

**Library Board of Trustees
Meeting Agenda
February 20, 2024 at 6:30 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

Topic: LBOT Finance and Regular Meeting
Time: Feb 20, 2024 06:15 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/87435172309?pwd=YUU3djZQU2p6YWlwbIN1Z05wZlV3QT09>

Meeting ID: 874 3517 2309
Passcode: 022615

Find your local number:
<https://us02web.zoom.us/j/kcb4wOaVje>

1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM: Approval of Consent Agenda Items**
 - a. *Approve meeting Agenda*
 - b. *Disposition of minutes from the prior board meeting(s) and of any intervening special meetings*
 - c. *Acceptance of expenditure report*
 - d. *Approve Finance Committee's recommendation to pay bills*
4. **Presentations:**
 - a. *Friends of the Library*
 - b. *Library Foundation*
5. **Updates and reports**
 - a. *President's updates*
 - b. *City of Hudson updates*
 - c. *Hudson School District updates*
6. **Committee updates**
 - a. *Policy and Personnel*
 - b. *Finance*
7. **Director's Report**
 - a. *Presentation of monthly report and statistics*
 - b. *Director's report & updates*
8. **ACTION ITEM: Approve annual state report**
9. **DISCUSSION AND POTENTIAL ACTION ITEM: 2024 Director goals**
10. **DISCUSSION AND POTENTIAL ACTION ITEM: Facility statement and process**
11. **DISCUSSION AND REVIEW: Approved Bylaws**
12. **DISCUSSION: Library Strategies Needs Assessment**
13. **DISCUSSION AND POTENTIAL ACTION ITEM: Board retreat**

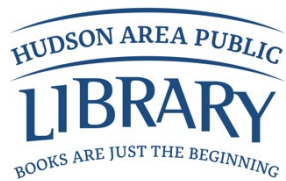
14. Future agenda items

15. Adjourn

Next Meeting: March 19, 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 Feb. 12, 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

January 16, 2024 – first meeting of the municipal library board for Hudson Area Public Library

1. **Call to order at 6:30 p.m. by Director Shelley Tougas. 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, Bryan Wells, Barb Peterson, Kim Osterhues, Gerry Klecker, Sammi Dittloff, Bill Fehrenbach, Chad Wiertzema

Board members absent: Rich O'Connor

Staff: Shelley Tougas, Jamie Smith

Tougas assigned Berning to be the acting chair for the meeting.

2. **Citizen Comments**

Bill Fehrenbach complimented library staff on the Harry Potter Escape Room.

3. **Board Introductions**

Berning moved agenda items 11 and 12 for immediate action.

11. ACTION ITEM: LBOT BYLAWS

Motion by Peterson to approve bylaws

Second by Wells

Motion by Fehrenbach to amend the bylaws: committee chairs (standing and ad hoc) must be members of the board

Second by Klecker

Discussion: None

Vote Taken: AMENDMENT CARRIED – 8 Ayes/0 Nays

Vote Taken: AMENDED MOTION CARRIED – 8 Ayes/0 Nays

12. ORGANIZATIONAL MEETING ITEMS

Tougas called for nominations for board president.

Berning nominated by Wells

Klecker seconded the nomination

Berning accepted the nomination

There were no other nominations from the floor

Motion by Peterson to cast a unanimous ballot

Second by Wiertzema

Vote Taken: Berning elected – 8 Ayes/0 Nays

Berning called for nominations for board vice president.

Wells nominated by Peterson

Osterhues seconded the nomination

Wells accepted the nomination

There were no other nominations from the floor

Motion by Peterson to cast a unanimous ballot

Second by Klecker

Vote Taken: Wells elected – 8 Ayes/0 Nays

Finance Committee appointed by Berning: Wells, Klecker and Wiertzema

Board approved the appointments – 8 Ayes/0 Nays

Policy and Personnel Committee appointed by Berning: Peterson, Osterhues, Fehrenbach

Board approved the appointments – 8 Ayes/0 Nays

Board meeting dates/times

Motion by Wells to hold meetings on the third Tuesday of the month at 6:30 p.m. with Finance Committee meetings occurring before the board meeting at 6:15 p.m. These may be changed at the annual meeting.

Second by Wiertzema

Discussion: Note

Vote Taken: MOTION CARRIED -- 8 Ayes/0 Nays

Trustee Participation: Remote Open Meetings/Closed Meetings

Motion by Peterson to approve remote/electronic participation and voting for Trustees for open meetings only with the stipulation that the Trustee's camera must be turned on.

Second by Wells

Discussion: Members discussed the importance of participating as fully as possible when joining a meeting remotely.

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

4. ACTION ITEM: CONSENT AGENDA

Motion by Wells to approve consent agenda

Second by Osterhues

Discussion: None

Vote Taken: MOTION CARRIED: 8 Ayes/0 Nays

5. ACTION ITEM: EXPENDITURE REPORT

Motion by Wells to accept expenditure report

Second by Fehrenbach

Discussion: None

Vote Taken: MOTION CARRIED: 8 Ayes/0 Nays

6. ACTION ITEM: APPROVAL TO PAY BILLS

Motion by Wells to approve bill payment

Second by Peterson

Discussion: None

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

7. Presentations

Friends of the Library representative was not present

Peterson reported the Foundation's reception for new/outgoing board members was successful.

Also the Foundation met its fundraising goal of \$60,000.

8. Updates/Reports

President: none

City of Hudson: none

School district: none

9. Committee Updates

None.

10. Director's report

The written report was presented.

13. Discussion: Board retreat

A Doodle poll will be conducted to ascertain dates.

14. Discussion: Library Strategies update

Tougas described the process for the community needs assessment.

