

Library Board of Trustees
Meeting Agenda
March 19, 2024 at 7:30 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016

LBOT Finance Committee and Regular Board Meeting
 Time: Mar 19, 2024 07:00 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/88651884999?pwd=blgvNzIDb0tBTWgyQW9OMGxHaFczZz09>

Meeting ID: 886 5188 4999
 Passcode: 673045

Find your local number:
<https://us02web.zoom.us/j/88651884999>

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. **DISCUSSION AND POTENTIAL ACTION ITEM: Finance Committee Charter**
9. **PRESENTATION/DISCUSSION: Library STEM/Space, Christopher Mick**
10. **DISCUSSION: Collection development policy and recent workshop**
11. **PRESENTATION/BOARD DEVELOPMENT: Collection development and phonics**
12. **DISCUSSION: Library Strategies Needs Assessment Update**
13. **PRESENTATION/BOARD DEVELOPMENT: Wisconsin Library Standards**
14. **PRESENTATION/DISCUSSION: Facility**

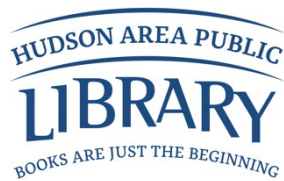
15. Future agenda items

16. Adjourn

Next Meeting: April 16, 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 March 11, 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
Feb. 21, 2024**

- 1. Call to order at 6:30 p.m. by Vice President Wells. 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: Bryan Wells, Barb Peterson, Kim Osterhues, Gerry Klecker, Sammi Dittloff, Rich O'Connor, Chad Wiertzema, Paul Berning (arrived at 7 p.m.)

Board members absent: Bill Fehrenbach

Staff: Shelley Tougas, Michelle Saifullah

- 2. Citizen Comments**
None

- 3. ACTION ITEM: CONSENT AGENDA**

Motion by O'Connor to approve consent agenda items a-d

Second by Peterson

Discussion: None

Vote Taken: MOTION CARRIED: 7 Ayes/0 Nays

- 4. Presentations**

Friends of the Library: representative was not present

Foundation: Peterson reported the Foundation's annual appeal total is about \$80,000, surpassing the goal of \$60,000. The Foundation's planning and development committee is going to meet with Crescendo Fundraising. The Foundation is exploring "what if" scenarios regarding the building.

- 5. Updates/Reports**

President: none

City of Hudson: none

School district: none

- 6. Committee Updates**

None.

- 7. Director's report**

The written report was presented.

8. **ACTION ITEM:** Approve the 2023 Annual Report
 Motion by Peterson to approve the 2023 Annual Report
 Second by Klecker
 Discussion: Tougas highlighted key statistics
Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

9. **DISCUSSION AND POTENTIAL ACTION ITEM:** 2024 Director goals
 Motion by Peterson to endorse the director goals
 Second by Wells
 Discussion: None
Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

10. **DISCUSSION AND POTENTIAL ACTION ITEM: Facility statement and process**
 Motion by Klecker to send a letter from the board, signed by President Paul Berning, to the Hudson City Council to inform them of the board's support to keep the library in the 700 First Street Building and expand the library's space.
 Second by Peterson
 Discussion: None
Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

11. **DISCUSSION AND REVIEW: Approved bylaws**
 The final bylaws were presented.

12. **DISCUSSION: Library Strategies Needs Assessment**
 Tougas updated the board on the assessment status

13. **DISCUSSION AND POTENTIAL ACTION ITEM: Board retreat**
 Consensus to hold a board retreat from 9 a.m. to 2 p.m. Saturday, May 4 and fund it from the existing contracted services budget.

14. Future agenda items: Finance Committee Charter, Presentation on WI Library Standards

15. **Adjourn**
 Motion to adjourn at 7:55 p.m. by Wells
 Second by O'Connor
Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

Respectfully Submitted,
 Shelley Tougas

Monthly Expenditure Statement
February 29, 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	\$ 30,428	\$ 56,319	\$ 283,761	17%
125	Part-Time	\$ 448,760	\$ 25,850	\$ 53,434	\$ 395,326	12%
151	FICA	\$ 60,346	\$ 4,245	\$ 8,276	\$ 52,070	14%
152	WRS	\$ 40,649	\$ 3,237	\$ 6,226	\$ 34,423	15%
154	Health Insurance	\$ 78,500	\$ 4,581	\$ 15,463	\$ 63,037	20%
Personnel Total:		\$ 968,335	\$ 68,340	\$ 139,717	\$ 828,618	14%
Contractual Services						
212	Legal Services	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
213	Professional Services	\$ 15,500	\$ 1,250	\$ 2,500	\$ 13,000	16%
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	\$ 898	\$ 4,052	18%
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	\$ 99	\$ 99	\$ 5,901	2%
Contractual Services Total:		\$ 120,550	\$ 58,064	\$ 59,718	\$ 60,832	50%
Supplies & Expenses						
311	Postage	\$ 1,000	\$ 8.35	\$ 8.35	\$ 992	1%
312	Office Supplies	\$ 10,955	\$ 972.91	\$ 1,808.73	\$ 9,146	17%
324	Memberships	\$ 1,750	\$ 99.00	\$ 99.00	\$ 1,651	6%
326	Advertising	\$ 500	\$ 13.31	\$ 38.31	\$ 462	8%
338	Staff Development	\$ 3,500	\$ 98.50	\$ 113.50	\$ 3,387	3%
	Furnishing	\$ 1,000				
339	Travel / Conferences	\$ 1,750	\$ 51.21	\$ 51.21	\$ 1,699	3%
396	Technology	\$ 11,000	\$ 161.99	\$ 761.99	\$ 10,238	7%
399	Activity Supplies/Tech renew	\$ 21,000	\$ 300.62	\$ 387.41	\$ 20,613	2%
Supplies & Expenses Total:		\$ 52,455	\$ 1,706	\$ 3,269	\$ 49,187	6%
Collection						
395	Books	\$ 70,300	\$ 2,989	\$ 9,672	\$ 60,628	14%
397	Periodicals	\$ 5,100	\$ 316	\$ 1,188	\$ 3,912	23%
398	Audio-Visual	\$ 10,000	\$ 1,680	\$ 1,680	\$ 8,320	17%
	Digital Resources	\$ 2,000				
Collection Total:		\$ 87,400	\$ 4,985	\$ 12,539	\$ 74,861	14%
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	\$ 2,800	\$ 2,800	\$ (800)	140%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 114,943	\$ 9,579	\$ 19,157	\$ 95,786	17%
Fixed Charges Total:		\$ 120,943	\$ 12,379	\$ 21,957	\$ 98,986	18%
812	Furniture and Furnishings	\$ -				
829	Other Repair and Improvements	\$ -	\$ -			
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,349,683	\$ 145,474	\$ 237,200	\$ 1,112,483	82%
%of Year Completed						17%

DIRECTOR'S REPORT – MARCH 2024

Library Board of Trustees

Needs Assessment

Library Strategies has completed two of the key components of the community needs assessment: focus groups and one-on-one interviews with key stakeholders. The community survey is online, and the consultants are collecting the results. Within the first two days, we had about 140 responses. The survey runs through April 12. The consultants want at least a one-percent response rate based on service population. For us, that would be 350 completed surveys. Of course, we hope to exceed that threshold.

Moon, Mars and Beyond

The space exhibit was loaded on a semi the week of March 11, ending a three-plus month run at the library. A huge kudos to Librarian Christopher Mick for landing this competitive grant program. As you've heard me say, our library was one of just nine in the country to host the exhibit. On Space Day alone, we had 650 people visit the exhibit. We also had several pre-arranged tours.

Social media

We just passed the 4,000-follower threshold for Facebook. Congrats to Librarian Camille Young, who took over some communications duties in January, including Facebook.

County funding

HAPL's cost-per-circ dropped about 50 cents based on adopting a smaller budget in 2023 than 2022 and circulation trends. It's now \$5.48 per circ. That means our ACT 150 county funding next year will be about \$513,000, which is only \$7,000 more than this year.

Teen updates

The Teen Advisory Board is at an all-time high with 16 board members. Kudos to Teen Librarian Emilia Reynolds and our aide/TAB president Logan. He's been a fantastic recruiter.

The teen space project was delayed by four months to accommodate the Moon, Mars and Beyond Exhibit. Now all the furniture is here, and the teens are ready to decorate in a retro style. We're getting a custom neon sign that says, "The Archives," a name chosen by teens.

After-hours teen nights have been drawing attendance in the mid- and upper-20s, which is a good number in terms of managing the group.

Friends of the Library book sale

The Friends are having a spring sale in Room 219 from April 22 to April 28. Come support the sale and buy some great used books! On April 27, they're having the Bookmark Contest event in the library lobby.

Hudson

Hudson Area Public Library's online survey

The Hudson Area Public Library is currently conducting a community and building needs study. Our intent with this project is to determine what area residents need, want and expect from their library - now and into the future.

The end goal of this consultant-led process is for the Library to serve our community as fully and effectively as possible. That means that your input into the process is important and valued – even if you don't consider yourself a regular user of Hudson Area Public Library.

“We want to ensure the library is delivering the services and resources our community members want,” Library Director Shelley Tougas said. “It’s important to get as many responses as possible so we have good data to inform our decisions.”

As means to that end, residents are invited to take this online survey: surveymonkey.com/r/XQW2DF6. It includes just 14 core questions and, on average, takes 15 minutes to complete. It will remain open through April 12.

This questionnaire was created and is overseen independently by Library Strategies Consulting Group. Unless you choose to self-identify in some way, no survey responses will be connected to particular individuals in the aggregate reports provided to the staff and governing bodies of the Hudson Area Public Library.

Hudson Area Public Library Statistics Summary

Feb-24

Circulation							
Comparisons YTD			Comparisons by Month			Library Visitors YTD	
	2023	2024		2023	2024	2023	2024
Physical Materials:	26,396	30,464	Physical CKO	6,908	14,969	12,400	16,295
Digital Materials:	10,223	12,508	Check-ins	6,637	10,814	Monthly Visitors	
Total All Circulation:	36,619	42,972	Renewals	2,658	3,377	2023	2024
% Physical Materials	72.08%	70.9%	Total Physical Circ	9,566	18,346	6,231	7,931
% Digital Materials	27.9%	29.1%	Digital Circulation	4,172	6,053		
			Total Circulation	13,738	24,399		
New Patrons YTD		New Patrons by Month		Proctoring YTD		Cardholders	
2023	2024	2023	2024	2023	2024	Jan. 1 2024	9,237
244	294	99	131	1	0	Current	9,459
Technology Use YTD			Meeting Room Use			Volunteer Hours	
	2023	2024		2023	2024	Monthly	156.75
Pharos	575	390	Monthly	157	236	Year to Date	321.5
Wi-Fi	3,878	4,932	YTD	346	477		
Year-to Date	4,453	5,322					
Programming							
YTD Programs		Monthly Comparisons					
2023	2024	Programs Held	2023	2024			
64	99	Children	26	35			
		T[w]eens	2	8			
YTD Program Attendance		Adult	4	7			
2023	2024	Drop-in	1	6			
2,371	2,726	Totals:	33	56			
		Attendance	2023	2024			
Self Directed Activities 2024		Children	703	871			
MTD	YTD	T[w]eens	5	70			
15	31	Adult	557	33			
		Drop-in	249	115			
		Totals:	1514	1089			

Hudson Area Public Library

Circulation Statistics	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Check-outs													
2018	13,266	12,994	16,153	14,102	15,400	19,450	18,509	17,830	13,527	13,869	13,289	11,439	179,828
2019	14,754	13,485	15,567	13,828	12,865	16,711	18,359	16,262	12,420	13,610	12,570	10,826	171,257
2020	13,321	12,959	7,285	990	3,005	3,496	8,169	9,461	8,752	8,613	8,736	8,225	93,012
2021	8,636	9,333	11,147	9,429	7,955	13,175	12,805	11,320	6,425	3,423	3,548	3,374	100,570
2022	6,666	6,908	9,020	8,699	8,052	13,128	13,582	14,057	9,615	10,421	9,660	8,741	118,549
2023	11,473	10,028	12,934	10,398	9,524	13,887	14,631	13,859	10,567	10,667	10,271	8,117	136,356
2024	11,986	11,592											23,578
Check-ins													-
2018	12,303	12,771	15,258	14,669	14,220	17,791	18,773	18,539	14,420	14,490	13,087	11,980	178,301
2019	13,108	13,381	15,053	14,514	13,619	13,745	18,230	17,816	13,092	13,836	12,354	12,308	171,056
2020	12,297	12,798	6,163	232	3,567	5,104	7,995	6,777	7,931	7,422	6,380	5,812	82,478
2021	6,064	6,930	8,246	9,436	8,539	10,618	11,893	12,201	7,124	5,405	5,279	4,864	96,599
2022	4,913	6,637	8,532	8,441	8,527	10,608	13,493	13,034	10,594	9,873	10,430	9,382	114,464
2023	9,634	10,019	12,031	11,008	10,680	11,037	13,948	14,976	11,538	10,824	10,841	9,403	135,939
2024	10,293	10,814											21,107
Renewals													-
2018	5,371	5,333	8,729	6,698	6,807	7,936	6,803	5,884	5,275	5,090	4,693	4,589	73,208
2019	4,850	4,521	5,202	5,155	4,378	4,506	6,292	5,414	4,557	4,896	4,637	4,666	59,074
2020	4,192	4,058	2,404	92	84	805	3,344	3,071	3,319	3,219	3,324	3,876	31,788
2021	4,113	4,156	4,676	4,262	3,952	4,160	4,758	4,937	1,290	535	1,229	2,023	40,091
2022	2,405	2,658	3,760	3,475	3,558	3,571	4,362	4,184	3,466	3,758	3,575	3,326	42,098
2023	3,504	3,331	3,944	3,725	3,458	3,532	4,422	4,377	3,697	3,791	3,826	2,954	44,561
2024	3,509	3,377											6,886
Total Physical Circulation	January	February	March	April	May	June	July	August	September	October	November	December	-
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	3,944	3,725	3,458	3,532	4,422	4,377	3,697	3,791	3,826	2,954	64,122
2024	15,495	14,969											30,464
2022-2023 increase / decrease	2,402	5,357	(8,836)	(8,449)	(8,152)	(13,167)	(13,522)	(13,864)	(9,384)	(10,388)	(9,409)	(9,113)	(96,525)
Digital Circulation	January	February	March	April	May	June	July	August	September	October	November	December	
2018	3,625	3,424	3,781	3,455	3,531	3,589	3,890	3,737	3,591	3,539	3,433	3,536	43,131
2019	4,021	3,631	3,956	3,729	3,943	3,983	4,318	4,251	3,927	4,089	3,958	3,978	47,784
2020	4,213	3,911	4,316	4,914	5,044	5,034	5,041	4,704	4,471	4,359	4,150	4,273	54,430
2021	4,800	4,773	5,246	4,558	4,611	4,696	4,922	5,061	4,655	4,575	4,488	4,581	56,966
2022	5,245	4,172	5,000	4,742	4,811	4,971	5,104	4,998	4,673	4,723	4,641	4,482	57,562
2023	5,387	4,836	5,346	5,184	5,366	5,376	5,869	5,685	5,542	6,152	6,118	6,107	66,968
2024	6,455	6,053											12,508
2022-2023 increase / decrease	142	664	346	442	555	405	765	687	869	1,429	1,477	1,625	9,406
Total Digital & Physical Circulation	16,860	19,759	9,290	8,909	8,824	8,908	10,291	10,062	9,239	9,943	9,944	9,061	131,090

