

**Library Board of Trustees
Meeting Agenda
Jan. 21, 2025 at 7 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

LBOT and Finance Committee
Time: Jan 21, 2025 06:30 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**
 - *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. **DISCUSSION AND POTENTIAL BOARD ACTION:** Conflict of Interest Policy
9. **DISCUSSION AND POTENTIAL BOARD ACTION:** Surplus Property Policy
10. **DISCUSSION AND POTENTIAL BOARD ACTION:** Staff COLA and adjusted 2025 budget
11. **DISCUSSION AND POTENTIAL ACTION ITEM:** Facility plans and fundraising
12. **Future agenda items**
13. **Adjourn**

Next meeting: February 18, 2025

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.



**Library Board of Trustees:
Special Meeting Minutes
December 27, 2024 5 p.m.**

1. Call to order by Wells at 6:45 p.m. Roll call, certification of compliance with open meeting laws and public records laws, introduction of visitors and staff
Board members present: Dalluhn, Peterson, Wiertzema, Klecker, Wells
Board members absent: O'Connor, Dittloff, Fehrenbach, Berning
Staff: Shelley Tougas

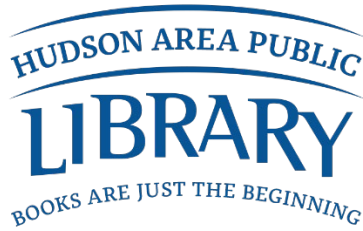
2. **ACTION ITEM: Enter closed session**
Motion by Peterson to go into closed session at 5:05 pm
Pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. *Director evaluation and compensation.*
Second by Klecker
Roll call:
Ayes: Peterson, Klecker, Wiertzema, Dalluhn, Wells
Nays: None

3. **Reconvened in open session at 5:37 p.m.**
Motion by Klecker to approve minutes
Second by Wells
Discussion: none
MOTION CARRIED – 2 Ayes/0 Nays

4. **ACTION ITEM: Director discussion**
Motion by Peterson to approve a 15 percent increase to director salary
Second by Wells
Discussion: none
MOTION CARRIED – 5 Ayes/0 Nays

5. **ADJOURN:**
Motion by Dalluhn to adjourn at 6:51 p.m.
Second by Peterson
MOTION CARRIED – 5 Ayes/0 Nays

Respectfully submitted,
Shelley Tougas



**Hudson Area Public Library
Library Board of Trustees
Meeting Minutes
December 17, 2024**

- 1. Call to order at 7:00 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, Rich O'Connor, Jim Dalluhn

Board members absent: Chad Wiertzema

Staff: Jamie Smith, Shelley Tougas, Matt Campana, Sarah Eral, Amy Ginsberg Michelle Saifullah (zoom)

Guests: John Thompson (zoom), Joyce Law, Suzie Gilbert, Kerry Reis, Randall Rider, Judy Green, Rob Howard, Paul Moen, Kathy Roberts, Susie Gilbert, Joyce Law, Jim Bennewitz, John Thompson

- 2. Citizen Comments**

None

- 3. ACTION ITEM: CONSENT AGENDA**

Motion by Wells to approve consent agenda items a-d

Second by Fehrenbach

Discussion: None

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

- 4. PRESENTATION AND DISCUSSION: Leo Daly Building Options Report**

The presentation was given by Joe Bower and Sarah Watson

- 5. Presentations – deferred to next meeting in interest of time**

Friends of the Library:

Foundation:

6. Updates/Reports – deferred to next meeting in interest of time

President:

City of Hudson:

School district:

7. Committee Updates – deferred to next meeting in interest of time

Policy and Personnel:

Finance:

Library Operations and Facility Structure:

AI Library Integration:

8. Director’s Report

The written report was presented by Tougas. This report can be found in the LBOT packet dated 12/17/2024

9. POTENTIAL ACTION ITEM: Technology Lending Policy

Peterson moves to bring the Technology Lending Policy to the board for approval.

Second by Dittloff

Discussion: None

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

10. POTENTIAL ACTION ITEM: 2024 Budget Transfers

Motion by Wells to approve transfers

Second by Klecker

Discussion: none

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

11. POTENTIAL ACTION ITEM: 2025 Budget Approval

Motion by Wells to approve budget

Second by Fehrenbach

Discussion: none

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

12. CLOSED SESSION: Director Performance Evaluation and Compensation

Motion by O’Connor to go into 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.*

Second by Wells.

Roll Call:

Aye: Berning, Fehrenbach, Peterson, Klecker, Wells, Dittloff, O'Connor, Dalluhn

Nay: None

Members went into closed session at 8:35pm

13. RECONVENE IN OPEN SESSION

Members reconvened at 9:15 p.m.

