

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

Operations & Finance Committees, LBOT  
meeting

Sep 17, 2024 05:45 PM Central Time

Join Zoom Meeting

<https://us02web.zoom.us/j/87846187129?pwd=IXeHasK0uH5nzzWBT6PDCrkZEyknap.1>

Meeting ID: 878 4618 7129

Passcode: 137784

Find your local number:

<https://us02web.zoom.us/j/87846187129?pwd=IXeHasK0uH5nzzWBT6PDCrkZEyknap.1>

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:** Revenue report
9. **DISCUSSION:** Board development
10. **DISCUSSION:** Library Strategies update
11. **DISCUSSION:** Building update
12. **Future agenda items**
13. **Adjourn**

Next meeting: October 25, 2024

*Board of Trustees Members: Paul Berning, Kimberly Osterhues, Rich O'Connor, Barbara Peterson, Bryan Wells, Bill Fehrenbach, Gerry Klecker, Chad Wiertzema, Sammi Dittloff. Emailed to City of Hudson, board members and media the week of Sept. 9, 2024.*

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  
August 20, 2024**

1. **Call to order at 7:02 P.M. by Trustee Bryan Wells. Roll call, certification of quorum, certification of compliance with Wisconsin open meeting laws and public records laws, introduction of visitors and guests.**  
Board members present: Bryan Wells, Chad Wiertzema, Barb Peterson, Gerry Klecker, Sammi Dittloff, Bill Fehrenbach  
Board members absent: Paul Berning, Rich O'Connor, Kimberly Osterhues  
Staff members present: Michelle Saifullah, Annie Goldberg  
Staff member absent: Shelley Tougas
2. **Citizen Comments**  
None
3. **ACTION ITEM: CONSENT AGENDA**  
Motion by Fehrenbach to approve consent agenda items  
Second by Peterson  
Discussion: None  
**Vote Taken: MOTION CARRIED – 6 AYES/0 NAYS**
4. **Presentations:**  
Friends of the Library: None  
Hudson Area Library Foundation: Klecker reported that the cost analysis and timetable study of library expansion options by Architecture Firm, Leo A Daly, is underway. Klecker also reported that the Hudson Area Library Foundation is planning its annual fundraising campaign.
5. **Updates and Reports**  
President's updates: None  
City of Hudson update: None  
Hudson School District update: None
6. **Committee Updates**  
Policy and Personnel: Peterson reported she will be bringing the idea of instituting a Conflict of Interest policy for the Board of Trustees to the next Policy and Personnel meeting.  
Finance: Agenda items completed.
7. **Director's Report**  
The written report was presented by Saifullah in the absence of Director Shelley Tougas.
8. **Presentation**  
Sara O'Brien (Youth Services Librarian) presented the new Baby Storytime Kits she created after completing a course through UW-iSchool. O'Brien also presented on the growing popularity of the Young Adults with Disabilities (YAWD) library programming.
9. **DISCUSSION AND POTENTIAL ACTION ITEMS:** Ad hoc committee appointments: AI and Operations  
Motion Klecker to approve the appointments for the following ad hoc committees:  
AI Library Integration: Dittloff, Wiertzema, Berning (or a citizen member) and staff members Matt Campana and Christopher Mick.

Library Operations and Facility Structure: Fehrenbach, Wells, staff member Shelley Tougas, staff member Michelle Saifullah and an additional appointment of Klecker

Second by Bill Fehrenbach

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

**10. DISCUSSION AND POTENTIAL ACTION ITEM:** Charters for AI and Operations ad hoc committees

Motion by Wells to approve charters for AI Library Integration and Library Operations and Facility Structure

Second by Peterson

Discussion: Barb Peterson asked about the operational definition of Artificial Intelligence (AI) as it pertains to the charge of the ad hoc committee. Sammi Dittloff proposed that an additional charge of the ad hoc committee be added to determine the operational definition as it pertains to the purpose of the AI Library Integration committee. Committees must submit final report to the full board.

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

**11. DISCUSSION AND POTENTIAL ACTION ITEM:** Budget request update

No update.

**12. DISCUSSION AND POTENTIAL ACTION ITEM:** Calendar change and staff development

Library staff are invited to attend the city-wide staff development day regarding customer service on October 11, 2024. Michelle Saifullah requested that the library be closed on Friday, October 11<sup>th</sup> instead of on Monday, October 14<sup>th</sup>.

