

**Hudson Area Public Library
Library Board of Trustees
Meeting Minutes
April 18, 2023**

1. **Call to order at 6:30 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), Bryan Wells, Kim Osterhues, Susan Blank.

Absent: Barb Peterson, Rich O'Connor

Staff: Shelley Tougas, Michelle Saifullah

2. Citizen Comments – None

3. **ACTION ITEM: Consent Agenda (agenda, minutes, expenditure report, bill payment)**

Motion by Wells to approve consent agenda

Second by McCarthy

Discussion: Peterson questioned notes made in the income statement that don't accurately reflect the use of unrestricted funds. Staff will remove the notes.

Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays

4. **Presentations:**

Friends of the Library: No update

Hudson Area Library Foundation: No update

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

President Berning: No update

Town of Hudson: No update

Village of North Hudson: No update

Town of St. Joseph: No update

City of Hudson: No update

Hudson School District: No update

6. **Committee updates**

Policy and Personnel: No update

Finance: No update

7. **Director's Report**

The director's written report was presented.

- 8. POTENTIAL ACTION ITEM:** Appointment to Finance Committee
Motion by Berning to appoint McCarthy to fill the vacant seat on the Finance Committee
Second by Osterhues
Discussion: McCarthy agreed to accept the position
Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays
- 9. POTENTIAL ACTION ITEM:** Collection development and management policy form
Motion by Wells to approve the form for requests for reconsiderations of materials.
Second by Osterhues
Discussion: The form was changed to allow people who are not patrons of the Hudson Area Public Library to request reconsideration of materials.
Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays
- 10. POTENTIAL ACTION ITEM:** Acceptance of HALF grant for programs
Motion by McCarthy to accept the \$26,000 grant for 2023 programs.
Second by Wells
Discussion: None
Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays
- 11. DISCUSSION:** Teen space project
Staff showed the board progress on the new collection space on the main floor as well as potential changes to the previous space on the second floor.
- 12. DISCUSSION:** Preliminary 2024 budget proposal for city
Staff will bring a revised proposed budget to the May meeting for continued discussion.
- 13. Adjourn**
Motion by Osterhues to adjourn
Second by McCarthy
Discussion: None
Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays

Respectfully Submitted,
Shelley Tougas

Monthly Expenditure Statement
April 30, 2023
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 278,439	\$ 21,419	\$ 61,263	\$ 217,176	22%
125	Part-Time	\$ 268,316	\$ 18,770	\$ 57,310	\$ 211,006	21%
151	FICA	\$ 41,827	\$ 3,009	\$ 8,873	\$ 32,954	21%
152	WRS	\$ 28,633	\$ 2,048	\$ 6,099	\$ 22,534	21%
154	Health Insurance	\$ 71,203	\$ 4,321	\$ 12,982	\$ 58,221	18%
Personnel Total:		\$ 688,418	\$ 49,567	\$ 146,528	\$ 541,890	21%
Contractual Services						
212	Legal Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000	0%
213	Professional Services	\$ 15,500.00	\$ 1,250.00	\$ 5,000.00	\$ 10,500	32%
216	IFLS Ops	\$ 47,500.00	\$ -	\$ 47,527.00	\$ (27)	100%
217	IFLS Courier	\$ 3,500.00	\$ -	\$ 2,400.00	\$ 1,100	69%
225	Telephone	\$ 4,600.00	\$ 338.18	\$ 1,015.94	\$ 3,584	22%
249	Contract Maint.	\$ 750.00	\$ -	\$ -	\$ 750	0%
294	Programming: Adults	\$ 5,000.00	\$ 270.57	\$ 1,917.42	\$ 3,083	38%
295	Programming: Children	\$ 23,000.00	\$ 1,486.85	\$ 4,224.30	\$ 18,776	18%
298	Maint. Agmts / Leases	\$ 10,500.00	\$ 83.91	\$ 2,287.79	\$ 8,212	22%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services Total:		\$ 110,350.00	\$ 3,429.51	\$ 64,372.45	\$ 45,977.55	58%
Supplies & Expenses						
311	Postage	\$ 800	\$ 85.50	\$ 244	\$ 556	31%
312	Office Supplies	\$ 10,000	\$ 881.24	\$ 1,144	\$ 8,856	11%
324	Memberships	\$ 1,500	\$ 140.00	\$ 140	\$ 1,360	9%
326	Advertising	\$ 500	\$ -	\$ -	\$ 500	0%
338	Staff Development	\$ 2,000	\$ -	\$ 194	\$ 1,806	10%
339	Travel / Conferences	\$ 1,100	\$ -	\$ 468	\$ 633	43%
396	Technology	\$ 9,000	\$ 247.09	\$ 1,560	\$ 7,440	17%
399	Activity Supplies/Tech renew	\$ 4,000	\$ 98.73	\$ 456	\$ 3,544	11%
Supplies & Expenses Total:		\$ 28,900	\$ 1,453	\$ 4,206	\$ 24,694	15%
Collection						
395	Books	\$ 60,000	\$ 6,072	\$ 17,425	\$ 42,575	29%
397	Periodicals	\$ 4,100	\$ 840	\$ 1,515	\$ 2,585	37%
398	Audio-Visual	\$ 21,000	\$ 543	\$ 2,714	\$ 18,286	13%
Collection Total:		\$ 85,100	\$ 7,455	\$ 21,654	\$ 63,446	25%
Fixed Charges						
510	Workers Comp	\$ 850	\$ -	\$ 832	\$ 18	98%
511	Public Liability	\$ 2,400	\$ -	\$ 1,334	\$ 1,066	56%
513	Public Officials	\$ 2,800	\$ -	\$ 1,668	\$ 1,132	60%
517	Property Insurance	\$ 3,000	\$ -	\$ -	\$ 3,000	0%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 99,535	\$ 8,295	\$ 33,178	\$ 66,357	33%
Fixed Charges Total:		\$ 108,585	\$ 8,295	\$ 37,012	\$ 71,573	34%
812	Furniture and Furnishings	\$ -	\$ 15,818.02			
829	Other Repair and Improvements	\$ -	\$ -			
Capital Expenses Total:			\$ -			Remaining
Total Expenditures		\$ 1,021,353	\$ 70,255	\$ 273,773	\$ 747,580	73%
%of Year Completed						100%

Hudson Area Public Library Statistics Summary

Mar-23

YTD Circulation Comparisons		2022		2023		Month to Month Comparisons		2022		2023		Library Visitors YTD	
Physical Materials:	43,591	55,833	9,020	Physical CKO	16,878	15,798	2022	2023	26,535				
Digital Materials:	19,159	20,753	8,532	Check-ins	12,031								
Total All Circulation:	62,750	76,586	3,760	Renewals	3,944								
% Physical Materials	69.47%	72.9%	5,000	Digital Circulation	20,822							Monthly Visitors	2023
% Digital Materials	30.5%	27.1%	17,780	Total All Circulation	5,346	2022	2022	4,639				6,690	
New Patrons	2022	2023	New Patrons YTD	Proctoring-YTD	Cardholders								
	107	123	387	486	1	1	6,926						
							8,254						
Technology Use YTD		2022		2023		Meeting Room Use		2022		2023			
	Pharos	914	1,286	Monthly	96	185							
	Wi-Fi	9,844	8,378	YTD	306	491							
	Year-to-Date	10,758	9,664										
Programming at the Library													
YTD Programs Held:				Monthly Comparisons									
	2022	2023	Programs Held	2022	2023	Change							
	93	112	Children	19	18	(1)							
			Teens / Tweens	4	4	-							
YTD Program Attendance:				Adult		(4)							
	2022	2023	Drop-in	0	2	2							
	2,230	2,815	Totals:	28	25	(3)							
Self Directed Activities 2023:				Attendance		Change							
	MTD	YTD	Children	445	401	-44							
	23	99	Teens / Tweens	22	23	1							
			Adult	270	10	-260							
			Drop-in	0	35	35							
			Totals:	737	469	-268							

