator	\$34,994	\$91,409	\$56,415	
PT Tech specialist	\$13,878	\$29,530	\$15,652	
LA desk 20 hrs	-----	\$16,125	\$16,215	
Market-rate adjustment	\$94,044	\$97,365	\$3,320	
<b>Former AD</b>	<b>\$112,595</b>	<b>\$106,390</b>	-----	<b>\$6,205</b>

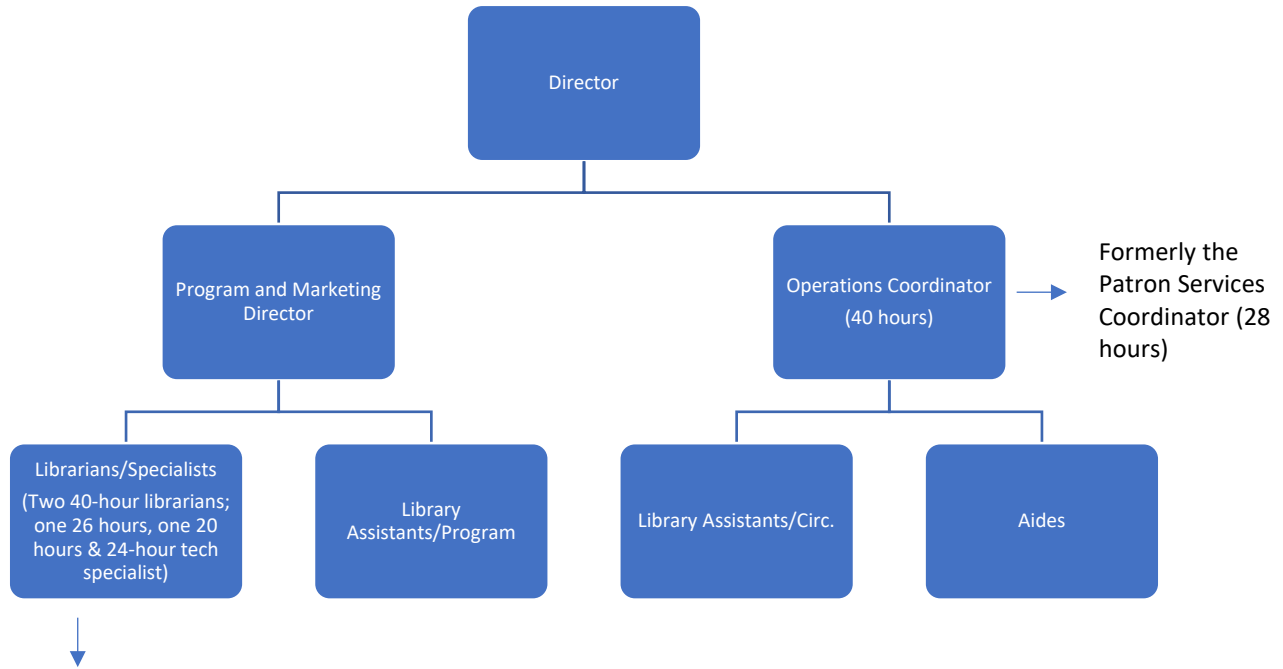
Hours lost with resignation: 40+ (exempt)  
 Hours gained with reorganization: 56  


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**Total new hours: 16**

Current 2023 Total Personnel Costs: \$718,837  
 Proposed Reorg. Total Personnel Costs: \$678,314\*  
**Savings to proposed 2023 budget: \$40,522**

\*assumes no additional insurance



Previous structure = 126 librarian hours

Proposed structure = 150 librarian hours + desk support

## LBOT: 2023 BUDGET

Recommendation: Motion to approve the 2023 budget of \$990,659 based on the new staff organization. Two budgets are included:

1. The October version of the proposed 2023 budget with updates
2. Proposed 2023 budget with PPC recommendations for new staff organization

	<b>2023 Proposed Budget, updated</b>	<b>New organization</b>
<b>PERSONNEL</b>		
Full-Time	\$ 249,055	\$ 274,768
Part-Time	\$ 295,956	\$ 262,898
FICA	\$ 41,693	\$ 41,131
WRS	\$ 28,632	\$ 28,314
Health Insurance	\$ 103,500	\$ 71,203
<b>Personnel Totals:</b>	<b>\$ 718,837</b>	<b>\$ 678,314</b>
<b>CONTRACTUAL SERVICES</b>		
Legal Services	\$ 5,000	\$ 5,000
Professional Services	\$ 15,000	\$ 15,000
IFLS Ops	\$ 47,500	\$ 47,500
IFLS Courier / Self Check	\$ 3,500	\$ 3,500
IFLS Catalog	\$ -	\$ -
Telephone	\$ 4,600	\$ 4,600
Contract Maintenance	\$ 750	\$ 750
Programming Adults/Comm.	\$ 5,500	\$ 5,500
Programming Children	\$ 19,000	\$ 19,000
Maintenance / Lease Agmts	\$ 10,500	\$ 10,500
Other Contract Services	\$ -	\$ -
<b>Contractual Services Total</b>	<b>\$ 111,350</b>	<b>\$ 111,350</b>
<b>SUPPLIES &amp; EXPENSES</b>		
Postage	\$ 800	\$ 800
Office Supplies	\$ 8,000	\$ 8,000
Memberships	\$ 1,500	\$ 1,500
Advertising	\$ 200	\$ 200
Staff Development	\$ 1,000	\$ 1,000
Travel / Conferences	\$ 250	\$ 250
Maintenance Supplies	\$ -	\$ -
Technology	\$ 7,000	\$ 7,000
Activity Supplies/tech renew	\$ 4,000	\$ 4,000
<b>Supplies &amp; Expenses Total</b>	<b>\$ 22,750</b>	<b>\$ 22,750</b>
<b>COLLECTION MATERIALS</b>		
Books	\$ 50,000	\$ 50,000
Periodicals	\$ 2,000	\$ 2,000
Audio Visual	\$ 8,000	\$ 8,000
Books/Digital Resources	\$ 10,000	\$ 10,000
<b>Collection Total</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>FIXED CHARGES</b>		
Workers' Compensation	\$ 850	\$ 850
Public Liability	\$ 2,200	\$ 2,200
Public Officials	\$ 2,600	\$ 2,600
Property Insurance	\$ 3,000	\$ 3,000
Unemployment	\$ -	\$ -
Lease	\$ 99,595	\$ 99,595
<b>Fixed Charges Total</b>	<b>\$ 108,245</b>	<b>\$ 108,245</b>
Revenue	\$ 839,566	\$ 839,566
Grants	\$ 91,450	\$ 91,450
UR used/added	\$ -	\$ -
Operating grants	\$ 100,166	\$ 59,643
<b>Expenditure Total</b>	<b>\$ 1,031,182</b>	<b>\$ 990,659</b>

### Key points

If the Foundation raises enough money, it is possible they will cover the full deficit (along with the Friends) to avoid the use of unrestricted funds.

The new staff structure is explained in a separate report. The plan (as presented) saves about \$40,500 in personnel expenses.

NOTE: With a lower operating budget in 2023 and higher circulation (likely to be a "normal" year), our cost-per-circ will drop, which means county funding will drop.

**2022 expenditures were  
\$1,019,316**