

**Library Board of Trustees
Meeting Agenda
Dec. 17, 2024 at 7 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

LBOT Finance Committee and Regular Meeting
Time: Dec 17, 2024 06:45 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/82784729276?pwd=doEYRNXHxfi5tbUUE6eLkZi9DxyJ6H.1>

Meeting ID: 827 8472 9276
Passcode: 750369

Find your local number:
<https://us02web.zoom.us/u/kdpMHav0pS>

1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM: Approval of Consent Agenda Items**
 - a. *Approve meeting Agenda*
 - b. *Disposition of minutes from the prior board meeting(s) and of any intervening special meetings*
 - c. *Acceptance of expenditure report*
 - d. *Approve Finance Committee's recommendation to pay bills*
4. **PRESENTATION AND DISCUSSION: Leo Daly Building Options Report**
5. **Presentations:**
 1. *Friends of the Library*
 2. *Library Foundation*
6. **Updates and reports**
 1. *President's updates*
 2. *City of Hudson updates*
 3. *Hudson School District updates*
7. **Committee updates**
 1. *Policy and Personnel*
 2. *Finance*
 3. *Library Operations and Facility Structure*
 4. *AI Library Integration*
8. **Director's Report**
 1. *Presentation of monthly report and statistics*
 2. *Director's report & updates*
9. **POTENTIAL ACTION ITEM: Technology Lending Policy**
10. **POTENTIAL ACTION ITEM: 2024 Budget Transfers**
11. **POTENTIAL ACTION ITEM: 2025 Budget Approval**
12. **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.

13. RECONVENE IN OPEN SESSION

14. DISCUSSION AND POTENTIAL ACTION: Director discussion

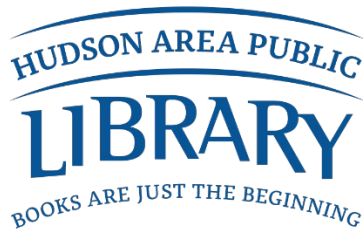
15. Future agenda items

16. Adjourn

Next meeting: January 21, 2025

Board of Trustees Members: Paul Berning, Jim Dalluhn Rich O'Connor, Barbara Peterson, Bryan Wells, Bill Fehrenbach, Gerry Klecker, Chad Wiertzema, Sammi Dittloff.

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
Nov. 19, 2024**

- 1. Call to order at 7 p.m. by President Paul 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, Bill Fehrenbach, Barb Peterson, Gerry Klecker, Bryan Wells, Chad Wiertzema, Rich O'Connor, Jim Dalluhn, Sammi Dittloff (zoom)
Staff: Michelle Saifullah, Shelley Tougas

- 2. Citizen Comments**

None

- 3. ACTION ITEM: CONSENT AGENDA**

Motion by Peterson to approve consent agenda items

Second by Fehrenbach

Discussion: None

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

New board member Dalluhn introduced himself.

Berning moved up agenda items re: director's evaluation, building update and 2024-2025 budgets.

- 4. Discussion: Director Evaluation**

Peterson, chair of the PPC, outlined the process for board members. She will present a compilation of the evaluations at the December meeting in closed session per WI statutes.

- 5. Discussion: 2024 Budget**

Staff presented category transfers and will bring back for vote in December

- 6. Discussion: 2025 Budget**

Staff presented the 2025 budget and will bring back for vote in December

- 7. ACTION ITEM: Committee appointment**

Berning appointed Jim Dalluhn to the open seat on the Policy and Personnel Committee.

Dalluhn accepted the appointment

Motion by Fehrenbach to approve the appointment

Second by Wells

Discussion: None

MOTION CARRIED – 8 Ayes/0 Nays (Dalluhn did not vote)

8. Discussion: Building update

Klecker reported the Leo Daly presentation will be at the December meeting.

9. Updates/Reports

President: Berning reported that the county board approved the 2025 budget

City of Hudson: O'Connor reported the city common council approved the 2025 budget

School district: Dalluhn reported the district's operating levy did not pass.

Berning left the meeting at 7:35 p.m. and Wells took charge of the meeting.

10. Presentations

Friends of the Library: None

Foundation: Annual campaign materials have gone out.

11. Committee Updates

Policy and Personnel: Peterson reported work is being done on a conflict of interest policy.

Finance: Information covered during the meeting.

Library Operations and Facility Structure: No update.

AI Library Integration: Committee received information from Smith about operations and IFLS staff.

12. Director's Report

The written report was presented by Tougas. This report can be found in the LBOT packet dated 11/19/2024.

13. PRESENTATION AND DISCUSSION: e-Books

Tougas presented a slide show about current e-book selection process through IFLS and supplemental options available to the library. Due to the fees, staff is not recommending added e-services at this time. Staff will be adding two free websites with e-materials to library resources.