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	8,699	8,052	13,128	13,582	14,057	9,615	10,421	9,660	8,741	118,549
		2023	11,473	10,028	12,934	10,398									44,833
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	8,441	8,527	10,608	13,493	13,034	10,594	9,873	10,430	9,382	114,464
		2023	9,634	10,019	12,031	11,008									42,692
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	3,475	3,558	3,571	4,362	4,184	3,466	3,758	3,575	3,326	42,098
		2023	3,504	3,331	3,944	3,725									14,504
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	12,532	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	12,174	11,610	16,699	17,944	18,241	13,081	14,179	13,235	12,067	160,647
		2023	11,473	13,359	16,878	14,123									55,833
2022-2023 Increase / decrease			2,402	3,793	4,098	1,949	(11,610)	(16,699)	(17,944)	(18,241)	(13,081)	(14,179)	(13,235)	(12,067)	(104,814)
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	4,359	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	4,742	4,811	4,971	5,104	4,998	4,673	4,723	4,641	4,482	57,562
		2023	5,387	4,836	5,346	5,184									20,753
2022-2023 Increase / decrease			142	664	346	442	(4,811)	(4,971)	(5,104)	(4,998)	(4,673)	(4,723)	(4,641)	(4,482)	(36,809)
Total Digital & Physical Circulation		2018	16,860	18,195	22,224	19,307									76,586
		2019	17,625	16,637	20,725	18,712									267,405
		2020	15,526	16,870	14,005	12,901									177,278
		2021	13,549	14,152	21,073	18,173									207,657
		2022	10,188	11,080	17,780	16,556									186,861
		2023	16,860	18,195	22,224	19,307									76,586
% of Circulation Physical		2018	53.8%	52.6%	57.5%	63.1%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	209.8%
		2019	53.8%	52.6%	57.5%	63.1%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	209.8%
		2020	31.1%	22.9%	22.5%	24.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	75.2%
% of Circulation Digital		2018													
		2019													
		2020													
		2021													
		2022													
		2023													
Materials Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	

Items Borrowed		2023	2,526	3,453	3,175						12,531	
Items Loaned		2023	2,801	3,070	3,803	3,034						12,708
Items Added		2023	496	351	486	588						1,921

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	252	246	221	226	295	265	256	272	225	2,920	
	2023	283	292	421	290										1,286

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	2,220	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	2,556	1,777	2,693	3,414	3,003	3,039	2,698	2,386	1,885	30,739	
	2023	1,992	1,886	2,169	2,331										8,378

Proctoring Services		2018	3	3	0	2	1	7	6	1	0	4	4	2	33
	2019	-	4	4	-	3	8	7	7	6	2	6	4	4	48
	2020	-	6	-	-	-	-	-	-	3	1	1	1	1	13
	2021	1	2	-	2	1	2	3	3	1	2	-	-	14	
	2022	1	0	0	0	0	3	5	2	0	0	0	0	11	
	2023	1	0	0	0										1

Patron Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
Visitors		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	4,639	4,761	5,677	6,264	6,551	4,983	5,299	5,393	4,716	59,442	
	2023	6,169	6,231	7,445	6,690										26,535

Monthly Average 2023		6,169	6,200	6,615	6,634	6,634	6,634	6,634	6,634	6,634	6,634	6,634	6,634	6,634	26,535	
Days Open 2023		24	22	27	24											24
Daily Average 2023		257	283	276	279	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

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	107	124	222	144	114	96	73	96	50	1,306
	2023	145	99	119	123									486
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	55	34	28	32	22	36	29	19	17	452
Patron Pick-ups 2023		26	29	27	17									99

LBOT: Summer Staffing Adjustment

Recommendation: Approve summer staffing adjustments including the use of no more than \$2,800 in unrestricted funds.

The library is facing staffing issues this summer, which is the busiest time of year. The Foundation's program grant includes funding for summer program aides to support librarians during Summer Read Program events.

This year, we have staff who need to reduce their hours during the summer. In addition to programming support, staff need support for communications.

The library has the opportunity to hire a summer intern to do communications and provide back-up program support. The expenditure can be mostly accommodated within the approved budget due to the temporary reduction in regular staff hours, the SRP grant, and unspent funds for insurance premiums.

The adjustments may require the use of no more than \$2,800 in unrestricted funds.

