



**Library Board of Trustees
Meeting Agenda
Nov. 19, 2024 at 7 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

LBOT and Finance Committee
Time: Nov 19, 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/j/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**
 - *Approve meeting Agenda*
 - *Disposition of minutes from the prior board meeting(s) and of any intervening special meetings*
 - *Acceptance of expenditure report*
 - *Approve Finance Committee’s recommendation to pay bills*
4. **Presentations:**
 - *Friends of the Library*
 - *Library Foundation*
5. **Updates and reports**
 - *President’s updates*
 - *City of Hudson updates*
 - *Hudson School District updates*
6. **Committee updates**
 - *Policy and Personnel*
 - *Finance*
 - *Library Operations and Facility Structure*
 - *AI Library Integration*
7. **Director’s Report**
 - *Presentation of monthly report and statistics*
 - *Director’s report & updates*
8. **PRESENTATION:** e-book report
9. **POTENTIAL BOARD ACTION:** Appointment to Policy and Personnel Committee
10. **DISCUSSION:** 2024 Budget category transfer
11. **DISCUSSION AND POTENTIAL BOARD ACTION:** 2025 Budget
12. **DISCUSSION:** Director evaluation process
13. **DISCUSSION:** Building update
14. **Future agenda items**

15. Adjourn

Next meeting: December 17, 2024.

Board of Trustees Members: Paul Berning (President), Bryan Wells (Vice President), Jim Dalluhn, Rich O'Connor, Barbara Peterson, 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
October 15, 2024**

- 1. Call to order at 7:04 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, Sammi Dittloff (zoom)

Board members absent: Kim Osterhues, Chad Wiertzema, Rich O'Connor,

Staff: Jamie Smith, Shelley Tougas

- 2. Citizen Comments**

None

- 3. ACTION ITEM: CONSENT AGENDA**

Motion by Wells to approve consent agenda items a-d

Second by Klecker

Discussion: None

Vote Taken: MOTION CARRIED - 6 Ayes/0 Nays

- 4. Presentations**

Friends of the Library: Peterson reported that the Friends are collecting Halloween candy to hand out at Trick or Treat Trail, and it can be dropped off anytime before the event at the library. The Friends also put out a funding request for the History Room in order to digitize all microfiche.

Foundation: Peterson reported that the Foundation's funding materials look good. Klecker reported that the planning committee met, and he recommends another joint meeting of the Foundation, Friends, Board, Planning Committee, and whoever else would like to join in to review the 50-page report from the architect.

- 5. Updates/Reports**

President: Berning reported that the county had its meeting and St. Croix County approved funding the county libraries at 100 percent.

City of Hudson: none

School district: none

6. Committee Updates

Policy and Personnel: Peterson reported that some policies are conflicting and will be revised

Finance: Wells said with 75% of the year over, some budgets are at their max. They also reviewed the 2025 budget

Library Operations and Facility Structure: Fehrenbach said the committee had their library tour, and that will be covered in agenda item #8

AI Library Integration: Dittloff said the committee met and discussed what bogs the library operations down, day-to-day tasks that can possibly be replaced with AI, and what new services can be offered

7. Director's Report

The written report was presented by Tougas. This report can be found in the LBOT packet dated 10/15/2024.

8. PRESENTATION AND DISCUSSION: Committee tour of libraries

Tougas presented a slide show with a summary of the tour taken by the Library Operations Committee. The tour consisted of Hennepin County Libraries in Maple Grove, Brooklyn Park, and Brookdale, as well as the R.H. Stafford Library in Woodbury. The overall consensus of the tour is that it is difficult to compare our services offered to those of a county system because of the differences in how they are operated and funded. Many of the buildings are bright and beautiful, but they lack energy. Teen spaces are underwhelming, and there are no Library of Things collections. Study rooms are in demand, and programming spaces are limited. Their respective AMH machines are insightful in their varying sizes, but there was no data offered on cost savings. They are utilized for ergonomic purposes.

9. DISCUSSION: 2025 budget

Tougas said the city will have its budget hearing and adoption on November 11. We will have an insurance increase of 3.9% and a 3% COLA increase, but a fee cut on our building lease. Enrollment benefits are still coming so we are unsure yet what our benefits costs will entail.

10. DISCUSSION: Building Update

Kleckler reported that the architect gathered some great data that will be presented in the report. The architects want to take the activities we plan to have in the library, and design the building around those needs.