15. Future agenda items

Director goals, retreat information, communicating to City Council regarding facility plans

16. Adjourn

Motion to adjourn at 8:15 p.m. by Peterson

Second by Osterhues

Vote Taken: 8 Ayes/0 Nays

Respectfully Submitted,
Shelley Tougas

Monthly Expenditure Statement
January 31, 2024
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 340,080	\$ 25,892	\$ 25,892	\$ 314,188	8%
125	Part-Time	\$ 448,760	\$ 27,584	\$ 27,584	\$ 421,176	6%
151	FICA	\$ 60,346	\$ 4,031	\$ 4,031	\$ 56,315	7%
152	WRS	\$ 40,649	\$ 2,989	\$ 2,989	\$ 37,660	7%
154	Health Insurance	\$ 78,500	\$ 10,881	\$ 10,881	\$ 67,619	14%
Personnel Total:		\$ 968,335	\$ 71,377	\$ 71,377	\$ 896,958	7%
Contractual Services						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,500	\$ -	\$ -	\$ 15,500	0%
216	IFLS Ops	\$ 48,500	\$ 50,056	\$ 50,056	\$ (1,556)	103%
217	IFLS Courier	\$ 2,900	\$ 2,600	\$ 2,600	\$ 300	90%
225	Telephone	\$ 4,950	\$ 493	\$ 493	\$ 4,457	10%
249	Contract Maint.	\$ 700	\$ -	\$ -	\$ 700	0%
294	Programming: Adults	\$ 5,000	\$ 643	\$ 643	\$ 4,357	13%
295	Programming: Children	\$ 25,000	\$ 1,858	\$ 1,858	\$ 23,142	7%
298	Maint. Agmts / Leases	\$ 10,000	\$ 1,064	\$ 1,064	\$ 8,936	11%
299	Other Contract Services	\$ 6,000	\$ -	\$ -	\$ 6,000	
Contractual Services Total:		\$ 120,550	\$ 56,715	\$ 56,715	\$ 63,835	47%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ 8.35	\$ 8.35	\$ 992	1%
312	Office Supplies	\$ 10,955	\$ -	\$ -	\$ 10,955	0%
324	Memberships	\$ 1,750	\$ 99.00	\$ 99.00	\$ 1,651	6%
326	Advertising	\$ 500	\$ 13.31	\$ 13.31	\$ 487	3%
338	Staff Development	\$ 3,500	\$ -	\$ -	\$ 3,500	0%
	Furnishing	\$ 1,000				
339	Travel / Conferences	\$ 1,750	\$ 9.83	\$ 9.83	\$ 1,740	1%
396	Technology	\$ 11,000	\$ 161.99	\$ 161.99	\$ 10,838	1%
399	Activity Supplies/Tech renew	\$ 21,000	\$ 300.62	\$ 300.62	\$ 20,699	1%
Supplies & Expenses Total:		\$ 52,455	\$ 593	\$ 593	\$ 51,862	1%
Collection						
395	Books	\$ 70,300	\$ 2,989	\$ 2,989	\$ 67,311	4%
397	Periodicals	\$ 5,100	\$ 316	\$ 316	\$ 4,784	6%
398	Audio-Visual	\$ 10,000	\$ 174	\$ 174	\$ 9,826	2%
	Digital Resources	\$ 2,000				
Collection Total:		\$ 87,400	\$ 3,479	\$ 3,479	\$ 83,921	4%
Fixed Charges						
510	Workers Comp	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
511	Public Liability	\$ 1,300	\$ -	\$ -	\$ 1,300	0%
513	Public Officials	\$ 1,700	\$ -	\$ -	\$ 1,700	0%
517	Property Insurance	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 114,943	\$ 9,579	\$ 9,579	\$ 105,364	8%
Fixed Charges Total:		\$ 120,943	\$ 9,579	\$ 9,579	\$ 111,364	8%
812	Furniture and Furnishings	\$ -				
829	Other Repair and Improvements	\$ -	\$ -			
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,349,683	\$ 141,742	\$ 141,742	\$ 1,207,941	89%
%of Year Completed						8%

DIRECTOR'S REPORT – FEBRUARY 2024

Library Board of Trustees

Space Day

Space Day on January 20 exceeded our highest expectations. Attendance: 650! The day featured the Moon, Mars & Beyond Exhibit, but we also had activities from NASA ambassadors and the Bell Museum. There were crafts, treats and special giveaway. Kudos to librarian Christopher Mick for securing this incredible exhibit. Only nine libraries in the country had this honor. The exhibit leaves on March 15.

Foundation Annual Appeal

The Hudson Area Library Foundation surpassed the fundraising goal of \$60,000 for 2024 programs, including dollars to support program staffing. The most recent numbers show a total of about \$80,000 raised.

New Storytimes

Our PJ storytime on Thursday nights regularly draws 20-30 participants. The new afternoon storytime typically has fewer than a dozen participants. We'll continue to evaluate the need for an afternoon session or whether we should convert it to morning. Both of our storytime librarians are getting certified to do yoga storytimes.

Community/outreach events

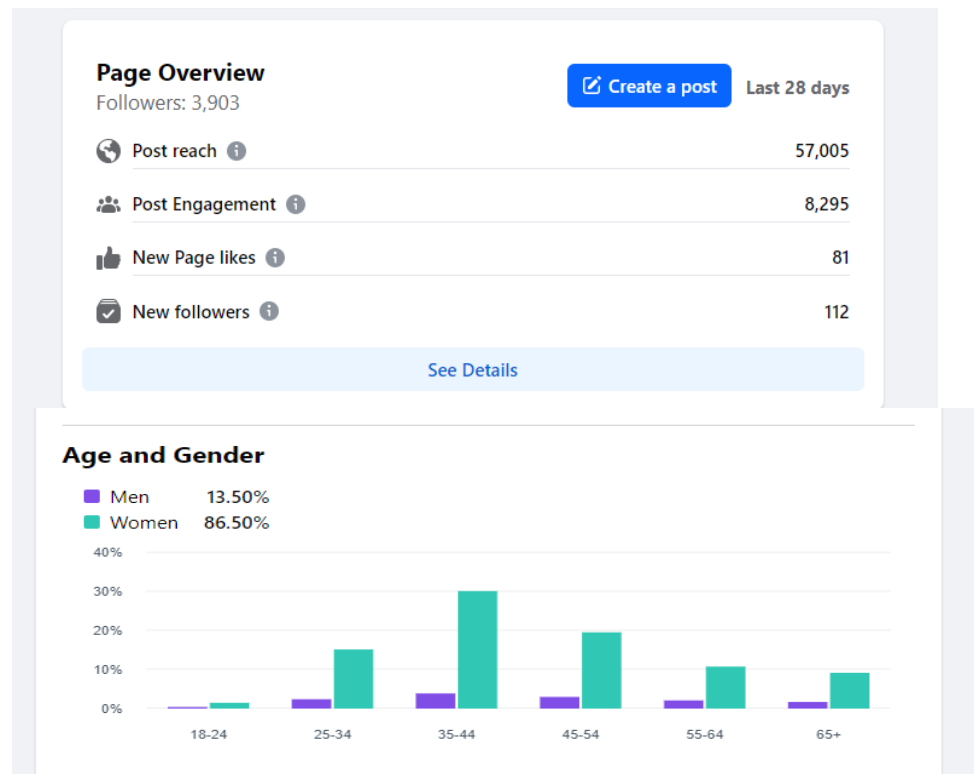
As part of the library's funding proposal, we committed to increasing our presence in the community. We've continued tech support visits to Woodland Hills; and we participated in the Teddy Bear Concert and Willow River's Literacy Night. I attended the Hot Air Affair as part of the Golden Rule team and will be participating in an International Women's Day event in March as a speaker. Also this year I will be part of the Rotary's Taste of Hudson team. I also agreed to be an advisor to the high school's Rotary Club, which is pending.