LBOT: 2024 Budget Proposal for City

Recommendation: Approve 2024 Budget Proposal for City of Hudson

Background: The Finance Committee and Board reviewed a draft proposal at the previous meeting. President Berning requested six years of budget data. The data and revised proposal follow.

Seven-year budget comparison: see table on following page

Key points - revenue:

- From 2017 to 2023, revenues grew a total of 2.84 percent, which is an average of .41 percent a year over the seven years.
- The City of Hudson increased its contribution 4.8 percent over seven years, an average of .69 percent a year.
 - NOTE: this does not include the reduction in the building fee (beginning in 2022) of about \$46,000, which provided substantial support for the library.

Key points – expenditures:

- The library's expenditures outpaced the revenue due to grants and unrestricted funds. The seven-year increase was nearly 20 percent.
 - Twenty percent of the 2023 budget revenue is donations.
 - Without grants and unrestricted funds, the library would have closed up to three days a week.
 - The largest growth in expenses has been personnel: 42 percent
 - FTEs have ranged from 11 to 13.6
 - The growth is partially related to the board's commitment to market-rate adjustments to attract and retain quality employees.

Budget Overview	2017		2018		2019		2020		2021		2022		2023		AVERAGE	2017-2023 PERCENT CHANGE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	APPROVED BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	Ins check excluded	APPROVED BUDGET	BUDGET			
REVENUES																	
City of Hudson	\$	347,310	\$	347,310	\$	350,217	\$	357,221	\$	364,365	\$	364,365	\$	364,365	\$	356,450	4.80%
Village of N. Hudson	\$	84,084	\$	83,791	\$	84,133	\$	85,799	\$	86,569	\$	85,495	\$	85,954	\$	85,118	2.20%
Town of Hudson	\$	203,201	\$	201,228	\$	202,544	\$	206,594	\$	203,455	\$	204,197	\$	203,398	\$	203,517	0.96%
Town of St. Joseph	\$	86,374	\$	86,374	\$	88,101	\$	89,863	\$	91,660	\$	94,410	\$	91,390	\$	89,739	5.60%
St. Croix County	\$	54,146	\$	59,000	\$	65,514	\$	64,438	\$	61,321	\$	60,012	\$	73,595	\$	62,575	
Other Counties	\$	6,436	\$	6,003	\$	9,243	\$	8,803	\$	11,196	\$	9,756	\$	11,925	\$	9,052	
Library Revenues	\$	27,634	\$	19,236	\$	16,536	\$	15,000	\$	8,130	\$	11,703	\$	9,000	\$	15,320	
Other Revenue	\$	7,725	\$	8,316	\$	15,461	\$	3,359	\$	3,212	\$	6,132	\$	500	\$	6,386	
Total Revenues	\$	816,910	\$	811,258	\$	831,748	\$	831,077	\$	829,909	\$	836,070	\$	840,127	\$	828,157	2.80%

EXPENDITURES - Inc. grant expenses																	
Personnel	\$	485,204	\$	526,147	\$	495,701	\$	590,340	\$	547,391	\$	631,791	\$	688,418	\$	566,428	42%
Full time salaries	\$	165,537	\$	161,102	\$	142,424	\$	167,178.00	\$	197,788	\$	237,379	\$	278,439	\$	192,835	
Part time salaries	\$	202,468	\$	244,627	\$	273,084	\$	302,000.00	\$	223,318	\$	248,748	\$	268,316	\$	251,794	
FICA	\$	26,614	\$	29,615	\$	31,786	\$	36,000.00	\$	31,294	\$	36,216	\$	41,827	\$	33,336	
WRS	\$	20,287	\$	20,267	\$	17,743	\$	20,162.00	\$	21,804	\$	25,791	\$	28,633	\$	22,098	
Health insurance	\$	70,298	\$	70,535	\$	59,348	\$	65,000.00	\$	73,187	\$	83,657	\$	71,203	\$	70,461	
Library Materials	\$	91,708	\$	82,025	\$	86,377	\$	92,000	\$	74,669	\$	65,738	\$	85,100	\$	82,517	-7.20%
Contractual Services	\$	109,799	\$	84,569	\$	89,840	\$	102,890	\$	112,995	\$	106,958	\$	115,350	\$	103,200	5%
Supplies & Expenses	\$	28,503	\$	37,033	\$	41,520	\$	31,513	\$	23,711	\$	23,704	\$	47,100	\$	33,298	
Fixed Charges	\$	141,444	\$	143,740	\$	145,054	\$	147,967	\$	148,686	\$	102,874	\$	108,585	\$	134,050	-23%
General Operating Expense Total	\$	856,658	\$	873,514	\$	858,492	\$	964,710	\$	907,452	\$	931,065	\$	1,044,553	\$	919,492	SEE NOTE
Ending balance	\$	(39,748)	\$	(62,256)	\$	(26,744)	\$	(133,633)	\$	(77,543)	\$	(94,995)	\$	(204,426)	\$	-	
Ending balance after grant revenue	\$	(1,604)	\$	(9,716)	\$	25,006	\$	(70,633)	\$	(25,243)	\$	3,005	\$	-	\$	-	

