

**Library Board of Trustees
Meeting Agenda
Dec. 19, 2023 at 6:30 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

Finance Committee and Library Board of Trustees
Time: Dec 19, 2023 06:15 PM Central

Join Zoom Meeting
<https://us02web.zoom.us/j/89037076393?pwd=S2x6aTlrL2JGcXIKaTRxU2NPaHF2UT09>

Meeting ID: 890 3707 6393
Passcode: 148909

Find your local number:
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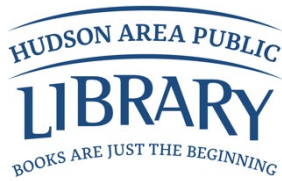
1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM:** Approve meeting agenda
4. **ACTION ITEM:** Approve minutes from prior board meeting(s) and any intervening special meetings.
5. **ACTION ITEM:** Acceptance of October expenditure report
6. **ACTION ITEM:** Approval of Finance Committee's recommendation to pay October bills
7. **ACTION ITEM:** Acceptance of November expenditure report
8. **ACTION ITEM:** Approval of Finance Committee's recommendation to pay November bills
9. **ACTION ITEM:** Acceptance of December expenditure report
10. **ACTION ITEM:** Approval of Finance Committee's recommendation to pay December bills.
11. **Presentations:**
 1. *Friends of the Library*
 2. *Library Foundation*
12. **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*
13. **Committee updates**
 1. *Policy and Personnel*
 2. *Finance*
14. **Director's Report**
 1. *Presentation of monthly report and statistics*
 2. *Director's report & update*
15. **DISCUSSION:** Transition update

16. **DISCUSSION:** January 13, 2024 (4 p.m. – 6 p.m.) Board, Foundation and Friends of the Library event
17. **DISCUSSION AND POTENTIAL ACTION ITEM:** Guidelines for public comments
18. **DISCUSSION AND POTENTIAL ACTION ITEM:** Foundation funding of community needs assessment
19. **DISCUSSION AND POTENTIAL ACTION ITEM:** 2023 adjusted budget, Finance Committee recommendation
20. **DISCUSSION AND POTENTIAL ACTION ITEM:** 2024 proposed budget, Finance Committee recommendation
21. **DISCUSSION AND POTENTIAL ACTION ITEM:** Proposed bylaws for 2024 library board
22. **CLOSED SESSION:** Pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. *Director evaluation and compensation.* Roll call vote.
23. **RECONVENE IN OPEN SESSION**
24. **DISCUSSION AND POTENTIAL ACTION:** Director discussion
25. **Future agenda items**
26. **Adjourn**

Next meeting: January 16, 2024

Board of Trustees Members: Paul Berning (President), Susan Blank, Kimberly Osterhues, Rich O'Connor, Kristine McCarthy (Vice President), Barbara Peterson, and Bryan Wells. Emailed to Joint Municipalities, Board Members, and media the week of Dec. 11, 2023

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
Sept. 19, 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, Susan Blank, Barb Peterson, Rich O'Connor, Kim Osterhues

Staff: Shelley Tougas, Michelle Saifullah

Visitors: Gerry Klecker, Sammi Dittloff

2. Citizen Comments – None

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

Motion by O'Connor to approve consent agenda

Second by McCarthy

Discussion: None

Vote Taken: MOTION CARRIED – 7 Ayes/0 Nays

4. **Presentations:**

Friends of the Library: Tougas reported the Friends approved a grant for an EverBrite wall for the children's department.

Hudson Area Library Foundation: Peterson reported the Foundation is preparing for the annual appeal.

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

President Berning: None

Town of Hudson: None

Village of North Hudson: None

Town of St. Joseph: None

City of Hudson: O'Connor reported the library's funding request passed the city's finance committee and will be discussed by the full council.

Hudson School District: None

6. **Committee updates**

Policy and Personnel: Peterson and Tougas have a draft of the gift receipt policy, but the committee has not met.

Finance: FC met prior to the meeting

7. Director's Report

The director's written report was presented.

8. Guidelines for public comments

Board members reviewed proposed public comments and suggested revisions. Staff will bring a revised document to the October meeting.

9. Joint library agreement

Board members reviewed the agreement's language regarding dissolution.

10. Parent resources

Tougas showed board members a resource page on the library web site to help parents who have concerns about content

11. Compensation studies

Tougas reviewed the data from the city's compensation study and a statewide compensation study of Wisconsin libraries.

12. Future agenda items

Proposed bylaws and committee charters

13. ACTION ITEM: adjourn

Motion by Peterson to adjourn at 7:40 p.m.