14. FUTURE AGENDA ITEMS:

Budgets, Leo Daly and director evaluation

15. Adjourn:

Motion to adjourn at 8:45 pm by O'Connor

Second by Peterson

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nay

Respectfully submitted,

Shelley Tougas

November - December 13 Expenditure Statement
December 14, 2024
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 391,200	\$ 15,214	\$ 375,515	\$ 15,685	96%
125	Part-Time	\$ 398,340	\$ 13,422	\$ 342,538	\$ 55,802	86%
151	FICA	\$ 60,346	\$ 2,161	\$ 54,233	\$ 6,113	90%
152	WRS	\$ 40,649	\$ 1,462	\$ 40,743	\$ (94)	100%
154	Health Insurance	\$ 62,000	\$ 2,339	\$ 60,026	\$ 1,974	97%
Personnel Total:		\$ 952,535	\$ 34,597	\$ 873,056	\$ 79,479	92%
Contractual Services						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,000	\$ 1,250	\$ 15,000	\$ -	100%
216	IFLS Ops	\$ 50,056	\$ -	\$ 50,056	\$ -	100%
217	IFLS Courier	\$ 2,600	\$ -	\$ 2,600	\$ -	100%
225	Telephone	\$ 4,950	\$ -	\$ 4,333	\$ 617	88%
249	Contract Maint.	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
294	Programming: Adults	\$ 8,500	\$ 878	\$ 7,937	\$ 563	93%
295	Programming: Children	\$ 35,800	\$ 2,185	\$ 28,928	\$ 6,872	81%
298	Maint. Agmts / Leases	\$ 10,000	\$ -	\$ 8,383	\$ 1,617	84%
299	Other Contract Services	\$ 7,500	\$ 1,000	\$ 6,932	\$ 568	92%
Contractual Services Total:		\$ 141,406	\$ 5,312	\$ 124,170	\$ 17,236	88%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ 297.11	\$ 1,256.31	\$ (256)	126%
312	Office Supplies	\$ 13,149	\$ 4,470.21	\$ 11,458.75	\$ 1,690	87%
324	Memberships	\$ 1,900	\$ -	\$ 1,839.00	\$ 61	97%
326	Advertising	\$ 600	\$ -	\$ 534.58	\$ 65	89%
338	Staff Development	\$ 3,950	\$ 1,036.36	\$ 3,808.38	\$ 142	96%
	Furnishing	\$ 250	\$ 247.50			
339	Travel / Conferences	\$ 1,400	\$ 247.50	\$ 1,335.38	\$ 65	95%
396	Technology	\$ 30,400	\$ 1,328.67	\$ 28,190.69	\$ 2,209	93%
399	Activity Supplies	\$ 26,000	\$ 12,649.02	\$ 22,518.30	\$ 3,482	87%
Supplies & Expenses Total:		\$ 78,649	\$ 20,276	\$ 70,941	\$ 7,708	90%
Collection						
395	Books	\$ 70,300	\$ 6,660	\$ 66,582	\$ 3,718	95%
397	Periodicals	\$ 5,100	\$ 1,029	\$ 4,653	\$ 447	91%
398	Audio-Visual	\$ 10,000	\$ 89	\$ 7,202	\$ 2,798	72%
	Digital Resources	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100%
Collection Total:		\$ 87,400	\$ 7,778	\$ 78,437	\$ 8,963	90%
Fixed Charges						
510	Workers Comp	\$ 1,470	\$ -	\$ 1,470	\$ 0	100%
511	Public Liability	\$ 1,334	\$ -	\$ 1,334	\$ 0	100%
513	Public Officials	\$ 1,700	\$ -	\$ 1,668	\$ 32	98%
517	Property Insurance	\$ 2,800	\$ -	\$ 2,800	\$ -	100%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 114,943	\$ 9,579	\$ 114,943	\$ 0	100%
Fixed Charges Total:		\$ 122,247	\$ 9,579	\$ 122,215	\$ 32	100%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improvements	\$ -	\$ -	\$ -	\$ -	
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,382,237	\$ 77,542	\$ 1,268,819	\$ 113,418	8%
%of Year Completed						92%

DIRECTOR'S REPORT – DECEMBER 2024

Library Board of Trustees

2024 Programming

The library is ending the year with record program attendance—more than 25,000 at the end of November. The month of December will be busy with the Community Christmas Party (featuring Santa, of course) and the escape room called Project Orion. It's a space-themed, all-ages activity. We are closed Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Storage

Staff had to close one of the two study rooms for storage. We hope to have it reopened by February. Extra space is needed due to the escape room being held in the storytime room. We also need a staging area for end-of-year purchases. IFLS catalogs most of our collection, but the new items in the Library of Things are cataloged by HAPL staff.

Library of Things

Our grant-funded Library of Things has grown to more than 200 items! Our end-of-year purchasing included replacing worn items, but we also added 37 new kits. Some examples of those kits: another American Girl Doll with clothes/accessories, Lego kits, Transformer kits, Nordic Bakeware, a power washer, night vision goggles, sensory/busy boards, kids snow scooters, croquet lawn game and an ice cream maker.

Technology upgrades

We have made two significant upgrades to library technology. We purchased new self-checkout machines that should be ready for patron use early in 2025. Our current units were purchased in 2016, and they're glitchy. The self-checkouts were among the issues patrons registered as "dissatisfied" in the Community Needs Assessment.

The second upgrade is our visit counter. The state requires libraries to report visits on the annual report. The data isn't tied to funding, but it is an indicator of use and community value. The current counters have been in use since the library relocated to this building in 2010. We have compared physical real-time counts with the readings on the counters, and the counters are not always accurate. It seems the technology can't separate people who walk into the building in groups. Once the new system is installed, it will be interesting to compare monthly counts from previous years to present.

Purchases of e-materials

We budgeted \$2,000 to contribute to IFLS for the purchase of e-materials based on high-demand items from Hudson patrons. The spreadsheet of purchases is included with the packet for your information. It's helpful to see the cost of these materials and the time limitations for licensing.

Program Statistics for November

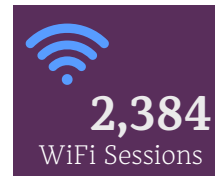
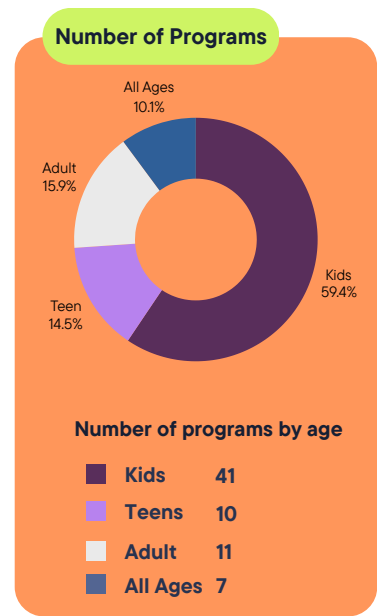
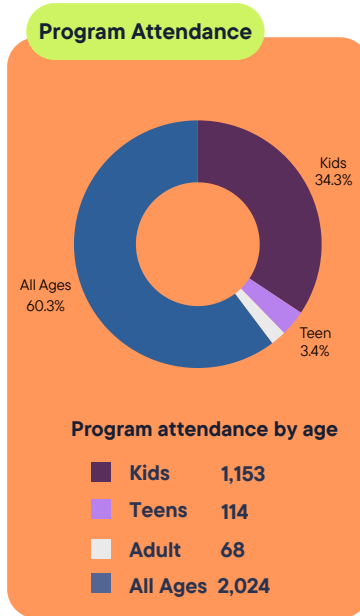
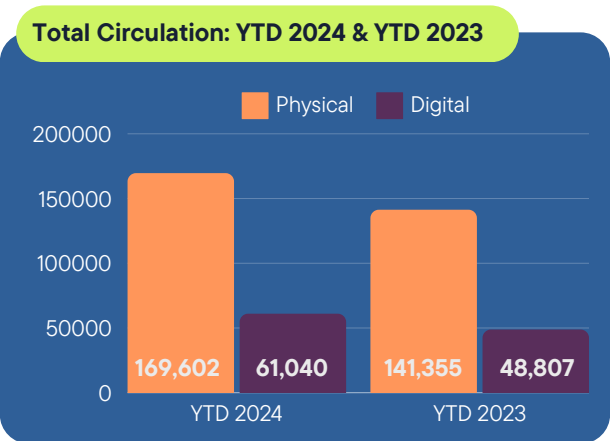
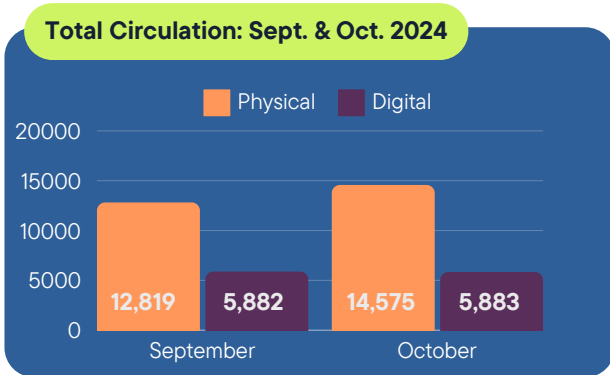
November				Year In Review			
Overview				Totals			
Total Programs	65	Total Participants	1814	Total Programs	707	Total Participants	25125
Kid Programs	35	Kid Participants	1345	Kid Programs	385	Kid Participants	13162
Teen Programs	9	Teen Participants	90	Teen Programs	96	Teen Participants	887
Adult Programs	14	Adult Participants	107	Adult Programs	121	Adult Participants	1001
All Ages Programs	7	All Ages Participants	272	All Ages Programs	105	All Ages Participants	10075