14. DISCUSSION AND POTENTIAL ACTION ITEM: Director discussion

Action delayed until consultation with city administrator.

15. FUTURE AGENDA ITEMS:

Conflict of Interest policy

16. Adjourn:

Motion to adjourn at 9:25 by O'Connor

Second by Wells

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nay

Respectfully submitted,

Jamie Smith

December Expenditure Statement
December 31, 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	\$ 30,428	\$ 390,729	\$ 471	100%
125	Part-Time	\$ 358,440	\$ 27,253	\$ 356,369	\$ 2,071	99%
151	FICA	\$ 56,425	\$ 4,352	\$ 56,425	\$ 0	100%
152	WRS	\$ 42,388	\$ 3,106	\$ 42,388	\$ 0	100%
154	Health Insurance	\$ 62,380	\$ 4,693	\$ 62,380	\$ 0	100%
Personnel Total:		\$ 910,833	\$ 69,832	\$ 908,290	\$ 2,543	100%
Contractual Services						
212	Legal Services	\$ -	\$ -	\$ -	\$ -	
213	Professional Services	\$ 15,100	\$ 1,357	\$ 15,107	\$ (7)	100%
216	IFLS Ops	\$ 50,056	\$ -	\$ 50,056	\$ -	100%
217	IFLS Courier	\$ 2,600	\$ -	\$ 2,600	\$ -	100%
225	Telephone	\$ 5,272	\$ 469	\$ 5,272	\$ -	100%
249	Contract Maint.	\$ 2,732	\$ 130	\$ 130	\$ 2,602	5%
294	Programming: Adults	\$ 9,550	\$ 1,576	\$ 9,513	\$ 37	100%
295	Programming: Children	\$ 34,750	\$ 5,336	\$ 34,426	\$ 324	99%
298	Maint. Agmts / Leases	\$ 9,500	\$ -	\$ 8,777	\$ 723	92%
299	Other Contract Services	\$ 6,932	\$ -	\$ 6,932	\$ -	100%
Contractual Services Total:		\$ 136,493	\$ 8,867	\$ 132,813	\$ 3,680	97%
Supplies & Expenses						
311	Postage	\$ 1,300	\$ 302.22	\$ 1,261.42	\$ 39	97%
312	Office Supplies	\$ 15,149	\$ 3,720.00	\$ 15,054.88	\$ 94	99%
324	Memberships	\$ 1,900	\$ 30.00	\$ 1,869.00	\$ 31	98%
326	Advertising	\$ 600	\$ 25.00	\$ 559.58	\$ 40	93%
338	Staff Development Furnishing	\$ 3,950	\$ 448.50	\$ 3,956.88	\$ (7)	100%
339	Travel / Conferences	\$ 1,400	\$ 295.78	\$ 1,396.16	\$ 4	100%
396	Technology	\$ 31,835	\$ 19,450.04	\$ 31,686.49	\$ 149	100%
399	Activity Supplies	\$ 26,393	\$ 3,776.03	\$ 26,294.33	\$ 99	100%
Supplies & Expenses Total:		\$ 82,527	\$ 28,048	\$ 82,079	\$ 449	99%
Collection						
395	Books	\$ 70,300	\$ 3,728	\$ 70,268	\$ 32	100%
397	Periodicals	\$ 5,540	\$ 2,067	\$ 5,537	\$ 3	100%
398	Audio-Visual	\$ 9,560	\$ 65	\$ 9,269	\$ 291	97%
	Digital Resources	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100%
Collection Total:		\$ 87,400	\$ 5,860	\$ 85,074	\$ 2,326	97%
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:		\$ -	\$ -	\$ -	\$ -	
Total Expenditures		\$ 1,339,500	\$ 122,186	\$ 1,330,471	\$ 9,029	Remaining 1%
%of Year Completed						100%