Second by Wells

Discussion: None

Vote Taken: MOTION CARRIED – 7 Ayes/0 Nays

Respectfully Submitted,
Shelley Tougas

Monthly Expenditure Statement
September 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	\$ 27,170	\$ 206,576	\$ 71,863	74%
125	Part-Time	\$ 268,316	\$ 31,204	\$ 204,190	\$ 64,126	76%
151	FICA	\$ 41,827	\$ 4,396	\$ 30,824	\$ 11,003	74%
152	WRS	\$ 28,633	\$ 3,070	\$ 21,370	\$ 7,263	75%
154	Health Insurance	\$ 71,203	\$ 4,531	\$ 47,093	\$ 24,110	66%
Personnel Total:		\$ 688,418	\$ 70,371	\$ 510,053	\$ 178,365	74%
Contractual Services						
212	Legal Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000	0%
213	Professional Services	\$ 15,500.00	\$ 1,250.00	\$ 11,250.00	\$ 4,250	73%
216	IFLS Ops	\$ 47,500.00	\$ -	\$ 47,527.00	\$ (27)	100%
217	IFLS Courier	\$ 3,500.00	\$ -	\$ 2,930.00	\$ 570	84%
225	Telephone	\$ 4,600.00	\$ 390.53	\$ 3,202.77	\$ 1,397	70%
249	Contract Maint.	\$ 750.00	\$ -	\$ 196.23	\$ 554	26%
294	Programming: Adults	\$ 5,000.00	\$ 911.32	\$ 4,391.28	\$ 609	88%
295	Programming: Children	\$ 23,000.00	\$ 405.53	\$ 10,979.23	\$ 12,021	48%
298	Maint. Agmts / Leases	\$ 10,500.00	\$ 275.30	\$ 7,466.45	\$ 3,034	71%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services Total:		\$ 110,350.00	\$ 3,232.68	\$ 87,942.96	\$ 22,407.04	80%
Supplies & Expenses						
311	Postage	\$ 800	\$ 41.64	\$ 449	\$ 351	56%
312	Office Supplies	\$ 10,000	\$ 487.81	\$ 6,957	\$ 3,043	70%
324	Memberships	\$ 1,500	\$ -	\$ 463	\$ 1,037	31%
326	Advertising	\$ 500	\$ -	\$ 49	\$ 451	10%
338	Staff Development	\$ 2,000	\$ 45.28	\$ 239	\$ 1,761	12%
339	Travel / Conferences	\$ 1,100	\$ 15.12	\$ 625	\$ 475	57%
396	Technology	\$ 9,000	\$ 1,098.99	\$ 6,894	\$ 2,106	77%
399	Activity Supplies/Tech renew	\$ 4,000	\$ 933.60	\$ 1,898	\$ 2,102	47%
Supplies & Expenses Total:		\$ 28,900	\$ 2,622	\$ 17,574	\$ 11,326	61%
Collection						
395	Books	\$ 70,000	\$ 3,054	\$ 42,488	\$ 27,512	61%
397	Periodicals	\$ 4,100	\$ -	\$ 2,018	\$ 2,082	49%
398	Audio-Visual	\$ 11,000	\$ 163	\$ 5,172	\$ 5,828	47%
Collection Total:		\$ 85,100	\$ 3,217	\$ 49,678	\$ 35,422	58%
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	\$ 74,651	\$ 24,884	75%
Fixed Charges Total:		\$ 108,585	\$ 8,295	\$ 78,485	\$ 30,100	72%
812	Furniture and Furnishings	\$ -	\$ -	\$ 20,296.48		
829	Other Repair and Improvements	\$ -	\$ -	\$ -		
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,021,353	\$ 87,739	\$ 743,734	\$ 277,619	27%
%of Year Completed						67%

Note: est. \$6,400 of PT wages covered by grants

Monthly Expenditure Statement
October 31, 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	\$ 17,754	\$ 233,051	\$ 45,388	84%
125	Part-Time	\$ 268,316	\$ 22,380	\$ 237,659	\$ 30,657	89%
151	FICA	\$ 41,827	\$ 3,004	\$ 35,311	\$ 6,516	84%
152	WRS	\$ 28,633	\$ 2,113	\$ 24,534	\$ 4,099	86%
154	Health Insurance	\$ 71,203	\$ 4,531	\$ 53,883	\$ 17,320	76%
Personnel Total:		\$ 688,418	\$ 49,782	\$ 584,438	\$ 103,980	85%
Contractual Services						
212	Legal Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000	0%
213	Professional Services	\$ 15,500.00	\$ 1,250.00	\$ 12,500.00	\$ 3,000	81%
216	IFLS Ops	\$ 47,500.00	\$ -	\$ 47,527.00	\$ (27)	100%
217	IFLS Courier	\$ 3,500.00	\$ -	\$ 2,930.00	\$ 570	84%
225	Telephone	\$ 4,600.00	\$ -	\$ 3,202.77	\$ 1,397	70%
249	Contract Maint.	\$ 750.00	\$ -	\$ 196.23	\$ 554	26%
294	Programming: Adults	\$ 5,000.00	\$ 436.51	\$ 4,714.32	\$ 286	94%
295	Programming: Children	\$ 23,000.00	\$ 5,860.38	\$ 17,180.10	\$ 5,820	75%
298	Maint. Agmts / Leases	\$ 10,500.00	\$ -	\$ 7,466.48	\$ 3,034	71%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services Total:		\$ 110,350.00	\$ 7,546.89	\$ 95,716.90	\$ 14,633.10	87%
Supplies & Expenses						
311	Postage	\$ 800	\$ 150.37	\$ 534	\$ 266	67%
312	Office Supplies	\$ 10,000	\$ 714.44	\$ 7,671	\$ 2,329	77%
324	Memberships	\$ 1,500	\$ 115.00	\$ 463	\$ 1,037	31%
326	Advertising	\$ 500	\$ 10.00	\$ 49	\$ 451	10%
338	Staff Development	\$ 2,000	\$ 177.84	\$ 417	\$ 1,583	21%
339	Travel / Conferences	\$ 1,100	\$ 391.69	\$ 1,017	\$ 83	92%
396	Technology	\$ 9,000	\$ 142.88	\$ 7,721	\$ 1,279	86%
399	Activity Supplies/Tech renew	\$ 4,000	\$ 225.22	\$ 2,255	\$ 1,745	56%
Supplies & Expenses Total:		\$ 28,900	\$ 1,927	\$ 20,126	\$ 8,774	70%
Collection						
395	Books	\$ 70,000	\$ 9,387	\$ 53,375	\$ 16,625	76%
397	Periodicals	\$ 4,100	\$ 1,065	\$ 2,192	\$ 1,908	53%
398	Audio-Visual	\$ 11,000	\$ 174	\$ 6,237	\$ 4,763	57%
Collection Total:		\$ 85,100	\$ 10,627	\$ 61,805	\$ 23,295	73%
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	\$ 82,946	\$ 16,589	83%
Fixed Charges Total:		\$ 108,585	\$ 8,295	\$ 86,780	\$ 21,805	80%
812	Furniture and Furnishings	\$ -	\$ -	\$ 20,296.48		
829	Other Repair and Improvements	\$ -	\$ -	\$ -		
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,021,353	\$ 78,178	\$ 848,866	\$ 172,487	17%
%of Year Completed						83%