Title	Creator(s)	Audience	Subject(s)	Publisher	Format	Lending model	Total
The Women: A Novel	Kristin Hannah	Adult Fiction	Fiction, Literature	Macmillan Publishers	Ebook	MA: 24 months (one user)	\$60.00
The Women: A Novel (unabridged)	Kristin Hannah, Julia Whelan	Adult Fiction	Fiction, Literature	Macmillan Audio	Audiobook	OC/OU	\$59.99
The Anxious Generation: How the Great Rewriting of Jonathan Haidt, Sean Pratt	Kristin Hannah, Polly Stone	Adult Nonfiction	Family & Relationships, Nonfiction, Psychology	Books on Tape	Audiobook	MA: 12 months (one user)	\$42.75
The Nightingale: A Novel (unabridged)	Kristin Hannah	Adult Fiction	Fiction, Historical Fiction, Literature	Macmillan Audio	Audiobook	OC/OU	\$59.99
The Nightingale: A Novel	Kristin Hannah	Adult Fiction	Fiction, Historical Fiction, Literature	Macmillan Publishers	Ebook	MA: 24 months (one user)	\$55.00
The God of the Woods: A Novel	Liz Moore	Adult Fiction	Fiction, Literature	Penguin Group (USA), Inc.	Ebook	MA: 12 months (one user)	\$27.50
The God of the Woods: A Novel (unabridged)	Liz Moore, Saskia Maarleveld	Adult Fiction	Fiction, Literature	Books on Tape	Audiobook	MA: 12 months (one user)	\$47.50
All the Colors of the Dark	Chris Whitaker, Edoardo Ballerini	Adult Fiction	Fiction, Literature	Books on Tape	Audiobook	MA: 12 months (one user)	\$47.50
Here One Moment	Liane Moriarty, Caroline Lee, Geraldine He	Adult Fiction	Fiction, Literature, Thriller	Books on Tape	Audiobook	MA: 12 months (one user)	\$47.50
All the Colors of the Dark	Chris Whitaker	Adult Fiction	Fiction, Literature	Random House, Inc.	Ebook	MA: 12 months (one user)	\$27.50
The Frozen River: A GMA Book Club Pick	Ariel Lawhon	Adult Fiction	Fiction, Historical Fiction, Literature, Myster	Macmillan Publishers	Ebook	MA: 12 months (one user)	\$27.50
The Wedding People: A Novel	Alison Espach	Adult Fiction	Fiction, Humor (Fiction), Literature	Macmillan Publishers	Ebook	MA: 24 months (one user)	\$60.00
Listen for the Lie: A Novel (unabridged)	Amy Trietra, January Lavoy, Will Dannon	Adult Fiction	Fiction, Literature, Mystery, Thriller	Macmillan Audio	Audiobook	OC/OU	\$49.99
Here One Moment	Liane Moriarty	Adult Fiction	Fiction, Literature, Thriller	Random House, Inc.	Ebook	MA: 12 months (one user)	\$27.50
The Great Alone: A Novel (unabridged)	Kristin Hannah, Julia Whelan	Adult Fiction	Fiction, Literature	Macmillan Audio	Audiobook	MA: 12 months (one user)	\$74.99
The Frozen River: A GMA Book Club Pick: A Novel	Ariel Lawhon, Jane Opeheimer	Adult Fiction	Fiction, Historical Fiction, Literature, Myster	Books on Tape	Audiobook	MA: 12 months (one user)	\$47.50
The Wedding People: A Novel (unabridged)	Alison Espach, Helen Laser	Adult Fiction	Fiction, Humor (Fiction), Literature	Macmillan Audio	Audiobook	OC/OU	\$54.99
Counting Miracles: A Novel (unabridged)	Nicholas Sparks, Holter Graham	Adult Fiction	Fiction, Literature, Romance	Books on Tape	Audiobook	MA: 12 months (one user)	\$47.50
Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones	James Clear	Adult Nonfiction	Business, Nonfiction, Psychology, Self-Impr	Books on Tape	Audiobook	MA: 12 months (one user)	\$28.50
Funny Story	Emily Henry	Adult Fiction	Fiction, Humor (Fiction), Literature, Romance	Penguin Group (USA), Inc.	Ebook	MA: 12 months (one user)	\$27.50
Verity	Colleen Hoover	Adult Fiction	Fiction, Romance, Suspense, Thriller	Hachette Digital, Inc.	Ebook	MA: 24 months (one user)	\$75.00
A Court of Thorns and Roses	Sarah J. Maas	YA Fiction	Fantasy, Romance, Young Adult Fiction	Bloomsbury US Trade	Ebook	OC/OU	\$53.00
James: A Novel (unabridged)	Perceval Everett, Dominic Hoffman	Adult Fiction	Fiction, Historical Fiction, Literature	Books on Tape	Audiobook	MA: 12 months (one user)	\$38.00
Night Road	Kristin Hannah	Adult Fiction	Fiction, Literature	Macmillan Publishers	Ebook	MA: 24 months (one user)	\$55.00
Fourth Wing	Rebecca Yarros, Rebecca Soler, Teddy H	Adult Fiction	Fantasy, Fiction, Romance	Recorded Books, LLC	Audiobook	OC/OU	\$81.75
Remarkably Bright Creatures: A Novel	Shelby Van Pelt	Adult Fiction	Fiction, Literature	HarperCollins Publishers Inc.	Ebook	MA: 26 checkouts (one user)	\$45.23
The Great Alone: A Novel	Kristin Hannah	Adult Fiction	Fiction, Literature	Macmillan Publishers	Ebook	MA: 24 months (one user)	\$55.00
Winter Garden: A Novel	Kristin Hannah	Adult Fiction	Fiction, Literature	Macmillan Publishers	Ebook	MA: 24 months (one user)	\$55.00
Firefly Lane: A Novel	Kristin Hannah	Adult Fiction	Fiction, Literature	Macmillan Publishers	Ebook	MA: 24 months (one user)	\$55.00
The Briar Club: A Novel	Kate Quinn	Adult Fiction	Fiction, Historical Fiction, Literature, Thriller	HarperCollins Publishers Inc.	Ebook	MA: 26 checkouts (one user)	\$40.68
A Summer Affair	Elin Hilderbrand, Isabel Keating	Adult Fiction	Fiction, Literature, Romance	Hachette Audio	Audiobook	MA: 24 months (one user)	\$79.99
Home Front	Kristin Hannah	Adult Fiction	Fiction, Literature	Macmillan Publishers	Ebook	MA: 24 months (one user)	\$55.00
The Life We Bury	Allen Eskens, Zach Villa	Adult Fiction	Fiction, Literature, Mystery, Suspense	Tantor Media, Inc.	Audiobook	OC/OU	\$34.46
Be Ready When the Luck Happens: A Memoir (Unal	Allen Eskens, Zach Villa	Adult Fiction	Fiction, Literature, Mystery, Suspense	Tantor Media, Inc.	Audiobook	OC/OU	\$34.46
Be Ready When the Luck Happens: A Memoir (Unal	Allen Eskens, Zach Villa	Adult Fiction	Fiction, Literature, Mystery, Suspense	Tantor Media, Inc.	Audiobook	OC/OU	\$34.46
The Night We Lost Him	Laura Dave, Julia Whelan	Adult Fiction	Fiction, Literature, Thriller	Simon & Schuster - Audio	Audiobook	MA: 12 months (one user)	\$38.00
The New Menopause: Navigating Your Path Thro	Laura Dave, Julia Whelan	Adult Fiction	Fiction, Literature, Thriller	Simon & Schuster - Audio	Audiobook	MA: 12 months (one user)	\$38.00
The Anxious Generation: How the Great Rewriting of Jonathan Haidt	Paula Hawkins, Gemma Whelan	Adult Nonfiction	Family & Relationships, Nonfiction, Psychol	Books on Tape	Audiobook	MA: 12 months (one user)	\$42.75
The Blue Hour: A Novel (unabridged)	William Kent Krueger, David Chandler	Adult Fiction	Fiction, Mystery, Suspense, Thriller	Recorded Books, LLC	Audiobook	OC/OU	\$27.50
Spirit Crossing	William Kent Krueger, David Chandler	Adult Fiction	Fiction, Mystery, Suspense, Thriller	Recorded Books, LLC	Audiobook	OC/OU	\$74.23
Beartown	Fredrik Backman	Adult Fiction	Fiction, Literature	Simon & Schuster, Inc.	Ebook	MA: 24 months (one user)	\$69.00