% of Circulation Physical		53.8%	48.4%	137.6%	136.6%	131.6%	187.5%	174.4%	181.3%	141.6%	142.6%	133.1%	133.2%	122.5%
% of Circulation Digital		31.1%	21.1%	53.8%	53.2%	54.5%	55.8%	49.6%	49.7%	50.6%	47.5%	46.7%	49.5%	43.9%
Materials Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Items Borrowed														
	2024	3,498	3,096											6,594
Items Loaned														
	2024	3,621	3,700											7,321
Items Added														
	2024	491	640											1,131
Technology Use		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Pharos														
	2018	696	765	872	826	807	838	837	882	745	850	690	560	9,368
	2019	659	581	754	775	740	701	710	807	615	728	605	561	8,236
	2020	654	609	287	-	-	-	109	115	111	109	98	99	2,191
	2021	108	97	130	106	114	217	215	249	126	-	-	-	1,362
	2022	186	227	249	252	246	221	226	295	265	256	272	225	2,920
	2023	283	292	421	290	200	211	219	208	223	170	182	179	2,878
	2024	200	190											390
Wireless														
	2018	4,877	5,100	5,553	5,508	5,687	6,475	6,347	5,992	4,807	5,860	5,627	4,724	66,557
	2019	5,799	1,012	4,690	5,378	6,005	5,977	4,410	4,529	3,927	4,247	3,750	3,333	53,057
	2020	4,127	3,969	2,804	1,286	2,060	5,250	7,607	7,017	5,939	5,767	5,793	5,866	57,485
	2021	4,898	4,514	5,220	5,184	5,961	6,764	7,377	7,867	5,796	4,375	3,577	3,539	65,072
	2022	2,504	2,309	2,475	2,556	1,777	2,693	3,414	3,003	3,039	2,698	2,386	1,885	30,739
	2023	1,992	1,886	2,169	2,331	2,828	3,296	3,177	2,787	2,679	2,485	2,808	2,608	31,046
	2024	2,527	2,405											4,932
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	7,931											16,295
Monthly Average 2023		6,169	6,200	6,615	6,634	6,658	7,067	7,360	7,433	7,372	7,320	7,269	7,172	86,058
Days Open 2023		24	22	27	24	26	26	25	27	25	25	23	21	25
Daily Average 2023		257	283	276	279	260	350	365	294	275	274	294	291	291
New Patrons		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
	2018	83	74	73	103	141	174	127	134	92	87	82	78	1,248
	2019	126	87	130	126	90	217	147	99	85	91	73	75	1,346
	2020	104	106	56	19	26	29	50	47	52	38	62	44	633
	2021	44	57	46	34	52	156	141	99	74	25	27	22	777
	2022	88	98	94	107	124	222	144	114	96	73	96	50	1,306
	2023	145	99	119	123	119	250	179	195	125	111	98	77	1,640
2024		163	131											294
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

Finance Committee Charter

Board of Trustees, Hudson Area Public Library

Purpose

The Finance Committee assists the Board of Trustees in fulfilling its fiduciary responsibilities, including, but not limited to, the following:

- reviewing and making recommendations regarding library revenue and expenditures;
- reviewing and making recommendations regarding the annual budget;
- reviewing and making recommendations regarding financial issues related to library operations, policy and planning.

Membership

- The committee is appointed by the President, subject to approval by the Board.
- The committee includes a minimum of two members of the board and may include staff representatives and members of the general public.
- The committee chair shall be selected by members of the committee but must be a member of the board.
- The committee chair may vote upon and may move or second a proposal.

Authority

The committee's authority is limited to an advisory role. The committee has no expressed or implied power or authority.

The Board of Trustees shall review this charter annually.

Responsibilities

The committee's responsibilities include the following:

- providing input into the development of drafts of the annual funding request and annual budget;
- reviewing and making recommendations to the Board regarding approval of recurring expenditures and/or monthly invoices/bills;
- reviewing and making recommendations to the Board regarding non-recurring expenditures and those not within the annual budget;
- reviewing and making recommendations to the Board regarding the acceptance of financial statements and reports
- providing relevant updates to the Board at its monthly meeting;
- reviewing and making recommendations regarding financial issues related to library operations, policy and planning.

Meetings

- The committee meets at least monthly prior to the regular Board meeting.
- The committee complies with laws pertaining to open meetings and public records.
- A simple majority of members constitutes a quorum.
- The committee keeps minutes of its meetings.
- Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.
- The committee follows Robert's Rules of Order.

This charter was approved by the Board of Trustees

Board President

COLLECTION DEVELOPMENT AND MANAGEMENT

Library Board of Trustees

The Hudson Area Public Library's Collection Development and Management Policy endorses four documents: Library Bill of Rights, Free Access to Libraries for Minors, the Freedom to View Statements and Freedom to Read Statement. All four documents are included in the policy.

Library Bill of Rights

From the American Library Association

HISTORY

First drafted by library director Forrest Spaulding in 1938, the bill was designed to speak out against the "growing intolerance, suppression of free speech and censorship affecting the rights of minorities and individuals."

One year later, the revised document was adopted by the American Library Association. It has since evolved to include topics such as book banning, race and gender discrimination, and exhibit spaces. Based on the First Amendment, the Library Bill of Rights guides librarians in serving their communities and protecting the rights of all patrons.

Freedom to Read Statement

From the American Library Association

HISTORY

"The freedom to read is essential to our democracy."

The first sentence to the 1954 Freedom to Read statement remains the influential opening sentence today.

In 1953, a group of professors, directors, librarians, publishers and businessmen met to "discuss the current wave of censorship and attacks on books and libraries." They created a document that defined the responsibilities of publishers and librarians to protect Americans' freedom to read. Since its inception, the statement has been altered during times of violence and prosecution to defend the reading choices of readers – it remains a rallying proclamation for all literary community members.

Free Access to Libraries for Minors

From the American Library Association

AN INTERPRETATION FROM LIBRARY BILL OF RIGHTS, in part:

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library *Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

Freedom to View Statement

From the American Library Association

HISTORY

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. The American Library Association endorsed it in 1990.

STATEMENT, in part:

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

HAPL's process for complaints about materials.

Trustees should refer patrons directly to the library. Let them know there is a policy regarding selection of materials and an official complaint process. They can speak to the director and/or fill out a Request for Reconsideration of Library Materials Form.

Process:

- Director tries to resolve the issue through a conversation and discussion of the policy.
- Director explains the library's online resource page for families with concerns about content.
- Director offers the Reconsideration form.
- The form and the item in question is reviewed by the director/staff. The review includes reading reviews and other information about the book.
- Director informs the patron of the decision in writing.

Collection Development and Management

Approved by Board of Trustees: March 21, 2023

Effective Date: March 22, 2023

Revision / Review Date:

Purpose

The Hudson Area Public Library's Collection Development and Management Policy provides a framework to support the library's mission, vision and core values with regard to the materials available to the public.

Mission

The Hudson Area Public Library connects people to information, services, culture, lifelong learning and each other.

Vision

The Hudson Area Public Library fosters the spirit of exploration, the joy of learning, and the pursuit of knowledge for all.

Core Value # 2

Freedom: the library provides open and free access to everyone, defends intellectual freedom, and rejects censorship.

Collection development and management

Collection development and management includes the planning, selection, acquiring, cataloging, and weeding of the library's collections. Library materials in the collection include, but are not limited to, the following: books, periodicals, reference works, newspapers, microfilm, DVDs, music CDs, large-print materials, audio books, atlases, software, electronic content and nontraditional items (Library of Things).

Objectives

The Hudson Area Public Library seeks to maximize the collection budget to provide a variety of materials, in multiple formats, that represent the wide range of ages, backgrounds, experiences, viewpoints, values, and interests in the local community. The library's collections reflect the broad range of viewpoints and cultures that exist in our world.

- The collection supports individuals seeking education, information, research, recreation, entertainment and cultural awareness.
- The collection includes diverse and inclusive materials that represent the broad range of human experiences throughout the world, including those from underrepresented communities.
- The collection includes an abundance of resources representing the greatest possible diversity of genres, ideas, and expressions.
- The collection does not exclude materials because of the origin, background, or views of those contributing to their creation.
- The collection does not exclude materials that some patrons might find objectionable, controversial, or unpopular.

- The collection is freely accessible to all library users, including minors.
 - Responsibility for children's use of library materials lies with their parents or guardians. Library workers do not assume nor impose their judgment on the decisions of parents/guardians.

Responsibility for Selection

Library staff members work collaboratively to acquire materials based on this policy. Final responsibility for materials selection rests with the Library Director who reports to and operates within the framework of policies developed by the library's Board of Trustees.

Selection Principles

Library staff members have a professional and ethical responsibility to defend the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history.

Library staff must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.

The library does not knowingly discriminate in its materials selection.

The purchase of items is not an endorsement of their content.

Selection Criteria

Items need not meet all of the following criteria. Some materials may be judged primarily on artistic merit, for example, while others are considered because of value or their ability to satisfy the recreational needs of the community. Items having widespread demand may or may not meet the standards in this policy. However, demand is a valid factor in selection, and it shall be considered an important factor in cases where there is a persistent local demand. If there is considerable topical interest in the subject and public desire to read and judge the book firsthand, a title may be included which is not considered accurate according to expert opinion.

Selection considerations include:

- Public demand, interest, or need, including patron requests
- Suitability of subject and style for the intended audience
- Available resources and budget considerations
- Space limitations
- Relation to existing items in the collection
- Relation to existing items available in the MORE and WISCAT systems
- Evaluation and coverage from notable industry publications and resources
- Ease of use
- Equipment requirements
- Additional format considerations
- Technical support and training considerations

Content considerations include:

- Authoritative sources

- Author's reputation, significance, and competence
- Comprehensiveness, clarity, and objectivity
- Cultural, literary, artistic, and historical importance
- Relevance and timeliness
- Representation of trends, movements, and genres
- Originality, artistic presentation, and technical quality
- Authenticity of characterizations, historical events and social settings

Weeding/withdrawal of materials

The withdrawal of materials, also called weeding, is necessary to maintain a vital and up-to-date collection. Weeding or withdrawal of the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, no longer accurate, or no longer used may be removed from the collection.

Minors: materials selection and collection access

Materials housed in the children's department are chosen for children from infancy to early adolescence. However, since reading levels and interests vary considerably, some over-lapping of titles between the adult, young adult, and children's collections will occur. Users of all ages are free to use either collection.

Basic to this philosophy is the children's right of free access to the library's entire collection. Children of the same age vary considerably in maturity and reading ability. Parents/guardians have different values and beliefs about the appropriateness of materials for their children. Responsibility for children's use of library materials lies with their parents or guardians. Library workers do not assume nor impose their judgment on the decisions of parents/guardians.

Supplemental considerations

The Hudson Area Public Library endorses the Library Bill of Rights, Free Access to Libraries for Minors, the Freedom to View statements, and the Freedom to Read Statement of the American Library Association, all of which are included at the end of this policy and are intended to be a part of this policy statement.

Patron objections

Library patrons who object to a particular item in the collection may submit a Request for Reconsideration of Library Material form, which is available at the library. The complainant's request shall be reviewed by the library director in relation to the library's mission and selection criteria. The director shall reply to all requests for reconsideration within thirty (30) days of receiving a fully completed reconsideration form.

The item in question will not be removed from the shelf during the reconsideration process. If the complainant has checked out the item in question, the review process will not begin until the item has been returned to the library.

The director must inform the board of official requests for reconsideration, and the outcome, in the director's report.

Notes about the collection

Textbooks

Providing textbooks and curriculum material is generally held to be the responsibility of the schools, regardless of whether the setting is a private school, public school or home school. Materials will not be purchased for the sole purpose of supporting a curriculum. Textbooks will be considered for the collection when they supply the best or only information on a specific topic.

Local history resources

The library has a History Room with St. Croix County and Hudson historical materials, including microfilm of the local newspaper.

Genealogy

Anyone with a MORE member library card has free access to the library's genealogy resources, as well as materials available at the library. Users wishing to research individual families are referred to the Area Research Center at the UW-River Falls or the State Historical Society. Another resource for genealogical research is the St. Croix County Historical Society.

Materials: forms and formats

The library must be responsive to the increased need for non-print materials. Materials in these formats and other new formats must be evaluated in terms of the library's budget, space and in their usefulness in meeting the needs of the users.

Readers with vision limitations

For individuals who are limited by eyesight, the library maintains a collection of large print books, as well as audio books available on CD and electronic formats. The user may order additional materials from the Wisconsin Talking Book and Braille Library.

Interlibrary Loan

The library is a member of the MORE consortium, which consists of all libraries in the IFLS system. Libraries in this consortium share a common integrated library catalog. Patrons may place holds on items owned by other libraries in the consortium and those items will be delivered to the library as they become available. Because of limited budget, space, and age of the item requested, the library is not able to purchase all materials that are requested. Therefore, the state union catalog called "WISCAT" is used to obtain materials that are beyond the scope of the Hudson Area Public Library and MORE libraries.

Supplemental statements endorsed by this policy

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as

individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength

demanding by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no

freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library’s failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ "[Privacy: An Interpretation of the Library Bill of Rights](#)," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ "[Libraries: An American Value](#)," adopted on February 3, 1999, by ALA Council.

⁵ "[Rating Systems: An Interpretation of the Library Bill of Rights](#)," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Hudson Area Public Library

Request for Reconsideration of Material

The Trustees of the Hudson Area Public Library have established a Collection Development and Management Policy and a process for people who seek reconsideration of library materials. Completion of this form in full is the first step. Once the form is complete, please submit it to the Library Director. Incomplete forms will not be considered. A separate form is required for each item submitted for reconsideration. The complainant will need a copy of the Collection Development and Management Policy to fully complete the form. You may attach additional sheets.

Director Shelley Tougas
700 1st Street
Hudson Area Public Library
Hudson, WI 54016
stougas@hudsonpubliclibrary.org

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization? ____

Name of Organization _____

1. The library resource identified:

____ Book (including e-books/audio books) ____ Movie ____ Magazine ____ Music
____ Digital Resource ____ Game ____ Newspaper ____ Other

Title _____

Author/Producer/Creator _____

2. What brought this resource to your attention?

3. Did you read the entire book or, if not a book, did you examine the entire resource? If not, what sections did you review?

4. What concerns you about the resource? Cite specific pages and paragraphs.

5. In what ways does the material conflict with the library's Collection Development and Management Policy?



Wisconsin Public Library Standards

Wisconsin Public Library Standards Sixth Edition

Developed by
Public Library Development Team



Wisconsin Department of Public Instruction
Tony Evers, PhD, State Superintendent
Madison, Wisconsin

This publication is available at <https://dpi.wi.gov/pld/boards-directors/library-standards>

Public Library Development Team
Wisconsin Department of Public Instruction
125 South Webster Street
Madison, WI 53703
(608) 266-7270

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Standards Task Force, 2016-17

We thank the following volunteers for their time and expertise. Without their contributions, this revision would not be possible.