Note: est. \$6,400 of PT wages covered by grants

Note: first half of November personnel included

Monthly Expenditure Statement
November 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	\$ 8,727	\$ 250,475	\$ 27,964	90%
125	Part-Time	\$ 268,316	\$ 10,867	\$ 259,265	\$ 9,051	97%
151	FICA	\$ 41,827	\$ 1,466	\$ 38,232	\$ 3,595	91%
152	WRS	\$ 28,633	\$ 1,045	\$ 26,628	\$ 2,005	93%
154	Health Insurance	\$ 71,203	\$ 2,259	\$ 58,414	\$ 12,789	82%
Personnel Total:		\$ 688,418	\$ 24,365	\$ 633,013	\$ 55,405	92%
Contractual Services						
212	Legal Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000	0%
213	Professional Services	\$ 15,500.00	\$ 1,250.00	\$ 15,000.00	\$ 500	97%
216	IFLS Ops	\$ 47,500.00	\$ -	\$ 47,527.00	\$ (27)	100%
217	IFLS Courier	\$ 3,500.00	\$ -	\$ 2,930.00	\$ 570	84%
225	Telephone	\$ 4,600.00	\$ -	\$ 3,991.21	\$ 609	87%
249	Contract Maint.	\$ 750.00	\$ -	\$ 684.73	\$ 65	91%
294	Programming: Adults	\$ 5,000.00	\$ -	\$ 5,123.11	\$ (123)	102%
295	Programming: Children	\$ 23,000.00	\$ 500.00	\$ 14,545.48	\$ 8,455	63%
298	Maint. Agmts / Leases	\$ 10,500.00	\$ 1,190.70	\$ 9,224.00	\$ 1,276	88%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services Total:		\$ 110,350.00	\$ 2,940.70	\$ 99,025.53	\$ 11,324.47	90%
Supplies & Expenses						
311	Postage	\$ 800	\$ -	\$ 615	\$ 185	77%
312	Office Supplies	\$ 10,000	\$ -	\$ 9,030	\$ 970	90%
324	Memberships	\$ 1,500	\$ -	\$ 463	\$ 1,037	31%
326	Advertising	\$ 500	\$ -	\$ 49	\$ 451	10%
338	Staff Development	\$ 2,000	\$ 316.03	\$ 1,264	\$ 736	63%
339	Travel / Conferences	\$ 1,100	\$ -	\$ 1,100	\$ (0)	100%
396	Technology	\$ 9,000	\$ -	\$ 8,621	\$ 379	96%
399	Activity Supplies/Tech renew	\$ 4,000	\$ -	\$ 2,923	\$ 1,077	73%
Supplies & Expenses Total:		\$ 28,900	\$ 316	\$ 24,065	\$ 4,835	83%
Collection						
395	Books	\$ 70,000	\$ 1,001	\$ 67,538	\$ 2,462	96%
397	Periodicals	\$ 4,100	\$ 46	\$ 3,660	\$ 440	89%
398	Audio-Visual	\$ 11,000	\$ -	\$ 8,719	\$ 2,281	79%
Collection Total:		\$ 85,100	\$ 1,048	\$ 79,917	\$ 5,183	94%
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	\$ -	\$ -	\$ -	0%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 99,535	\$ 8,295	\$ 99,535	\$ (0)	100%
Fixed Charges Total:		\$ 108,585	\$ 8,295	\$ 103,369	\$ 2,216	95%
812	Furniture and Furnishings	\$ -	\$ -	\$ 20,296.48		
829	Other Repair and Improvements	\$ -	\$ -	\$ -		
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,021,353	\$ 36,964	\$ 939,390	\$ 78,963	8%
%of Year Completed						92%

DIRECTOR'S REPORT – OCTOBER 2023

Library Board of Trustees

Booyah

The Sept. 30 Booyah exceeded expectations with a turnout of at least 1,000 community members. Librarian Matt Campana was able to provide new tools that helped estimate attendance and streamlined the checkout process. Instead of a magician, this year we brought Little Blue's Traveling Zoo, and it was a hit with families. The Golden Rule team has committed to a third Booyah next year.

Staff development

The library was closed Monday, Oct. 9 for annual staff development day. We covered issues related to the dissolution and transition and then broke staff into groups to discuss service and resource priorities.

I attended a director's workshop in Sarona that focused on building resiliency. This workshop included credit hours for continuing education, which is required for my licensure. I need 100 hours every five years of which ten must be focused on technology.

In November I will be attending a two-day new director's training in the Wisconsin Dells. It's developed by the Department of Public Instruction, which has been unable to host this event since before the pandemic.

Grant

The library received a grant of \$1,250 from FNC Bank for the purchase of phonics-based books and sensory products for young children.

Content concern

I received a call from a patron with questions about the library's collection management policy and teen books with sexual content. We had a productive and civil conversation and, at this time, the caller does not want to fill out a request for reconsideration form.

Builders Club

The library and Kiwanis officially inducted the new Builders Club, a Kiwanis service club for middle school students. We are recruiting for both the Builders Club and K-Kids, the service club for younger kids. Many of our K-Kids aged into the Builders Club. We have the only Builders Club in the entire Kiwanis district, which is a fantastic accomplishment. Librarian Joan Bushman and Library Assistant Emelia Reynolds lead these clubs with two Kiwanis members.

Geckos

The library has two Geckos named Bindi and Bagheera. Their temporary home is at the adult desk, but they will be relocated to the teen area when it's finished. We're also considering a bearded dragon, known for calm, "sweet" personalities that make them ideal educational animals that kids love. Our reptile friends eat crickets and mealworms sprinkled with calcium powder. Bearded dragons also eat vegetables and fruit. Kids are eager to be part of our serving crew.

Fall/winter programs

We're gearing up for a busy fall, including three programs unique to our library. At the end of the month we have Trick or Treat Trail, which runs through Lakefront Park. In November we'll have an etiquette dinner for tweens and teens. In December we'll have a Harry Potter escape room, a unique event created entirely by staff.

DIRECTOR'S REPORT – NOVEMBER 2023

Library Board of Trustees

2024 Funding

The Hudson Common Council passed the library's new funding in November 5-1. We will be open Sundays from 11 a.m. to 3 p.m. beginning in February and ending in mid-May. This is approximately 15 weeks. The February start provides time for us to add hours to staff schedules. In 2025, we'll add additional Sundays.