TOTAL: \$2016.77

Hudson Area Public Library

October 2024 DATA & REPORT



Hudson Area Library Foundation 2024-2025 Annual Appeal

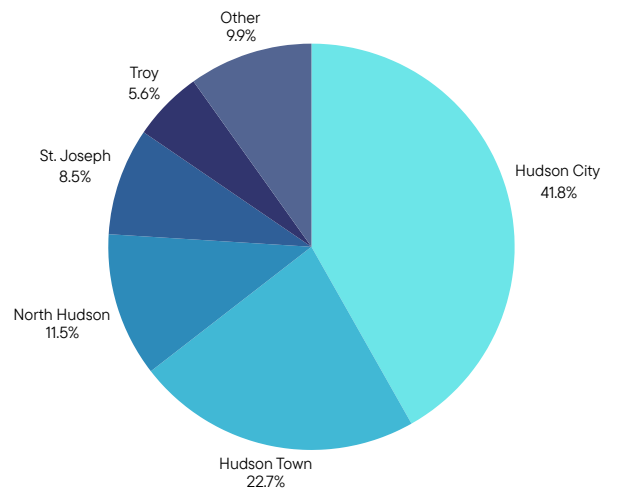
The Foundation has set a goal of \$100,000 for its annual fundraiser. Campaign materials were mailed in early November. The Foundation's grants pay for all library programs, special projects, unique collections and technology.

December Highlights

Community Christmas - Dec. 22, 11 a.m. to 1 p.m.
Santa has a bag of books for kids! Plus games, crafts, activities and treats.

- Escape Room returns for winter break
- Teen/tween cooking
- Sensory room
- Adult crafts
- Pre-K STEM
- Family bingo and matinees
- Puzzle Palooza Competition

St. Croix County October checkouts by location



Hudson Area Public Library Statistics Summary

Nov-24

Circulation										
Comparisons YTD		2023		2024		Comparisons by Month		Library Visitors YTD		
Physical Materials:	170,691	173,360	Physical CKO	9,660	14,055	2023	2024	2023	2024	
Digital Materials:	60,861	66,940	Check-ins	10,430	10,730	79,955	95,161	Monthly Visitors		
Total All Circulation:	231,552	240,300	Renewals	3,575	3,441	2023	2024			
% Physical Materials	73.72%	72.1%	Total Physical Circ	13,235	17,496	6,754	8,505			
% Digital Materials	26.3%	27.9%	Digital Circulation	4,641	5,900					
			Total Circulation	17,876	23,396					
New Patrons YTD		New Patrons by Month		Proctoring YTD		Cardholders				
2023	2024	2023	2024	2023	2024	Jan. 1 2024	9,237			
1,563	1,438	98	109	7	18	Current	10,399			
Technology Use YTD		Meeting Room Use		Volunteer Hours						
2023	2024	2023	2024	2023	2024	Monthly	150			
Pharos	2,699	2,277	Monthly	191	244	Year to Date	1524			
Wi-Fi	28,438	26,225	YTD	2,207	2491					
Year-to Date	31,137	28,502								
Programming										
YTD Programs		Monthly Comparisons		2023		2024				
2023	2024	Programs Held	2023	2024						
413	652	Children	22	35						
YTD Program Attendance		Tweens	6	9						
2023	2024	Adult	4	14						
14,169	25,422	Drop-in	5	7						
		Totals:	37	65						
		Attendance	2023	2024						
Self Directed Activities 2024		Children	660	1345						
MTD	YTD	Tweens	58	90						
13	187	Adult	26	107						
		Drop-in	89	272						
		Totals:	833	1814						