Steering Group: Amy Birtell, Monarch Library System; Desiree Bongers, Ripon Public Library; Bruce Gay, Milwaukee County Federated Library System; Pete Loeffel, Wauwatosa Public Library; Stacey Lunsford, Irvine L. Young Memorial Library

Governance and Administration: Mark Arend, Winnefox Library System; Peggy J. Klein, School District of Holmen; Tom Bobrofsky, Wisconsin Valley Library System; Sherry Machones, Northern Waters Library Service; Angela Noel, Brodhead Memorial Public Library; Pamela Westby, L.E. Phillips Memorial Public Library

Collections, Resources, and Services: Rebecca Petersen, Manitowoc-Calumet Library System; Shawn Brommer, South Central Library System; Peg Burington, Waupaca Area Public Library; Nell Fleming, Wisconsin School for the Deaf; Christina Jones, Altoona Public Library; Julie Kinney, Marathon County Public Library; Eric Norton, McMillan Memorial Library; Rachel Muchin Young, Frank L. Weyenberg Library

Access, Facilities, and Technology: John Thompson, Indianhead Federated Library System; Jennifer Laatz, Beloit Public Library; Patricia Laughlin, Hales Corners Library; Patti Meyer, Larsen Family Public Library; Gretchen Raab, Neenah Public Library; Tasha Saecker, Appleton Public Library; Kristin Stoeger, Manitowoc Public Library; Jennifer Stoltz, Pewaukee Public Library

Public Library Development Team: John DeBacher, Director; Ryan Claringbole; Teresa Howe; Jamie McCanless; Tessa Michaelson Schmidt; Shannon Schultz

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Introduction



This edition of the Wisconsin Public Library Standards revises and updates the work of the many people who developed earlier editions of the Standards. We reviewed the previous edition of the Standards, noted the increased levels of library compliance with the earlier standards, and compiled information on changes in library statistical information in Wisconsin libraries since the last edition was produced.

The Wisconsin Public Library Standards document has evolved gradually over the years. Some of the standards in this document have remained unchanged; however, since the public library environment has changed significantly, this edition updates quite a number of updates to reflect those changes. The development of this document was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. It was first published in 1987 and was updated in 1994, 2000, 2005, 2010, and now in 2018.

This sixth edition of the Wisconsin Public Library Standards has been in development for nearly two years. More than 32 library professionals, representing libraries and library systems across the state, came together to create this document. The process began with much discussion about the currently published standards—addressing both the document's strengths and its weaknesses. The steering group then tasked the subject focus teams with analyzing each standard for relevance and clarity. The focus teams presented their recommendations to the steering group at the Standards Revision Summit, held on April 5, 2017, in Windsor, WI. The steering group then determined the structure and format of the document, based on the recommendations set forth by the focus teams.

What Has Changed

This edition is more concise. Based on feedback received from the public library community, this edition of the Standards has been curtailed to contain only the information pertinent to public library standards. Important information included in past editions, such as planning, can be found in other resources offered by the Public Library Development team and other professional sources.

Technology standards have been integrated into the other categories. The Standards Task Force deliberated over whether or not to have a separate section of technology standards, as was found in the public library

standards documents from other states. However, the task force determined that when technology standards were introduced in earlier editions, it was to encourage implementation of various technologies in libraries. Today, technology tools are now integrated into even the most basic of library services. As such, any standards relating to technology have been incorporated into other categories.

Quantitative standards are more granular. For many public libraries, the past model for quantitative standards is not granular enough to prove useful. The new model introduced in this edition provides the granularity necessary for libraries to more accurately assess their levels of service.

Standards have a tier structure. Perhaps the most significant change in this edition of the Public Library Standards is the application of a tier structure for the qualitative as well as the quantitative standards. The names of the tiers of service have also changed.

How to Use These Standards

The **Wisconsin Public Library Standards** program is a self-evaluation tool. The purpose of this voluntary program for Wisconsin public libraries and librarians is to encourage the ongoing development of quality library service in the state by providing public libraries with a tool to identify strengths, recognize areas for improvement, and assist libraries in gaining community support.

This manual contains the following categories:

- Statutory Requirements
- System Membership Requirements
- Governance
- Administration of the Library
- Funding
- Staffing
- Collections and Resources
- Programs and Services
- Public Relations
- Access
- Facility

Each standard is presented as a statement, allowing the library to easily determine whether it meets or does not meet the criteria. There are three levels of service:

- Tier One—the minimum services that should be available to all residents of the state
- Tier Two—an expansion of services beyond the basic
- Tier Three—the highest level of service

To be considered a **Tier One** library, a library must meet all of the Tier One standards.

To be considered a **Tier Two** library, a library must meet all of the Tier One standards and all but two of the Tier Two standards. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access).

To be considered a **Tier Three** library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access).

In order to determine the status of the quantitative standards in this document, a library must decide whether to use its municipal population or its service population. “**Municipal Population**” is the population of the city, town, village, or county establishing the library, or the total population of communities establishing a joint library. “**Service Population**” is the library’s municipal population plus an additional population determined from circulation statistics for county residents without a library. In most cases, Service Population is a more accurate reflection of a library’s service population, because it includes the municipal population as well as those who live in surrounding communities and travel to the nearest or most convenient municipal library for services. To calculate a library’s Service Population, see [Appendix C](#) of this document.

The newly added categories of Statutory Requirements and System Membership Requirements have been included to increase awareness of public library requirements in Wisconsin. Statutory Requirements apply to *all public libraries*, while System Membership Requirements apply to any library that is a *member of a public library system*. As of this publication, every legally established library in Wisconsin is a member of a public library system, so these requirements currently apply to all Wisconsin public libraries.

Note that much deliberation took place about the terminology used in this document. Every attempt was made to use the most appropriate and consistent expressions available at the date of release.

The Wisconsin Department of Public Instruction's Public Library Development Team is prepared to assist public libraries in using this manual to its fullest potential and can answer any questions regarding the new standards.

Appendices and checklists are included.

Statutory Requirements

2

Wisconsin public libraries must be governed and operated according to Chapter 43 of the Wisconsin Statutes. The following are the statutory requirements of all Wisconsin public libraries:

- The library is established under Wis. Stat. § [43.52](#) (municipalities), [43.54](#) (joint libraries), or [43.57](#) (consolidated county libraries and county library services).
- A legally appointed and constituted library board governs the operation of the library. The library's board membership complies with statutory requirements regarding appointment, length of term, number of members, and composition, per Wis. Stat. § [43.54](#) (municipalities) or [43.57](#) (consolidated county libraries and county library services), and [43.60](#) (county appointments to local library boards).
- The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund, per Wis. Stat. § [43.58\(1\)](#). All appropriated and collected funds are held by the municipal governing body and are disbursed upon approval by the library board.
- The library board supervises the administration of the library, hires the library director, and delegates active management of the library to the director. The library board determines the library's staff organization chart, approves job descriptions, and sets rates of compensation, per Wis. Stat. § [43.58\(4\)](#).
- The library collects the statistics and information required by the Division for Libraries and Technology and reports that information to the municipal governing body, the library system, and the Division, per Wis. Stat. § [43.58\(6\)](#).
- Residents have free access to tax-supported public library services, per Wis. Stat. § [43.52\(2\)](#). Such services include (but are not limited to):
 - free loan of print and non-print materials from the local circulation collection
 - general reference and information services
 - access to other library collections via interlibrary loan
 - access to a computer

- The library board reviews and approves bills presented for payment at each library board meeting, per Wis. Stat. § [43.58\(2\)](#).
- The library complies with other Wisconsin laws that affect library operations, such as laws relating to open meetings (Wis. Stats. § [19.81 to 19.98](#)), ethics (Wis. Stats. s. [19.59](#)), and public records (Wis. Stats. § [19.31 to 19.39](#)).
- The library complies with federal laws that affect library operations, such as the [Fair Labor Standards Act](#).
- The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities, and meets relevant requirements of the Americans with Disabilities Act. (See the [ADA Accessibility Guidelines for Buildings and Facilities; Section 8](#) pertains to libraries.) Some examples of accommodations may include:
 - accessible meeting rooms
 - access to Braille materials
 - enhanced computer display for visually impaired
 - hearing augmentation system in meeting room
 - equipment necessary to use audiovisual materials in the library collection
 - home delivery of materials
 - interpreters for the hearing impaired
 - Large Print materials
 - a minimum of 36 inches of space between shelving stacks
 - story times and programs in accessible rooms or outside of the library

System Membership Requirements

3

While Wisconsin public libraries are not required to belong to a library system, system membership offers enormous benefits to public libraries of all sizes. For a public library to participate in the library system that serves its county, the following statutory requirements must be met to retain system membership:

- The library must be located in a county that participates in a library system, per Wis. Stat. § [43.15\(4\)\(c\)2](#).
- The library director is present in the library at least 10 hours a week while the library is open to the public, less leave time, per Wis. Stat. § [43.15\(4\)\(c\)6](#).
- The library is authorized by the municipal governing board to participate in the public library system, per Wis. Stat. § [43.15\(4\)\(c\)3](#).
- The library has a written agreement with the public library system board to: (1) participate in the system and its activities, (2) participate in interlibrary loan of materials with other system libraries, and (3) 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 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, per Wis. Stat. § [43.15\(4\)\(c\)4](#).
- The library director holds the appropriate grade level of certification from the Department of Public Instruction, per Wis. Stat. § [43.15\(4\)\(c\)6](#) and Wis. Admin. Code sec. [PI 6.03](#). (See [Appendix F](#) for statutory certification levels.)
- The library annually is open to the public an average of at least 20 hours each week, per Wis. Stat. § [43.15\(4\)\(c\)7](#). (For exceptions, see the statute.)
- The library annually spends at least \$2,500 on library materials, per Wis. Stat. § [43.15\(4\)\(c\)8](#).

Tier One Standards

To be considered a **Tier One** library, a library must meet all of the Tier 1 standards that follow.

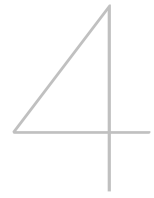
Governance

Public library trustees are public officers and as such are legally responsible for the governance of the library and the conducting of its operations in accordance with local, state, and federal laws. Generally, library boards have the power to:

- Hire and evaluate the library director
- Determine salaries and compensation for the director and library staff
- Establish a library budget
- Oversee spending and approve library expenditures
- Develop and adopt policies for the library's operation
- Engage in strategic planning for the library
- Exercise general oversight and governance of the library's operation

A well-informed library board is critical to the success of the library, as is the relationship between the library board and the director. Both must clearly understand their roles and responsibilities. The following standards relate to public library governance:

1. The library's Board of Trustees has written bylaws that outline its purpose and its operational procedures and address conflict-of-interest issues.
2. The library board adopts the following written policies for operating the library. All policies are available to all staff members and for public inspection (preferably online for accessibility). The items following each policy are suggestions of what the policy might cover. NOTE: if a library provides meeting room space to the public, a meeting room use policy must be included as well.
 - Circulation Policy
 - Borrower responsibilities and card eligibility
 - Confidentiality of Records



- Fines and fees
- Interlibrary Loan details
- Loan periods, including renewals
- Lost and damaged materials
- Recovery of unreturned materials
- Theft of materials
- Collection Management Policy
 - Purpose of collection
 - Evaluation methods
 - Reconsideration of Materials requests
 - Selection criteria
 - Weeding (deselection) schedule
 - Gifts and donations as they pertain to the collection
 - Intellectual freedom statements (Freedom to Read, ALA Bill of Rights, etc.)
- Computer/Internet Use Policy
 - Confidentiality of records
 - Privacy
 - Rules of use
 - Conduct (prohibited materials, etc.)
- Meeting Room Use (as necessary)
 - Scheduling
 - Rules and Conditions
 - Charges and Fees
- Personnel Policy
 - Employee benefits
 - Salaries and position classifications
 - Staff procedures, such as disciplinary procedures, grievances, dress code, conduct, etc.

- Public Behavior (Rules of Conduct)
 - Behavior guidelines (for all ages)
 - Consequences for inappropriate behavior
 - Unattended children/child safety
- 3. If the library elects to filter Internet content, it states so in its internet policy and a procedure is in place to allow patrons unfiltered access.
- 4. The library board meets no fewer than ten times per year (with the library director in attendance), at a time and in a physically accessible location convenient for the board and the community.

Administration of the Library

A library director, who is hired by and is responsible to the library board of trustees, administers public libraries. The director is responsible for all of the day-to-day operations of the library, including:

- Hiring, supervising, training, evaluating, and dismissing library employees
- Preparing and submitting budgets to the board
- Recommending and executing library policies as adopted by the board
- Recommending and executing plans for library services
- Advocating for the library

The following standards relate to public library administration:

5. The library director provides written financial and statistical reports for review at library board meetings.
6. The library follows fiscal procedures consistent with state law, library policy, audit requirements, and local government requirements in preparing, presenting, and administering its budget.
7. The director has time away from the public service desk to perform administrative duties, attend system, state, county, and municipal meetings.

8. The library director conducts an orientation program for new board members. The orientation will include a tour of the library's public and staff areas and individual access to the DLT [Trustee Essentials](#).
9. The library director keeps the library's Board of Trustees informed of library services, programs, and issues.
10. The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years, in accordance with state annual report requirements. (This may be in coordination with system ILS staff.)

Funding

A key responsibility of the library board is to seek and secure sufficient funding to support the local service goals of the library. The following standards relate to the funding of public libraries:

11. The library director is available to present the proposed budget to the municipal governing body.
12. The library board adopts an annual budget.
13. The library is supported on an ongoing basis by funds from the municipal governing body. Grants, donations and other revenue sources supplement, but do not supplant, local tax support.

Staffing

Library staff are the library's most valuable asset. All *library staff*:

- are able to explain library policies to the public
- are committed to the provision of excellent service
- are well trained in the procedures required by their positions
- have a general understanding of the history and development of library services
- project an image of competence and courtesy

In addition, *public librarians* must be able to:

- assess the needs of the community
- communicate and work effectively with other staff
- evaluate and measure the effectiveness of public library programs and services
- assist in library planning efforts
- assist in fundraising efforts
- select materials and provide guidance in the use of all library resources

- use current and emerging technologies
- work within the political and social structure of the community

The following standards relate to the staffing of public libraries:

14. The library has regular, paid, and qualified staff, trained to fulfill their job responsibilities. The library is staffed during all hours that the library is open.
15. The library employs paid staff at the number of Full-Time Equivalents (FTE) outlined in [Appendix A](#) (or [B](#)).

Forty (40) hours per week is set as the measure of full-time employment. To determine FTE of employees, take the total number of hours worked by all paid employees and divide by forty (40).

For example, a library with 70 hours of paid employees is considered to have 1.75 total FTE.
16. The library board adopts written job descriptions that include educational and experience requirements, work hours, and a written salary range and benefits for each position.
17. Staff are trained in emergency procedures and protocols.
18. Library staff, volunteers, and trustees are trained to uphold patron privacy and confidentiality.
19. Employee performance is evaluated annually by the director or supervisor.
20. The library board conducts a performance evaluation of the library director annually.

Collections and Resources

Community needs and local interests drive a library's collection management plan. A successful public library provides a wide range of materials and electronic resources in a variety of formats and in sufficient quantities to meet the needs of the members of its community.

Collection management requires a studied approach to the selection, maintenance, and development of the collection. Collection evaluation is the continuous process of analyzing use, age, condition, timeliness, and scope of library materials.

The library's position on Intellectual Freedom is clearly reflected in its collection management policy. Through this policy, the library maintains a current, thoroughly evaluated collection appropriate to the library's mission.