Hudson Area Public Library Statistics Summary

Dec-24

Circulation										
Comparisons YTD		2023		2024		Comparisons by Month		Library Visitors YTD		
Physical Materials:	183,065	186,120	Physical CKO	8,741	12,760	2023	2024	2023	2024	
Digital Materials:	66,968	72,972	Check-ins	9,382	10,303	86,058	102,189	Monthly Visitors		
Total All Circulation:	250,033	259,092	Renewals	3,326	3,340	2023	2024	2023		
% Physical Materials	73.22%	71.8%	Total Physical Circ	12,067	16,100	6,103	7,028	2024		
% Digital Materials	26.8%	28.2%	Digital Circulation	4,482	6,032					
			Total Circulation	16,549	22,132					
New Patrons YTD		New Patrons by Month		Proctoring YTD		Cardholders				
2023	2024	2023	2024	2023	2024	Jan. 1 2024	9,237			
1,640	1,517	77	79	7	20	Current	10,478			
Technology Use YTD		Meeting Room Use		Volunteer Hours						
2023	2024	2023	2024	2023	2024	Monthly	98.25			
Pharos	2,878	2,447	Monthly	170	175	Year to Date	1622.25			
Wi-Fi	31,046	28,303	YTD	2,377	2666					
Year-to Date	33,924	30,750								
Programming										
YTD Programs		Monthly Comparisons								
2023	2024	Programs Held	2023	2024						
451	714	Children	17	34						
YTD Program Attendance		Tweens	2	11						
2023	2024	Adult	4	9						
15,963	26,997	Drop-in	13	21						
		Totals:	36	75						
Self Directed Activities 2024		Attendance	2023	2024						
MTD	YTD	Children	461	1069						
17	216	Tweens	19	114						
		Adult	24	59						
		Drop-in	1249	1324						
		Totals:	1753	2566						

Hudson Area Public Library

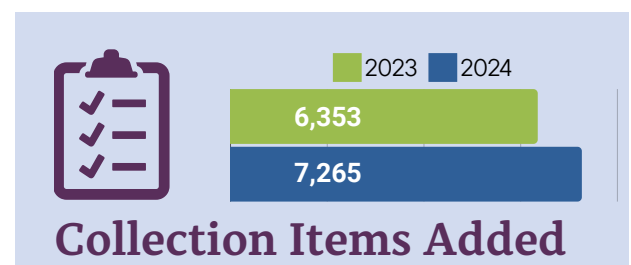
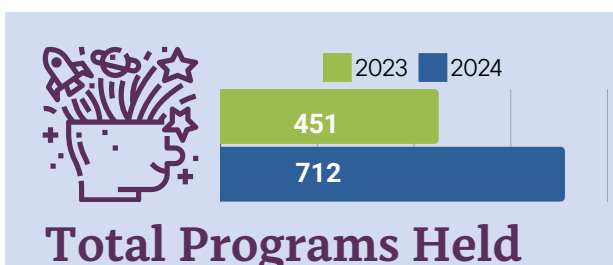
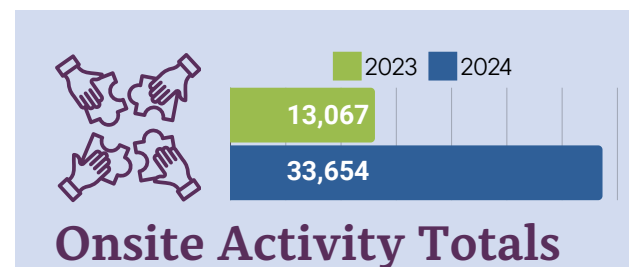
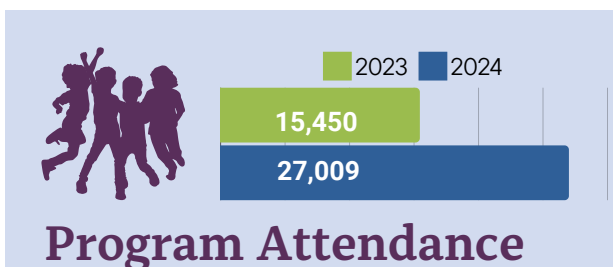
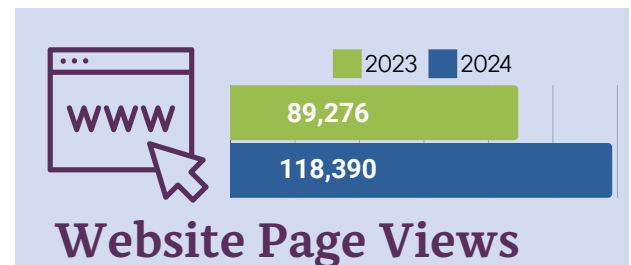
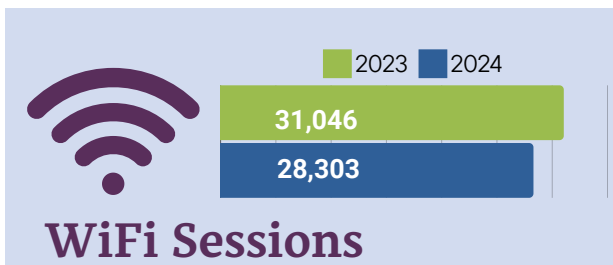
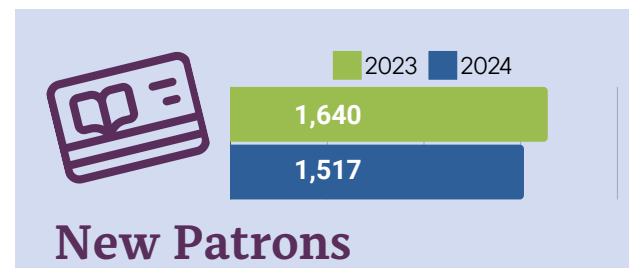
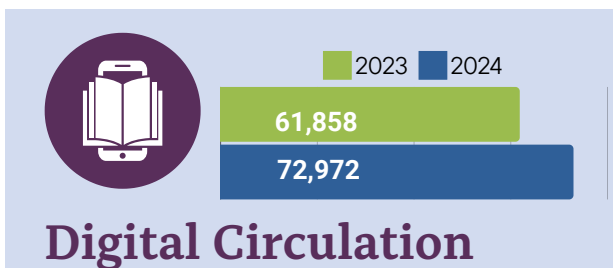
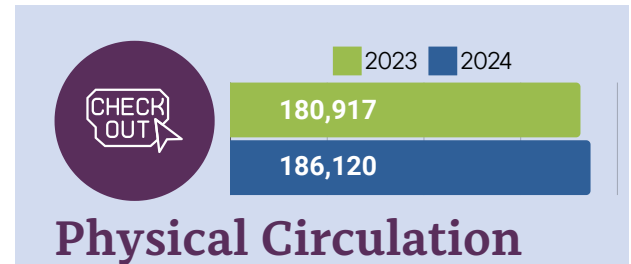
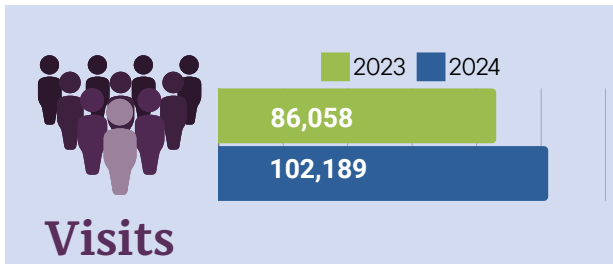
Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
Check-outs		2018	13,266	12,994	16,153	14,102	15,400	19,450	18,509	17,830	13,527	13,869	13,289	11,439	179,828
	2019	14,754	13,485	15,567	13,828	12,865	16,711	18,359	16,262	12,420	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	9,420	142,521	
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	10,303	140,778	
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	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	3,340	43,599	
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	12,374	183,065	
	2024	15,495	14,969	16,239	15,699	15,131	18,294	18,713	17,371	12,819	14,575	14,055	12,760	186,120	
2022-2023 increase / decrease		2,402	5,357	3,612	3,676	3,281	1,456	728	(524)	295	623	1,205	307	22,418	
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	6,032	72,972	
2022-2023 increase / decrease		142	664	346	442	555	405	765	687	869	1,429	1,477	1,625	9,406	
Total Digital & Physical Circulation		16,860	19,759	21,738	21,034	20,257	23,531	24,541	23,402	18,918	20,954	20,558	18,481	250,033	