11. FUTURE AGENDA ITEMS:

None

12. Adjourn:

Motion to adjourn at 8:22pm by Fehrenbach
Second by Klecker
Vote Taken: MOTION CARRIED – 6 Ayes/0 Nay

Respectfully submitted,

Jamie Smith

Monthly Expenditure Statement

November 14, 2024

Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 407,000	\$ 15,214	\$ 345,088	\$ 61,912	85%
125	Part-Time	\$ 398,340	\$ 13,911	\$ 314,928	\$ 83,412	79%
151	FICA	\$ 60,346	\$ 2,198	\$ 49,853	\$ 10,493	83%
152	WRS	\$ 40,649	\$ 1,627	\$ 37,610	\$ 3,039	93%
154	Health Insurance	\$ 62,000	\$ 2,339	\$ 55,333	\$ 6,667	89%
Personnel Total:		\$ 968,335	\$ 35,290	\$ 802,811	\$ 165,524	83%
Contractual Services						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,500	\$ 1,250	\$ 13,750	\$ 1,750	89%
216	IFLS Ops	\$ 48,800	\$ -	\$ 50,056	\$ (1,256)	103%
217	IFLS Courier	\$ 2,600	\$ -	\$ 2,600	\$ -	100%
225	Telephone	\$ 4,950	\$ -	\$ 4,333	\$ 617	88%
249	Contract Maint.	\$ 700	\$ -	\$ -	\$ 700	0%
294	Programming: Adults	\$ 5,000	\$ 828	\$ 7,527	\$ (2,527)	151%
295	Programming: Children	\$ 25,500	\$ -	\$ 25,733	\$ (233)	101%
298	Maint. Agmts / Leases	\$ 10,000	\$ -	\$ 8,357	\$ 1,643	84%
299	Other Contract Services	\$ 6,000	\$ -	\$ 5,932	\$ 68	99%
Contractual Services Total:		\$ 121,050	\$ 2,078	\$ 118,290	\$ 2,760	98%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ -	\$ 662.09	\$ 338	66%
312	Office Supplies	\$ 10,955	\$ -	\$ 6,812.79	\$ 4,142	62%
324	Memberships	\$ 1,839	\$ -	\$ 1,839.00	\$ -	100%
326	Advertising	\$ 500	\$ -	\$ 527.44	\$ (27)	105%
338	Staff Development	\$ 3,100	\$ -	\$ 2,472.02	\$ 628	80%
	Furnishing	\$ 1,000	\$ 247.00			
339	Travel / Conferences	\$ 1,660	\$ -	\$ 1,099.88	\$ 560	66%
396	Technology	\$ 10,400	\$ -	\$ 6,868.68	\$ 3,531	66%
399	Activity Supplies	\$ 21,600	\$ 247.00	\$ 21,189.63	\$ 410	98%
Supplies & Expenses Total:		\$ 52,054	\$ 494	\$ 41,472	\$ 10,582	80%
Collection						
395	Books	\$ 70,300	\$ 6,660	\$ 61,188	\$ 9,112	87%
397	Periodicals	\$ 5,100	\$ 1,029	\$ 5,505	\$ (405)	108%
398	Audio-Visual	\$ 10,000	\$ 89	\$ 6,686	\$ 3,314	67%
	Digital Resources	\$ 2,000	\$ -	\$ -	\$ -	
Collection Total:		\$ 87,400	\$ 7,778	\$ 73,379	\$ 14,021	84%
Fixed Charges						
510	Workers Comp	\$ 1,000	\$ -	\$ 1,470	\$ (470)	147%
511	Public Liability	\$ 1,300	\$ -	\$ 1,334	\$ (34)	103%
513	Public Officials	\$ 1,700	\$ -	\$ 1,668	\$ 32	98%
517	Property Insurance	\$ 2,000	\$ -	\$ 2,800	\$ (800)	140%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 114,943	\$ 9,579	\$ 105,364	\$ 9,579	92%
Fixed Charges Total:		\$ 120,943	\$ 9,579	\$ 112,636	\$ 8,307	93%
Capital Expenses						
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improvements	\$ -	\$ -	\$ -	\$ -	
Capital Expenses Total:		\$ -	\$ -	\$ -	\$ -	Remaining
Total Expenditures		\$ 1,349,782	\$ 55,218	\$ 1,148,587	\$ 201,195	15%
						%of Year Completed
						83%

DIRECTOR'S REPORT – NOVEMBER 20

Library Board of Trustees

November-December Programming

After a back-to-school slowdown, November and December will be busy program months at the library. Staff are building a new escape room that will debut during winter storytime break. This STEM-based game will feature a space-based premise. Our first two escape rooms (Harry Potter and the Titanic) had waiting lists, so we anticipate a good response.

In addition to our Community Christmas, we also have our annual tween-teen etiquette dinner, write-ins for National Novel Writing Month, holiday baking, a dinosaur fossils program, youth yoga, puzzle palooza and the library rec room. We also have another session of our new—and popular—book club, “Not Your Mother’s Book Club.”

Collaborations

In coordination with Hudson elementary schools, each month we’re featuring an “art gallery” of our community’s young artists. We launch each gallery with a mini-reception and then display the work for a month. We have space restrictions and a lack of wall space, but our creative youth services staff are using shelving endcaps to highlight the students’ work.

We’re also working with the district to hold conversations around the book “The Anxious Generation.” We ordered two dozen copies of the book, which explores the rise in anxiety among youth. Local data shows worrisome increases in anxiety levels—levels that have not dropped post-pandemic.

Librarians are also working with staff at the YMCA camp to launch outdoor programs on their site. The Y also has indoor space at the camp that isn’t heavily used after summer events. Librarians toured the space and are considering options. We’ve had internal discussions for several years about a broader view of the Summer Reading Program that incorporates outdoor activities and movement.