We also have a new storytime lined up: Pajamas and Snacks Storytime on Thursday evenings. Additionally, youth services librarian Sara O'Brien is studying storytime options. Our storytimes are too large for the room size, so we need to add sessions or develop some other solution to ensure it's a great experience for families.

Teen engagement

We now have two youth service clubs through our partnership with Kiwanis: K-Kids (elementary) and Builders Club (middle school). Now that the YMCA is the umbrella organization for Youth Action Hudson, those service-oriented teens have started supporting large library events. This is an extension of our partnership with the YMCA to provide safe, fun activities for teens.

Trick or Treat Trail

Our community Halloween event continues to grow. We had 600 participants despite a very cold Saturday. The event began indoors, but we shifted to an outdoor event because of the pandemic. It's now simply too large to hold inside the building. Because of cold (and potentially wet) weather, staff came up with a hybrid approach: most of the event was outdoors in the park and the rest of the event, including a warming station (hot chocolate!) inside.

Time-off policies and the library's transition

Now that the library will be a traditional municipal library in 2024, we need to follow the city's time-off policy and dismantle the PTO plan. The city administrator is aware of the potential for negative outcomes for library staff and is working to ensure the transition is fair. We haven't finalized the changes, but I'm confident it will be a smooth process.

January 6 board/support organization event

Please mark your calendars for Saturday, Jan. 6 from 4 p.m. to 7 p.m. We will have a joint event to recognize and thank our outgoing board members and welcome the new team. Members of the Hudson Area Library Foundation and Friends of the Library will also be attendance. Per state law, this will be posted as open meeting. However, no business will be discussed.

Hudson Area Public Library

Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
<i>Check-outs</i>														
	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	9,524	13,887	14,631	13,859	10,567	10,667			117,968
<i>Check-ins</i>														-
	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	10,680	11,037	13,948	14,976	11,538	10,824			115,695
<i>Renewals</i>														-
	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	3,458	3,532	4,422	4,377	3,697	3,791			37,781
<i>Total Physical Circulation</i>														-
	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	12,982	17,419	19,053	18,236	14,264	14,458	-	-	152,245
<i>2022-2023 Increase / decrease</i>		2,402	3,793	4,098	1,949	1,372	720	1,109	(5)	1,183	279	(13,235)	(12,067)	(8,402)
<i>Digital Circulation</i>														
	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	4,723	4,723	4,641	4,482	57,562
	2023	5,387	4,836	5,346	5,184	5,366	5,376	5,869	5,685	5,542	6,152			54,743
<i>2022-2023 Increase / decrease</i>		142	664	346	442	555	405	765	687	869	1,429	(4,641)	(4,482)	(2,819)
<i>Total Digital & Physical Circulation</i>		16,860	18,195	22,224	19,307	18,348	22,795	24,922	23,921	19,806	20,610	-	-	206,988
<i>% of Circulation Physical</i>		53.8%	52.6%	57.5%	63.1%	63.3%	73.3%	72.0%	76.3%	66.0%	68.8%	#DIV/0!	#DIV/0!	77.6%
<i>% of Circulation Digital</i>		31.1%	22.9%	22.5%	24.6%	26.2%	21.8%	20.5%	20.9%	23.6%	22.9%	#DIV/0!	#DIV/0!	27.8%
Materials Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date

	2022	88	98	94	107	124	222	144	114	96	73	96	50	1,306
	2023	145	99	119	123	119	250	179	195	125	111			1,465
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	25	24	24	18	17	20			227

PUBLIC COMMENT GUIDELINES

Background: This draft reflects the board's feedback from the August and September meetings.

Proposed text:

Wisconsin law does not require governing boards to take public comments at meetings, but Trustees for the Hudson Area Public Library value input from community members. Therefore, the board has established a comment period at the beginning of regular meetings.

The following guidelines are meant ensure meetings are efficient, productive and aligned with state laws regarding open meetings and public records.

- Speakers are asked to state their name and address for the record. Speakers attending virtually will be asked to turn on their cameras to fully participate.
- The time allocated for public comment shall not exceed three minutes per speaker.
- Speakers cannot yield their time to another person.
- Board members cannot engage in discussion with speakers during the public comment period.
- The Board president or designee has the discretion to limit or end comments deemed redundant, threatening, harassing or abusive.
- The Board prohibits applause or heckling in response to a speaker's remarks and other conduct that disrupts the meeting or is disrespectful.

COMMUNITY NEEDS ASSESSMENT/HALF

Recommended action: Approve the community needs assessment process from Library Strategies, Inc. with funding provided by the Hudson Area Library Foundation.

Background

The Hudson Common Council has approved city staff to execute a purchase agreement for a new building for the city police department.

Unless issues arise, the police could vacate the building within 12-18 months.

When community leaders began planning for the library to leave its Fourth Street location, the plan for the current building had the library occupying the entire space: first floor, second floor and garage/basement.

An advisory referendum for the plan passed; however, a second referendum failed.

The city purchased the building to meet the space needs for both the library and police department. The library opened in the current building in July 2010. The police department was expected to vacate within five years (est. 2015).

The Foundation has agreed to fund a community needs assessment to support the library board as it ascertains the feasibility of expansion in the current building and what patrons and community stakeholders envision for its potential use. The initial proposal is attached and is subject to adaptation.

Library Strategies has worked with the library board in the past to develop a strategic plan.

John Thompson, executive director at IFLS, has conducted a space assessment.



Initial Proposal for Community Needs Assessment Services *for the* **Hudson Area Public Library**

SUMMARY

The Hudson Area Public Library (HAPL) wants to assess the broader community needs for library service in Hudson, WI with a particular eye to the current HAPL facility's suitability in meeting future community needs.