St. Croix Stories podcast

Hudson resident Tyler Mason has started a podcast featuring local voices. I was a guest on the Feb. 6 podcast, which you can find at www.stcroixstories.com. His stated purpose: *St. Croix Stories aims to highlight the people and places that make the riverside town of Hudson, Wisconsin unique. Hear from local business owners, leaders, and others who contribute to this community in a variety of ways. Whether you're a longtime Hudson resident or someone simply interested in learning more about what this town has to offer, this podcast is for you.*

Social media

Our returning librarian Camille Young has reenergized our social media presence, especially Facebook. We've topped 3,900 followers, which is more than double from five years ago. She's also ramped up our Instagram account. We'd love to see more men on our list of followers!



Hudson Area Public Library Statistics Summary

Jan-24

Circulation									
Comparisons YTD			Comparisons by Month			Library Visitors YTD			
	2023	2024		2023	2024	2023	2024	2023	2024
Physical Materials:	11,473	15,495	Physical CKO	6,666	15,495	6,169	8,364		
Digital Materials:	5,387	6,455	Check-ins	4,913	10,293	Monthly Visitors			
Total All Circulation:	16,860	21,950	Renewals	2,405	3,509	2023	2024		
% Physical Materials	68.05%	70.6%	Total Physical Circ	9,071	19,004	6,169	8,364		
% Digital Materials	32.0%	29.4%	Digital Circulation	5,245	6,455				
			Total Circulation	14,316	25,459				
New Patrons YTD			New Patrons by Month			Proctoring YTD			
2023	2024	2023	2024	2023	2024	Jan. 1 2024	9,237		
145	163	145	163	1	0	Current	9,328		
Technology Use YTD			Meeting Room Use			Volunteer Hours			
	2023	2024		2023	2024	Monthly	164.75		
Pharos	283	200	Monthly	189	241	Year to Date	164.75		
Wi-Fi	1,992	2,527	YTD	189	241				
Year-to Date	2,275	2,727							
Programming									
YTD Programs			Monthly Comparisons						
	2023	2024	Programs Held	2023	2024	Change			
	22	43	Children	17	26	9			
			T[w]eens	2	6	4			
YTD Program Attendance			Adult	2	6	4			
2023	2024		Drop-in	1	5	4			
486	1,637		Totals:	22	43	21			
			Attendance	2023	2024	Change			
Self Directed Activities 2024			Children	323	739	416			
MTD	YTD		T[w]eens	26	76	50			
16	16		Adult	12	85	73			
			Drop-in	125	737	612			
			Totals:	486	1637	1151			