Friends of the Library grants	\$	10,150	\$	14,235	\$	14,350	\$	17,000	\$	14,000	\$	25,000	\$	20,000	\$	16,391	
Hudson Area Library Foundation grants	\$	22,994	\$	36,865	\$	37,200	\$	36,000	\$	36,500	\$	73,000	\$	183,176	\$	60,819	
Other grant	\$	5,000	\$	1,440	\$	200	\$	10,000	\$	1,800	\$	1,250	\$	1,250	\$	3,282	
Unrestricted funds budgeted							\$	75,000		81,224		92,680		-			

Operating expenses 2017-2023 percent change

Note: \$18,200 in 2023 budget is one-time spending on teen space upgrade (Petersen grant)

Operating expenses \$1,044,553
Less: Teen project \$ 18,200
Net operating expenses \$1,026,353

Percent change: 20%

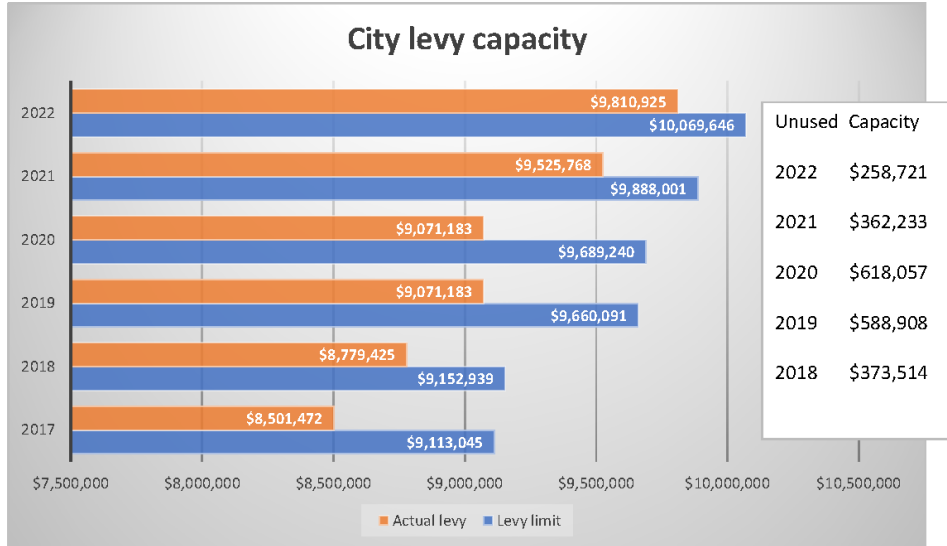
20% of the 2023 operating expenses are covered by donations.

Increase in operating expenditures has primarily been covered by donations and unrestricted funds, not municipal revenue.