The following standards relate to the library's collections and resources:

21. A materials budget is designated for purchasing materials in a variety of formats and for accessing electronic resources based on the library's collection development policy.
22. The library allocates operating funds for purchasing materials for the library's collection as outlined in [Appendix A](#) (or [B](#)).
23. Materials are purchased at regular intervals throughout the year to ensure a steady flow of new materials for the public.
24. The library's collection is regularly evaluated for retention, replacement, or withdrawal, as at a rate determined by the library's adopted collection management schedule.
25. The library maintains a collection of print, audio, and visual materials per capita as outlined in [Appendix A](#) (or [B](#)).
26. The library maintains a collection of print volumes per capita as outlined in [Appendix A](#) (or [B](#)).
27. The library maintains a collection of print periodical titles per 1,000 population as outlined in [Appendix A](#) (or [B](#)).
28. The library maintains a collection of audio recordings per capita as outlined in [Appendix A](#) (or [B](#)).
29. The library maintains a collection of video recordings held per capita as outlined in [Appendix A](#) (or [B](#)).
30. The library uses interlibrary loan to supplement, but not supplant, local collection development.
31. The library provides online resources, including downloadable materials, appropriate to its community and promotes the use of online resources on their website and within the library.
32. The library provides access to resources in formats appropriate to the needs of all population groups in the community.
33. The library provides adaptive technology to ensure inclusive access to electronic resources.

Programs and Services

Public services allow library staff to assist patrons in the use of its collections and resources. The library also provides resources beyond those owned by the library through interlibrary loan and other resource sharing arrangements.

The library offers educational, recreational, informational, and cultural programs sponsored by the library or in conjunction with other community organizations. These offerings may attract new users to the library, increase awareness and use of library resources and services, and provide a neutral public forum. Programs are commonly held in the library, but the needs of the community may require outreach outside of the library facility, with or without co-sponsorship from community partners.

Public libraries provide programs and services to all members of the community. The following standards relate to the library's programs and services:

34. Library staff assist all patrons with the effective use of technologies necessary to access and use the Internet and other electronic and non-print resources.
35. The library provides Internet computers for public use per 1,000 population as outlined in [Appendix A](#) (or [B](#)).
36. The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases and participates as a lender and a borrower.
37. Library staff connect patrons with community resources and service agencies.
38. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy.
39. The library plans and evaluates programming for adults, teens, and children, considering all of the following factors: the community's needs, goals, and aspirations; intended outcomes; community demographics; and availability of programming from other organizations in the community.

Access

The public library provides full, convenient access to a complete range of its services. “Access” refers to the library’s location, hours, and services, as well as its collections and the collections of other libraries. The following standards relate to access to the library:

- 40. Library hours are fixed and prominently posted. Hours are set based on community needs.
- 41. Library provides internet access and personal computing applications to patrons free of charge. Access to a printer is also available.
- 42. The library provides free wireless internet access.
- 43. The library has a publicly available telephone number.
- 44. Key staff have library email accounts provided by the library.
- 45. The library maintains a website or similar online presence, which includes access to an online catalog, information about the library, and links to local, state, or national resources.
- 46. The library has an integrated library system (ILS) including an automated catalog of all of its holdings that is easily accessible to all users.
- 47. Public programs provided by the library are in physically accessible locations for children, teens, and adults. The library provides the necessary accommodations to enable persons with disabilities to participate in a program and advertises the availability of the accommodations in the program announcement.
- 48. The library has directional signs and instructions for the use of collections, online catalog, and other library services.

Facility

The facility housing the library’s collections and services has a direct effect on access. The public library is a community gathering place that offers a compelling invitation to enter. A model library building is flexible enough to respond to changing use and service patterns. The building is designed for user efficiency and comfort to encourage extensive public use. The following standards relate to the library facility:

- 49. The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.

50. The library building incorporates appropriate safety features in both public and staff areas.
51. The exterior and entrance of the library is well lighted and identified with signs clearly visible from the street.
52. The library provides adequate handicapped accessible parking spaces, per Wis. Stat. § [346.503\(1\)](#), and any local ordinance.
53. The library has proper environmental control throughout the year.
54. The library has accessible public meeting space available for its programming.
55. The library provides adequate space to implement the full range of library services that are consistent with the library's strategic plan.
56. The library provides designated workspace for staff.

Tier Two Standards

5

To be considered a **Tier Two** library, a library must meet all of the Tier One standards above and all but two of the Tier Two standards that follow. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

Governance

57. The library board adopts written policies for operating the library. In addition to the four essential policies (see Tier One Standard #2), they may include the following. All policies are available to all staff members and for public inspection.

- Handling of gifts
- Programming
- Bulletin board
- Public records
- Inclement weather

The Public Library Development Team has sample policies on its website at <https://dpi.wi.gov/pld/boards-directors/policy-resources>.

Administration

58. The director is paid to perform library board-designated duties for no fewer than 25 hours per week, which includes scheduled hours away from a public service desk.

59. The director has time away from the public service desk to participate in professional activities such as continuing education opportunities, municipal and/or county board meetings, mentoring, service organizations, etc.

60. The library director informs the board of pending legislation on the local, state, and national levels that affects libraries and explains how the proposed legislation might affect local library service.

61. The library director makes the library board aware of upcoming library-related continuing education.

62. The library director coordinates or provides trustee training during library board meetings at least twice per year.

- 63. The library maintains written procedures regarding the services it provides, based on board policies. Examples may include handling of lost items, opening and closing procedures, etc.
- 64. The library has a written strategic plan, which contains a mission statement, and outlines goals and objectives to meet the community's needs.
- 65. The library actively participates in its library system's program of service, such as serving on committees, attending meetings, etc.
- 66. The library participates in system-level and county-level planning for library services.

Funding

- 67. The director and library board of trustees are available to present the proposed budget to the municipal governing body.
- 68. The library receives permanent and equitable funding for services to rural residents from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate higher than the minimum required by statute.
- 69. The library seeks supplemental funding to support its program of service (e.g. grants, gifts, foundations, Friends of the Library).
- 70. The library provides funding for professional memberships, conferences, or continuing education, including travel and other necessary expenses.

Staffing

- 71. The library has a planned orientation program for new employees. The program introduces employees to the library's mission, philosophy, goals, and services, in addition to job responsibilities.
- 72. Library staff are trained in inclusive services and ability awareness, to serve all patrons and coworkers equitably.

Collections and Resources

73. The library develops collections unique to the needs of the community, and is aware of other unique collections available within the system area. Examples may include:

- Adult basic skills materials (i.e., adult new readers)
- English language learning materials
- Specialized collections, such as seed libraries, cake pan collections, toy libraries, etc.

Programs and Services

74. The library maintains, upgrades, and replaces needed library equipment and software on a regular schedule.

75. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy, during all the hours that the library is open.

76. The library provides or has convenient access to equipment that reproduces or transmits documents.

77. The library partners with local schools, community agencies and other organizations in the local area in planning, implementing, and promoting programs and services for the community.

Public Relations

Public relations efforts help to communicate a positive image of the library, and promote the library's materials, services, and programs. The library evaluates all policies and procedures in terms of their effect on the public and on the library's public relations.

The following standards relate to the library's public relations strategy:

78. The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard, at least four (4) items must be achieved.

- Annual reports attractively packaged and made available to the public
- Attractive and frequently changed exhibits, displays, and bulletin boards
- Newspaper articles, columns, or advertisements

- Posters, flyers, brochures, and bookmarks advertising library services
- Social networking presence (Facebook, MySpace, Twitter, blogs, etc.)
- TV and/or radio exposure
- Visually appealing printed materials and graphics
- Engaging, dynamic website
- Walk-throughs in the library to assess the image it projects
- An identifiable branding strategy, such as a library logo or slogan
- Targeted materials that reflect the diversity of the community (i.e., Spanish language signage; posters reflecting Latinos)

Access

79. Key library staff information, such as job title and email address, can be located on the library website.
80. The library's catalog is available via the internet and is accessible 24 hours per day, seven days per week.
81. The library provides free wireless internet access to all, regardless of whether a cardholder or of cardholder status.

Facility

82. The library provides non-public workspace for staff.
83. Adequate and convenient parking is available to the library's patrons and staff. Generally, one parking space is available for every 500 square feet of building is recommended.
84. The library provides reader seating per guidelines found in the most current edition of Public Library Space Needs: A Planning Outline, or other national standards.

The suggested guidelines listed below are taken from the 2009 edition of [Public Library Space Needs: A Planning Outline](#) by Anders C. Dahlgren.

Seats per 1,000 Population

Population	Up to 10,000	10,001 to 25,000	25,001 to 50,000	50,001 to 100,000	100,000 and over
Seats	5.0	4.50	3.00	2.25	1.50

Tier Three Standards

To be considered a **Tier Three** library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).



Governance

- 85. The bylaws of the library's Board of Trustees are reviewed at least every three years.
- 86. The library board reviews and/or revises its policies every three years.
- 87. The library board reflects the demographics of the community.

Administration

- 88. The library director coordinates or provides trustee training during library board meetings at least quarterly.
- 89. The director regularly attends meetings of the municipal governing body and reports on the library.
- 90. Development of the library's strategic plan involves library staff, trustees, and the public.
- 91. The library's strategic plan is reviewed and/or updated annually by the library's Board of Trustees.
- 92. The library adopts a technology plan. This plan may be developed in coordination with the library system.
- 93. The library adopts and adheres to a records retention schedule, such as the [Records Retention Schedule for Wisconsin Public Libraries](#), which has been approved by the Wisconsin Public Records Board.

Funding

- 94. The library advocates for permanent and equitable funding for services to non-librarians from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate of 100 percent reimbursement or greater.

95. The director and library board attend annual budget hearing of the municipal governing body.
96. Library staff compensation packages are comparable with other community positions requiring similar education, preparation, and job assignments, and with other libraries from statistically similar communities.

Staffing

97. In addition to the director, key employees participate in continuing education and professional activities each year.

Programs and Services

98. The library offers outreach services, which includes collections and programs provided at other community locations, such as daycare facilities for children and adults, mental health facilities, nursing homes, prisons, jails, and schools.

Public Relations

99. The library develops good community relations by regularly communicating with elected officials, business leaders, and civic organizations. Ideas for developing good community relations include:
 - Attending municipal meetings other than when making a budget request
 - Giving presentations to community groups and organizations
 - Inviting the municipal governing body (i.e., common council) to meet in the library
 - Participating in community organizations and activities
 - Serving as a bridge to bring people from different demographics together
 - Regularly assessing community assets and needs
 - Including local leaders in library planning
 - Participating in municipal comprehensive planning

Access

100. The library's integrated library system is part of a regional shared ILS.
101. The library makes bibliographic and holdings information available via a searchable statewide interface.

Facility

102. The library allocates age and inclusion appropriate spaces including furnishings, signage, and technology.
103. The library provides signs on main community thoroughfares that indicate the direction to the library.
104. The library has humidity control features (in addition to HVAC) for enhanced protection of library materials.
105. The library has accessible public meeting space available for use by community groups.
106. The library director completes and shares a written space needs assessment with the library board at least every five years, per guidelines found in *Public Library Space Needs: A Planning Outline* or other national standards.

Appendix A

Quantitative Standards by *Service Population*

Based on 2016 public library annual report data

**To calculate Service Population, see Appendix C*

Hours Open

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	25	30	37	40	46	50	53	58	60	63	66	67
Tier 2	29	35	40	45	50	54	58	60	63	65	67	69
Tier 3	36	42	47	52	56	58	62	65	67	69	70	71

Volumes Held per Capita (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	8.0	6.6	5.5	5.0	4.0	3.5	3.2	2.7	2.5	2.4	2.2	2.0
Tier 2	10.7	9.0	7.4	6.2	5.1	4.2	3.6	3.2	2.8	2.6	2.4	2.2
Tier 3	15.0	12.3	10.5	8.8	7.2	6.0	5.0	4.2	3.7	3.2	2.8	2.7

FTE Staff per 1,000 Service Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.0	0.8	0.6	0.6	0.5	0.6	0.5	0.5	0.5	0.4	0.4	0.4
Tier 2	1.3	1.0	0.8	0.7	0.6	0.6	0.5	0.5	0.5	0.5	0.5	0.5
Tier 3	1.9	1.6	1.3	1.1	1.0	0.8	0.8	0.7	0.7	0.6	0.6	0.6

Materials Expenditures per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	\$6.56	\$5.50	\$4.75	\$4.25	\$4.00	\$3.80	\$3.75	\$3.68	\$3.56	\$3.32	\$3.28	\$3.18
Tier 2	\$9.50	\$7.62	\$6.43	\$5.84	\$5.50	\$5.12	\$4.88	\$4.85	\$4.76	\$4.52	\$4.25	\$3.72
Tier 3	\$15.00	\$12.00	\$10.00	\$8.68	\$7.76	\$7.37	\$7.00	\$6.78	\$6.41	\$6.00	\$5.41	\$4.63

Collection Size (Print, Audio and Video) per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	11.8	8.5	6.7	5.6	4.4	3.9	3.8	4.0	3.8	3.3	3.1	2.3
Tier 2	18.4	13.0	9.3	6.8	5.8	4.7	4.4	4.3	4.3	3.7	3.4	2.8
Tier 3	20.5	15.6	12.1	9.9	8.3	7.3	6.2	5.9	5.2	4.3	3.7	3.2

Periodical Subscriptions Held per 1,000 Population (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	15.8	14.6	13.5	12.1	10.9	9.3	8.0	6.8	5.7	4.6	3.8	3.5
Tier 2	29.6	24.0	20.0	16.2	13.2	10.9	9.2	7.8	6.7	5.7	4.7	3.7
Tier 3	43.9	36.4	28.2	23.3	18.6	15.3	12.3	10.1	8.9	7.2	5.7	4.5

Audio Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	0.44	0.32	0.30	0.27	0.23	0.22	0.21	0.20	0.20	0.19	0.17	0.15
Tier 2	0.78	0.52	0.50	0.41	0.37	0.35	0.32	0.30	0.29	0.28	0.27	0.23
Tier 3	0.92	0.83	0.68	0.59	0.52	0.50	0.47	0.41	0.35	0.31	0.28	0.25

Video Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.28	0.93	0.77	0.64	0.52	0.48	0.40	0.31	0.28	0.23	0.21	0.17
Tier 2	2.39	1.33	0.93	0.71	0.58	0.50	0.42	0.36	0.34	0.33	0.31	0.26
Tier 3	2.93	2.15	1.58	1.19	0.89	0.74	0.63	0.61	0.52	0.42	0.36	0.34

Public Use Internet Computers per 1,000 Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	6.61	3.20	2.30	1.56	1.34	1.13	0.93	0.88	0.78	0.77	0.75	0.73
Tier 2	8.36	4.56	2.92	2.07	1.64	1.42	1.25	1.10	1.02	0.97	0.78	0.74
Tier 3	10.80	5.68	3.82	2.92	2.37	2.00	1.68	1.54	1.39	1.24	1.02	0.84

Appendix B

Quantitative Standards by *Municipal Population*

Based on 2016 public library annual report data

Hours Open

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	28	40	46	50	53	56	59	61	63	64	65	66
Tier 2	31	43	48	52	55	59	61	63	64	66	67	68
Tier 3	44	50	54	58	60	63	65	67	68	69	70	71

Volumes Held per Capita (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	14.8	11.4	9.2	7.7	6.8	5.9	5.0	4.5	3.9	3.2	3.0	2.2
Tier 2	18.4	14.1	11.2	9.5	8.0	6.9	6.1	5.3	4.5	3.4	3.2	2.4
Tier 3	27.4	20.3	16.1	13.1	10.7	8.9	7.5	6.0	4.9	4.2	3.6	3.0