Library Strategies welcomes the opportunity to partner with HAPL on a community needs assessment process, and believe we bring special expertise to your project. Our consultants bring a wealth of expertise and experience in community needs assessment, planning, and library facilities reviews. As outlined in the sections below, HAPL will come away with an assessment report offering a reasoned and reasonable review of the Hudson community's needs for library service, highlighting the adequacy of the current facility in meeting future user needs.

Our assessment will focus on current and projected use in the future to match, as best as possible, the Library space to the needs of users and the community. Libraries and communities have been changing and are continuing to change in terms of needs and services offered. In planning for HAPL's future, it is vital also to look at the evolving nature and trends in library service, and pair those with the types of resources and services most needed or desired by the community. Our report will encompass both community and facility needs, and also directions for future library service based on broader trends and directions.

ABOUT LIBRARY STRATEGIES

Library Strategies is a consulting group of The Friends of the Saint Paul Public Library, the foundation of the Saint Paul (MN) Public Library system. We are the only consulting group in the country based *inside* a library organization. Our consultants are leaders in the national library community and outstanding professionals in other fields who offer a wide range of practical skills and decades of successful leadership in a variety of areas. We offer a unique set of services specifically designed to strengthen libraries and their communities.

Library Strategies was formally established in 2006 to provide services solely to libraries and library support institutions. We have worked with HAPL in the past, as well as with many other small Wisconsin libraries and are very familiar with the library landscape.

PROJECT WORK PLAN

Step 1: Data Review

The project will begin with a Zoom interview and consultation with the HAPL Library Director. The interview will help gather a baseline knowledge of the community and facility issues for the Library.

Additionally, at this step and with assistance of the Library, Library Strategies will collect the following data, if available, for assessment and review:

- Circulation stats and trends for the past five years
- Patron visits and programming attendance
- Technology access and usage
- Staffing patterns/Organizational charts
- Past strategic and operational plans (if available)
- Public census data for the service area
- All applicable annual reports (e.g., IMLS, state reports)
- Other data as advised

This data will be reviewed through the lenses of national industry trends of peer libraries (current, emerging, and projected) and local needs.

With input from the Library, the Library Strategies consultants will select two or three peer libraries to benchmark. Peers will be identified based on similar community size, community environmental distinctions, library size (staff, collections, usage), etc. Key areas of interest to HAPL for benchmarking are likely to include budgets, funding sources and amounts, staff and volunteer levels, impact of Foundation & Friends, facilities, outreach services, collections, and resources. Specific benchmark targets will be agreed between the Library and the Library Strategies consultants to assure appropriate scope of this activity.

Step 2: Community Needs Input

Library Strategies will conduct three processes to gather a range of Hudson community members' input on needs and desires for current and future use.

The **community survey** will be conducted online. Library Strategies will create and administer the confidential survey, which will be distributed by HAPL through emails, website, newsletters, local media, and other applicable methods. The survey will focus on residents' needs and wishes for future library services and use of the library facility. All raw data, as well as an executive summary of the survey will be provided by Library Strategies.

Four **focus groups** will also be convened, which can be conducted in person, through Zoom, or a combination of the two. Each session will be approximately 90 minutes with 6-8 participants in each. Library Strategies will work with Library administration to ensure that a broad cross-section of the community is represented in the group sessions. The sessions will focus on future library service and facility needs. A short overview summary of the focus group themes

will be provided.

Finally, Library Strategies will conduct 4-6 interviews with key stakeholders in the community, such as the mayor, city administrator, head of the Chamber of Commerce, school superintendent, et al. The confidential interviews with community leaders will be used to gather further insight into broader community needs for library services, as well as the possibility for additional support for expanded library facilities. A short summary of interview themes will be provided by Library Strategies.

Step 3: Site Visit

In addition to the data review and community engagement processes, Library Strategies will conduct an on-site visit to the Library to examine the Hudson Area Public Library facility. It is expected the visit will be for one day and include a walk-through and discussions with the Library Director and other staff regarding any challenges the facility poses for current library use and service (patron use, ease of technology upgrades, comfort, accessibility, etc.). Aspects of the current facility that should be maintained in any future renovations or new construction will also be discussed. Consultant review of the facility may also include photographs and a review of floorplans, if available.

Step 4: Report Preparation and Presentation

Finally, Library Strategies will craft a written community needs report, including possible recommendations for future development. This report will address unmet or under-met service needs and discuss the suitability of the current library's space to meet those needs. The latter will be informed both by national trends, the various input processes, and the Library's plans for the future. It is expected that the final report will be 10-12 pages in length. Library Strategies will be available to present the report in person or remotely and answer follow-up questions.

TIMELINE AND DELIVERABLES

Once initiated, the project can be completed in approximately four months.

- Project deliverables include:
- Community survey raw data and summary report
- Focus group summary notes
- Phone interview summary notes
- Site visit and review
- Community Needs Assessment Report and Recommendations

PROJECT TEAM

Library Strategies always works in teams, bringing an array of expertise and talents to a project. While final selection of the team depends on timing, preliminarily the Library Strategies HAPL project will consist of two principal consultants, Cindy Fesemyer and Nick

Dimassis.

Cindy teaches continuing education for the UW-Madison iSchool and is a Trustee for the Madison Public Library. Previously she served 2.5 years at the Wisconsin DPI and 7 years as Director of the Columbus Public Library (WI), which was named a finalist for Library Journal's 2017 Best Small Library in America.

Nick is the Director of the Beloit (WI) Public Library. Formerly, Dimassis served as the Deputy Director of Hennepin County Library, Director of Carver County Library, Assistant Director of East Central Regional Library, and past chair of the Public Libraries Division and the Legislative Committee of the Minnesota Library Association. Dimassis has presented widely on library advocacy, fundraising, and operations, and has held various leadership roles within the Wisconsin Library Association.

Library Strategies' Assistant Director David Katz will serve as Project Manager. In addition to being a former Hudson resident, he manages the firm's special projects and holds an MLIS from the University of Wisconsin–Madison.

PROJECT BUDGET

Library Strategies proposes conducting the above project for a cost of approximately \$21,000. The costs are exclusive of all expenses, notably lodging, mileage, and meals for a site visit to the Hudson Area Public Library.