Support Organizations and Grants

Nancy Toll and Amy Thurston, our History Room coordinators, are completing an important project to digitize microfilm. This preserves the information and makes it searchable electronically. They have received grant funds from individual supporters to supplement grant funding from the Friends of the Library. These individual contributions enable the Friends to give the library an additional grant for staff development.

The Hudson Area Library Foundation’s annual appeal began this month. HALF has an ambitious goal of \$100,000, which covers all the library’s programming plus future improvements.

In 2024, we also received grants from the Ann Marie Foundation, Noon Rotary and the Hudson Community Foundation. We also closed out the grant from the Wendell Petersen Charitable Trust, which allowed us to create a new space for teens.

2024 BUDGET

Library Board of Trustees

Recommendations:

Motion to approve budget category transfer of HALF grant funds totaling \$30,000 from personnel to technology, programs and activity supplies.

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.

Expenditures

Personnel Services	2024 Approved Budget	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	\$ 4,295.29	\$ 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	\$ 71,763.58	\$ 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 \$10,322.

Account	2024 Approved Budget	YTD Actual	% Actual to Budget	Difference from Budget
Library Revenues	\$ 11,000	\$ 12,986	79%	\$ 1,986
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	\$ -	\$ 4,718		\$ 4,718
Misc. Revenues	\$ -	\$ 3,305		\$ 3,305
Total Revenues	\$ 1,349,683	\$ 1,360,005	101%	\$10,322
Total Revenues	\$ 1,349,683	\$ 1,360,005		\$10,322

2025 BUDGET

Library Board of Trustees

Staff recommend final vote at the December meeting.

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	Obj. Code			
Full-Time	121	\$ 407,000	\$ 462,500	\$ 55,500
Part-Time	125	\$ 398,340	\$ 387,000	\$ (11,340)
FICA	151	\$ 60,346	\$ 65,100	\$ 4,754
WRS	152	\$ 40,649	\$ 46,000	\$ 5,351
Health Insurance	154	\$ 62,000	\$ 94,000	\$ 32,000
Personnel Totals:		\$ 968,335	\$ 1,054,600	\$ 86,265
CONTRACTUAL SERVICES				
Legal Services	212	\$ 2,000	\$ -	\$ (2,000)
Professional Services	213	\$ 15,500	\$ 15,500	\$ -
IFLS Ops	216	\$ 48,500	\$ 51,800	\$ 3,300
IFLS Courier / Self Check	217	\$ 2,900	\$ 2,900	\$ -
IFLS Catalog	225	\$ -	\$ -	\$ -
Telephone	225	\$ 4,950	\$ 4,200	\$ (750)
Contract Maintenance	249	\$ 700	\$ 700	\$ -
Programming Adults	294	\$ 5,000	\$ 5,000	\$ -
Programming Youth/Community	295	\$ 25,000	\$ 25,000	\$ -
Maintenance / Lease Agmts	298	\$ 10,000	\$ 9,000	\$ (1,000)
Other Contract Services	299	\$ 6,000	\$ 2,000	\$ (4,000)
Contractual Services Total		\$ 120,550	\$ 116,100	\$ (4,450)
SUPPLIES & EXPENSES				
Postage	311	\$ 1,000	\$ 1,000	\$ -
Office Supplies	312	\$ 10,955	\$ 10,995	\$ -
Memberships	324	\$ 2,150	\$ 2,150	\$ -
Advertising	326	\$ 500	\$ 600	\$ 100
Staff Development	338	\$ 3,100	\$ 4,700	\$ 1,600
Travel / Conferences	339	\$ 1,750	\$ 1,450	\$ (300)
Furnishing		\$ 1,000	\$ -	\$ (1,000)
Technology	396	\$ 10,400	\$ 9,557	\$ (843)
Activity Supplies	399	\$ 21,600	\$ 3,000	\$ (18,600)
Supplies & Expenses Total		\$ 52,455	\$ 33,452	\$ (19,003)
COLLECTION MATERIALS				
Books	395	\$ 70,300	\$ 70,000	\$ (300)
Periodicals	397	\$ 5,100	\$ 5,500	\$ 400
Audio Visual	398	\$ 10,000	\$ 9,000	\$ (1,000)
Books/Digital Resources	395	\$ 2,000	\$ 750	\$ (1,250)
Collection Total		\$ 87,400	\$ 85,250	\$ (2,150)
FIXED CHARGES				
Workers' Compensation	510	\$ 1,000	\$ 1,600	\$ 600
Public Liability	511	\$ 1,300	\$ 1,400	\$ 100
Public Officials	513	\$ 1,700	\$ 1,800	\$ 100
Property Insurance	517	\$ 2,000	\$ 3,000	\$ 1,000
Unemployment	519	\$ -	\$ -	\$ -
Operating agreement	532	\$ 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	\$ 70,000	\$ (9,000)
Total revenue		\$ 1,349,683	\$ 1,387,202	\$ 37,519
Total expenditures		\$ 1,349,683	\$ 1,387,202	\$ 37,519

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)

Large new movie collection added in 2024.

Fixed Charges

Building fee/rent reduced.