Hudson Area Public Library

Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
<i>Check-outs</i>														
	2018	13,266	12,994	16,153	14,102	15,400	19,450	18,509	17,830	13,527	13,869	13,289	11,439	179,828
	2019	14,754	13,485	15,567	13,828	12,865	16,711	18,359	16,262	12,420	13,610	12,570	10,826	171,257
	2020	13,321	12,959	7,285	990	3,005	3,496	8,169	9,461	8,752	8,613	8,736	8,225	93,012
	2021	8,636	9,333	11,147	9,429	7,955	13,175	12,805	11,320	6,425	3,423	3,548	3,374	100,570
	2022	6,666	6,908	9,020	8,699	8,052	13,128	13,582	14,057	9,615	10,421	9,660	8,741	118,549
	2023	11,473	10,028	12,934	10,398	9,524	13,887	14,631	13,859	10,567	10,667	10,271	8,117	136,356
	2024	11,986												11,986
<i>Check-ins</i>														-
	2018	12,303	12,771	15,258	14,669	14,220	17,791	18,773	18,539	14,420	14,490	13,087	11,980	178,301
	2019	13,108	13,381	15,053	14,514	13,619	13,745	18,230	17,816	13,092	13,836	12,354	12,308	171,056
	2020	12,297	12,798	6,163	232	3,567	5,104	7,995	6,777	7,931	7,422	6,380	5,812	82,478
	2021	6,064	6,930	8,246	9,436	8,539	10,618	11,893	12,201	7,124	5,405	5,279	4,864	96,599
	2022	4,913	6,637	8,532	8,441	8,527	10,608	13,493	13,034	10,594	9,873	10,430	9,382	114,464
	2023	9,634	10,019	12,031	11,008	10,680	11,037	13,948	14,976	11,538	10,824	10,841	9,403	135,939
	2024	10,293												10,293
<i>Renewals</i>														-
	2018	5,371	5,333	8,779	6,698	6,807	7,936	6,803	5,884	5,275	5,090	4,693	4,589	73,208
	2019	4,850	4,521	5,202	5,155	4,378	4,506	6,292	5,414	4,557	4,896	4,637	4,666	59,074
	2020	4,192	4,058	2,404	92	84	805	3,344	3,071	3,319	3,219	3,324	3,876	31,788
	2021	4,113	4,156	4,676	4,262	3,952	4,160	4,758	4,937	1,290	535	1,229	2,023	40,091
	2022	2,405	2,658	3,760	3,475	3,558	3,571	4,362	4,184	3,466	3,758	3,575	3,326	42,098
	2023	3,504	3,331	3,944	3,725	3,458	3,532	4,422	4,377	3,697	3,791	3,826	2,954	44,561
	2024	3,509												3,509
<i>Total Physical Circulation</i>														-
	2018	18,637	18,327	24,882	20,800	22,207	27,386	25,312	23,714	18,802	18,959	17,982	16,028	253,036
	2019	19,604	18,006	20,769	18,983	17,243	21,217	24,651	21,676	16,977	18,506	17,207	15,492	230,331
	2020	17,513	17,017	9,689	1,082	3,089	4,301	11,513	12,532	12,071	11,832	12,060	12,101	124,800
	2021	12,749	13,489	15,823	13,691	11,907	17,335	17,563	16,257	7,715	3,958	4,777	5,397	140,661
	2022	9,071	9,566	12,780	12,174	11,610	16,699	17,944	18,241	13,081	14,179	13,235	12,067	160,647
	2023	11,473	3,331	3,944	3,725	3,458	3,532	4,422	4,377	3,697	3,791	3,826	2,954	52,530
	2024	15,495												15,495
	2022-2023 increase / decrease	2,402	(6,235)	(8,836)	(8,449)	(8,152)	(13,167)	(13,522)	(13,864)	(9,384)	(10,388)	(9,409)	(9,113)	(108,117)
<i>Digital Circulation</i>														
	2018	3,625	3,424	3,781	3,455	3,531	3,589	3,890	3,737	3,591	3,539	3,433	3,536	43,131
	2019	4,021	3,631	3,956	3,729	3,943	3,983	4,318	4,251	3,927	4,089	3,958	3,978	47,784
	2020	4,213	3,911	4,316	4,914	5,044	5,034	5,041	4,704	4,471	4,359	4,150	4,273	54,430
	2021	4,800	4,773	5,246	4,558	4,611	4,696	4,922	5,061	4,655	4,575	4,488	4,581	56,966
	2022	5,245	4,172	5,000	4,742	4,811	4,971	5,104	4,998	4,673	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												6,455
	2022-2023 increase / decrease	142	664	346	442	555	405	765	687	869	1,429	1,477	1,625	9,406
<i>Total Digital & Physical Circulation</i>		16,860	8,167	9,230	8,909	8,824	8,908	10,291	10,062	9,239	9,943	9,944	9,061	119,498

% of Circulation Physical															53.8%	117.1%	137.6%	136.6%	131.6%	187.5%	174.4%	181.3%	141.6%	142.6%	133.1%	133.2%	134.4%
% of Circulation Digital															31.1%	51.1%	53.8%	53.2%	54.5%	55.8%	49.6%	49.7%	50.6%	47.5%	46.7%	49.5%	48.2%
Materials Statistics																											
Items Borrowed		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date													
2024		3,498																									
Items Loaned																											
2024		3,621																									
Items Added																											
2024		491																									
Technology Use																											
Pharos																											
2018	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date														
2019	696	765	872	826	807	838	837	882	745	850	690	560	9,368														
2020	659	581	754	775	740	701	710	807	615	728	605	561	8,236														
2021	654	609	287	-	-	-	109	115	111	109	98	99	2,191														
2022	108	97	130	106	114	217	215	249	126	-	-	-	1,362														
2023	186	227	249	252	246	221	226	295	265	256	272	225	2,920														
2024	283	292	421	290	200	211	219	208	223	170	182	179	2,878														
2024	200													200													
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													2,527													
Proctoring Services																											
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													-													
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
Monthly Average 2023													8,364
Days Open 2023													
Daily Average 2023													
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												
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

https://www.hudsonstarobserver.com/newsletter/hudson-library-patrons-most-popular-choices/article_7dd38522-b9fd-11ee-aa9f-3fd5dba53cac.html

NEWSLETTER

Hudson library patrons' most popular choices

Shelley Tougas | Hudson Area Public Library Director

Published on Jan 23, 2024



The Hudson Library from the outside. Photo: Jack White/Star-Observer.

The new year triggers a surge of “Top Ten” articles — ranging from movies to music to television — so we decided to dive into our statistics and learn what Hudson area patrons read, viewed and discovered in 2023.

Keep in mind that total checkouts are influenced by how many duplicate items are available and the length of individual checkouts. For example, with renewals a book can be checked out for nine weeks; so if every patron kept that book for the maximum period, it could only circulate six times (5.77 times, to be precise) during the year.

Let’s look at the numbers

For books and movies, 17 was the number to beat. We had a tie for the most checked-out adult book with 17 checkouts each: *The Housemaid* by Freida McFadden and *Foster* by Claire Keegan. *Foster* was a critical hit, too, making *The Times*’ “Top 50 Novels Published in the 21st Century” list.

The movie *Everything Everywhere All at Once*, starring Michelle Yeoh and Stephanie Hsu, also hit 17 checkouts.

Author Mo Willems owes Hudson area kids a big thank you for making *The Thank You Book*, from the Elephant and Piggie series, the most borrowed book from the children's department. It also left the building 17 times. However, our top children's DVD, *Paw Patrol: Cat Pack Rescues*, broke the streak of 17 with 20 checkouts.

The Hudson Area Public Library has an impressive collection of 141 items in our grant-funded Library of Things. Not surprising: the virtual reality helmet went out 26 times. With such high demand, we used the grant funds to buy two more helmets.

On the technology side, a Chromebook had 18 checkouts, and a hotspot had 20 checkouts. Our in-house Switch console—for library use only—was “checked out” 226 times!

The library's biggest event was the Booyah, organized by the Golden Rule Initiative and attended by about 1,000 people on a warm fall day. The initiative is a collaboration involving multiple community groups. About 600 people came to Trick or Treat Trail, and the Community Christmas wasn't far behind with about 500 Santa fans.