CONTACT INFORMATION

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Library Strategies
332 Minnesota Street, Suite W1420
Saint Paul, MN 55101

ADJUSTED 2023 BUDGET

Recommended action: Motion to approval adjustments to the 2023 budget to reallocate listed funds for items in the children's department, unfunded liabilities, miscellaneous supplies and collection items.

REVENUE

Additional grants: building donation funds, HALF grant for study pods, sale of library property.

2023 Budget: Revenue			Adjusted Revenue	Net change
12/21/2021	Revenue: no grants	Revenue: grants	as of November 2023	
Library Revenues	\$ 9,000	\$ 9,000	\$11,130	\$2,130
City of Hudson	\$ 364,365	\$ 364,365	\$364,365	\$0
Village of North Hudson	\$ 85,954	\$ 85,954	\$85,954	\$0
Town of Hudson	\$ 203,398	\$ 203,398	\$204,674	\$1,276
Town of St. Joseph	\$ 91,390	\$ 91,390	\$91,390	\$0
County Levy: ACT 150	\$ 73,595	\$ 73,595	\$74,351	\$756
ACT 420	\$ 11,925	\$ 11,925	\$8,294	-\$3,631
Interest	\$ -	\$ -	\$0	\$0
Net Change in Market Value	\$ -	\$ -	\$0	\$0
Grants*			\$0	\$0
Friends		\$ 20,000	\$20,000	\$0
Foundation		\$ 137,476	\$137,476	\$0
Petersen Teen Space		\$ 18,200	\$18,200	\$0
Petersen YA Collection		\$ 1,500	\$1,500	\$0
Petersen Program		\$ 26,000	\$26,000	\$0
Additional grants		\$ 1,250	\$27,746	\$26,496
Miscellaneous Revenues	\$ 500	\$ 500	\$19,060	\$18,560
Unrestricted Funds	\$ -	\$ -	\$0	\$0
Sub-total: Other non-grant revenue	\$ 9,500	\$ 9,500	\$11,130	\$1,630
Sub-total: Municipal/County	\$ 830,627	\$ 830,627	\$829,028	-\$1,599
Sub-total Grant Revenue	\$ -	\$ 204,426	\$249,982	\$45,556
Total revenue		\$ 1,044,553	\$1,090,141	\$45,588

LBOT: 2024 BUDGET

Recommended action: Motion to approve Finance Committee recommendation regarding 2024 budget.

2024 Budget: Revenue		
Library Revenues	\$	11,000
City of Hudson	\$	744,366
St. Croix County - 150	\$	506,000
Counties - 420	\$	8,817
Grants	\$	79,000
Interest	\$	500
Net Change in Market Value	\$	-
TOTAL REVENUES	\$	1,349,683

City and county revenue has been approved by the Common Council and County Supervisors.

Foundation funds of up to \$30,000 for staffing for programs is included.

Expenditures include resources/activities sent to the Council in the board's budget request.

- Sunday hours in the winter, 11 a.m. to 3 p.m.
- Additional storytimes, including an evening Storytime and an afternoon storytime
- Additional resources for large community events
- Additional resources for e-materials*
- Market-rate wage adjustments

* Staff will study a new model for e-materials and deliver a report in 2024.

PERSONNEL	
Full-Time	\$ 340,080
Part-Time	\$ 448,760
FICA	\$ 60,346
WRS	\$ 40,649
Health Insurance	\$ 78,500
Personnel Totals:	\$ 968,336
CONTRACTUAL SERVICES	
Legal Services	\$ 2,000
Professional Services	\$ 15,500
IFLS Ops	\$ 48,500
IFLS Courier / Self Check	\$ 2,900
IFLS Catalog	\$ -
Telephone	\$ 4,950
Contract Maintenance	\$ 700
Programming Adults	\$ 5,000
Programming Youth/Community	\$ 25,000
	\$ -
Maintenance / Lease Agmts	\$ 10,000
Other Contract Services	\$ 5,000
Contractual Services Total	\$ 119,550
SUPPLIES & EXPENSES	
Postage	\$ 1,000
Office Supplies	\$ 10,960
Memberships	\$ 1,750
Advertising	\$ 500
Staff Development	\$ 3,500
Travel / Conferences	\$ 1,750
Furnishing	\$ 1,000
Technology	\$ 11,000
Activity Supplies	\$ 22,000
Supplies & Expenses Total	\$ 53,460
COLLECTION MATERIALS	
Books	\$ 70,300
Periodicals	\$ 5,100
Audio Visual	\$ 10,000
Digital Resources	\$ 2,000
Collection Total	\$ 87,400
FIXED CHARGES	
Workers' Compensation	\$ 1,000
Public Liability	\$ 1,300
Public Officials	\$ 1,700
Property Insurance	\$ 2,000
Unemployment	\$ -
Operating agreement	\$ 114,937
Fixed Charges Total	\$ 120,937
Total expenditures	\$ 1,349,683
Total revenue	\$ 1,349,683

CITY ORDINANCE: MUNICIPAL LIBRARY

**ORDINANCE NO. 9 - 23
AN ORDINANCE AMENDING
THE MUNICIPAL CODE
OF THE CITY OF HUDSON, WISCONSIN**

Upon review, recommendation, and consideration by the City of Hudson Common Council, the Common Council does ordain that Municipal Code Section 14-6 is hereby amended to read as follows:

§ 14-6. Library Board. [Amended by Ord. No. 5-96; 1-20-2003 by Ord. No. 25-02]

A. Establishment and authority. The Hudson Area Public Library shall be governed by a Library Board which shall have all the authority, responsibility, and duties as provided for by Wis. Stat. 43.58. The Library Board shall act as an independent entity, and may ***establish bylaws and policies*** as it deems necessary, desirable and consistent with its authority and responsibilities under Wis. Stat. 43.58.