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	9,524	13,887	14,631	13,859	10,567	10,667	10,271	8,117	136,356
		2024	11,986	11,592	12,448	12,125	11,433	14,623	14,250	13,340	9,679	11,011	10,614	133,101	
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	10,680	11,037	13,948	14,976	11,538	10,824	10,841	9,403	135,939
		2024	10,293	10,814	11,570	12,872	11,176	13,099	14,573	13,792	10,548	11,008	10,730	130,475	
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	3,458	3,532	4,422	4,377	3,697	3,791	3,826	2,954	44,561
		2024	3,509	3,377	3,791	3,574	3,698	3,671	4,463	4,031	3,140	3,564	3,441	40,259	
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	14,923	16,392	15,850	14,891	18,155	18,672	17,717	13,376	14,802	14,440	2,954	173,645
		2024	15,495	14,969	16,239	15,699	15,131	18,294	18,713	17,371	12,819	14,575	14,055	173,360	
2022-2023 increase / decrease			2,402	5,357	3,612	3,676	3,281	1,456	728	(524)	295	623	1,205	(9,113)	
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	5,366	5,376	5,869	5,685	5,542	6,152	6,118	6,107	66,968
		2024	6,455	6,053	6,620	6,002	6,327	6,011	5,876	5,981	5,882	5,833	5,900	66,940	
2022-2023 increase / decrease			142	664	346	442	555	405	765	687	869	1,429	1,477	1,625	
Total Digital & Physical Circulation		2018	16,860	19,759	21,738	21,034	20,257	23,531	24,541	23,402	18,918	20,954	20,558	9,061	240,613

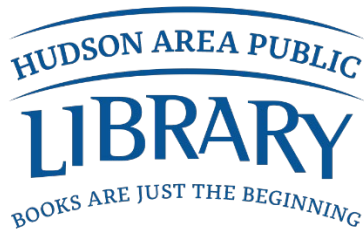
	% of Circulation Physical	53.8%	48.4%	58.8%	57.9%	57.3%	71.0%	73.1%	77.9%	69.1%	67.7%	64.4%	133.2%	66.8%
	% of Circulation Digital	31.1%	21.1%	23.0%	22.5%	23.7%	21.1%	20.8%	21.4%	24.7%	22.5%	22.6%	49.5%	23.9%
Materials Statistics														
Items Borrowed														
	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
2024	3,498	3,096	3,165	3,398	2,902	3,211	3,266	3,200	2,764	3,272	2,691		34,463	
2024	3,621	3,700	3,622	3,643	3,250	3,336	3,338	3,493	3,055	3,900			38,574	
Items Added														
2024	491	640	491	744	594	556	700	616	597	760			6,848	
Technology Use														
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	200	211	219	208	223	170	182	179	2,878	
2024	200	190	204	220	212	206	201	218	208	225	193		2,277	
Wireless														
2018	4,877	5,100	5,553	5,508	5,687	6,475	6,347	5,992	4,807	5,860	5,627	4,724	66,557	
2019	5,799	1,012	4,690	5,378	6,005	5,977	4,410	4,529	3,927	4,247	3,750	3,333	53,057	
2020	4,127	3,969	2,804	1,286	2,060	5,250	7,607	7,017	5,939	5,767	5,793	5,866	57,485	
2021	4,898	4,514	5,220	5,184	5,961	6,764	7,377	7,867	5,796	4,375	3,577	3,539	65,072	
2022	2,504	2,309	2,475	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	2,828	3,296	3,177	2,787	2,679	2,485	2,808	2,608	31,046	
2024	2,527	2,405	2,323	2,251	2,501	2,431	2,681	2,540	2,239	2,384			1,943	26,225
Proctoring Services														
2018	3	3	0	2	1	7	6	1	0	4	4	4	2	33
2019	-	4	4	-	3	8	7	6	2	6	2	4	4	48
2020	-	6	-	-	-	-	-	3	1	1	1	1	1	13
2021	1	2	-	2	1	2	3	1	2	-	-	-	14	
2022	1	0	0	0	0	3	5	2	0	0	0	0	11	
2023	1	0	0	0	0	2	3	1	0	0	0	0	7	
2024	0	-	-	-	2	1	4	3	4	2	2	2	18	
Patron Statistics														
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	6,756	9,108	9,123	7,944	6,880	6,855	6,754	6,103	86,058	

2024	8,364	7,931	7,898	8,829	7,152	10,843	10,604	9,962	7,291	8,505	7,782	95,161	
Monthly Average 2023	6,169	6,200	6,615	6,634	6,658	7,067	7,360	7,433	7,372	7,320	7,269	86,058	
Days Open 2023	24	22	27	24	26	26	25	27	25	25	23	25	
Daily Average 2023	257	283	276	279	260	350	365	294	275	274	294	291	
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	119	250	179	195	125	111	98	77	1,640
2024	163	131	125	118	120	204	146	126	95	101	109	1,438	
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	11	13	251

Guest Post: Supervising Part-Time Staff

Jamie Smith from Hudson took the UW-Madison iSchool's Continuing Education course: Strategies for Supervising Part-Time Staff thanks to a scholarship from IFLS. Here are some of Jamie's key highlights and takeaways from the course:

- Allow enough time for training new staff, and let them train with more than just one person so they gain the incites and tips from others already working the position they will be working in. Train at a pace that is not overwhelming, and include specialized / detailed trainings over the next 6 months to year.
 - One-size-fits-all trainings are generally not great. Find out the needs and interests of particular staff or departments and get them signed up for training that they are interested in and that applies specifically to their position or department. Allow staff to shadow each other if they show an interest in another department – this increases on-the-job growth, teamwork and comradery.
 - It is important to include part-time staff in meetings, trainings, and discussions that are appropriate. This may require adjusting schedules to accommodate their attendance. If possible, send out agendas beforehand so staff can be prepared any input. Staff feel more involved when they are included in such discussions, resulting in increased productivity, commitment, and satisfaction.
 - Supervisors / managers need to make time for informal monthly or bi-monthly one-on-one check-ins with part-time staff to gauge satisfaction in the workplace, interest in professional growth, and any present concerns. This is in addition to the annual performance evaluation.
 - Do not overwhelm staff with emails over the week. Part-time staff in particular return to an abundance of emails to look over, and information quickly gets buried. Using another platform for more important information, such as a blog, can be helpful to reference back to later on. Simply consolidating emails into once-a-week updates minimizes information overload.
 - Social connection is important in the workplace. Take the time to organize informal after-work get-togethers for team building. Make them as inclusive as possible so that everyone can participate. Communication and trust within our teams is important – it directly increases team performance and employee wellbeing.
-



Library Operations and Services

Technology Lending Policy

Approved by Board of Trustees: (DRAFT)

Effective Date:

Revisions:

Purpose:

Hudson Area Public Library (HAPL) offers technology-based items as part of the Library of Things collection. Patrons are able to check these items out from the Library to take home. This policy has been developed to ensure technology-based items are handled with care and returned to the Library in their original state.