The library had the most visits in July and June, with 9,123 patrons and 9,108 patrons respectively. Those June visits included the most new patrons—250 of the group left with new library cards.

We're looking forward to breaking these records in 2024.

https://www.hudsonstarobserver.com/news/why-new-members-wanted-to-join-the-hudson-library-board/article_a689f7aa-b956-11ee-aba1-7b52585eaaa9.html

LOCAL NEWS

Why new members wanted to join the Hudson Library Board

written by Jack White

Published on Jan 22, 2024



The Hudson Library from the outside. Photo: Jack White/Star-Observer.

The Hudson Library Board hosted a reception to thank outgoing board members and welcome new ones on Saturday, Jan. 13. The board added Bill Fehrenbach, Sammi Dittloff, Chad Wiertzema and Gerry Klecker to its brass. So why did the new members want to join?

“When we visited the Hudson library, we got a really solid feel for the community,” Fehrenbach said. “And when the opportunity came for me to join the library board, I thought ‘this would be a great opportunity to keep the Hudson library strong and a good representation of the community.’”

Fehrenbach has children and grandchildren living in the Twin Cities area. He was a high school math teacher and upon retiring, moved to Hudson from Stevens Point, Wis. to be closer to family. For Fehrenbach and his wife, the library was a big draw.

“Despite being a math teacher, I was an English major and briefly an English teacher,” Fehrenbach said. “And [my wife and I] were both raised with families that valued reading and libraries in general.”

Sammi Dittloff, getting a Master’s of Science Degree in Nutrition at the University of Minnesota currently, has been a big fan of libraries. She learned to appreciate them more for robust archival sections when she became a college student.

“Just throughout my life, I’ve learned how valuable libraries can be, with the collections they keep, the services that they offer. All kinds of things that people may not know about,” Dittloff said.

Gerry Klecker said he wanted to join the board because of his commitment to the local arts scene. Klecker said he has fond memories of going to the Phipps Center For the Arts and the library with his family.

“As you get older, staying connected is more and more important — to keep track of what’s happening and where things are at,” Klecker said. “So if I can be part of growing and expanding that, I’d like to be part of that.”

Kristine McCarthy and Susan Blank left the board. And with North Hudson voting to withdraw from the joint area library, the village chose not to reappoint a new board member when Tracy Whiteley resigned. Chad Wiertzema, the other new board member, could not be reached for comment.

Bryan Wells, along with last year’s president Paul Berning, Mayor Rich O'Connor, the school district appointee Kim Osterhues and Barb Peterson of St. Joseph Township return to the board in 2024.

What happens next?

Asked about issues to tackle in the coming years, multiple board members brought up the library's potential expansion. The Hudson Police Department, which currently shares the complex with the library, could potentially receive a new building after the city council cleared initial monetary hurdles to purchase one.

However, the city still needs inspections of the new building to go as planned. And the library allocating the police space could present a few logistical issues.

With that specified, Hudson Area Library Foundation Board Secretary, Doug Stohlberg, wrote in an email statement: "The Foundation Board wants to make sure the city officials and the public know that we want to stay in this location."

Written By

Jack White

jwhite@orourkemediagroup.com |

https://www.hudsonstarobserver.com/news/river-falls-library-board-of-trustees-passes-motion-to-video-record-meetings/article_36850e9e-c6c7-11ee-8d59-5f4ce93c6002.html

LOCAL NEWS

River Falls Library Board of Trustees passes motion to video record meetings

written by Kaitlyn Doolittle

Published on Feb 8, 2024



File photo.

The River Falls Library Board of Trustees passed a motion to video record board meetings for internal archival use for a trial period minimum of one year. The recordings may be available upon request.

The board's meeting on Monday, Feb. 5, discussed recording their meetings in response to upcoming contract work and questions on posting their meetings from the public.

For right now, the board wants to be acquainted with recording their meetings and to see if there is a large public interest in watching the meetings prior to uploading online.

"With new things underway, let's take our time," Tanya Misselt, the River Falls Public Library director said.

Since this was the initial meeting discussing the prospect of recording, lingering questions remain unanswered. The logistics of potential costs, timeline, retention policies and state statutes will be further discussed at their next meeting.

Quick hits

- The River Falls library director and librarians will begin artificial intelligence training in March. The training will focus on ways to apply AI in library programming. The training will include four hours of live online presentations and three weeks of guided, asynchronous workshops with peer cohorts and assignments.
- Some pending facility updates include a building access system and elevator updates.
- The board approved the December 2023 expense report of \$217,667.41.
- The board approved the January 2024 expense report of \$101,709.14.

The next River Falls Public Library Board of Trustees meeting will be at 6:30 p.m. on Monday, March 4, in the library board room, 140 Union Street, River Falls.

Written By

Kaitlyn Doolittle

kdoolittle@orourkemediagroup.com |

ANNUAL REPORT HIGHLIGHTS

	2023 Report	2022 Report	Increase over 2022
Books in print	50,630	49,800	1.6 percent
Total circulation	180,767	159,468	13.4 percent
Registered users	9,158	8,960	2.2 percent
Library visits	86,058	54,726	57 percent
Electronic materials	61,858	55,144	12 percent
Program attendance	15,450	9,348	65 percent

Financials

Our cost-per circ dropped from \$6.06 in 2022 to \$5.48 in 2023. This is due to circulation increasing disproportionately to the increase in operating expenses. Circulation had dropped in 2021-2022 after the storm, and it increased in 2023.

We will not know our St. Croix County funding until IFLS extracts the circulation data from our former partner communities. Circulation data lags one year behind funding, and circulation from the towns and village from 2023 are included with the city of Hudson.

IF the 2023 St. Croix County rural circulation is proportionate to 2022, then our county funding would be about \$515,000, which is \$10,000 more than 2022.