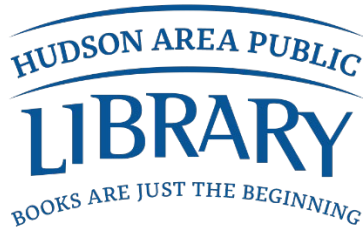
	% of Circulation Physical	53.8%	48.4%	58.8%	57.9%	57.3%	71.0%	73.1%	77.9%	69.1%	67.7%	64.4%	65.3%	64.3%	
	% of Circulation Digital	31.1%	21.1%	23.0%	22.5%	23.7%	21.1%	20.8%	21.4%	24.7%	22.5%	22.6%	24.3%	23.0%	
Materials Statistics															
Items Borrowed		January	February	March	April	May	June	July	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	2,653	37,116	
Items Loaned		2024	3,621	3,700	3,622	3,643	3,250	3,336	3,338	3,493	3,055	3,900	3,616	41,812	
Items Added		2024	491	640	491	744	594	556	700	616	597	760	659	417	7,265
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	170	2,447	
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	2,078	28,303	
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	4	4	4	48
	2020	-	6	-	-	-	-	-	3	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	20	
Patron Statistics															
Visitors		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
	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	7,028	102,189
	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	7,172	86,058
	Days Open 2023	24	22	27	24	26	26	25	27	25	25	23	21	25
	Daily Average 2023	257	283	276	279	260	350	365	294	275	274	294	291	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	79	1,517
	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

Hudson Area Public Library

2024 Summary





Library Operations and Services

Conflict of Interest

Approved by Board of Trustees:

Effective Date:

Revision Date:

Purpose:

The purpose of this policy is to establish guidelines for ethical standards of conduct for the Board of Trustees and citizen committee members approved by the Board of Trustees. The policy includes the following goals: to promote public confidence in library governance, to ensure decisions and policy are made within proper channels, to prevent board service being used for personal gain, and to establish procedures applicable to the identification and resolution of conflicts of interest.