[Attachment: Technology Equipment User Agreement](#)
[Supplemental materials: Internet Safety Handout](#)

General Guidelines

- HAPL's collection of Technology Equipment is not available for transit to other libraries or for interlibrary loan. All Technology Equipment must be checked out from and returned to the HAPL circulation desk. The items **may not** be returned through the outdoor book drop.
- HAPL strives to provide clean, secure, and fully functional equipment. The Library is not responsible for charging the equipment or for unforeseen hardware or software failure.
- Equipment performance may vary depending on location and coverage in the area where used.
- Borrowers are responsible for ensuring the network they use is secure and for protecting their personal information.
- The library does not install filtering software or parental controls on devices. Parents or guardians should supervise minors' use of devices and equipment. Library staff are not authorized or mandated to act *in loco parentis* (in place of parent).

- Borrowers are encouraged to follow safe Internet practices and agree to refrain from online activity that violates federal, state, or local laws. *Upon request, Library staff will provide a handout of generally accepted safe Internet practices.*
- HAPL and all affiliated entities and persons are not responsible for any damage, loss or injury due to use of Technology Equipment.
- Technology Equipment is available on a first-come, first-served basis and may not be placed on hold, with the exception of Hotspots, Rokus and Chromebooks.

Patron Responsibilities

- Borrowers must be 18 years of age or older and must present a valid MORE library card to check out any Technology Equipment.
- Borrowers must fill out and sign a *Technology Equipment User Agreement*.
- A borrower (or family group) may only check out two Technology items at a time.
- Borrowers assume liability for the safe return of Technology Equipment to HAPL. Borrowers assume liability for damages. Items must be returned in the same condition as issued, barring normal wear and tear.
- Library staff will make every effort to document any existing damage; however, if a borrower discovers any pre-existing damage to the equipment checked out, the borrower should notify HAPL staff as soon as possible. Failure to notify HAPL of existing damage limits the borrower's ability to dispute charges for damages.

Returns and fees

- The lending period is fourteen (14) days.
 - HAPL Technology Equipment cannot be returned to other libraries.
 - HAPL Technology Equipment cannot be renewed.
 - HAPL Technology Equipment must be returned **inside** the library.
- Technology Equipment is not considered returned until all items associated with it, including power adapters, instructions, carrying cases, etc., have been returned to HAPL in good condition. Partial return of equipment does not prohibit the Library from accessing late fees.
 - Late fees include a \$5 fee per day, per item with a maximum fee of \$25 per item.
 - Equipment that is overdue beyond 21 days will be billed for the replacement cost plus a \$25 nonrefundable processing fee.
 - If a lost item is found and returned to the library in its original condition within 30 days of paying the replacement cost, the patron will be reimbursed for the paid replacement cost minus the nonrefundable processing fee of \$25 per item.
- Borrowers are responsible for damaged and/or missing pieces of the Technology Equipment and agree to cover the cost of damage and/or replacement costs, as determined by Library staff.
- HAPL reserves the right to deny the use of Technology Equipment to any borrower who repeatedly loses or returns equipment late.



Tech Equipment User Agreement Guidelines and Release

- ❖ Users must be MORE Library cardholders in good standing and at least 18 years of age.
- ❖ All Tech Equipment is available on a first-come, first-served basis and may not be placed on hold nor be renewed, with exception of Hotspots, Rokus and Chromebooks which may be placed on hold. Check out limit of twoTech items per account.
- ❖ Hudson Area Public Library and all affiliated entities and persons are not responsible for any damage, loss, or injury due to use of the Tech Equipment.
- ❖ Tech Equipment shall be returned in the same condition as issued, barring normal wear and tear. The user agrees to pay for the loss of or damage to any Tech Equipment and accessories and further agrees to accept the library staff's assessment of fair restitution.
- ❖ Tech Equipment must be returned to the Hudson Area Public Library circulation desk within the 14-day loan period to avoid a \$5.00 late fee for each day returned late, up to \$25.00.
- ❖ If a Tech Equipment item is more than 21 days overdue, the user will be charged the replacement cost plus a nonrefundable \$25.00 processing. If a lost item is found and returned in its original condition within 30 days of payment, the user will be reimbursed the replacement cost minus the \$25.00 processing fee.

Printed Name _____

MORE Library Card # _____

Signature _____ Date _____

This form is valid for one (1) year from the above date

Library Staff Use Only:

Verify patron name, address, and phone number and update account as necessary.
Insert shift F2 into MESSAGE field in patron account:

- Tech Equipment User Agreement on file EXPIRES mo/dy/yr HU/

Info verified by: _____	Date: / /
-------------------------	-----------------

Last

First

Expires / /

Staff use

**PRIVACY
INFORMATION
DATA**



**SECURITY
PROTECT
SAFETY**

Internet Safety

Whether you are a child or adult, there are unbiased predators and potentially inappropriate content that can be very harmful to unsuspecting users.

Don't make it easy to regret your online experience.

Telephone or Cell number...

Home Address...

Account Passwords...

Sharing photos...

Emails from unknown senders...