Motion by Peterson to approve the change to the 2024 Holidays and Closures calendar- library will be closed on October 11, 2024 for professional development and open on October 14, 2024.

Second by:

Discussion: None

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

**13. DISCUSSION:** Facility process and progress

Gerry Klecker reported on the initial brainstorming meeting with the architects from Leo A Daly. Bill Fehrenbach asked whether the findings from Library Strategies are being considered in the concepts being analyzed.

**14. Future agenda items**

Conflict of Interest Policy

Approval of concepts being pursued by Architectural Firm, Leo A Daly

**15. Adjourn**

Motion by Wells to adjourn at 7:43 P.M.

Seconded by Wiertzema

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

Respectfully submitted,

Annie Goldberg

**Monthly Expenditure Statement**  
**August 31, 2024**  
**Hudson Area Public Library**

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
<b>Personnel</b>						
121	Full-Time	\$ 407,000	\$ 45,642	\$ 269,019	\$ 137,981	66%
125	Part-Time	\$ 398,340	\$ 42,542	\$ 246,570	\$ 151,770	62%
151	FICA	\$ 60,346	\$ 6,682	\$ 38,955	\$ 21,391	65%
152	WRS	\$ 40,649	\$ 4,938	\$ 29,375	\$ 11,274	72%
154	Health Insurance	\$ 62,000	\$ 4,693	\$ 43,609	\$ 18,391	70%
<b>Personnel Total:</b>		\$ 968,335	\$ 104,496	\$ 627,527	\$ 340,808	65%
<b>Contractual Services</b>						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,500	\$ 1,250	\$ 10,000	\$ 5,500	65%
216	IFLS Ops	\$ 48,800	\$ -	\$ 50,056	\$ (1,256)	103%
217	IFLS Courier	\$ 2,600	\$ -	\$ 2,600	\$ -	100%
225	Telephone	\$ 4,950	\$ 468	\$ 3,387	\$ 1,563	68%
249	Contract Maint.	\$ 700	\$ 498	\$ 498	\$ 202	71%
294	Programming: Adults	\$ 5,000	\$ 480	\$ 3,586	\$ 1,414	72%
295	Programming: Children	\$ 25,500	\$ 2,613	\$ 19,004	\$ 6,496	75%
298	Maint. Agmts / Leases	\$ 10,000	\$ 261	\$ 7,388	\$ 2,612	74%
299	Other Contract Services	\$ 6,000	\$ -	\$ 5,717	\$ 283	95%
<b>Contractual Services Total:</b>		\$ 121,050	\$ 5,570	\$ 102,237	\$ 18,813	84%
<b>Supplies &amp; Expenses</b>						
311	Postage	\$ 1,000	\$ 34.58	\$ 615.52	\$ 384	62%
312	Office Supplies	\$ 10,955	\$ 262.38	\$ 6,904.80	\$ 4,050	63%
324	Memberships	\$ 1,839	\$ -	\$ 1,839.00	\$ -	100%
326	Advertising	\$ 500	\$ 70.00	\$ 239.77	\$ 260	48%
338	Staff Development	\$ 3,100	\$ -	\$ 2,584.89	\$ 515	83%
	Furnishing	\$ 1,000	\$ 96.55			
339	Travel / Conferences	\$ 1,660	\$ 1,057.49	\$ 490.01	\$ 1,170	30%
396	Technology	\$ 10,400	\$ -	\$ 5,761.51	\$ 4,638	55%
399	Activity Supplies	\$ 21,600	\$ 1,521.00	\$ 21,598.66	\$ 1	100%
<b>Supplies &amp; Expenses Total:</b>		\$ 52,054	\$ 3,042	\$ 40,034	\$ 12,020	77%
<b>Collection</b>						
395	Books	\$ 70,300	\$ 5,838	\$ 45,937	\$ 24,363	65%
397	Periodicals	\$ 5,100	\$ 171	\$ 5,210	\$ (110)	102%
398	Audio-Visual	\$ 10,000	\$ -	\$ 4,861	\$ 5,139	49%
	Digital Resources	\$ 2,000	\$ -			
<b>Collection Total:</b>		\$ 87,400	\$ 6,010	\$ 56,008	\$ 31,392	64%
<b>Fixed Charges</b>						
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	\$ 76,629	\$ 38,314	67%
<b>Fixed Charges Total:</b>		\$ 120,943	\$ 9,579	\$ 83,900	\$ 37,043	69%
812	Furniture and Furnishings	\$ -	\$ -			
829	Other Repair and Improvements	\$ -	\$ -			
<b>Capital Expenses Total:</b>				\$ -		Remaining
<b>Total Expenditures</b>		\$ 1,349,782	\$ 128,696	\$ 909,707	\$ 440,075	33%
						<b>%of Year Completed</b>
						67%