[Attachment: Individual Conflict of Interest Acknowledgement/Disclosure Form](#)

Trustee Representation

Wisconsin law gives municipal governing boards the responsibility to appoint Trustees to the Library Board. The appointees may include one member of the municipal board. This policy recognizes a municipal board member appointed to serve as a Library Board Trustee (dual appointee) has a fiduciary responsibility to both boards. Wisconsin law gives counties the authority to appoint supervisors to the Library Board of Trustees. This policy recognizes a county supervisor(s) appointed to serve as a Library Board Trustee (dual appointee) has a fiduciary responsibility to both boards. This policy is not intended to impede, influence or restrict dual appointees' responsibilities, service, deliberations and voting in regard to conflicting positions and/or decisions between the Library Board and the appointing board.

Definitions

Person

A person is defined as any person, corporation, partnership or joint venture.

Financial interest

Financial interest is defined as any interest which shall yield, directly or indirectly, a monetary or other material benefit to the Trustee or Trustee-approved committee member or to any person employing or retaining the services of the Trustee or Trustee-approved committee members.

Additionally, a person has a financial interest if the person has, directly or indirectly, through business, investment or family (spouse, children and step children, and other relatives living with such person):

- an ownership or investment interest in any entity with which the Library has a transaction or arrangement (including but not limited to grants); or
- a compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement (including but not limited to grants);
- a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement (including but not limited to grants); or
- other than a formal relationship with prospective or actual grantees relative to the design of specific projects, preparation of specific proposals and review and oversight of funded projects, and Library-related activities.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists after the potential conflict has been disclosed.

Personal interest

A personal interest is defined as any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

A personal interest is not necessarily a conflict of interest. A person who has a personal interest may have a conflict of interest only if the Board decides that a conflict of interest exists after the potential conflict has been disclosed.

An individual's fiduciary responsibility

An individual's fiduciary responsibility is defined as a person with a fiduciary responsibility towards an organization (or an individual) if he or she:

- occupies a position of special confidence towards such organization or individual;
- holds in trust property in which another person has the beneficial title of interest, or who receives and controls the income of another; or
- has a duty of loyalty or duty of care to an organization (by virtue of serving as an officer, Trustee or director of an organization or other position with similar responsibilities). A duty of loyalty requires the person to refrain from dealing with the organization on behalf of a party having an interest adverse to the organization and refrain from competing with the organization. A duty of care requires the person to discharge his or her duties in

good faith and in a manner he or she reasonably believes to be in the best interests of the organization.

A fiduciary responsibility is not necessarily a conflict of interest. A person who has a fiduciary responsibility may have a conflict of interest only if the Board decides that a conflict of interest exists after the potential conflict has been disclosed.

Conflicts of interest

1. Incompatible employment

No Trustee or member of a Trustee-approved committee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independent judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made to the Board of Trustees and appointing authority.

2. Disclosure of confidential information

No Trustee or member of a Trustee-approved committee shall, without proper legal authorization, disclose confidential information concerning the staff, property or affairs of the Library, nor shall they use such information to advance the financial or other private interest of themselves or others.

3. Gifts and favors

No Trustee or member of a Trustee-approved committee shall accept any valuable gift or gifts, whether in the form of service, loan, thing or promise, having an aggregate value of more than \$50 within any calendar year from any person, firm or corporation who or which to his knowledge is interested, directly or indirectly, in any manner whatsoever in business dealings with the Library; nor shall any such Trustee or member of a Trustee-approved committee accept any gift or gifts, favor or thing of value having an aggregate value of more than \$50 within any calendar year that may tend to influence them in the discharge of their duties or grant in the discharge of their duties any improper favor, service or thing of value. Gifts received under unusual circumstances should be referred to the Library Board's Finance Committee within 10 days for recommended disposition.

4. Contracts with appointing municipalities or Library

No Trustee or member of a Trustee-approved committee who, in their capacity as such, shall participate in the making of a contract, or entering into a contract, with the appointing municipality or Library in which they have a private pecuniary interest (direct or indirect) or performs in regard to that contract some function requiring the exercise of discretion on his part, unless within the confines of W.S.A. s. 946.13:

- The contract is awarded through a process of public notice and competitive bidding.
- The Finance Committee recommends, and the Board approves, the waiver of the requirement after determining that it is in the best interest of the Library to do so.