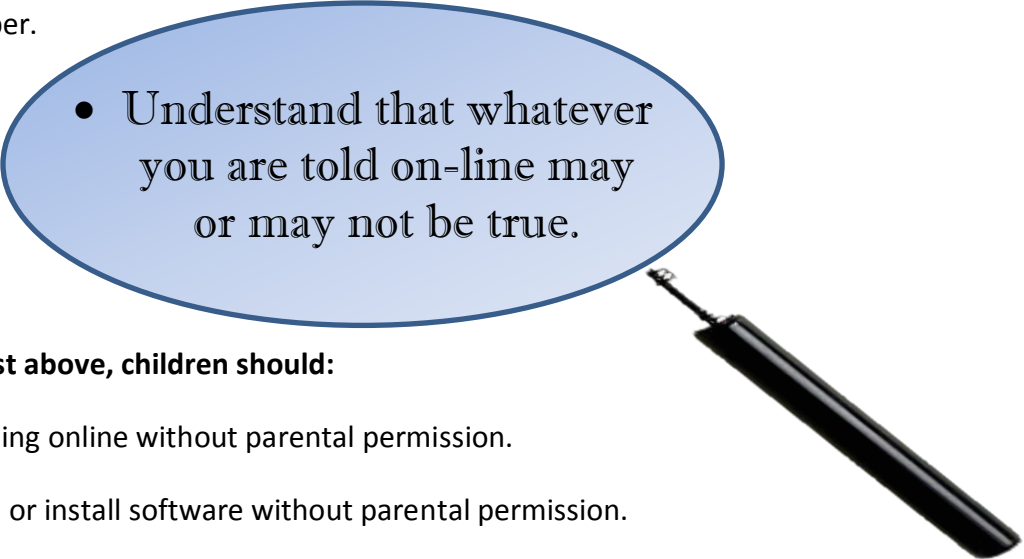
Revealing personal information and images can put user's privacy and safety at risk. Don't let down your first line of defense... which is you!

Here are some tips to keep in mind!

Everyone should:

- Remember to logout of the accounts you've accessed before leaving the terminal, even if it's a home computer.
- Never open an attachment from someone you don't know. No matter how tempting! EX: (Subject Line: Free Vacation!)

- Never share your password with anyone.
- Never upload (post) pictures of yourself onto the Internet or on-line service to people you do not personally know and NEVER upload explicit photos.
- Never post vacation plans online. EX: (Status: Leaving tomorrow for a 7 day cruise!)
- Never download pictures from an unknown source, as there is a good chance there could be sexually explicit images.
- Never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
- Never send money or account information to a non-validated source.
- Make sure intended web address is correct.
- Never give out identifying information such as your name, home address, school name, or telephone number.

- 
- Understand that whatever you are told on-line may or may not be true.

In addition to the list above, children should:

- Never buy anything online without parental permission.
- Never download or install software without parental permission.
- Print out and report mean or insulting messages to your parents or to a teacher at school.
- Never use images or messages that are hurtful or insulting to others.
- Never arrange a face-to-face meeting with someone you met on-line. NO MATTER WHAT!

Parents should:

- Keep the computer in a high-traffic area of your home.
- Remember that Internet technology can be mobile, so make sure to monitor cell phones, gaming devices, and laptops.

- Establish clear limits for which online sites children may visit and for how long.
- Create a favorites folder for sites your children are allowed to visit.
- Know who is connecting with your children online and set rules for social networking, instant messaging, e-mailing, online gaming, and using webcams.
- Periodically check your child's postings and internet history.
- Maintain an open dialogue with your children about their internet activities and online safety.
- In addition to yourself, identify other safe people to talk with about uncomfortable or dangerous internet incidents.

Source: *The Federal Communications Commission*

To find out the latest information on cyber safety or to report cyber incidents visit:

Federal Bureau of Investigation

<http://www.fbi.gov/about-us/investigate/cyber/cyber>

U.S. Department of Homeland Security

<http://www.usdoj.gov/topic/cyber/cybercrime/reporting.html>

2024 BUDGET

Library Board of Trustees

Recommendations:

Motion to approve budget category transfer of HALF grant funds totaling \$30,000 from personnel to other categories.

Motion to transfer up to \$20,000 from personnel to technology to replace self-check machines, patron catalog computers and related patron-services technology and equipment.

HAPL also has \$11,000 in additional revenue that will likely be used for a tween tech table.

Expenditures

Personnel Services	2023 Actual	2024 Approved Budget	2024 YTD Actual	January	February	March	April	May	June	July	August	September	October	November	December
Full-Time	\$ 407,000.00	\$ 390,873.91	\$ 16,126.09	\$ 25,891.68	\$ 30,427.69	\$ 45,641.55	\$ 30,427.68	\$ 30,427.70	\$ 30,133.00	\$ 30,427.68	\$ 45,641.54	\$ 30,427.69	\$ 30,427.70	\$ 30,500.00	\$ 30,500.00
Part-Time	\$ 394,840.00	\$ 362,016.27	\$ 32,823.73	\$ 27,583.73	\$ 25,849.90	\$ 40,512.97	\$ 26,264.82	\$ 26,506.10	\$ 28,650.02	\$ 28,660.40	\$ 42,542.15	\$ 26,915.33	\$ 27,530.85	\$ 29,000.00	\$ 32,000.00
FICA	\$ 62,846.00	\$ 56,654.86	\$ 6,191.14	\$ 4,030.56	\$ 4,244.95	\$ 6,526.30	\$ 4,276.89	\$ 4,295.25	\$ 4,438.90	\$ 4,460.13	\$ 6,681.55	\$ 4,326.59	\$ 4,373.70	\$ 4,500.00	\$ 4,500.00
WRS	\$ 40,649.00	\$ 42,782.35	\$ (2,133.35)	\$ 2,989.37	\$ 3,236.51	\$ 4,997.87	\$ 3,283.24	\$ 3,262.62	\$ 3,348.89	\$ 3,318.76	\$ 4,938.23	\$ 3,300.09	\$ 3,306.77	\$ 3,400.00	\$ 3,400.00
Health Insurance	\$ 63,000.00	\$ 62,394.23	\$ 605.77	\$ 10,881.35	\$ 4,581.35	\$ 4,682.82	\$ 4,691.09	\$ 4,693.77	\$ 4,692.77	\$ 4,692.77	\$ 4,692.77	\$ 4,692.77	\$ 4,692.77	\$ 4,700.00	\$ 4,700.00
Personnel Totals	\$ 968,335.00	\$ 914,721.62	\$ 53,613.38	\$ 71,376.69	\$ 68,340.40	\$ 102,361.51	\$ 68,943.72	\$ 69,185.48	\$ 71,263.58	\$ 71,559.74	\$ 104,496.24	\$ 69,662.47	\$ 70,331.79	\$ 72,100.00	\$ 75,100.00

2024 grant from Hudson Area Library Foundation: \$60,000

- Minimum of \$30,000 for direct program expense
- Up to \$30,000 for personnel costs, if needed, for direct program support

Approved 2024 personnel budget included full \$30,000 for personnel

- First year with new staff hours and municipal funding change.
- Library will have \$50,000 in personnel funds at the end of 2024

Revenue

Actual revenue will exceed projected revenue by at least \$13,000.