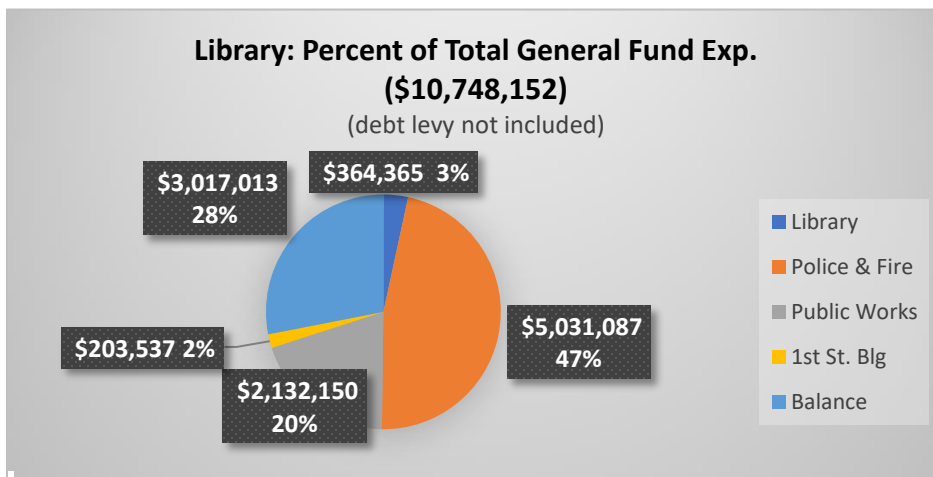
The City Budget and Library Expenditure

Available tax capacity vs. used:

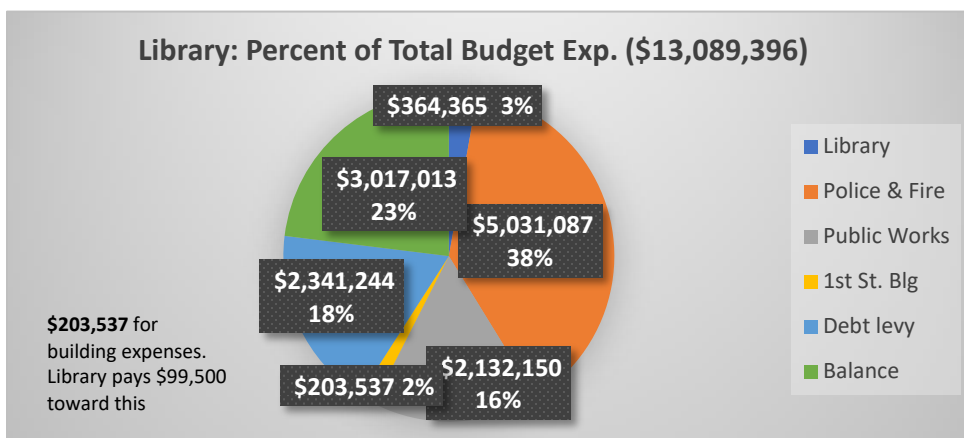
The Council has made it a priority to minimize property tax increases while providing the best services.



Library and the City Budget



Note: Of the \$364,365 paid to the library, about \$115,000 is paid back to the city in building fees and administrative support fees.



2024 Budget Proposal for City

Proposed text:

As the Hudson Area Public Library transitions from a joint library to a municipal library, Library Trustees have looked for opportunity among the challenges. Our community now has the chance to solve the library's longstanding funding issues and provide revenue comparable to other municipal libraries locally and to those across the state with similar populations. Twenty percent of the library's current budget is funded by donations, an unsustainable and unstable source of revenue. Trustees urge the Common Council to support a funding solution that is sufficient, sustainable and stable.

To that end, the Library Board of Trustees respectfully requests the following actions from the Common Council:

- accept the full transfer of levy capacity from the former partners (estimated at \$380,742);
- fund the library in 2024 at \$745,107;
- charge minimal fees to the library, which is now a city department, so the library can use the new funding for personnel, the collection and other services;
- consider use of reserves if the Council seeks to mitigate property tax increases.

The Proposed Budget: New and Enhanced Services and Resources

The proposed budget accomplishes the following:

Sunday Fun Days

- Open 11 a.m. to 3 p.m. Sundays during winter months with family activities.
 - Family movie with popcorn and lemonade
 - Ping pong and games
 - Rotating activities: bingo, scavenger hunts, crafts, technology exploration

Two new storytimes

- Weekly PJ and Snack Storytime
 - A storytime for families who can't attend morning storytimes
- Monthly Themed all-ages storytime

Purchases of e-book and e-audio materials to increase available titles and reduce wait times for Hudson Area Public Library patrons*

Outreach programs to senior living centers, day cares and food banks

Market-rate compensation to attract and retain qualified staff

*e-books at HAPL are currently provided through the fees paid to IFLS. HAPL has never purchased an e-book, which means HAPL patrons have long wait lists for requested e-materials. (The wait list for popular titles is about 3-4 months.)