Disclosure of interest in board action/decisions

Any Trustee or member of a Trustee-approved committee who has a financial interest or personal interest in any proposed action before the Library Board shall disclose on the record in a Board meeting the nature and extent of such interest. Any Trustee or member of a Trustee-approved committee who has a financial or personal interest in any proposed action of the Library Board and who participates in discussion with or gives an official opinion or recommendation to the Library Board shall disclose in the Board records the nature and extent of such interest.

Political activity

All elected officials and those appointed to public boards and public board committees have the right to freely express their views as citizens and cast their votes, subject to the following:

1. No Trustee or member of a Trustee-approved committee shall directly or indirectly use or seek to use his/her authority or the influence of his/her position to control or modify the political action of another person.
2. No Trustee or member of a Trustee-approved committee shall, while representing the Library, except as provided by law, engage in political activities, including:
 - Campaigning for any candidate or political party.
 - Making campaign speeches or engaging in other activities to elect a candidate.
 - Collecting contributions or selling tickets to political fundraising functions.
 - Distributing campaign material in any election.
 - Organizing or managing partisan political meetings.
 - Circulating nominating petitions.
 - Displaying political badges, buttons or stickers in the Library or wearing such items while representing the Library.
3. No Trustee or member of a Trustee-approved committee shall at any time use any Library-owned or Library-leased equipment for any political activity.

General Responsibilities of Trustees

Trustees or members of Trustee-approved committees shall adhere to the responsibilities and rules established by the Wisconsin Legislature and administered by the Department of Public Instruction.

Trustees or members of Trustee-approved committees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and the Library Director unless prohibited from so doing by law or by officially recognized confidentiality of their work.

Trustees or members of Trustee-approved committees shall be treated as patrons in regard to utilizing library services.

Trustees or members of Trustee-approved committees shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

Trustees or members of Trustee-approved committees shall not engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official.

Procedures for Addressing Potential Conflict of Interest

Duty to disclose

In connection with any actual or possible conflicts of interest, the Trustee or member of a Trustee-approved committee must disclose the existence and nature of his or her financial or personal interest and all material facts to the Board of Trustees or committees considering the proposed transaction or arrangements.

Determining whether a conflict of interest exists

Pursuant to state law, public boards must vote in open session. An attorney will be consulted regarding whether the discussion qualifies as an exception to the state's open meeting law. After disclosing the financial or personal interest and all material facts, and after any Board discussion of the disclosure, he or she shall leave the Board meeting while the final determination of a conflict of interest is discussed and voted upon. The Trustee or member of a Trustee-approved committee should not be counted in determining whether a quorum is present for the board or committee meeting at which the transaction or arrangement that results in the conflict of interest is to be voted upon. The remaining board members shall decide if a conflict of interest exists.

Procedures for addressing the conflict of interest

The President or Vice President of the Library Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. Committees must be appointed and approved per the Bylaws.

After exercising due diligence, the person or appointed committee shall determine whether HAPL can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, person or appointed committee shall make a recommendation to the Board of Trustees. The Board shall determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Library's interest and for its own benefit and whether the transaction is fair and reasonable to the Library. The Board shall then make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

Violations of the Conflicts of Interest Policy

If the Board of Trustees has reasonable cause to believe that a Trustee or member of a Trustee-approved committee has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the Trustee or member of a Trustee-approved committee and making such further investigation as may be warranted in the circumstances, the Board determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate action according to the Bylaws.

Records of Proceedings

The minutes of the Board and all committees shall contain the following information to the extent allowed under the state's public meetings and open records laws:

- the names of the persons who disclosed or otherwise were found to have a financial interest or a personal interest in connection with an actual or possible conflict of interest, the nature of the financial or personal interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the names of the persons who recused themselves from such discussion and votes, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Annual Statements

Each Trustee, at the Board's annual meeting or as soon as possible thereafter, shall sign an acknowledgement and disclosure form that:

- affirms that such person has received and reviewed a copy of the conflict-of-interest policy and agreed to comply with its terms; and
- requires that such person disclose any Financial Interest in, Personal Interest in or Fiduciary Responsibility towards any entity that such person believes may enter into a proposed transaction with the Library in the upcoming year.