Account	2024 Approved Budget	YTD Actual	% Actual to Budget	Difference from Budget
Library Revenues	\$ 11,000	\$ 15,166	79%	\$ 4,166
City of Hudson	\$ 744,366	\$ 744,366	100%	\$ -
County Levy ACT 150	\$ 506,000	\$ 506,000	100%	\$ -
County Levy ACT 420	\$ 8,817	\$ 6,172	70%	\$ (2,645)
Interest	\$ 500	\$ 1,466	293%	\$ 966
Net Change	\$ -	\$ 4,291		\$ 4,291
Grants	\$ 79,000	\$ 76,701	97%	\$ (2,299)
Donation	\$ -	\$ 5,047		\$ 5,047
Misc. Revenues	\$ -	\$ 3,435		\$ 3,435
Total Revenues	\$ 1,349,683	\$ 1,362,644	101%	\$12,961
Total Revenues	\$ 1,349,683	\$ 1,362,644		\$12,961

2025 BUDGET

Library Board of Trustees

Recommendation: Motion to pass the 2025 budget as presented.

Revenue

- St. Croix County and the City of Hudson have approved final budgets.
- Grants
 - The Friends of the Library grant for the History Room (originally planned for 2025) will be expended in 2024 due to the project's completion date. It has been removed from 2025 revenue.
 - The FOL has approved an additional 2025 grant for staff development. The amount is not to exceed \$3,000.
 - The Hudson Area Library Foundation has a tentative grant commitment of \$60,000, which is the same as 2024. The annual appeal has just begun.
- Other revenues
 - Estimates are based on revenues from the past two years.

	2024	2025	Difference
Library Revenues	\$ 11,000	\$ 14,000	\$ 3,000
City of Hudson	\$ 744,366	\$ 778,266	\$ 33,900
County Levy ACT 150	\$ 506,000	\$ 513,736	\$ 7,736
County Levy ACT 420	\$ 8,817	\$ 7,000	\$ (1,817)
Interest	\$ 500	\$ 1,500	\$ 1,000
Net Change	\$ -	\$ 1,000	\$ 1,000
Grants	\$ 79,000	\$ 70,000	\$ (9,000)
Donation	\$ -	\$ 200	\$ 200
Misc. Revenues	\$ -	\$ 1,500	\$ 1,500
Total Revenues	\$ 1,349,683	\$ 1,387,202	\$ 37,519

Expenditures

	2024	2025	Difference
PERSONNEL			
Full-Time	\$ 407,000	\$ 462,852	\$ 55,852
Part-Time	\$ 398,340	\$ 387,000	\$ (11,340)
FICA	\$ 60,346	\$ 65,100	\$ 4,754
WRS	\$ 40,649	\$ 46,000	\$ 5,351
Health Insurance	\$ 62,000	\$ 89,000	\$ 27,000
Personnel Totals:	\$ 968,335	\$ 1,049,952	\$ 81,617
CONTRACTUAL SERVICES			
Legal Services	\$ 2,000	\$ -	\$ (2,000)
Professional Services	\$ 15,500	\$ 15,500	\$ -
IFLS Ops	\$ 48,500	\$ 51,800	\$ 3,300
IFLS Courier / Self Check	\$ 2,900	\$ 2,900	\$ -
IFLS Catalog	\$ -	\$ -	\$ -
Telephone	\$ 4,950	\$ 4,200	\$ (750)
Contract Maintenance	\$ 700	\$ 500	\$ (200)
Programming Adults	\$ 5,000	\$ 6,000	\$ 1,000
Programming Youth/Community	\$ 25,000	\$ 32,000	\$ 7,000
Maintenance / Lease Agmts	\$ 10,000	\$ 9,000	\$ (1,000)
Other Contract Services	\$ 6,000	\$ 10,000	\$ 4,000
Contractual Services Total	\$ 120,550	\$ 131,900	\$ 11,350
SUPPLIES & EXPENSES			
Postage	\$ 1,000	\$ 950	\$ (50)
Office Supplies	\$ 10,955	\$ 10,000	\$ (955)
Memberships	\$ 2,150	\$ 2,150	\$ -
Advertising	\$ 500	\$ 600	\$ 100
Staff Development	\$ 3,100	\$ 4,700	\$ 1,600
Travel / Conferences	\$ 1,750	\$ 1,450	\$ (300)
Furnishing	\$ -	\$ -	\$ -
Technology	\$ 10,400	\$ 9,000	\$ (1,400)
Activity Supplies	\$ 21,600	\$ 3,000	\$ (18,600)
Supplies & Expenses Total	\$ 52,455	\$ 31,850	\$ (20,605)
COLLECTION MATERIALS			
Books	\$ 70,300	\$ 69,000	\$ (1,300)
Periodicals	\$ 5,100	\$ 5,000	\$ (100)
Audio Visual	\$ 10,000	\$ 9,000	\$ (1,000)
Books/Digital Resources	\$ 2,000	\$ 1,700	\$ (300)
Collection Total	\$ 87,400	\$ 84,700	\$ (2,700)
FIXED CHARGES			
Workers' Compensation	\$ 1,000	\$ 1,600	\$ 600
Public Liability	\$ 1,300	\$ 1,400	\$ 100
Public Officials	\$ 1,700	\$ 1,800	\$ 100
Property Insurance	\$ 2,000	\$ 3,000	\$ 1,000
Unemployment	\$ -	\$ -	\$ -
Operating agreement	\$ 114,943	\$ 90,000	\$ (24,943)
Fixed Charges Total	\$ 120,943	\$ 97,800	\$ (23,143)
Municipal/County revenue	\$ 1,259,183	\$ 1,299,002	\$ 39,819
Other non-grant revenue	\$ 11,500	\$ 18,200	\$ 6,700
Grant revenue	\$ 79,000	\$ 79,000	\$ -
Total revenue	\$ 1,349,683	\$ 1,396,202	\$ 46,519
Total expenditures	\$ 1,349,683	\$ 1,396,202	\$ 46,519

Personnel

*HALF funds can be allotted to program staff.

3-percent COLA for staff
Change in health insurance election
*14 additional librarian hours

Contractual Services

No separate fees for city attorney
City is changing to lower-cost phone service
Increase in IFLS fees
One-time contract fees covered in 2024

Supplies and Expenses

Large, one-time purchases made in 2024 (Ex: Everbright Wall, LoT's adult collection)

Collection

Trading small portion of book budget to increase newspaper subscriptions (NY Times, Wall Street Journal) and e-materials.

Large new movie collection added in 2024.

Fixed Charges

Building fee/rent reduced.