For reference, this is how the 2024 county funding for libraries was calculated:

SOURCE *	Distribution						
	Pg. 4, VI, #6	Pg. 2, III, #1a		Pg. 6, XI, #2b			
Library	2022 Operating Expenses	2022 Total Circulation	Cost per Circ.	2022 County Rural Circ.	100 % Cost of Rural Circ.	Hot spot Funding	Revised
Baldwin	\$ 269,044	45,686	\$5.89	16,709	\$98,399	\$756	\$99,155
Deer Park	\$ 47,588	10,230	\$4.65	3,779	\$17,579	\$756	\$18,335
Glenwood City	\$ 71,351	117,012	\$0.61	4,581	\$2,793	\$756	\$3,549
Hammond	\$ 188,000	23,266	\$8.08	6,605	\$53,371	\$756	\$54,127
Hudson	\$ 966,730	159,468	\$6.06	83,502	\$506,207	\$756	\$506,963
New Richmond	\$ 828,578	159,468	\$5.20	68,599	\$356,507	\$756	\$357,263
River Falls	\$ 1,253,102	205,261	\$6.10	41,160	\$251,279	\$756	\$252,035
Roberts	\$ 266,851	60,356	\$4.42	35,749	\$158,056	\$756	\$158,812
Somerset	\$ 260,591	49,294	\$5.29	28,216	\$149,163	\$756	\$149,919
Spring Valley	\$ 99,700	25,560	\$3.90	2,725	\$10,629	\$1,044	\$11,673
Woodville	\$ 125,000	19,201	\$6.51	5,284	\$34,399	\$858	\$35,257
Total	\$4,376,535	874,802		296,909	\$1,638,384	\$8,706	\$1,647,090
Out of County					\$67,972		\$67,972
Grand Total					\$1,706,356		\$1,715,062



Wisconsin Department of Public Instruction

PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 01-24)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2023

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

I. GENERAL INFORMATION

1. Name of Library Hudson Area Joint Library		2. Public Library System IFLS Library System		
3a. Head Librarian First Name Shelley	3b. Head Librarian Last Name Tougas	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 12/31/2027
6a. Street Address 700 1st St.	6b. Mailing Address or PO Box 700 1st St.	7. City / Village / Town Hudson	8a. ZIP 54016	8b. ZIP4 1682
9. County St.%20Croix				
10. Library Phone Number 7153863101	11. Fax Number (715)381-0468	12. Library E-mail Address of Director stougas@hudsonpubliclibrary.org		
13. Library Website URL www.hudsonpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? Yes			
20. Square Footage of Public Library 19,024	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No	22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	53	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week		0	0
19d. Number of summer weeks		0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,756	0	0

II. LIBRARY COLLECTION									
						a. Number Owned / Leased	b. Number Added		
1. Books in Print <i>Non-periodical printed publications</i>						50,630	5,149		
2. Electronic Books <i>E-books</i>						172,043			
3. Audio Materials						2,612	72		
4. Electronic Audio Materials <i>Downloadable</i>						76,537			
5. Video Materials						4,965	391		
6. Electronic Video Materials <i>Downloadable</i>						0			
7. Other Materials Owned <i>Describe</i> lawn games, tech equipment, children's kits, adult kits, puzzles, games						397			
8a. Electronic Collections <i>Locally Owned or Leased</i>						2			
8b. Electronic Collections <i>Purchased by library system or consortia</i>						20			
8c. Electronic Collections <i>Provided through BadgerLink</i>						62			
9. Total Electronic Collections <i>Local, regional, and state</i>						84			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>						81			
III. LIBRARY SERVICES									
1. Circulation Transactions			c. Circulation of Other Physical Items		2. Interlibrary Loans				
a. Total Circulation		b. Children's Materials	(subset of 1a.)		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>		
180,767		99,265	1,957		38,465		35,547		
					Method for Counting ILL Transactions Total ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>				
Integrated Library Systems (ILS)									
WISCAT									
Other (includes OCLC, manual tracking or other methods)									
3. Number of Registered Users			d. Overdue Fines		4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL			a. Method	b. Annual Count	a. Method	b. Annual Count	
7,922	1,236	9,158	Yes		Survey Week(s)	9,100	Actual Count	86,058	
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet				
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method		d. Annual Count	a. Method	b. Annual Count		
18	18		Actual Count		2,878	Actual Count	31,046		
8. Website Visits		9. Electronic Collection Retrieval							
		a. Local	b. Other	c. Statewide	d. Total				
53,939		0	5,424	44	5,468				
10. Uses of Electronic Materials by Users of Your Library									
a. E-Books	b. E-Audio	c. E-Video		d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials			
31,448	30,410	0		61,858		6,879			

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	191	105	52	50	53	451
Total Attendance	6,621	1,790	450	450	6,139	15,450

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	191	105	52	50	50
Total Attendance	6,621	1,790	450	450	6,124
Number of Programs	407	41	448		
Total Attendance	9,173	4,345	15,435		

11i. Describe the library's in-person programs: Storytime, STEM & craft classes, sensory programs, community holiday events, author visits, various speakers.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs					3	3
Total Live Virtual Attendance					15	15
Total views of live programs that were recorded and posted for asynchronous viewing					510	510

12g. Which platforms does the library use to host the library's live, virtual programs: Facebook

12h. Describe the library's live, virtual programs: Voices in the Valley and author talk.

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Paul	Berning	12 Fieldstone Bay	Hudson, WI	54016	Paullibraryemail@gmail.co
2. Sammi	Dittloff	2047 Highland Circle	Hudson, WI	54016	samanthadittloff@gmail.co
3. Barbara	Peterson	1200 McKinley Drive	Hudson, WI	54016	barb.peterson.wildwood@g
4. Kimberly	Osterhues	436 Jack Pine Dr.	Hudson, WI	54016	osterhka@hudsonraiders.or
5. Richard	O'Connor	1813 Stonepine Bay	Hudson, WI	54016	mayor@hudsonwi.gov
6. Bill	Fehrenbach	1001 6th St.	Hudson, WI	54016	bill.fehrenbach@gmail.com
7. Gerry	Klecker	1105 1st St.	Hudson, WI	54016	gklecker101@gmail.c
8. Bryan	Wells	35 Cliff Ridge Court	Hudson, WI	54016	BryanDWells HLibrary@pi
9. Chad	Wiertzema	66 Tribute Ave.	Hudson, WI	54016	wertzdesigns@hotmail.com
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
9					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Hudson	\$364,365
Town	Hudson	\$204,674
Town	St. Joseph	\$91,978
Village	North Hudson	\$85,954
Subtotal 1		\$746,971