INDIVIDUAL CONFLICT OF INTEREST ACKNOWLEDGEMENT/DISCLOSURE FORM

Hudson Area Public Library

This statement is to be completed by all Trustees and citizen members of Board-approved committees upon appointment and renewed annually or sooner if a conflict of interest arises.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Please review our HAPL Conflict of Interest Policy and complete this form. Include any situation, transaction or relationship in which you have been or may be involved that could constitute a potential conflict of interest or the appearance of one. Even if you are uncertain about whether you should report a situation, transaction or relationship, please include it.

1. Potential Conflicting Organizations

I am *not* a director, trustee, officer, representative of, or have a Financial Interest in the following organizations that have or may have a conflict with the interests of HAPL, except for the following:

Organization and Title or Interest:

2. Potential Conflicting Activities / Obligations

I am *not* involved in any activity or transaction, nor am I a party to any contract involving interests that are or could be found to be adverse to HAPL's mission, except for the following:

3. Potential Conflicting Business Opportunities / Commitments

I have *not* committed to, nor am I pursuing, any business opportunity that does or might adversely affect HAPL, except for the following:

4. Potential Conflicting Fiduciary Relationship

I do *not* have a Fiduciary Relationship with any person or organization with whom HAPL is pursuing a business opportunity, except for the following:

5. Potential Conflicting Personal Interest

I do *not* have a personal interest with someone whom HAPL is pursuing a business opportunity, except for the following:

6. Other Potential Conflicts

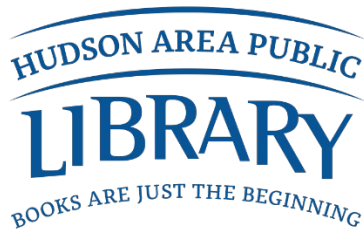
Any other concerns I may have regarding actual or potential conflicts of interest are listed below:

I have received and reviewed HAPL Conflict of Interest Policy, and to the best of my knowledge, I have accurately answered the above questions.

Printed Name

Signature

Date



Library Operations and Services

Removal and Disposal of Library Property

Approved by Board of Trustees:

Effective Date:

Revisions:

Purpose:

The Hudson Area Public Library (HAPL) is committed to the effective and efficient use of the library's space and physical resources, including an appropriate, transparent and fair process to remove, sell or dispose of library items.

Authority

Wisconsin Statute 43.58 gives the Library Board statutory authority to control its materials, lands, buildings, money or other property. Therefore, decisions regarding the removal, sale, or disposal of items are within the Library Board's authority.

The Library Board vests authority in the Library Director or his/her designee to manage this process at their discretion when the value of such material does not exceed \$5,000. Any individual surplus library item valued more than \$5,000 must be brought before the Library Board for approval. All matters involving land and buildings must be brought before the Library Board regardless of appraised value.

Items may be selected for removal due to age, space constraints, condition, obsolescence or suitability.

Scope of removal

Library staff regularly weed books, periodicals and audio-visual materials in accordance with the Library's Collection Development and Management Policy. Weeded materials from the collection are given to the Friends of the Hudson Area Public Library for potential sale.

Items not related to the collection may be removed, sold or disposed. Those surplus items include, but are not limited to, computers, printers, furniture, technology, toys, office equipment and supplies.

The Director is authorized to dispose of such property in the most efficient and practical way possible, including: by general or Internet auction; by listing on a Library email discussion list or online marketplace; by transferring to another city department; by trade-in against a purchase; or using any other method that yields the best value for the Library without incurring costly staff hours to dispose of the property.

Damaged materials may be recycled (if possible) or disposed with trash.

Surplus items may not be given to staff members. No surplus items may be sold to Library staff or their immediate family unless by a method that ensures that staff (or relatives) have no advantage over other buyers.

Revenue from surplus sales must be reported on the Library's expenditure report as miscellaneous revenue.

The Library occasionally receives incentives from publishers and vendors. The Director is authorized to use those incentives as prizes for Library programs, for use by the Friends of the Library, or as prizes for staff, so long as they are distributed in a fair and impartial manner. The Director is authorized to discard any item that he/she deems to be of little or no value or that the cost of disposal, in staff time, exceeds the likely value to be received.

COLA AND BUDGET ADJUSTMENTS - 2025

Library Board of Trustees

Per direction from the Board, the following is a revised budget for 2025 if staff received a COLA of 4.6 percent instead of 3 percent, which was approved. The 4.6 percent equals the salary adjustment for city staff when step increases and COLA are factored together.