Note: Programs/classes will continue to be funded through grants, not municipal revenue

The Proposed Budget

2024 Budget: Revenue	
Library Revenues	\$ 13,000
City of Hudson	\$ 745,107
St. Croix County - 150	\$ 440,000
Counties - 420	\$ 8,817
Misc.	\$ 1,500
Interest	\$ -
Net Change in Market Value	\$ -
TOTAL REVENUES	\$ 1,208,424

Note: St. Croix County revenue is based on estimates in county meeting packets from summer/fall of 2022. The county administrator will review IFLS data to finalize the 2024 amount.

2024 Budget: Expenditures	
PERSONNEL - 15 FTEs	\$ 929,085
Salaries & benefits	
CONTRACTUAL SERVICES	\$ 87,250
Ex: IFLS, city admin fee at \$15,500, telephone, maintenance agreements.	
SUPPLIES & EXPENSES	\$ 27,300
Ex: office supplies, technology postage, staff development.	
COLLECTION	\$ 83,100
Books, audio visual materials, periodicals, digital resources	
FIXED EXPENSES	\$ 47,450
Ex: city's building fee at \$40,00, property & liability insurance	
TOTAL EXPENDITURES	\$ 1,174,185

Due to the difference in revenue/expenses (+\$34,239), the library would not request annual funding increases as part of the regular city budget process in the years 2025 or 2026.

The Proposed Budget: Impact on HAPL's per capita funding

Changes to Hudson Area Public Library's per-capita funding (St. Croix County)

St. Croix County: per capita funding	2021	2024
Baldwin Public Library	\$ 44.10	
Deer Park Public Library	\$ 71.83	
Glenwood City Public Library	\$ 28.93	
Hammond Community Library	\$ 58.74	
Hudson Area Joint Library	\$ 23.71	\$ 49.19
Carleton A. Friday Memorial Library	\$ 41.82	
Hazel Mackin Community Library	\$ 69.44	
Somerset Public Library	\$ 35.89	
Woodville Community Library	\$ 56.74	
River Falls	\$ 54.18	
St. Croix County Average	\$ 48.54	
Wisconsin Average	\$ 54.87	
<i>In 2021, only 12 of the state's 384 libraries had lower per-capita funding than the Hudson Area Public Library</i>		
<i>In 2021, the Hudson Area Public Library was the 35th largest of the state's 384 libraries</i>		

Changes to Hudson Area Public Library's per-capita funding (similar population)

Library resident population: per capita funding (population 13,495 - 17,038)	Resident population	Extended Service Population	Per capita funding
Shorewood Public Library	13,495	13,495	\$ 68.84
Whitefish Bay Public Library	14,081	14,081	\$ 49.77
Irvin L. Young Memorial Library	14,133	15,478	\$ 37.35
Chippewa Falls Public Library	14,366	38,520	\$ 47.75
Greendale Public Library	14,393	14,450	\$ 40.58
Waunakee Public Library	14,673	21,236	\$ 79.91
Menomonie Public Library	15,582	34,219	\$ 28.17
Monroe Public Library	15,645	18,190	\$ 65.84
River Falls Public Library	15,689	22,212	\$ 54.18
Jack Russell Memorial Library	16,083	25,289	\$ 43.45
U.S.S. Liberty Memorial Public Library	16,423	17,809	\$ 42.90
Kaukauna Public Library	16,634	23,107	\$ 52.63
Beaver Dam Community Library	17,038	29,183	\$ 48.43
Population-based average	15,249	22,098	\$ 50.75
HAPL 2021	31,472	34,097	\$ 23.71
HAPL with proposed 2024 revenue	15,149	34,097	\$ 49.19

HAPL's pre-2024 resident/municipal population was 31,472 (per state definition)
Population used for 2024 is 15,149 (2021 U.S. Census Bureau)