B. Membership of Library Board. The Library Board shall consist of nine (9) members. Not more than two of the members of the Library Board may reside outside the City, but must reside within the jurisdictions of the Town of St. Joseph, Village of North Hudson, Town of Hudson or Town of Troy. One member shall be the Hudson public school district administrator or his/her designated representative. In addition to the nine (9) Board members, if St. Croix County is entitled to appoint additional members by State law, the Board may contain additional members in excess of the nine (9) members. Not more than one member of the Common Council shall, at any one time, be a member of the Library Board.

C. Appointment procedure and compensation. Board members shall be appointed by the Mayor, subject to confirmation by the Common Council. Vacancies for the unexpired portion of a term shall be filled in a like manner. Library Board members shall serve without compensation.

D. Term. At the time of initial appointments on January 1, 2024, Board members will have terms designated as follows: 1/3 will serve a two-year term, 1/3 will serve a three-year term, and 1/3 will serve a four-year term. Upon expiration of each initial term, all terms thereafter shall be three-year terms which shall commence on the third Tuesday of April upon appointment.

Note: The City Administrator/Mayor will have the term lengths assigned to individual members soon.

E. Election of officers; quorum. Initial officer elections shall occur at the first meeting of the Library Board in January 2024. Thereafter, officer elections shall occur at the first meeting

after the third Tuesday of April. The Library Board shall elect from its members a president and any other officers deemed necessary to serve for a period of one year. A majority of the membership of the Board constitutes a quorum.

[25466-35177/3253359/1]

Note: WI statutes allow a quorum exception for library boards:

43.54 Municipal library board composition.

(1)

(e) A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum. For library boards organized under par. (am), a majority of those seats on the board that are currently filled constitutes a quorum.

Since the quorum has been written in the municipal code, we have to request it be amended to allow three members to constitute a quorum only to approve bill payment. No other business may be discussed or conducted. The city accountant is hesitant to pay any library bills without, at a minimum, the signature of the board president. And the board president may be hesitant to authorize payment as an individual member without a vote.

F. Severability clause. If any provision of this section shall be held void or unenforceable by a court of competent jurisdiction, said judgment shall not impair, affect, or invalidate the remainder of the section.

G. Effective Date. This section shall become effective January 1, 2024

Hudson Area Joint Library Bylaws

Approved by Board of Trustees: July 28, 2022

Effective Date: June 13, 2013

ARTICLE I—Identification

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

ARTICLE II—Board of Trustees

Section 1 Number and Qualifications

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

Section 2 Term of Office

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

Section 3 Disqualifications, Vacancies

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

to a subsequent three-year term beginning June 1st by the appointing authority.

ARTICLE III—Officers

Section 1 Election of Officers

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

Section 2 Terms

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

Section 3 President

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

Section 4 Vice President

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

Section 5 Secretary

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

Section 6 Treasurer

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

ARTICLE IV—Meetings

Section 1 Regular Meetings

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

Section 2 Annual Meetings

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

Section 3 Order of Business

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

- Call to order
- Roll call of members, introduction of visitors
- Next meeting date
- Disposition of minutes of previous meeting and any intervening special or closed meeting
- Citizen comments
- President's report
- Library Director's report
- Committee reports
- Suggested future agenda items
- Adjournment

Section 4 Special Meetings

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

Section 5 Quorum

A quorum for the transaction of business at any meeting shall consist of five (5) Trustees present in person at the designated meeting location. If the Board has approved a remote participation and voting exception, the Trustees participating remotely shall be counted for the purposes of establishing a quorum.

Section 6 Trustee Participation

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

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

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

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

Public boards are not required to use online platforms to broadcast an open meeting live. If the Board is providing an online option for a Trustee to participate and vote remotely, the Board must also allow members of the public to attend the open meeting remotely and participate remotely according to the same policies and practices established for in-person meetings.

Section 7 Closed Sessions

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

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

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

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

Closed sessions shall not be recorded.

Section 8 Parliamentary Authority

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

ARTICLE V—Committees

Section 1 Standing Committees

Standing Committees shall be established by the President of the Board and their members appointed by the President subject to approval by the Board. Committee charters shall be established by the Board and reviewed on an annual basis. Standing Committees shall include Policy and Personnel and Finance. Committees shall include a minimum of one member of the Board, and may include staff representatives and general public members.

Section 2 Ad Hoc Committees

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

Section 3 Reporting

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

Section 4 Limitation of Authority

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

ARTICLE VI—Duties of the Board of Trustees

Section 1

Determine the policies of the Library and provide the highest possible value for the community.

Section 2

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

Section 3

Review and approve the proposed annual budget. Review and approve the proposed annual funding request for presentation to the partners' governing boards for their consideration.

Section 4

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

Section 5

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

Section 6

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

ARTICLE VII—Library Director

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

ARTICLE VIII—General

Section 1 Voting

An affirmative vote of the majority of all members of the Board physically present in person shall be necessary to approve any action before the Board. If the Board has approved the remote participation and voting exception, the members do not have to be physically present. The President may vote upon and may move or second a proposal before the Board.

Section 2 Suspension of Rules

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

Section 3 Amendments to the Bylaws

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

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

Section 4

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

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

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

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

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

Revised June 18, 2013. Article I. Section. Identification.

Add to Lines 11-12: The Hudson Area Joint Library is commonly known as "the Hudson Area Library" and is hereinafter referred to as "Library."

Revised June 18, 2013. Article II. Section. Board of Trustees.

Add Lines 26-32. Appointing Officials and Appointing Authorities

Revised June 18, 2013. Article II. Section 2. Term of Office.

Delete: The term of office of trustees shall be three years with unlimited terms. Vacancies for the un-expired portion of a term shall be filled per Section 1.

Add to Lines 34-35. Term of three years beginning June 1.

Revised June 18, 2013. Article II. Section 2. Term of Office.

Add to Lines 45-49. Vacancies and/or disqualification.

Revised June 18, 2013. Article III. Section 1-6. Officers.

Delete: A nominating committee may be appointed by the president two months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Add to Lines 60-61. Terms.

Add to Lines 83-85. Treasurer.

Revised June 18, 2013. Article IV. Section 1-8. Meetings.

Add to Lines 123-125. Closed Sessions.