FTE Staff per 1,000 Service Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.5	1.4	1.2	1.1	0.9	0.8	0.8	0.7	0.6	0.6	0.5	0.4
Tier 2	1.8	1.7	1.5	1.3	1.2	1.1	0.9	0.8	0.8	0.7	0.6	0.5
Tier 3	2.8	2.4	2.2	1.8	1.6	1.4	1.2	1.1	0.9	0.8	0.7	0.6

Materials Expenditures per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	\$11.58	\$10.31	\$9.17	\$8.62	\$7.91	\$7.37	\$6.29	\$5.92	\$5.37	\$4.71	\$4.06	\$3.12
Tier 2	\$16.34	\$14.26	\$12.32	\$11.47	\$9.81	\$9.07	\$7.71	\$7.34	\$6.42	\$5.98	\$4.96	\$3.31
Tier 3	\$24.80	\$21.32	\$17.41	\$14.34	\$13.32	\$11.47	\$10.75	\$9.17	\$8.57	\$7.95	\$6.12	\$3.83

Collection Size (Print, Audio and Video) per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	15.3	13.2	11.1	9.2	8.2	7.0	6.3	5.4	4.7	3.7	3.2	2.7
Tier 2	18.8	16.1	13.6	11.1	10.0	8.7	7.6	6.3	5.5	4.2	3.7	3.0
Tier 3	26.3	22.1	17.4	15.0	12.6	10.8	9.1	7.2	6.6	5.0	4.6	3.6

Periodical Subscriptions Held per 1,000 Population (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	37.6	27.4	22.7	18.7	14.9	12.2	10.7	8.7	6.8	5.1	4.9	3.4
Tier 2	61.8	43.5	34.9	27.0	21.8	17.2	12.9	10.0	7.9	6.3	5.5	3.7
Tier 3	81.1	57.2	45.2	36.0	28.1	23.8	17.8	12.5	10.2	7.1	5.6	4.9

Audio Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	0.77	0.68	0.63	0.56	0.47	0.43	0.37	0.34	0.31	0.29	0.22	0.18
Tier 2	1.00	0.87	0.82	0.71	0.59	0.50	0.47	0.42	0.39	0.35	0.32	0.21
Tier 3	1.61	1.37	1.18	1.09	0.92	0.81	0.69	0.62	0.54	0.48	0.42	0.27

Video Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	2.14	1.49	1.18	1.03	0.67	0.63	0.58	0.52	0.36	0.29	0.25	0.16
Tier 2	2.93	2.14	1.69	1.20	1.03	0.95	0.96	0.59	0.43	0.39	0.29	0.19
Tier 3	5.16	4.00	3.55	2.72	2.19	1.79	1.38	0.95	0.82	0.43	0.39	0.31

Public Use Internet Computers per 1,000 Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	6.17	4.78	3.42	3.02	2.28	1.89	1.52	1.11	0.94	0.86	0.81	0.75
Tier 2	8.92	6.04	5.11	3.78	3.10	2.34	1.88	1.52	1.29	1.19	0.91	0.86
Tier 3	13.28	9.42	7.43	5.61	4.32	3.52	3.01	2.27	1.89	1.68	1.35	0.92

Appendix C

Calculating Service Population

NOTE: Any of these methods will produce a more accurate reflection of the library's service population than the strict use of municipal population.

Use the Service Data Population

Since 2000, the service population reported in the annual Wisconsin Public Library Service Data is based on each library's share of total circulation to county residents who do not live in a library community. For example, if the ABC Public Library accounts for 20 percent of the total circulation from libraries in the county to county residents who do not live in a library municipality, then 20 percent of the county nonresident population is allocated to the ABC Public Library. This number is then added to the library's municipal population to derive an estimate of the library's total service population. This estimate should, in most cases, be a more accurate estimate of service population than estimates used in previous Service Data editions. However, libraries with significant usage by residents of other library communities and/or residents of other counties may wish to use one of the alternative methods discussed below.

Use System-wide Nonresident Usage Data

If nonresident use data is gathered on a system-wide basis in a multicounty system, an allocation of the system nonresident population can be made, based on the library's share of the total system circulation to nonresidents. This variation has the advantage of rendering county boundaries within the system invisible.

Base Estimates on Local Circulation Patterns

A library also can examine resident borrowing as a proportion of total circulation and extrapolate a rough, circulation-based estimate of its overall service population. If residents and nonresidents can be assumed to borrow material at roughly the same rate per capita, and residents account for 85 percent of the library's total circulation, then it can be said that residents also account for 85 percent of the total population. If the library's municipal population is divided by the proportion of circulation transactions that go to residents, the result will be an estimate of the library's total

service population. For example, a library with 85 percent resident circulation and a municipal population of 7,500 will have a service population of 8,824 ($7,500 \div 0.85 = 8,824$).

Add the Population of Surrounding Unserved Areas

If, through the observation of nonresident use, the staff of a municipal library is aware that a majority of residents of an adjacent town or towns use the library, it may simply add the population of the town or towns to its municipal population.

Appendix D

Library Public Relations Checklist

The following list is intended to help answer the following questions:

- Is this library welcoming?
 - What is our message?
 - What is our style?
1. **Accessibility**—Can people with disabilities easily use the library building and website?
 2. **Brand/Identity**—Does the library have a clear and consistent image? Includes consistent use of logo, full location info including web address.
 3. **Customer service**—Is the library's commitment to excellent customer service reflected in the courtesy and helpfulness shown to customers? Are there ID tags for staff? Can staff members articulate the library message? Are they encouraged to share their favorite books and other materials with users? Does front-line staff provide feedback on customer wants, complaints, compliments?
 4. **Décor, decoration**—Is the library too light or too dim? Is the library clean, clutter free? Is there effective use of posters, banners, art, and other promotional tools such as screen savers?
 5. **Display**—Are books and other materials displayed face out? Are there "shelf talkers?"
 6. **Local ownership**—How well does the library reflect the community, including its diversity? Is there a bulletin board? Displays of local art? Are there opportunities for the users to give feedback on library service/ interact with other users? Share their comments on books?
 7. **Message**—Does your library have a key message that expresses its mission? Does everyone on the staff know it? Are library policies clearly and widely communicated?

8. **Media**—Does your library have a presence in relevant media? Is someone assigned to work with the press? Does your library initiate stories, interviews and placements of public service announcements/advertising?
9. **Outreach**—Does the library have a life outside the building? Does it have a presence in the life of the community?
10. **Programming**—Does the library actively offer and promote programs and/or training sessions? How are programs promoted?
11. **Print materials**—Are there too many? Too few? What is the message? How is it communicated on...bookmarks and flyers? Letterhead and business cards? Newsletters?
12. **Signage: Internal and External**—Is the library easy to find? Is it easy to find what you are looking for? Is the library mission visible? Does signage reflect awareness of diversity?
13. **Telephone**—Does a person or a machine answer the phone? If it's a machine, does your telephone greeting help or harm your image? Is it clear? Easy to follow?
14. **Website**—Is the image/message consistent with other library communications? Does it take advantage of the unique qualities of the web? Is the website a "branch library?" Does it pass "usability testing?"
15. **Body Language**—What unspoken message is being delivered by staff?

Sample Public Relations Plan

The Somewhere Public Library
June 2018-2020

Introduction

The Somewhere Public Library has come a long way in a short time. Since moving to its current site two [2] years ago, library visitors have increased almost 300 percent and the number of cardholders has grown by 700 percent from 245 to 2,178—still only about 10 percent of the community's residents. Some residents still remember the library as a volunteer "card table" operation in the school basement. Some still drive to libraries that are bigger but farther away. The library board has set a goal of expanding its facility, either at its present site or at another location to be determined. There is a clear need and a tradition of library support among community residents and leaders. A preliminary feasibility study indicates there is

excellent potential for a ballot measure supplemented by private fundraising. Building a strong base of community awareness about what the library offers, its needs and the possibilities is key to building momentum.

Goals

- The Somewhere Public Library will enjoy a high profile in the community. It will be seen as an important and popular destination for learning and enjoyment.
- Community leaders and all residents will be aware of and use library services.
- Community leaders and residents will approve a library expansion plan and support a funding campaign.

Objectives

- The library will secure financial support for a new library.
- The number of cardholders will increase 600 percent for a total of 60 percent registration.
- The library will develop partnerships with three [3] or more new community groups.

Positioning

The Somewhere Public Library provides big city service close to home in a comfortable, welcoming atmosphere. In addition to books, it offers audio books, CDs, videos and other multimedia resources. Its “online branch” is open 24/7. Most importantly, there are professional librarians to provide expert assistance. The Somewhere Public Library is a community center for lifelong learning, literacy and enjoyment for families and people of all ages. Although bigger than it looks, the library is not as big as it needs to be. With more space, the library could offer much more. The library is a best value and deserves the community’s support.

Key Message(s)

- The Somewhere Public Library provides big city service close to home.
- We’re bigger than we look—but not as big as we need to be.

Key Audiences

Internal: Staff, Board, Friends, Volunteers

External: County officials and community leaders;

Community groups with influential members;

Families with children from preschool-high school; Business and professional community

Year 1—June 2018-19

Objectives

- The number of cardholders will increase by 80 percent.
- Attendance at programs will increase by 30 percent.
- Twenty influential individuals and community groups will endorse the building project.
- City officials/other key leaders will approve an expansion plan for the library and endorse a funding plan.
- The library “family” will understand and actively support the library’s new communication focus.
- Local papers will carry at least three [3] feature stories.

Strategies

1. Begin a consistent, planned program of two-way communication.
 - Establish a citizens group to advocate support for a bigger library.
 - Encourage and prepare staff, board members, Friends and volunteers to deliver the library’s message to library users, their families, friends, neighbors, key officials. Involve them in planning activities. Provide updates.
 - Invest in professional graphic design for formatting promotional materials, e.g. the newsletter, bookmarks. Have a consistent look and message. Publish a dynamic brochure with the emphasis on benefits, not just a listing of services. Distribute it outside the library—at meetings of community groups and other community locations.
 - Conduct a customer satisfaction survey. Use quotes in promotional materials.
 - Provide evaluation forms at all programs asking how the audience members heard about the program, its quality and suggestions for other programs.
 - Invite customer comments in the library and on the library’s home page. Respond to all comments in writing and with action, when appropriate.

2. Seek a higher profile in the media.
 - Make a media plan with dates for seeking news stories in connection with special events, feature stories and editorial endorsements.
 - Place at least three [3] feature stories about services such as “databases” or homework help for kids and—what they are and what they can do for you.
 - Invite local newspapers to send a photographer for special kids events or take and submit photos.
 - Offer reporters a demonstration of how the library’s databases work.
 - Seek a story comparing the library’s facilities with communities of similar size.
3. Reach out to elected officials, community leaders and groups with influential members.
 - Communicate at least once a month with key officials in person and print. Provide regular updates. Offer to demonstrate the library’s databases at their desk.
 - Present a state-of-the-library report to the county board and key organizations.
 - Recruit three [3] partners, including at least one [1] new partner, to cosponsor/underwrite activities for National Library Week, Library Card Sign-up Month, etc. Present six programs/host tours for county officials, members of the Chamber of Commerce and other influential groups.
4. Reach out to families.
 - Sponsor a library card sign-up drive during national Library Card Sign-up Month in September. Offer rewards for library users who recruit new card registrants.
 - Visit all day care centers, kindergarten and first grade classrooms. Provide library card registration, booklists and other promo materials for teachers and for kids to take home to parents.
 - Display photos of families holding their library cards in the library and post them on the website.
 - Sponsor a contest “Why My Family Uses the Library” and award prizes underwritten by partners.

Evaluation

- A stronger, more consistent look and message in library publications.
- Feedback from users and target audiences, customer satisfaction surveys, word of mouth.
- See objectives.

Appendix E

Technology Plan Checklist

Library Name, Location, and Date Range for the Technology Plan

Mission Statement—Provide the mission statement for the library. In most cases, the mission statement can be taken verbatim from the library's current long-range or strategic plan. Link your library's mission statement to your Technology Plan.

Plan Justification—In one or two brief paragraphs discuss the library's technology goals in conjunction to the overall mission of the library and discuss the role technology plays in the library's services.

Technology Strategic Plan—Discuss how technology will be integrated into the services provided to staff and for users. A strong plan will include goals, objectives, and strategies/activities. Goals are the broad statements regarding technology in the library and may extend beyond the lifetime of the Plan. Objectives are specific measurable activities to be undertaken to reach the goals. Strategies are the steps to be taken to meet the objective.

Technology Inventory—This section should be broken down into two sections: current technology and future technology. In the first section list current computing and telecommunication technology being used at the library. If relevant, include a breakdown by branch. The future technology piece encompasses hardware, software, telecommunications, and information technologies the library hopes to implement during the lifetime of the Plan. If necessary, the future technology section should include a discussion of upgraded electrical systems required to handle new technologies.

Budget—Includes approximate costs associated with the desired level of technology, both ongoing as well as upgrade and maintenance costs for current technology, as well as costs for intended new technologies. Also indicate from where funding will be derived. This is probably the section of the Plan most likely to require revision. Make sure mention is made of any maintenance contracts.

Evaluation—Provide an overall evaluation statement as to how the library plans to determine if the Technology Plan goals are being implemented and their degree of success. Additionally, indicate how you will know if technology is having a positive impact on staff, users, and the community, and how well technology is helping you address your overall library goals. Also indicate how often the Plan will be reviewed and updated and by whom.

Training—Provide detail on training for staff and patrons on current technology. Include information on what types of training are offered, by whom, and how often. Types of training provided could include, but is not limited to, programs on searching databases, word processing, using the catalog, etc.

Appendix F

Certification of Library Directors

Grade III

Required in municipalities with populations of fewer than 3,000

Fifty-four (54) semester credits, half of which must be in the liberal arts and sciences, and twelve (12) semester credits in :

- Basic public library administration
- Advanced public library administration
- Organization and management of collections
- Public and community services

Basic public library certification must be completed in the first year; thereafter, at least one course must be taken annually.

OR

Bachelor's Degree with a minor in library science **and** advanced public library administration course.

Grade II

Required in municipalities with populations between 3,000 and 5,999

Bachelor's Degree and twelve (12) semester credits in:

- Basic public library administration
- Advanced public library administration
- Organization and management of collections
- Public and community services

Basic public library certification must be completed in the first year; thereafter, at least one course must be taken annually.

OR

Bachelor's Degree with a minor in library science **and** advanced public library administration course.

Grade I

Required in municipalities with populations of 6,000 or more

Master's Degree in librarianship from a graduate library program accredited by the American Library Association.

Continuing Education Requirements

One hundred (100) hours of professional continuing education, at least ten (10) hours of which must be technology-related, are required every five (5) years for recertification (*regardless of grade level*).

Temporary and provisional certifications may be granted in certain situations. For more information, see the *DPI Certification Manual for Wisconsin Public Library Directors*.

STATE LIBRARY STANDARDS

Library Board of Trustees

Standards and Tiers

Tier One: the minimum services that should be available to all residents of the state.

Tier Two: an expansion of services beyond the basic.

Tier Three: the highest level of service.

Population

There are two populations for libraries:

- Municipal population
- Service population
 - Service population is based on each library's share of total circulation to county residents who do not live in a library community. Example: If a particular library accounts for 20 percent of the total circulation from libraries in the county to county residents who do not live in a library municipality, then 20 percent of the county nonresident population is allocated to that library. The 20 percent is added to the total service population.
 - The state considers this the most accurate measure of service area because it's based on actual use, not randomly drawn boundaries.