## DIRECTOR'S REPORT – SEPTEMBER 2024

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*Library Board of Trustees*

### **Staff Development**

With the additional funds in the 2024 budget, we've been able to increase staff development opportunities.

- Sara O'Brien completed UW-Madison's Babies in the Library online course.
- Jamie Smith completed UW-Madison's Supervising Part-Time Employees online course.
- Shelley Tougas is part of the 2024-2025 Leadership Hudson cohort.
- Christopher Mick and Matt Campana are taking an AI class through IFLS.
- Sara O'Brien and Annie Goldberg are getting certification for youth yoga to add as a storytime component.
- Christopher Mick completed the SciC14 Science is Cool Unconference.
- Gillian Hanke attended a book repair workshop through IFLS. (Yes, we do our own book repair, which saves money and reduces waste.)

### **HALF Annual Appeal**

Director Shelley Tougas and Program and Marketing Director Michelle Saifullah have been working with the Hudson Area Library Foundation marketing committee on the plan for the upcoming annual appeal. The Foundation voted to seek a total of \$100,000: \$15,000 (Growing Our Communities), \$15,000 (Summer Reading Program), \$10,000 (Youth Programs), \$10,000 (Teen Programs), \$10,000 (Adult Programs) and \$40,000 (Targeted Improvements).

### **Ad hoc committees**

The two ad hoc committees (AI Library Integration Committee and Library Operations and Facility Structure Committee) have both held at least one meeting. The operations committee will likely make its final report at the October meeting.

### **Third Annual Booyah**

Staff are working with the Golden Rule Initiative Team (Tougas is a member of the team) to plan the third Booyah, which has become GRIT's signature event. Attendance last year was 1,000, up about 400 from the first year. Please spread the word and promote this community event:

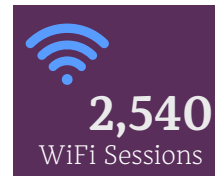
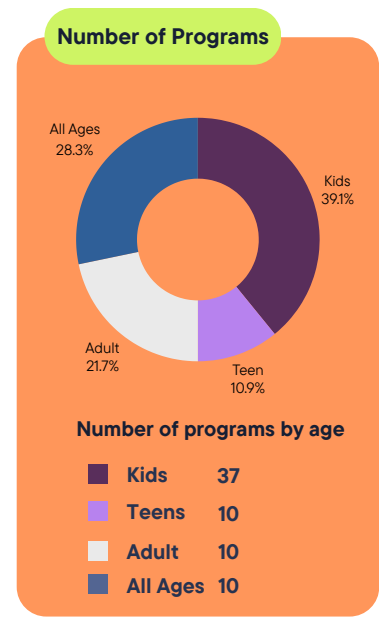
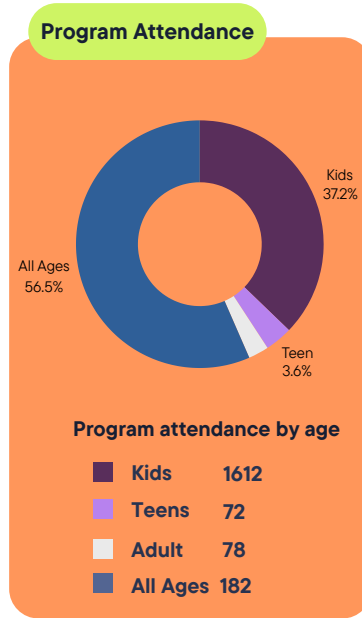
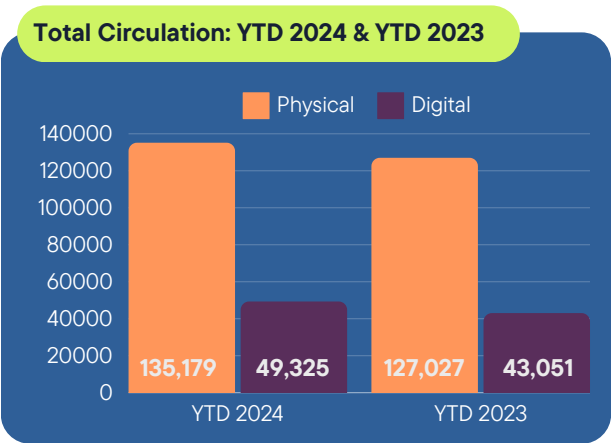
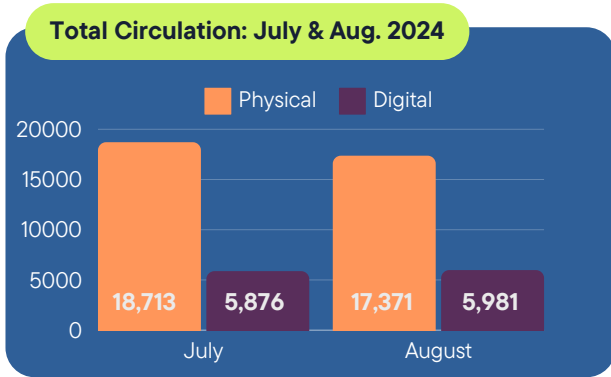
Third Annual Booyah  
2 p.m. – 7 p.m. Saturday, Oct. 4  
Weitkamp Park