Revised June 18, 2013. Article VII. Library Director.

Delete: ...for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

PROPOSED BYLAWS

The 2024 Library Board of Trustees will need to adopt bylaws for the new municipal library. It will be helpful to prepare proposed bylaws for the new members, which they can alter as they see fit. If language is required, it is highlighted in red.

The next section of the bylaws will be discussed at the December meeting.

Article I Identification

This organization is the Board of Trustees of the Hudson Area Public Library, located in Hudson, Wisconsin, established by the City of Hudson, Wisconsin according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Section 1. Appointments

Appointments are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 and 43.60.

According to 43.54(1)(a), the Board of Trustees shall consist of nine (9) members except as provided below in 43.60. Members shall be appointed by the Mayor of the City of Hudson subject to approval from the Common Council.

Vacancies for the unexpired portion of a term shall be filled in a like manner.

Members shall be residents of the City of Hudson except that not more than two members of the board may be residents of other municipalities. The City of Hudson municipal code provides that appointees who reside outside the City of Hudson must reside within the jurisdictions of the Town of St. Joseph, the Village of North Hudson, the Town of Hudson, or the Town of Troy.

One member of the Board shall be the Hudson public school district administrator or his/her designated representative.

Not more than one member of the municipal governing body shall at any one time be a member of the library board.

Section 2: Terms of Office

Terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 and 43.60 and City of Hudson Municipal Code.

At the time of initial appointments on January 1, 2024, Board members will have terms designated as follows: 1/3 will serve a two-year term, 1/3 will serve a three-year term, and 1/3 will serve a four-year term. Upon expiration of each initial term, all terms thereafter shall be three-year terms which shall commence on the third Tuesday of April upon appointment.

Section 3. Disqualifications, Vacancies

CURRENT BYLAWS: Section 3. Disqualifications, Vacancies

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

Suggested language: If a Trustee moves from the city/town/village from which his/her appointment was based, their position shall be declared vacant. It shall be the duty of the President to notify the City of Hudson Mayor of the vacancy and, by direction of the Board, may suggest to the Mayor up to three names of persons who may qualify for the position.

When any Trustee fails to attend at least three consecutive regular meetings of the board, the board president or vice president may recommend to the Common Council that the member be replaced.

If a Trustee commits an act that is deemed to be in serious breach of the duties of the position of Trustee, the President, with the consent of the Board, may notify the Mayor to request the disqualification of the Trustee and may suggest up to three persons to fill the position.

Vacancies for the unexpired portion of any term shall be filled according to *Section 1. Appointments*.

Article III Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

Section 1. Election of Officers

Initial officer elections shall occur at the first meeting of the Library Board in January 2024. Thereafter, officer elections shall occur at the first meeting after the third Tuesday of April. The Library Board shall elect from its members a president and any other officers deemed necessary to serve for a period of one year.

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

Suggested language:

The officers shall include a President and Vice-President and be elected from the appointed Trustees at the first meeting of the Library Board in January 2024. Thereafter, officer elections shall occur at the first meeting after the third Tuesday of April. Vacancies in either office shall be filled by an election from the appointed trustees at the next regular meeting of the Board after the vacancy occurs.

Section 2: Terms

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

Suggested language: Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs. No member shall hold more than one office at a time.

Section 3: President

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

Suggested language: The president, working with the Library Director, shall set the meeting agendas. Additionally, the president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 4: Vice president.

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

Suggested language: The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5: Secretary

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

Suggested language: A recording Secretary may be appointed by the President. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 6: Treasurer

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

Suggested: do not include

Article IV Meetings

Section 1. Regular Meetings.

CURRENT BYLAWS AND SUGGESTED: The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting.

The annual meeting, which shall be for the purpose of the election of officers, shall occur at the first meeting after the third Tuesday of April.

Note: This doesn't have to be the annual meeting where meeting dates, holidays, library hours are set; but the city code has set this date for electing officers.

Section 3. Order of business

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

- Call to order
- Roll call of members, introduction of visitors
- Next meeting date
- Disposition of minutes of previous meeting and any intervening special or closed meeting
- Citizen comments
- President's report
- Library Director's report
- Committee reports
- Suggested future agenda items
- Adjournment

Section 4. Special Meetings.

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

For consideration: Special meetings may be called by the library director or designee at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given to all trustees. In no case may less than two hours notice be given.

Section 5. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 6. Quorum.

A majority of the membership of the Board constitutes a quorum.

CURRENT BYLAWS: A quorum for the transaction of business at any meeting shall consist of five (5) Trustees present in person at the designated meeting location. If the Board has approved a remote participation and voting exception, the Trustees participating remotely shall be counted for the purposes of establishing a quorum.

Note: According to 43.54(1)(a) a majority of the membership of the Board constitutes a quorum except that three or more members shall constitute a quorum only for the purpose of approving payment of

bills. To include this in the bylaws, the Council would need to amend the city code. If there's a resignation, is five still required? This should also be decided and reflected in the city code.

Suggested language: A majority of the membership of the Board (five members) constitutes a quorum present in person at the designated meeting location.

For the purposes of approving the payment of bills when the threshold for a quorum has not been met, the board, according to 43.54(1)(a) will have a quorum of three or more members for the purpose of approving payment of the bills. No other discussion or business is permitted.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98). Note quorum exception in Section 6: Quorum.

Section 8. Trustee Participation

CURRENT BYLAWS and **suggested language:**

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

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

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

The remote voting exception applies exclusively to open meetings unless the Board approves a separate exception under Section 9.

Public boards are not required to use online platforms to broadcast an open meeting live. If the Board is providing an online option for a Trustee to participate and vote remotely, the Board must also allow members of the public to attend the open meeting remotely and participate remotely according to the same policies and practices established for in-person meetings.

Section 9 Closed Sessions

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

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

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

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

Closed sessions shall not be recorded.

Suggested language:

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

Section 10. Parliamentary Authority.

CURRENT BYLAWS and suggested language:

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

a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum. For library boards organized under par. (am), a majority of those seats on the board that are currently filled constitutes a quorum