HAPL's service population is just over 35,000.

In the joint structure, our municipal population and extended service population were similar.

QUALITATIVE STANDARDS

TIER ONE STANDARDS

If filtering is used, policy states this and a procedure allows unfiltered access (page 11). **We use IFLS resources and we don't have a procedure for unfiltered access.**

Staff, volunteers, and trustees trained to uphold patron privacy and confidentiality (page 13). **This has not been covered in board training and should be.**

Adequate space to implement the services prioritized in the strategic plan (page 17). **We do not have adequate space.**

TIER TWO STANDARDS

Additional written policies (page 19). **We have these but they are not updated.**

Director informs board of pending legislation and possible local impact (page 19). **When applicable, but some is missed. There isn't much legislative activity around libraries.**

Written strategic plan with mission statement, goals, and objectives (page 20). **Yes but outdated.**

Director and library board present a budget proposal to the municipality (page 20). **Director presents.**

TIER THREE STANDARDS

Adequate reader seating (page 22). **No**

Reviews/revises policies every three years (page 23). **No**

Staff, trustees, and public involved in the development of the strategic plan (page 23). **Not sure what the previous process involved, but it is outdated.**

Reviews/revises strategic plan annually (page 23). **No**

Adopts a technology plan (page 23). **I have to check records to see if the board has officially adopted a plan.**

Director and library board attend annual budget hearing of the municipality (page 24) **Board has not attended these meetings.**

Staff compensation comparable to other municipal positions and similar libraries (page 24). **We are not comparable to the city. Some of our positions are comparable to other libraries or at least close.**

Directional signs on main community thoroughfares (page 25). **No**

Humidity control features in addition to HVAC (page 25). **No.**

QUANTATIVE STANDARDS

Parking

Recommended: one parking space per 500 feet or 40 spaces.

HAPL: 29

Note: The building is significantly smaller than it should be for our service size. In an earlier space assessment (when the library was on Fourth Street), the recommended parking was about 100 spots.

Public computers with Internet

Recommended: 27

HAPL: 18

Staffing

	Tier 1	Tier 2	Tier 3
Recommendation	14	17.5	21

HAPL: 14

Print volumes held aka “books” per capita

	Tier 1	Tier 2	Tier 3
Recommendation	84,000	91,000	112,000

HAPL: 50,630

Collection size: print, audio and video per capita

	Tier 1	Tier 2	Tier 3
Recommendation	115,500	129,500	150,500

HAPL: 58,207

Materials (collection) expenditures per capita

	Tier 1	Tier 2	Tier 3
Recommendation	\$116,200	\$158,200	\$210,000

HAPL: \$60,000 to \$90,000

WI Public Library Standards, 6th Edition Checklist

Statutory Requirements of all legally established public libraries in WI (10):

- ☒ Legally established and maintained under Chapter 43 (page 5)
- ☒ Governed by a legally appointed and constituted library board (page 5)
- ☒ Library board has exclusive control of the expenditure of all monies (page 5)
- ☒ Board hires and supervises a director, approves job descriptions, and sets rates of pay (page 5)
- ☒ Files annual report to DPI (page 5)
- ☒ Provides residents with free access to tax-supported public library services (page 5)
- ☒ The library board reviews and approves bills (page 6)
- ☒ Complies with Wisconsin laws such as open meetings, ethics, and public records (page 6)
- ☒ Complies with federal laws such as the Fair Labor Standards Act (page 6)
- ☒ Makes reasonable accommodations per ADA (page 6)

Public Library System Membership Requirements (7):

- ☒ Located in a county that participates in a library system (page 7)
- ☒ Director at the library at least 10 hours/week while the library is open, less leave (page 7)
- ☒ Authorized by the municipality to participate in the public library system (page 7)
- ☒ Written membership agreement to participate in the library system (page 7)
- ☒ Director appropriately certified (page 7)
- ☒ Open to the public at least 20 hours each week (page 7)
- ☒ Annually spends at least \$2,500 on library materials (page 7)

Tier One Standards (56)

- ☒ Library board has written bylaws (page 9)
- ☒ Essential written policies (page 9)
 - ☐ If filtering is used, policy states this and a procedure allows unfiltered access (page 11)
- ☒ Library board meets at least ten times per year in an accessible location (page 11)
- ☒ Library director provides a written director's report at board meetings (page 11)
- ☒ Fiscal procedures consistent with laws, policies, and government requirements (page 11)
- ☒ Director has time away from the desk to perform duties and attend meetings (page 11)
- ☒ Director conducts orientation for new trustees (page 12)
- ☒ Director keeps the library board informed of library services, programs, and issues (page 12)
- ☒ Borrower registrations kept up-to-date; inactive records removed every three years (page 12)
- ☒ Director presents budget proposal to the municipality (page 12)

- ✓~~32~~ Library board adopts an annual budget (page 12)
- ✓~~3~~ Supported by local municipal funds (page 12)
- ✓~~3~~ Regular, paid, and qualified staff available during all hours that the library is open (page 13)
 - ☐ Quantitative standard on number of paid staff FTE (Service Pop page 27; Municipal Pop page 29)
- ✓~~3~~ Written job descriptions (page 13)
- ✓~~3~~ Staff trained in emergency procedures (page 13)
 - ☐ Staff, volunteers, and trustees trained to uphold patron privacy and confidentiality (page 13)
- ✓~~3~~ Employee performance evaluated annually by the director or supervisor (page 13)
- ✓~~3~~ The library board conducts performance evaluation of the library director annually (page 13)
- ✓~~3~~ Materials budget based on collection management policy (page 14)
 - ☐ Quantitative standard on Materials Expenditures per Capita (Service- page 27; Muni- page 29)
- ✓~~3~~ Materials purchased at regular intervals throughout the year (page 14)
- ✓~~3~~ Collection regularly evaluated per collection management schedule (page 14)
 - ☐ Quantitative standard on collection size per capita (Service Pop page 28; Municipal Pop page 30)
 - ☐ Quantitative standard on volumes held per capita (Service Pop page 27; Municipal Pop page 29)
 - ☐ Quantitative standard on periodical subscriptions held per 1,000 (Service-page 28; Muni-page 30)
 - ☐ Quantitative standard on audio recordings per capita (Service- page 28; Municipal- page 30)
 - ☐ Quantitative standard on video recordings per capita (Service- page 28; Municipal- page 30)
- ✓~~3~~ ILL supplements, not supplants, local collection development (page 14)
- ✓~~3~~ Provides and promotes online resources, on website and within the library (page 14)
 - ☐ Provides access to resources to meet the needs of all population groups (page 14)
 - ☐ Provides adaptive technology (page 14)
- ✓~~3~~ Staff assist all patrons with the effective use of technologies (page 15)
 - ☐ Quantitative standard on Computers per 1,000 population (Service-page 28; Municipal-page 30)
- ✓~~3~~ Provides and participates in ILL for all ages (page 15)
- ✓~~3~~ Staff connect patrons with community resources and service agencies (page 15)
- ✓~~3~~ Information services available to residents of all ages and abilities (page 15)
- ✓~~3~~ Plans and evaluates programming for adults, teens, and children (page 15)
- ✓~~3~~ Hours fixed and prominently posted; based on community needs (page 16)
- ✓~~3~~ Free internet access and personal computing applications (page 16)
- ✓~~3~~ Free WIFI (page 16)
- ✓~~3~~ Publicly available telephone number (page 16)
- ✓~~3~~ Provides key staff with library email accounts (page 16)

- ✓ ☒ Website or online presence with OPAC, library information, and links to resources (page 16)
- ✓ ☒ Has an ILS that is easily accessible to all users (page 16)
- ✓ ☒ Offers public programs in physically accessible locations for children, teens, and adults (page 16)
- ✓ ☒ Directional signs and instructions for the use of collections and services (page 16)
- ✓ ☒ Book return available to the public 24/7 (page 16)
- ✓ ☒ Safety features in public and staff areas (page 17)
- ✓ ☒ Exterior and entrance well lighted; signs clearly visible from the street (page 17)
- ✓ ☒ Adequate handicapped accessible parking spaces (page 17)
- ✓ ☒ Proper environmental control throughout the year (page 17)
- ✓ ☒ Accessible public meeting space available for programming (page 17)
- ☐ Adequate space to implement the services prioritized in the strategic plan (page 17)
- ✓ ☒ Designated workspace for staff (page 17)

Tier Two Standards (28)

- ☐ Additional written policies (page 19)
- ✓ ☒ Director paid at least 25 hours per week, including hours away from the desk (page 19)
- ✓ ☒ Director paid to participate in professional activities (page 19)
- ☐ Director informs board of pending legislation and possible local impact (page 19)
- ✓ ☒ Director makes the library board aware of CE opportunities (page 19)
- ✓ ☒ Director offers trustee training during board meetings at least twice per year (page 19)
- ✓ ☒ Maintains written procedures based on board policies (page 20)
- ☐ Written strategic plan with mission statement, goals, and objectives (page 20)
- ✓ ☒ Actively participates in library system's program of service (page 20)
- ✓ ☒ Participates in system-level and county-level planning for library services (page 20)
- ☐ Director and library board present a budget proposal to the municipality (page 20)
- ✓ ☒ Receives home county reimbursement at a rate higher than the minimum required (page 20)
- ✓ ☒ Seeks supplemental funding to support its program of service (page 20)
- ✓ ☒ Funding for professional memberships, conferences, and CE (page 20)
- ✓ ☒ Planned orientation program for new employees (page 20)
- ✓ ☒ Staff trained in inclusive services and ability awareness (page 20)
- ✓ ☒ Develops collections unique to the needs of the community (page 21)
- ✓ ☒ Regular technology (hardware and software) maintenance and replacement schedule (page 21)
- ✓ ☒ Information services available to all residents during all open hours (page 21)

- ☒ 34 Provides faxing/scanning equipment (page 21)
- ☒ Partners with local agencies (page 21)
- ☒ Promotes collections and services using a variety of approaches (page 21)
- ☒ Key staff contact information available on the library website (page 22)
- ☒ Library catalog available via the internet and accessible 24/7 (page 22)
- ☒ Free wireless internet access to all, regardless of cardholder status (page 22)
- ☒ Non-public workspace for staff (page 22)
 - ☐ Adequate and convenient parking available to patrons and staff (page 22)
 - ☐ Adequate reader seating (page 22)

Tier Three Standards (22)

- ☒ Reviews bylaws at least every three years (page 23)
 - ☐ Reviews/revises policies every three years (page 23)
 - ☐ Library board reflects the demographics of the community (page 23)
- ☒ Director offers trustee training during board meetings at least quarterly (page 23)
- ☒ Director regularly attends municipal meetings and reports on the library (page 23)
 - ☐ Staff, trustees, and public involved in the development of the strategic plan (page 23)
 - ☐ Reviews/revises strategic plan annually (page 23)
 - ☐ Adopts a technology plan (page 23)
- ☒ Adopts and adheres to a records retention schedule (page 23)
- ☒ Advocates for county reimbursement rate of 100 percent or greater (page 23)
 - ☐ Director and library board attend annual budget hearing of the municipality (page 24)
 - ☐ Staff compensation comparable to other municipal positions and similar libraries (page 24)
- ☒ Key employees participate in CE and professional activities each year (page 24)
- ☒ Offers outreach services (page 24)
- ☒ Develops good community relations (page 24)
- ☒ Part of a regional shared ILS (page 25)
- ☒ Bibliographic holdings available via searchable statewide interface (page 25)
- ☒ Allocates age and inclusion appropriate spaces (page 25)
 - ☐ Directional signs on main community thoroughfares (page 25)
 - ☐ Humidity control features in addition to HVAC (page 25)
- ☒ Accessible public meeting space available for use by community groups (page 25)
- ☒ Director provides a space needs assessment to the board at least every five years (page 25)



FACILITY AND SPACE NEEDS REPORT

June 21, 2022

Prepared by John Thompson
Director, IFLS Library System



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Introduction

The updated Wisconsin Public Library Standards (2018) serve as an evaluation tool for public libraries to help identify strengths and areas for improvement. One of the standards listed in the document is to provide a space assessment for the library board every five years.

John Thompson, IFLS Library System (IFLS) Director, developed and prepared this assessment. IFLS is a state funded organization that provides consulting and support services for 53 public libraries in a 10-county region in west central Wisconsin at no cost to system member libraries.

This report uses input from library staff; visual evaluations; and planning documents developed by the Wisconsin Division for Libraries and Technology's Public Library Development Team; along with peer comparisons to make recommendations on the space needs of the library. Based upon review of the data, it is very apparent additional library space is needed.

Community and Joint Library Growth

The “municipal” population for joint libraries consists of the municipal populations of all the partner municipalities. This would include the City of Hudson, Village of North Hudson, Town of Hudson, and the Town of St. Joseph.

Year	Population
2000	21,890
2010	27,421
2021	31,472

(Wisconsin Demographic Services Center)

The service (design) population includes individuals living outside of those four areas.

Community	2000 Pop.	2020 Pop.	Percent growth
City Hudson	8,775	14,755	68%
Village NH	3,463	3,803	9.90%
Town Hudson	6,213	9,343	50%
Town St. Joe	3,482	4,118	18%

Chart Prepared by Library Staff

Statistical Overview of the Library

	2021	2019
Population	31,472	30,594
Square Footage of the Library	19,024	19,024
Municipal Funding Per Capita	\$23.70	\$23.70
<i>Collection</i>		
Print Materials	51,717	50,365
Audio Materials	2,734	2,644
Video Materials	4,710	4,399
Magazine Titles	78	86
Total Circulation	147,038	229,985
Children's Circulation	70,126	102,821
Public Use Internet Computers	18	18
Library Visits	33,335	134,700
Staff FTE	13.63	11.81
Open Hours per week	48	57
<i>Programs</i>		
Total Number of Library Programs	229	460
Children's Program Attendance	5,056	15,492
Young Adult Program Attendance	445	901
Total Program Attendance	7,465	20,393

Wisconsin Public Library Standards

<https://dpi.wi.gov/pld/boards-directors/library-standards>

2019 Service Population

2021 Data and Projected 2041 Service Population

Standards impacting library space needs

Print Volumes

	Volumes Owned 2021	Volumes Owned Tier 1	Volumes Owned Tier 2	Volumes Owned Tier 3
2021	51,717	89,642	97,113	119,523
2041		103,087	111,678	137,450

Audio Materials

	Audio 2021	Audio Tier 1	Audio Tier 2	Audio Tier 3
2021	2,734	7,097	10,458	11,579
2041		8,161	12,027	13,315

Video Materials

	Video Recordings 2021	Video Tier 1	Video Tier 2	Video Tier 3
2021	4,710	8,591	12,326	15,687
2041		9,879	14,174	18,040

Material Expenditures per Capita

	Materials Expenditures Per Capita 2021	Materials Expenditures Per Capita Tier 1	Materials Expenditures Per Capita Tier 2	Materials Expenditures Per Capita Tier 3
2021	\$2.37	\$3.32	\$4.52	\$6.00
2041		\$3.32	\$4.52	\$6.00

Public Internet Use Computers

	Public Use Internet Computers 2021	Public Use Internet Computers Tier 1	Public Use Internet Computers Tier 2	Public Use Internet Computers Tier 3
2021	18	29	36	46
2041		33	42	53

Please Note: Due to insufficient space and funding the current library collection is significantly below the minimum recommended level in the Wisconsin Public Library Standards. To reach that minimum for the current service population as well as the projected 20-year design population it would require an additional spending of \$750,000-\$1,000,000 on materials over the next 20 years. This would be in addition to funding increases needed for staffing and other service improvements. For the purposes of this report, we have established a target that is still significantly below the minimum recommended collection size. The Library Board may determine that the larger collection size is desired. This will result in the need for additional library space.