We are looking for volunteers. Please reach out to Shelley Tougas if you're available to help.

*See the full City Council HAPL report for circulation and programming statistics.*

# Hudson Area Public Library

## AUGUST 2024 DATA & REPORT



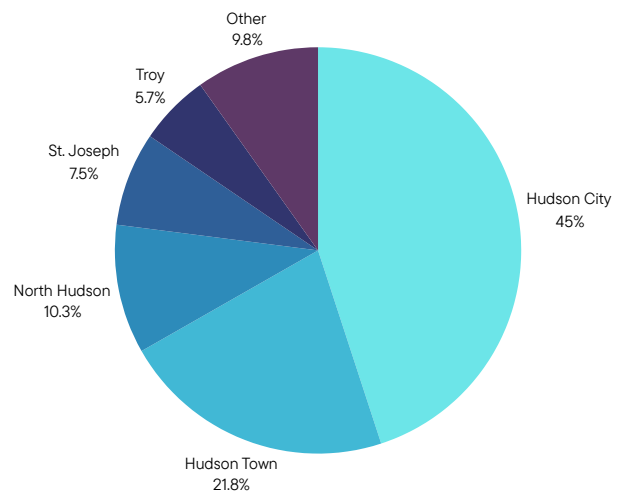
### Staff News

- Sara O'Brien completed UW-Madison's Babies in the Library online course
- Jamie Smith completed UW-Madison's Supervising Part-Time Employees online course
- Shelley Tougas is part of the 2024-2025 Leadership Hudson cohort
- Christopher Mick and Matt Campana are taking an AI class through IFLS

### September-October Highlights

- Sensory Room is back - first week of the month
- Teen Night
- Library Rec Room
- Family Bingo
- Reading Pups Fergus and Marley
- Lord of the Rings Trivia Night
- Bingo: Young Adults With Disabilities
- Teddy Bear Sleepover
- Authors: Jess Lourey, Wendy Webb & Kristi Belcamino
- Booyah - a Golden Rule Celebration