Adopted Revenue for 2025 Budget

	2024	2025	Difference
Library Revenue	\$ 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
Unrestricted Funds	\$ -	\$ -	\$ -
Total Revenues	\$ 1,349,683	\$ 1,387,202	\$ 37,519

Potential Adjusted Revenue for 2025 Budget

	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	\$ 1,100	\$ 600
Net Change	\$ -	\$ 1,000	\$ 1,000
Grants	\$ 79,000	\$ 70,000	\$ (9,000)
Donation	\$ -	\$ 500	\$ 500
Misc. Revenues	\$ -	\$ 1,500	\$ 1,500
Unrestricted Funds	\$ -	\$ 19,500	\$ 19,500
Total Revenues	\$ 1,349,683	\$ 1,406,602	\$ 56,919

Unrestricted funds are unspent funds from 2024. Intended use for these funds would be AI/efficiency improvements, depending upon committee recommendations.

Expenditure adjustments if 4.6 percent COLA is adopted

2025 approved with 3% COLA

2025 adjusted with 4.6% COLA

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

	2025
PERSONNEL	
Full-Time	\$ 482,916
Part-Time	\$ 376,225
FICA	\$ 65,724
WRS	\$ 47,318
Health Insurance	\$ 89,000
Personnel Totals:	\$ 1,061,183
CONTRACTUAL SERVICES	
Legal Services	\$ -
Professional Services	\$ 15,500
IFLS Ops	\$ 52,800
IFLS Courier / Self Check	\$ 2,900
IFLS Catalog	\$ -
Telephone	\$ 4,200
Contract Maintenance	\$ -
Programming Adults	\$ 5,000
Programming Youth/Community	\$ 28,000
Maintenance / Lease Agmts	\$ 9,500
Other Contract Services	\$ 15,869
Contractual Services Total	\$ 133,769
SUPPLIES & EXPENSES	
Postage	\$ 950
Office Supplies	\$ 10,000
Memberships	\$ 2,000
Advertising	\$ 600
Staff Development	\$ 3,600
Travel / Conferences	\$ 1,500
Furnishing	\$ -
Technology	\$ 9,000
Activity Supplies	\$ 3,000
Supplies & Expenses Total	\$ 30,650
COLLECTION MATERIALS	
Books	\$ 69,000
Periodicals	\$ 4,900
Audio Visual	\$ 8,000
Books/Digital Resources	\$ 1,300
Collection Total	\$ 83,200
FIXED CHARGES	
Workers' Compensation	\$ 1,600
Public Liability	\$ 1,400
Public Officials	\$ 1,800
Property Insurance	\$ 3,000
Unemployment	\$ -
Operating agreement	\$ 90,000
Fixed Charges Total	\$ 97,800
Municipal/County revenue	\$ 1,299,002
Other non-grant revenue	\$ 37,600
Grant revenue	\$ 70,000
Total revenue	\$ 1,406,602
Total expenditures	\$ 1,406,602

Personnel up 1.07 percent (includes new director salary)

Small reduction in part-time hours

Small reductions in collection and supplies/expenses

Redistribution in contractual services

BUILDING DISCUSSION/BACKGROUND

Library Board of Trustees

2024 History – Library Strategies

Winter

Library Strategies/Community Needs Assessment process begins.

Community input collected:

- Four two-hour focus groups involving 36 people
- Zoom focus group
- SWOT (strengths, weaknesses, opportunities, threats) session with library staff
- Seven in-depth one-on-one interviews with community leaders
- Community survey (goal: 350 responses; achieved: 940 responses)

Summer

Library Strategies Report presented at June Library Board Meeting

Top issues of dissatisfaction, in order:

1. Parking
2. Overall size of building (too small)
3. No large program space/use of the library for programs
4. Overall layout – too small
5. Not enough reading and study areas
6. Conference room often unavailable to public
7. Children’s department is small and chaotic
8. Not enough social space

Responses regarding location:

Nearly 85 percent of survey takers said they are *at least somewhat satisfied with the current downtown location*

Top requests for additional/enhanced services or features, not ordered

1. Outdoor space
2. Large, dedicated programming space
3. Social/cozy reading spaces
4. Meeting and study rooms
5. Expanded spaces for youth

Space Recommendations

Library Strategies:	40,000 square feet minimum
Peer Libraries:	40,000 square feet minimum
Thompson Report:	38,000 – 42,000 square feet, depending on collection growth
Leo Daly program analysis:	40,000 square feet

2024 Recommendation of Hudson Area Library Foundation

The Foundation has voted to recommend the Library Board of Trustees pursue Option 3.

- Option 1: Renovate police offices only. \$8.8 million
- Option 2: Full Library Renovation with Basement (build *down*). \$12.4 million
- **Option 3: Full Library Renovation with Addition (build *out*). \$17.5 million**
- Option 4: New Library Building. \$46 million + land.

Technically, Option 2 is not expansion or an addition. It repurposes existing space.