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$73,595

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Barron	\$177		
Polk	\$392		
Pierce	\$7,725		
Dunn			
		Subtotal 2b	\$8,294

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Books Damaged in Delivery	\$31		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
		Subtotal 3	\$31

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project		Amount
		\$0
Subtotal 4		\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
		Subtotal 5	

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$253,057

7. All Other Operating Income

\$4,375

8. Total Operating Income Add 1 through 7

\$1,086,323

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$744,366

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$85,717	40.00
Operations Coordinator	Manager/Supervisor of Support Staff	Other	\$49,920	40.00
Program/Marketing Director	Department Head / Coordinator / Supervisor	Other	\$56,160	40.00
Librarian - Collection Management	Collection Development Specialist	Librn. no-MLS	\$43,680	40.00
Librarian - Youth Services PK	Associate Librarian (non-MLS)	Librn. no-MLS	\$26,858	25.00
Librarian - STEM	Associate Librarian (non-MLS)	Librn. no-MLS	\$21,486	20.00
Technology Coordinator	Technical Support/Computer Technician	Other	\$25,784	24.00
Librarian - Youth Teen/Tween	Associate Librarian (non-MLS)	Librn. no-MLS	\$23,587	28.00

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Library Assistant II	Library Assistant - Technical Services	Other	\$23,296	28.00
Library Assistant	Library Assistant - Public Services	Other	\$76,794	110.00
Library Assistant II	Library Assistant - Technical Services	Other	\$18,304	22.00
Aides	Page/Shelver	Other	\$31,434	70.00
Lead Aide	Page/Shelver	Other	\$16,744	28.00
Library Assistant II	Library Assistant - Public Services	Other	\$19,968	24.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA
Accredited Program (FTE)

1.00

Other Persons Holding the
Title of Librarian (FTE)

3.40

Subtotal 2a

4.40

b. All Other Paid Staff (FTE)

Include maintenance, plant
operations, and security

9.04

c. Total Library Staff
(FTE)

13.44

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			27,175
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
		c. Subtotal	
2. Circulation to Nonresidents Living in the Library's County		3,413	16,420
3. Circulation to Nonresidents Living in Another County in the Library System		2,556	2,210
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		0	0
5. Circulation to All Other Wisconsin Residents		214	6. Circulation to Persons from Out of the State
		2,362	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	Yes	Yes	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Barron	40	f.	
b. Dunn	160	g.	
c. Pierce	1,315	h.	
d. Polk	544	i.	
e.		j.	

XII. TECHNOLOGY

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	205	53	11
Total Self-Directed Activity Participation	8,486	3,271	711
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	1	3	273
Total Self-Directed Activity Participation	215	384	13,067
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Sara	O'Brien	sobrien@hudsonpubliclibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Joan	Bushman	joanbushman@hudsonpubliclibrary.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Paul Berning	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Shelley Tougas	

	STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
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As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

St. Croix

The Hudson Area Joint Library Board of Trustees hereby states that in 2023 the IFLS Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

	XV. CERTIFICATION	
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The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Paul Berning	

	COMMENTS	
SECTION_III		
3d. Overdue Fine Policy		
No daily fines on books. Fines on kits, movies.--2024-01-30		
5b. Library Visits		
This is higher than previous year because 2022 still had periods of closure related to storm recovery.--2024-01-30		
SECTION_IV		
Number of Library Board Members		
Switch to municipal from joint resulted in a larger board.--2024-01-30		
Joint library became a municipal library resulting in the addition of one new board position for a total of 9.--2024-01-26		
SECTION_V		
Name		
3-year average - same funding--2024-01-30		
Name		
3-year average resulted in cut--2024-01-30		
Name		
3-year average resulted in a cut--2024-01-30		
Amount		
The city never submitted account information to Dunn County so the payment was not received--2024-01-30		
Other Revenue		
Significant jump is because our foundation raised money for operations during the transition year from a joint library to a municipal library.--2024-01-30		
Current Year Appropriation		
Because of the joint library dissolution, this number now represents the city of Hudson only. (Previous years were four communities combined)--2024-01-30		
SECTION_VI		
Subtotal 3: Total Collection Expenditures		
We had more grant monies for collection this year.--2024-01-30		
SECTION_X		
All Other Paid Employees		
The aides and library assistants are reported together because the individuals work very part-time hours--2024-01-30		
SECTION_XII		
5b. If your library answered no for 5a, provide a comment.		
We have a policy, and some of our computers do have filtering (those in kids areas)--2024-01-30		

DIRECTOR GOALS

Library Board of Trustees

Proposed goals for 2024:

1. Coordinate a new strategic plan with the board and support organizations, including a community needs assessment to inform future plans.
2. Deliver and implement a plan to respond to local demand for e-books/e-audio books.
3. Deliver and implement a plan to increase community presence and connections; to demonstrate that we're a "library without walls."

HUDSON AREA PUBLIC LIBRARY BYLAWS

The bylaws as presented are those approved, with amendments, from the January meeting.

Approved January 16, 2024

Article I Identification

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

Article II Membership

Section 1. Appointments

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

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

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

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

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

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

According to 43.60(3)(a) A county chairperson, with the approval of the county board, may appoint from among the residents of the county additional members to the library board of a public library located in whole or part in the county, for a term of three years from the May 1 following the appointment, and thereafter for a term of three years, as follows:

1. If the annual sum appropriated by the county to the public library is equal to at least one sixth, but less than one-third, of the annual sum appropriated to the public library by any

municipality in which the public library is located during the preceding fiscal year, one additional member.

2. If the annual sum appropriated by the county to the public library is equal to at least one-third, but less than one-half, of the annual sum appropriated to the public library by any municipality in which the public library is located, 2 additional members.

3. If the annual sum appropriated by the county to the public library is equal to at least one-half, but less than two-thirds, of the annual sum appropriated to the public library by any municipality in which the public library is located, 3 additional members.