### St. Croix County August checkouts by location



# Hudson Area Public Library Statistics Summary

Aug-24

Circulation										
Comparisons YTD		2023		2024		Comparisons by Month		Library Visitors YTD		
Physical Materials:	128,073	131,911	Physical CKO	14,057	17,371	2023	2024	2023	2024	
Digital Materials:	43,049	49,325	Check-ins	13,034	13,792	Monthly Visitors		59,466	71,583	
Total All Circulation:	171,122	181,236	Renewals	4,184	4,031	2023	2024	7,944	9,962	
% Physical Materials	74.84%	72.8%	Total Physical Circ	18,241	21,402			7,944	9,962	
% Digital Materials	25.2%	27.2%	Digital Circulation	4,998	5,981					
			Total Circulation	23,239	27,383					
New Patrons YTD		New Patrons by Month		Proctoring YTD		Cardholders				
2023	2024	2023	2024	2023	2024	Jan. 1 2024	9,237			
1,229	1,133	195	126	7	10	Current	10,094			
Technology Use YTD		Meeting Room Use		Volunteer Hours						
2023	2024	2023	2024	2023	2024	Monthly	106.25			
Pharos	2,124	1,651	Monthly	204	212	Year to Date	1015.75			
Wi-Fi	20,466	19,659	YTD	1,647	1767					
Year-to Date	22,590	21,310								
Programming										
YTD Programs		Monthly Comparisons								
2023	2024	Programs Held	2023	2024						
294	461	Children	29	18						
		Tweens	5	5						
YTD Program Attendance		Adult	8	10						
2023	2024	Drop-in	3	13						
9,809	17,960	Totals:	45	46						
		Attendance	2023	2024						
Self Directed Activities 2024		Children	703	1441						
MTD	YTD	Tweens	34	139						
24	140	Adult	71	106						
		Drop-in	1533	2190						
		Totals:	2341	3876						



Hudson Area Public Library

Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
<b>Check-outs</b>		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	
	<b>2024</b>	<b>11,986</b>	<b>11,592</b>	<b>12,448</b>	<b>12,125</b>	<b>11,433</b>	<b>14,623</b>	<b>14,250</b>	<b>13,340</b>					101,797	
<b>Check-ins</b>		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	10,594	9,873	10,430	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	
	<b>2024</b>	<b>10,293</b>	<b>10,814</b>	<b>11,570</b>	<b>12,872</b>	<b>11,176</b>	<b>13,099</b>	<b>14,573</b>	<b>13,792</b>					98,189	
<b>Renewals</b>		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	
	<b>2024</b>	<b>3,509</b>	<b>3,377</b>	<b>3,791</b>	<b>3,574</b>	<b>3,698</b>	<b>3,671</b>	<b>4,463</b>	<b>4,031</b>					30,114	
<b>Total Physical Circulation</b>		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	3,697	3,791	3,826	2,954	142,341	
	<b>2024</b>	<b>15,495</b>	<b>14,969</b>	<b>16,239</b>	<b>15,699</b>	<b>15,131</b>	<b>18,294</b>	<b>18,713</b>	<b>17,371</b>					131,911	
<b>2022-2023 increase / decrease</b>		<b>2,402</b>	<b>5,357</b>	<b>3,612</b>	<b>3,676</b>	<b>3,281</b>	<b>1,456</b>	<b>728</b>	<b>(524)</b>	<b>(9,384)</b>	<b>(10,388)</b>	<b>(9,409)</b>	<b>(9,113)</b>	<b>(18,306)</b>	
<b>Digital Circulation</b>		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	
	<b>2024</b>	<b>6,455</b>	<b>6,053</b>	<b>6,620</b>	<b>6,002</b>	<b>6,327</b>	<b>6,011</b>	<b>5,876</b>	<b>5,981</b>					49,325	
<b>2022-2023 increase / decrease</b>		<b>142</b>	<b>664</b>	<b>346</b>	<b>442</b>	<b>555</b>	<b>405</b>	<b>765</b>	<b>687</b>	<b>869</b>	<b>1,429</b>	<b>1,477</b>	<b>1,625</b>	<b>9,406</b>	
<b>Total Digital &amp; Physical Circulation</b>		<b>16,860</b>	<b>19,759</b>	<b>21,738</b>	<b>21,034</b>	<b>20,257</b>	<b>23,531</b>	<b>24,541</b>	<b>23,402</b>	<b>9,239</b>	<b>9,943</b>	<b>9,944</b>	<b>9,061</b>	<b>209,309</b>	