The report is based on the following targets--

Print – Plan for 70,000 items

Audio – Plan for 5,000 items

Video – Plan for 7,000 items

In addition, the Library Board should establish a target staffing level. Current and future service needs would put the FTE range between 18-20 FTE. Multiple stories will require additional staffing than single story buildings.

Peer Libraries

Wisconsin does not have many joint libraries of a similar size and use pattern as the Hudson Area Joint Library. As shown below Hudson has the largest municipal population of the group. Of the peers listed below North Shore Library has the smallest library. They are currently embarking on capital campaign to increase the library's space to roughly 24,000 square feet. The Pewaukee library was constructed in 2005. NOTE: See page 40 for a chart developed by library staff with additional libraries.

Name of Library	Municipality	Municipal Population	Square Footage	Books in Print	Audio Materials	Video Materials	Total Annual Circulation
Hudson Area Joint Library	Hudson	30,347	19,024	51,717	2,734	4,710	147,038
Frank L. Weyenberg Library	Mequon	27,142	33,600	88,926	6,681	9,590	265,804
North Shore Library	Glendale	25,146	16,160	49,395	3,517	6,077	178,637
Pewaukee Public Library	Pewaukee	22,419	24,558	79,139	7,019	10,438	261,979
Everett Roehl Marshfield Public Library	Marshfield	21,115	33,450	92,848	12,218	27,734	190,319

Current Library Trends

- Libraries are community centers
- Patrons are making increased use of such services as:
 - Job resources
 - Computer training
 - Resume development
 - Library programs
 - Internet and Wi-Fi use
 - Curbside pickup and/or drive-up services
- Increasing use of the library by homeschool groups
- Libraries are providing more teen programming and gaming activities
- Growth in experiential learning at libraries
 - Science, Technology, Engineering and Math (STEM) or STEAM (inclusion of the Arts) programming and activities
- Technology will continue to impact library services and fiscal resources
 - Online resources provided to library card holders
 - E-Books
 - Downloadable audio and video materials
 - Online databases
 - Videoconferencing/Online meetings
 - Telehealth
 - Social networking sites promote the library and its services
 - E-Government
 - Online tax filing
 - Unemployment
- Government funding is becoming tighter
- Need for business and community development resources

Facility Evaluation

The facility evaluation includes observations from the report author as well as staff comments. The library moved into the current location in 2010.

Positives of the Present Facility

- Location – view of the river and near downtown
 - View fireworks
- Potential room for expansion into the current police department
- History room
- High ceilings
- Good space utilization given the restrictions of the building
- Breakroom/kitchen
- Friends book sale space
- Community passion for the current building
 - How might that impact a capital campaign?

Key Concerns of the Present Facility

- Lack of space for collection
- Lack of room for large programs
- Need for multiple simultaneous meetings and events
- Need for patron seating
- Limited parking
 - Senior and disabled
 - Lack of sufficient free parking
- Multiple floors difficult with limited staffing
 - Concern about the usability of the basement/garage area in terms of functionality, usable space, and the cost to update the area
- Poor sightlines from the circulation desk and second floor adult service desk
- Need shades/blinds replaced/installed
- Poor lighting
- Lots of rooms/feels disjointed
- Overwhelming lobby/stairs
- Lack of wall space
- Insufficient floor load has resulted weight restrictions of shelving layout
 - Building code requires 150 pounds per square foot
 - Currently shelves must be lower, and aisles are wider resulting in more square footage needed for the collection.
 - Increasing the floor load will reduce available square footage and will result increased construction costs (assuming it is feasible to reinforce the floors)

Key Recommendations

Short Term (6-12 months)

- Finalize a target collection size for 2041.
 - This target will fall below the Tier 1 standards collection size, but the library budget will not support the additional expenditure of roughly \$1 million dollars over the next 20 years to reach that standard. See note above.
 - *The projected space needs for the library ranges between 39,000-43,000 square feet based on a 20-year planning period assuming exponential growth does not occur. (see Appendix A) This assumes library space only. Additional space will be required if additional entities are involved in the project.*
- Form a building committee to serve as a recommendation advisory group to Library Board.
- Issue a Request for Qualifications (RFQ) to select Architectural Firms with library experience to study existing building and possible alternatives, if needed.
- Determine the most cost-effective solution to provide the projected 00,000 square feet needed for the library over the next 20 years.

Long Term (12-36 months)

- Secure the necessary public and private funding to undertake the library improvement project.

Next Steps

Form a Building Committee:

The library board may wish to consider establishing a building committee that consists of members of the Library Board, Library staff, board members from the participating municipalities, the architect, community members, and other key individuals. The IFLS Director could serve on the committee or act as an advisor to the group.

Selection of Architect:

Selection of an architect should be modeled upon established process such as the Quality-Based Selection (QBS) method <http://www.qbswi.org> of the AIA Wisconsin <http://www.aia.org>. The basic process would be to compile a list of architects with library experience, invite firms to submit credentials, evaluate the credentials, visit other projects completed by the architect and/or firm, interview the top 3-5 candidates, reevaluate the top candidates and make selection. The IFLS Director is available to assist with this process for the library.

Community Awareness:

Increase the visibility and share the value and needs of the library which is essential for garnering community support for the building project. The project should have an individual – the Library Director or a small team consisting of the Library Director, Library Staff or community member with media/PR experience, and others with solid communication skills to promote/advocate for the project.

- Share the Space Needs Assessment
- Promote the need for additional library space
- Update the community on activities
- Promote the fundraising campaign
 - Develop informational and fundraising brochure (Funding by the Friends)
 - Promote space needs in newspaper articles and Facebook postings
 - Create webpage on space needs
 - Summary of space needs report
 - Growth trends of the community and library
 - History of library and building
 - How to support the project
 - Photos of current building and other libraries

Library Visits:

It is recommended that the library board, staff, and other interested individuals tour new or expanded libraries to see what design elements could be incorporated into a larger facility. Focus should be paid to the flooring, furniture styles, colors, unique items, general arrangement, entrances, work areas, seating, children's area, young adult areas, layout of shelving, reading lounge areas, computer space, meeting and study rooms, maker spaces, and other special areas. Ask questions about what they were glad they did and what they wish that they had done differently.

It is important to take notes and photos of those features to consider for the building and library. The essential design elements and arrangement should be incorporated into a building program statement.

Possible Wisconsin Libraries to Visit:

IFLS Libraries (Not all are Peer Libraries)

River Falls

Somerset

Amery

Eau Claire (once the renovation is completed)

Outside of IFLS

Waunakee (Multi-Story)

Waukesha (A portion of the building was recently renovated. Multi-story building)

Fitchburg (slightly older new construction)

Sun Prairie

Verona

Marshfield

Hartford

(Note: Visiting libraries in Minnesota would also be helpful but since some are county libraries with branches some services may be centralized thus impacting the design of their staff workspaces and other spaces.)

Establish a Capital Campaign Committee:

The library board may wish to establish a committee who can help solicit donations/gifts during the quiet phase of the fundraising campaign as well provide leadership and guidance as it progresses. Fundraising would start once a concept and preliminary project cost have been determined.

Municipal Approval:

By statute, the library board needs formal authority by the municipal board to proceed with a building project and the library board should seek this approval if it has not already done so. The library board should lay out the formal process that it will be undertaking. The municipal board should be kept informed on a regular basis. (Note: The Joint Library Agreement may have special provisions that need to be followed.)

Development of Building Program Statement:

A building program statement should be drafted by either library staff and/or a consultant and approved by the library board. This statement provides direction to the architect in design development. The statement may be further refined depending on site selection and input from the architect. It will also detail collection sizes and specific space allocations.

The staff, library board and/or building committee should develop a shared vision on the look and feel of the new library space. The section below entitled Design Considerations lists features to consider when designing a new library space. The committee's shared vision and concepts should be incorporated into a library building program statement.

Staff Considerations for Future Library Space (existing and new)

- Welcoming environment
- Visible from traffic routes
- Abundant free off-street parking
- Outside amenities
 - Exterior seating
 - Bike rack
 - Holds pickup lockers
 - Activity space
 - Outdoor meeting/program space
- Natural light
- Sufficient lighting throughout the space
- Ensure the building traffic flow both vertically and horizontally is patron friendly
 - Elevator access
 - Stairways/Lobby
 - Open
 - Spaces can be distinct but need to feel connected
 - Distinguish zones/areas with color – paint, flooring, and signage
- Exterior and interior book drops – materials go into the workroom
 - Drive up exterior book drop
- Circulation desk
 - Patron friendly
 - 4 circulation computer/desk spaces (3 to start with expansion)
 - Sightlines throughout the space
 - Provide staff access to patrons and collection
 - Inviting
 - Multiple service point access at the desk
 - Visible to the public when entering and using the library
 - Include at least one mobile desk to locate in busy spots of the library such as the programming area during events of the Children's area after school or during the summer
- Maintain the lower height shelving with wider aisles for print materials which allows better patron access
- Increase the space allocated for print and media collections along with material display areas
- Use movable shelving for increased flexibility of spaces
- Display/storage for library of things (nontraditional items for checkout)
 - Storage needed for seasonal items
 - Lawn games
 - Snowshoes
 - Hotspots

- Equipment
 - Sewing machines
 - Metal detectors
- Social area
 - Coffee
 - Comfortable seating
 - Puzzle table
 - Activity area
 - Read
 - Visit
- Increased seating
 - Mix of lounge seating and tables and chairs – individual and group for all ages
 - Adults and grandparent seating in children’s area
 - Preschool, elementary, tween, teen, and adult
- Study Rooms
 - 6-8 rooms
 - Zoom calls
 - Laptop connections
 - Test taking
 - Study rooms
 - Small group collaborations
 - Mix of sizes
 - Small group – 4-6 people
 - Individual-1-2 people
- Conference/Small Meeting Room
 - 10-20 people
 - Small group meetings
 - Book clubs
 - Library Board meetings
- Large library program and community meeting room (200-300 people)
 - Room dividers
 - Potential for raised platform/stage
 - Podium
 - Storage for tables and chairs
 - Technology equipped
 - Wall mounted smart TVs
 - Sound system
 - Kitchen/Kitchenette for events and programming
 - Cooking demonstrations
 - Food for events and programs
 - Replicate and/or improve the current kitchen space

- Zones for youth
 - Preschool
 - Early elementary
 - Tween
 - Teen
- Teen Area
 - A variety of seating
 - Visit
 - Hang out
 - Activity space
 - Arts and crafts
 - Gaming system
 - Board Games
 - Increased collection space
 - Ability to face out books for display purposes
 - Counter with sink
 - LVT or tile flooring by sink
 - Vibrant colors
- Storytime/STEAM area
 - Storage
 - Cabinets
 - Sensory room
 - Technology exploration area
 - Storytime seating and crafts
 - Easy to clean flooring
 - Sink
 - Felt board
- Local history display and storage (library and community)
 - Humidity control
 - Lighting
 - Secure storage and display
 - Print items
- Technology for patrons
 - Technology exploration zones “petting zoo”
 - Podcasting
 - Green screens
 - Multimedia equipment
 - 3-D printers
 - More efficient layout/space for public computers
 - Teen gaming area

- Early literacy activity spaces
 - Sensory activities
 - Wall panels
 - Play kitchen
- Snack area
- Larger restrooms
- Family restroom

Staff Areas

- Staff breakroom
 - Table with Chairs
 - Lounge Chair
 - Stove
 - Refrigerator
- Building/Staff wide communication tools
 - Building wide audio announcements
 - TV Monitors for program announcement and other library news
 - Staff wide communication tools
- Staff Offices
 - Director
 - Assistant Director
 - Youth Services
 - Adult Services
- Staff Workspace
 - Efficient staff workspaces on one level if possible
 - Staff copier/printer
 - Sink
 - Microwave
 - Mini refrigerator
 - Staff restroom connected to workspace
 - Storage
 - Shelving
 - Cabinets
 - Above and below counters
 - Pantry style
 - Counter
 - Flexible space
 - Improved lighting
 - Open office cubicle for staff not requiring offices
 - A mix of shared and dedicated cubicles
 - Storage for carts/book trucks

- Flexible shelving on casters
- Staff lockers 20-25
- Coat Rack
- Whiteboard for messages
- Dedicated spaces for functions
 - Courier
 - Island workspace
 - Dedicated delivery door (lockable from the remainder of the building)
 - Near book drops
 - DVD cleaning
 - Book repair
 - Material processing workspace (and supplies)
 - Counter
 - Cabinets
 - Shelving
- Storage
 - Programming
 - Seasonal displays
 - Storytime and programming supplies
 - Storytime preparation area (could be in Youth Service Office or adjacent to programming space)
- Larger capacity material return area
- Drive up book/material returns and pickup
- Energy efficient/Green building

General Design Considerations for Future Library Space:

- Community Destination
- Design
 - Modern/traditional
 - Fit with downtown look and feel
 - Homey/Comfy/Well Designed
 - Flexible and adaptable for future growth and needs
 - Color
 - Flooring
- Functionality
- Maintenance costs
 - Lighting
 - Flooring
 - Fixtures
- Building and Municipal Code Requirements
- Energy Efficient Building/Green building/Eco friendly
 - Solar panels
 - Passive solar
 - Geothermal
 - Carbon neutral
- Windows/natural lighting
- Landscaping/Green Space/Outdoor spaces
 - Park like setting
 - Education area/Outdoor group area
 - Programs
 - Shelter
 - Sculpture
- Exterior/Interior Signage
- Increased Parking
- Coffee Shop/Beverage area
- Friend's Book Sale Room
- Lobby space/Informational Displays
- Security/Fire Systems
- Restrooms
 - Gender neutral
 - Family
 - Accessibility

- Changing tables
- Multi-user/single stall
- Staff
- Accessibility/ADA accessibility features
 - Door openers
- Courier
 - Access to building
 - Location near work area/check in desk
- Book/Media Pickup/Returns
 - Drive up book drop
 - Curbside pickup
 - Pickup window
 - Interior/Exterior
 - Fire suppression
 - Weather considerations
- Flexible Separation of spaces
 - Activity areas
 - Maker/activity space for adults
 - Tables/Chairs
 - Lounge seating/ Living Room area
 - Quiet reading/study room
- Adult Area
 - Fireplace
 - Reading lounge
 - Small business resource center
 - Career center
 - Display Areas/Cases
 - Material browsing/display areas
 - Table/Chairs
 - Easy Chairs

- Children's area
 - Flexible children's space
 - Craft/ Activity area
 - Early literacy spaces
 - Puppets
 - Play/ Learn
 - Family restroom within library space
 - Youth Services librarian workspace/ storage
 - Dedicated storytime space
 - Comfy chairs
 - Big rugs
 - Computer with children's software
 - Parent Area/ Collection
 - Materials
 - Seating
 - Age-appropriate furniture and shelving
- Teen Area
 - Booths
 - Gaming area
 - Reading/ study space
 - Computers
 - Collection
 - Lounge
- Flexible Seating/ space
 - Tables
 - Wi-Fi computer/ device users
 - Study rooms
 - Lounge
 - Adult
 - Children
 - Teen
 - Garden/ green space
 - Seating should be comfortable yet durable
 - Seating near large print area (senior safe/ higher seats)

- Meeting/programming spaces
 - Large flexible program space
 - Commercial Kitchen
 - Dishwasher
 - Storage
 - Tables & chairs
 - Technology to support meetings/programs
 - Computer room/lab
 - Children's program room
 - Craft room/Maker Space/Creation Space
 - All-purpose conference room
 - Author visits
 - Puppet Stage
- Technology--ready for current and future needs
 - Wi-Fi
 - Computers
 - Charging stations
 - Self-Check Stations/ App self-check
 - Photocopier/fax/Network printer – Color/B&W
 - Listening Center
 - Gaming/Soundproof
 - Digital learning center
 - Electrical
 - 3-D printer
 - Expanded public computer area
 - Computer training lab
 - Wi-Fi printing
- Display area
 - For kits, games, bikes, snowshoes & other unique items
 - Community information displays
 - Material displays
 - Library specific
 - Community events
 - Display cases – seasonal, local history

- History/Genealogy area
 - Microfilm reader/printer/computer
 - Plat books and other local print materials
 - Files
 - Fireproof filing cabinet
 - Displays
 - Workspace
- Staff spaces
 - Director office (designed to provide visibility to library and welcoming to patrons)
 - Work room off desk but adjacent to circulation desk
 - Material processing/cataloging
 - Holds/Courier processing
 - Personal space—storage, break area/lounge/lockers
 - Checkout Desk/Information Desk
 - Adult
 - Youth
 - Offices
 - Director
 - Adult services
 - Youth services
 - Other
 - Storage

Preliminary Sketches:

These sketches would include an exterior sketch and interior sketch including furnishings. These sketches will be reviewed and revised many times to ensure that the project is functional and meets the needs of the library. Several possible designs will be created and reviewed by the various groups associated with the project prior to development of the final preliminary sketch. The final draft of the preliminary sketch can be used to help market and raise funds for the project.