4. If the annual sum appropriated by the county to the public library is equal to at least two-thirds, but less than the annual sum appropriated to the public library by any municipality in which the public library is located, 4 additional members.

5. If the annual sum appropriated by the county to the public library is equal to at least the annual sum appropriated to the public library by any municipality in which the public library is located, 5 additional members.

According to 43.60(3)(c), a county chairperson may appoint a county supervisor to serve as a member of a library board of a public library of a municipality under par. (a), but no more than one county supervisor so appointed may serve on the library board at the same time.

According to 43.60(4), If an additional member appointed to a library board under sub. (3) (a) loses the status upon which the appointment was based, he or she ceases to be a member of the library board effective on the following May 1.

Section 2: Terms of Office

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

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

Section 3. Disqualifications, Vacancies

City ordinance allows the appointment of Trustees, per Article II, Section 1, from the following communities: City of Hudson, Town of Hudson, Town of St. Joseph, Town of Troy and Village of North Hudson. If a Trustee moves from the community from which his/her appointment was based, even if the Trustee moves to another community that qualifies for appointment on the board. It is the duty of the Trustee to notify the Library Director and City Administrator of the relocation.

The position shall be declared vacant, and the Mayor may request names of persons from the Director or Trustees of persons who may qualify for the position.

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

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

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

Article III Officers

Section 1: Election

Initial officer elections shall occur at the first meeting of the Library Board of Trustees in January 2024. Thereafter, officer elections shall occur at the first meeting after the third Tuesday in April, which shall be the Board's annual meeting. The Library Board shall elect from its members a president, a vice president and any other officers deemed necessary to serve.

Vacancies in either office shall be filled by an election from the appointed trustees at the next regular meeting of the Board after the vacancy occurs.

Section 2: Terms

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

Section 3: President

The President shall coordinate with the Library Director to set the agenda and preside at all meetings of the Board, authorize calls for any special meetings, be responsible for the proper posting and publication of all regular and special meetings and their agendas, ensure all aspects of the Open Meeting Law are complied with, appoint all committees, execute all documents authorized by the Board, co-sign all checks drawn on trust or endowment funds, and generally perform all duties associated with the office. The president may appoint himself or herself to a committee. For other committees, the president may serve as an ex-officio member.

Section 4: Vice President

The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President until the next annual meeting. The Board shall, by a majority vote, elect a new Vice-President to serve until the next annual meeting.

Section 5: Secretary

A recording Secretary is required at all open meetings. The Secretary is responsible to keep true and accurate records of all meetings. The President may appoint a recording Secretary from the board or assign Library Director. A library staff member may substitute for the director in case of his or her absence.

ARTICLE IV

Meetings

Section 1: Regular Meetings

Regular meetings shall be established at the first meeting of the Library Board of Trustees in January 2024. Thereafter, meeting dates and times shall be established at the annual meeting.

Section 1: Annual Meeting

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

Section 3. Order of Business

Regular meetings shall include, but are not limited to, the following items:

- Call to order
- Roll call of members, introduction of visitors
- Disposition of minutes of previous meeting and any intervening special meetings
- Review and acceptance of financial report
- Action on bills
- Library Director's report, which shall include monthly statistics
- Reports from the president, committees and support organizations
- Unfinished business
- New business
- Adjournment

Section 4. Special Meetings.

Special meetings may be called at the direction of the President for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given to all trustees. In no case may less than two hours' notice be given.

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

Section 6. Quorum.

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

If the Board has approved a remote participation and voting exception, the Trustees participating remotely shall be counted for the purposes of establishing a quorum.

A majority of the membership of a board under sub. (4) (a) to (bm) constitutes a quorum, but any such board may, by resolution, provide that 3 or more members constitute a quorum. At the annual meeting, the Board may pass a resolution to set a quorum threshold of three trustees only for the purposes of approving bill payment when a majority of the membership of the board is not present for a meeting. No other discussion or business is permitted.

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

Section 8: Trustee Participation

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

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

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

The remote voting exception applies exclusively to open meetings.

Section 9: Closed Sessions

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

Section 10. Parliamentary Authority.

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

Article V Committees

Section 1: Standing Committees

The Board shall have two standing committees: Policy and Personnel Committee and Finance Committee. Standing committees shall include a minimum of two members of the Board, and may include staff representatives and general public members.

Standing Committee members shall be appointed by the President subject to approval by the Board by a simple majority. The Committee chair must be a member of the board. Committee charters shall be established by the Board and reviewed at the annual meeting.

Section 2: Ad Hoc Committees

Ad Hoc Committees for special purposes will be established by the President of the Board to serve until the final report of the work for which they were appointed has been filed. Members are appointed by the President, subject to the approval of the Board by simple majority. Committee charters shall be

established by the Board before the first meeting of the Ad Hoc committee. Committees shall include a minimum of one member of the Board, and may include staff representatives and general public members. The Committee chair must be a member of the board.

Section 3: Reporting

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

Section 4: Authority

Committees have only advisory powers unless the Board has granted authority to act in the committee's charter.

Article VI Duties of the Board of Trustees

Section 1

Determine the policies of the Library.

Section 2

Select, direct and evaluate a Library Director.

Section 3

Advise in preparing budgets, approve budgets and approve all expenditures.

Section 4

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

Section 5

Represent the Library to the community and the community to the library. Engage in development and promotion efforts and foster good public relations.

Section 6

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

Section 7

With the assistance of the library director, stay informed about issues and trends in public libraries.

Article VII Library Director

Section 1

The Library Director shall have sole charge of the administration of the library under the direction and review of the Board. The Library Director is responsible for the following: hiring and supervising library

employees and specifying their duties, maintaining facilities and property, ensuring board policies are enacted, and operating the library within its budget.

Section 2

The Director shall attend all meetings of the Board but shall have no vote. If unable to attend a meeting of the Board, the Library Director shall appoint a designee from the staff to attend.

ARTICLE VIII

General

Section 1: Voting

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

Section 2: Suspension of Rules

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

Section 3: Amendments to the Bylaws

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