	% of Circulation Physical	53.8%	48.4%	58.8%	57.9%	57.3%	71.0%	73.1%	77.9%	141.6%	142.6%	133.1%	133.2%	76.8%
	% of Circulation Digital	31.1%	21.1%	23.0%	22.5%	23.7%	21.1%	20.8%	21.4%	50.6%	47.5%	46.7%	49.5%	27.5%
<b>Materials Statistics</b>														
<b>Items Borrowed</b>	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				25,736	
<b>Items Loaned</b>	2024	3,621	3,700	3,622	3,643	3,250	3,336	3,338	3,493				28,003	
<b>Items Added</b>														
	2024	491	640	491	744	594	556	700	616				4,832	
<b>Technology Use</b>														
<b>Pharos</b>														
	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				1,651	
<b>Wireless</b>														
	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	5,964	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				19,659	
<b>Proctoring Services</b>														
	2018	3	3	0	2	1	7	6	1	0	4	4	2	33
	2019	-	4	4	-	3	8	7	6	2	6	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				10	
<b>Patron Statistics</b>														
<b>Visitors</b>														
	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



## REVENUE REPORT

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### *Library Board of Trustees*

The library's revenue will exceed the amount budgeted due to fees collected and unplanned revenues, such as an insurance rebate and sales of library equipment to other libraries.

The library has not received reports for interest and net change in market value for the two previous years. Staff is working with the finance department to recover the information.

The second grant payment from the Foundation was received but is not yet reflected in budget reports.

Account	2024 Approved Budget	YTD Actual	% Actual to Budget	Difference from Budget
Library Revenues	\$ 11,000	\$ 9,740	79%	\$ (1,260)
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	\$ 46,700	59%	\$ (32,300)
Donation	\$ -	\$ 1,713		\$ 1,713
Misc. Revenues	\$ -	\$ 1,359		\$ 1,359
<b>Total Revenues</b>	<b>\$ 1,349,683</b>	<b>\$ 1,321,807</b>	<b>98%</b>	<b>-\$27,876</b>
<b>Payment Foundation Grant due \$30,000</b>				
Total Revenues	\$ 1,349,683	\$ 1,321,807		-\$27,876

## BOARD DEVELOPMENT

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### *Library Board of Trustees*

With just three meetings left in 2024, I would like to discuss additional board development opportunities either as part of a regular meeting or stand-alone sessions.

#### **Trustee Orientation 2023-2024**

- Role of the board, duties, responsibilities
- Library history
- Library funding
- Building history and issues

#### **Board development 2024**

- Collection development
- Phonics and early literacy
- Wisconsin Library Standards
- Funding calculations
- Workshops/webinars made available through IFLS
- About HAPL
  - Staff presentations on STEM programs, literacy initiatives

#### **Potential topics**

- Open meeting law and public records
  - Potentially with city attorney
- Facility planning, facility costs and fundraising, Trustee roles
- Watching IFLS webinars as a group and following up with discussion
  - Topics:
    - Making Each Other Look Good: The Board and Director
    - Wisconsin Library Law
    - Making Cents and Sense of a Library Building Project – the Trustee Role

# COMMUNITY NEEDS ASSESSMENT

## Identified Issues & Library Response



### Parking

Not enough parking; confusing rules

- ✓ Staff required to use offsite parking.

In progress: a map of parking options, including the cost and time limits, which will be posted on the website and made available at the desks.



### Children's Area

Crowded and chaotic

Identified as high priority in space planning.

Meetings with Foundation planning team and consultants underway.



### Adult Programs

Would like more programs & more variety

- ✓ Fall calendar revised for adult events.

In progress: 2025 planning with new adult options and monitoring attendance.



### Program Space

Lobby use: chaotic, crowded; interferes with patron use

Identified as high priority in space planning.

Meetings with Foundation planning team and consultants underway.



### Library of Things

Promotion is lacking, under utilized

- ✓ Lobby display with tags representing all items and Look Books.

In progress: web page with all contents listed, including photographs, with checkout requirements.



### Collection

Small selection for library size, reliance on holds

Identified as high priority in space planning.

Meetings with Foundation planning team and consultants underway.

# COMMUNITY NEEDS ASSESSMENT

## Identified Issues & Library Response



### Study Rooms

Lacking overall, not enough availability

Identified as medium/low priority in space planning.

Meetings with Foundation planning team and consultants underway.



### Meeting Rooms

Not enough availability for the public

Identified as medium/low priority in space planning.

Meetings with Foundation planning team and consultants underway.



### Self Checkouts

Glitchy, often out of service

✓ Developing grant application and 2025 budget options for replacement.



### Tween resources

Resources for teens and young kids, lacking for tweens

Identified as high priority in space planning.

Staff studying existing configurations for possible “carve out” for tween age group.