Site Selection Considerations (See Appendix B for Checklist Form):

In evaluating sites, it is important to consider the current and future growth of the library and the city. The site should be easily accessible and have potential room for expansion. Sufficient parking should be located on or near the site.

Criteria for Site Selection

- Size of Lot
- Shape of Lot
- Visibility
- Accessibility
- Future Expansion
- Suitable Topography
- Adjacent Uses
 - Municipal services
 - Schools
 - Shopping
 - Residential
 - Commercial/Business
 - Industrial
- Zoning
- Environmental Issues
- Existing Easements and Right of ways
- Access to Utilities and other Infrastructure Needs
- Ownership and Acquisition Costs

Evaluation of Options:

Alternatives could include:

- *Construction of a new library facility*
 - More efficient use of space than reuse or renovations
 - Designed with flexibility
 - Plan for future expansion
 - Energy efficient including integration of green building principles based upon cost effectiveness
 - Parking
 - ADA Compliant
 - Increased internal security and visibility
- *Potential Options*
 - *Stand-alone library*
 - *Public/Private Partnership*
 - *Platteville, WI*
 - <https://www.platteville.org/cd/page/platteville-library-block-project-receives-public-private-partnership-award>
 - <https://nationalconstructioninc.com/project/platteville-public-library-construction>
 - *Milwaukee*
 - *New Richmond (Development Phase)*
 - *Multiple government agencies*
 - *Redevelopment of underutilized properties within the City*
 - *Anchor for redevelopment*
 - *Vacant land in one of partner municipalities*
 - *Evaluate growth patterns within the region to determine potential locations that are based population centers*
- *Expansion and Renovation of the Present Facility (Library and Police Spaces)*
 - Location is in a high traffic/visibility location
 - Need to remove or significantly reduce the number of walls to provide flexibility and sightlines for the library
 - Limited off-street parking
 - Existing footprint may limit flexible options.
 - May require even more staff with three floors and potentially difficult sightlines.
 - Floor load is restricted requiring wider aisles and shorter shelving
 - Functionality of the parking area needs to be determined based on layout and staffing

- *Construction of a branch facility*
 - Additional library services and space provided in a second high visibility/traffic area
 - Could be a conversion of an existing facility, new construction, and/or storefront/strip mall location
 - Impact on budget and staffing levels would need to be considered
- *Conversion of an existing facility in the community*
 - Size requirements will limit potential options
 - Please note that the floor load requirement for libraries is 150 pounds per square foot. Very few existing buildings meet this requirement especially ones with basements.
 - Potential building code implications for change of use.
 - Any potential vacant buildings in the City/Partner area will need a separate evaluation based on the projected space needs; location; condition; remodeling costs and other factors.
 - Some of that evaluation can be done by IFLS staff while other parts should be done by an architect or engineer.

Project Cost/Funding/Fund Raising Campaign:

The cost of the project will vary depending on site selection and option choice. Cost estimates can be obtained from the architect. Estimating for renovation and expansion of existing facilities are more complicated than for construction of a new building.

Projects may be funded totally with public funding, private funding, or a combination of public and private funding. There is no one way those projects have been funded. Most successful projects are either municipal funded or joint municipal/private funded projects.

- Municipal Borrowing
- Sources for Grant Information
 - Wisconsin Foundations Online <http://www.wifoundations.org>
 - Minnesota Council on Foundations <http://www.mcf.org>
 - Foundation Center Collection at L.E. Phillips Memorial Library
<https://www.ecpubliclibrary.info/search-grants/>
- Possible Foundation/Grant Sources within Hudson Area
 - Foundations of area corporations or larger employers of area residents
 - Andersen Corporate Foundation
<https://www.andersenwindows.com/about/community/>
 - Otto Bremer Trust <https://ottobremer.org/>

- Small-Scale Fund-Raising Events/ Awareness Building
 - Bake sales
 - Golf Tournaments
 - Silent Auctions
- Donations
 - Community wide mailing
 - Business
 - Individual
- Friends of the Library

Additional steps will include:

- Detailed Bidding/ Construction Drawings developed by Architect with input from Building Committee and Library Board and Staff
 - Cost
 - Functionality
- Bidding
- Construction
- Moving
- Celebration

Appendix A

NOTE: All of the following space projection assume library space only. Additional entities in a mixed-use building will require additional space allocations. These projections will be refined as the project moves forward.

Current Space Needs 2021 Collection

(2021 Service Population 37,351)
Existing Collection
Limited Meeting Spaces

SPACE NEEDS SUMMARY		
COLLECTION SPACE		
51,717 volumes to house at	10 vol/sq.ft.	5,172 sq.ft.
78 magazine display at	1 sq.ft./title	78 sq.ft.
78 magazine backfile at	0.5 sq.ft./title/yr held	39 sq.ft.
7,444 nonprint items to house at	10 items/sq.ft.	744 sq.ft.
18 public access computers at	35 sq.ft. per station	630 sq.ft.
READER SEATING SPACE		
50 reader seats at	30 sq.ft. per seat	1,500 sq.ft.
STAFF WORK SPACE		
10 staff work stations at	125 sq.ft. per station	1,250 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
0 multi-purpose seats	10 sq.ft. per seat	0 sq.ft.
15 conference room seats	30 sq.ft. per seat	600 sq.ft.
20 storytime seats	15 sq.ft. per seat	350 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at 17% of gross building area		3,324 sq.ft.
NONASSIGNABLE SPACE		
calculated at 30% of gross building area		5,866 sq.ft.
SPECIAL ALLOWANCES		
Friends Booksale Room and Storage		500 sq.ft.
		sq.ft.
		sq.ft.
		sq.ft.
GROSS AREA NEEDED		20,053 sq.ft.

Current Space Needs 2021 Collection

(2021 Service Population 37,351)
Existing Collection
Assuming Enhanced Meeting Spaces

SPACE NEEDS SUMMARY		
COLLECTION SPACE		
51,717 volumes to house at	10 vol/sq.ft.	5,172 sq.ft.
78 magazine display at	1 sq.ft./title	78 sq.ft.
78 magazine backfile at	0.5 sq.ft./title/yr held	39 sq.ft.
7,444 nonprint items to house at	10 items/sq.ft.	744 sq.ft.
18 public access computers at	35 sq.ft. per station	630 sq.ft.
READER SEATING SPACE		
50 reader seats at	30 sq.ft. per seat	1,500 sq.ft.
STAFF WORK SPACE		
10 staff work stations at	125 sq.ft. per station	1,250 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
200 multi-purpose seats	10 sq.ft. per seat	2,100 sq.ft.
15 conference room seats	30 sq.ft. per seat	600 sq.ft.
30 storytime seats	15 sq.ft. per seat	500 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at 17% of gross building area		4,046 sq.ft.
NONASSIGNABLE SPACE		
calculated at 30% of gross building area		7,139 sq.ft.
SPECIAL ALLOWANCES		
Friends Booksale Room and Storage		500 sq.ft.
		sq.ft.
		sq.ft.
		sq.ft.
GROSS AREA NEEDED		24,298 sq.ft.

Current Service Population Tier 1 Standards

(2021 Service Population 37,351)
Tier 1 Collection
Enhanced Meeting Spaces

SPACE NEEDS SUMMARY		
COLLECTION SPACE		
89,642 volumes to house at	10 vol/sq.ft.	8,964 sq.ft.
30 magazine display at	1 sq.ft./title	30 sq.ft.
30 magazine backfile at	0.5 sq.ft./title/yr held	15 sq.ft.
15,688 nonprint items to house at	10 items/sq.ft.	1,569 sq.ft.
29 public access computers at	35 sq.ft. per station	1,015 sq.ft.
READER SEATING SPACE		
168 reader seats at	30 sq.ft. per seat	5,040 sq.ft.
STAFF WORK SPACE		
15 staff work stations at	140 sq.ft. per station	2,100 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
200 multi-purpose seats	10 sq.ft. per seat	2,100 sq.ft.
15 conference room seats	30 sq.ft. per seat	600 sq.ft.
30 storytime seats	15 sq.ft. per seat	500 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at 17% of gross building area		7,035 sq.ft.
NONASSIGNABLE SPACE		
calculated at 30% of gross building area		12,415 sq.ft.
SPECIAL ALLOWANCES		
Friends Booksale Room and Storage		500 sq.ft.
		sq.ft.
		sq.ft.
		sq.ft.
GROSS AREA NEEDED		41,883 sq.ft.

Projected Service Population Tier 1 Standards

(2041 Service Population 42,953)

Tier 1 Collection

Enhanced Meeting Spaces

SPACE NEEDS SUMMARY		
COLLECTION SPACE (See note 1)		
92,778 volumes to house at	10 vol/sq.ft.	9,278 sq.ft.
25 magazine display at	1 sq.ft./title	25 sq.ft.
25 magazine backfile at	0.5 sq.ft./title/yr held	13 sq.ft.
18,040 nonprint items to house at	10 items/sq.ft.	1,804 sq.ft.
33 public access computers at	35 sq.ft. per station	1,155 sq.ft.
READER SEATING SPACE		
172 reader seats at	30 sq.ft. per seat	5,160 sq.ft.
STAFF WORK SPACE		
15 staff work stations at	125 sq.ft. per station	1,875 sq.ft.
MEETING ROOM SPACE (See notes 2 through 5)		
250 multi-purpose seats	10 sq.ft. per seat	2,600 sq.ft.
15 conference room seats	30 sq.ft. per seat	600 sq.ft.
30 storytime seats	15 sq.ft. per seat	500 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at 17% of gross building area		7,380 sq.ft.
NONASSIGNABLE SPACE		
calculated at 30% of gross building area		13,024 sq.ft.
SPECIAL ALLOWANCES		
		sq.ft.
		sq.ft.
		sq.ft.
		sq.ft.
GROSS AREA NEEDED		43,414 sq.ft.

NOTES 1. For collections of more than 100,000 volumes, 10% is assumed in circulation at any given time.

Projected Service Population Target Collection

(2041 Service Population 42,953)

Target Collection Size

Enhanced Meeting Spaces

SPACE NEEDS SUMMARY		
COLLECTION SPACE		
70,000 volumes to house at	10 vol/sq.ft.	7,000 sq.ft.
30 magazine display at	1 sq.ft./title	30 sq.ft.
30 magazine backfile at	0.5 sq.ft./title/yr held	15 sq.ft.
12,000 nonprint items to house at	10 items/sq.ft.	1,200 sq.ft.
20 public access computers at	35 sq.ft. per station	700 sq.ft.
READER SEATING SPACE		
193 reader seats at	30 sq.ft. per seat	5,790 sq.ft.
STAFF WORK SPACE		
15 staff work stations at	140 sq.ft. per station	2,100 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
250 multi-purpose seats	10 sq.ft. per seat	2,600 sq.ft.
15 conference room seats	30 sq.ft. per seat	600 sq.ft.
30 storytime seats	15 sq.ft. per seat	500 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at 17% of gross building area		6,587 sq.ft.
NONASSIGNABLE SPACE		
calculated at 30% of gross building area		11,624 sq.ft.
SPECIAL ALLOWANCES		
Friends Booksale Room and Storage		500 sq.ft.
		sq.ft.
		sq.ft.
		sq.ft.
GROSS AREA NEEDED		39,245 sq.ft.

Appendix B

Pictures of the Existing Library Space

Note: Portions of the library were closed and/or rearranged due to storm damages. Other areas of the building are being used by the Police Department, so photographs were not taken. It is important that members of the Library Board, Building Committee, and Municipal officials tour the entire building. Special attention should be given to the basement/garage level. Existing HVAC functions and support columns limit the usability/flexibility of that space. Age and condition of HVAC systems also need evaluation by an HVAC professional.

Second Floor Adult Areas





Young Adult Area

Adults often use this area because of the comfortable seating.



Staff Work Areas First Floor





Appendix C

Resources and Forms

Web Resources

Wisconsin Public Library Statistics: 1996-Present

<http://dpi.wi.gov/pld/data-reports/service-data>

Public Library Space Needs: A Planning Outline

<http://dpi.wi.gov/pld/boards-directors/space-needs>

Wisconsin Public Library Standards

<http://dpi.wi.gov/pld/boards-directors/library-standards>

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees

<http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Administrative Essentials: A Handbook for Wisconsin Public Library Directors

<http://dpi.wi.gov/pld/boards-directors/administrative-essentials>

Site Selection Checklist

Rate from 1 (Highest) to 5 (Lowest)

Criteria	Site 1	Site 2	Site 3	Site 4
Size of Lot				
Shape of Lot				
Visibility				
Accessibility				
Future Expansion				
Suitable Topography				
Adjacent Uses				
Zoning				
Environmental Issues				
Existing Easements and Right of ways				
Access to Utilities and other Infrastructure Needs				
Ownership and Acquisition Costs				

NOTES: _____

Resource charts prepared by Hudson Area Public Library Staff

Library	Municipal Pop.	Building Size
Brookfield Public Library	39,951	50,000
Menomonee Falls Public Library	38,999	52,951
Greenfield Public Library	36,968	36,000
Beloit Public Library	36,548	55,000
Franklin Public Library	35,996	40,000
Oak Creek Public Library	35,830	41,847
Sun Prairie Public Library	34,926	36,000
Manitowoc Public Library	33,772	54,120
West Bend Community Memorial Library	32,122	62,000
Hudson Area Joint Library	30,594	19,024
Fitchburg Public Library	29,177	38,000
Door County Library	28,650	41,777
Frank L. Weyenberg Library	27,576	33,600
Superior Public Library	27,217	33,000
AVERAGES	33,452	42,380
River Falls	15,835	36,000
New Richmond	9,322	8,500