

**Library Board of Trustees
Meeting Agenda
Feb. 18, 2025 at 7 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

LBOT and Finance Committee
Time: Feb 18, 2025 06:45 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/82784729276?pwd=doEYRNXHxfI5tbUUE6eLkZi9DxyJ6H.1>

Meeting ID: 827 8472 9276
Passcode: 750369

Find your local number:
<https://us02web.zoom.us/u/kdpMHav0pS>

1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM: Approval of Consent Agenda Items**
 - *Approve meeting Agenda*
 - *Disposition of minutes from the prior board meeting(s) and of any intervening special meetings*
 - *Acceptance of expenditure report*
 - *Approve Finance Committee's recommendation to pay bills*
4. **Presentations:**
 - *Friends of the Library*
 - *Library Foundation*
5. **Updates and reports**
 - *President's updates*
 - *City of Hudson updates*
 - *Hudson School District updates*
6. **Committee updates**
 - *Policy and Personnel*
 - *Finance*
 - *Library Operations and Facility Structure*
 - *AI Library Integration*
7. **Director's Report**
 - *Presentation of monthly report and statistics*
 - *Director's report & updates*
8. **Board Development:** Play and Learn Research
9. **DISCUSSION AND POTENTIAL BOARD ACTION:** Conflict of Interest Policy
10. **DISCUSSION AND POTENTIAL BOARD ACTION:** Revisions to Collection Development and Management Policy and Reconsideration of Materials Form
11. **DISCUSSION AND POTENTIAL BOARD ACTION:** PTO Bank and PTO Benefit Changes
12. **DISCUSSION AND POTENTIAL BOARD ACTION:** Annual Report for DPI
13. **DISCUSSION AND POTENTIAL ACTION ITEM:** Staff Development Day

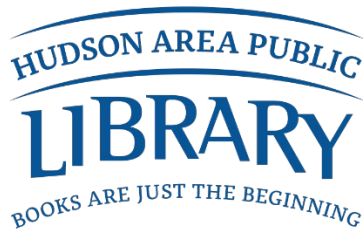
14. Future agenda items

15. Adjourn

Next meeting: March 18, 2025

Board of Trustees Members: Paul Berning (President), Bryan Wells (Vice President), Jim Dalluhn, Rich O'Connor, Barbara Peterson, Bill Fehrenbach, Gerry Klecker, Chad Wiertzema, Sammi Dittloff.

NOTE: Some Agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the Library Director at 715-386-3101 ext. 305.



**Hudson Area Public Library
Library Board of Trustees
Meeting Minutes
January 21, 2025**

- 1. Call to order at 7:00 p.m. by President Paul Berning. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.**

Board members present: Paul Berning, Bill Fehrenbach, Barb Peterson (Zoom), Gerry Klecker, Bryan Wells, Sammi Dittloff (Zoom), Jim Dalluhn, Chad Wiertzema

Board members absent: Rich O'Connor

Staff: Shelley Tougas, Michelle Saifullah

Guests: Paul Moen, Nancy Langness, Judy Green, Kathy Roberts, Kerry Reis, Susie Gilbert, Sam Cari

- 2. Citizen Comments**

None

- 3. ACTION ITEM: CONSENT AGENDA**

Motion by Wells to approve consent agenda items

Second by Fehrenbach

Discussion: None

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays (Peterson's vote was not heard)

- 4. Presentations**

Friends of the Library: No update

Foundation: Klecker reported the Foundation is recommending the board support Option 3 of the Leo Daly report. A formal vote allows the Foundation to start a fundraising feasibility study.

- 5. Updates/Reports**

President: Berning reported the County Administrative Committee passed the Library Plan of Service for 2025-2028 which includes supporting library reimbursements at 100 percent.

City of Hudson: No update

School district: No update

6. Committee Updates

Policy and Personnel: Dalluhn reported the committee recently reviewed staff benefits.

Finance: As noted in minutes and this month's agenda

Library Operations and Facility Structure: No update

AI Library Integration: No update

7. Director's Report

A year-end summary of library statistics was presented by Tougas. This report can be found in the LBOT packet dated 1/21/2025

8. POTENTIAL ACTION ITEM: Conflict of Interest Policy

Berning moved the topic to the next meeting to give Trustees additional time to review the policy.

9. POTENTIAL ACTION ITEM: Surplus Property Policy

Motion by Fehrenbach to approve the policy

Second by Wiertzema

Discussion: Key points of the policy were explained

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

10. POTENTIAL ACTION ITEM: Staff COLA and Adjusted 2025 Budget

Motion by Wells to recommend approval of the adjusted budget including the additional 1.6 percent increase in addition to the previously approved COLA of 3 percent (retroactive to Jan. 1) to match the 4.6 percent COLA received by city staff with the condition that unrestricted funds be used only for nonrecurring expenses.

Second by Klecker

Discussion: Trustees discussed the budget process and compensation issues.

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

11. POTENTIAL ACTION ITEM: Facility Plans and Fundraising

Motion by Klecker to accept the Hudson Area Library Foundation's recommendation of Option 3 from the Leo Daly report.

Second by Dalluhn

Motion by Berning to amend the original motion: accept the Hudson Area Library Foundation's recommendation of Option 3 from the Leo Daly report *pending the outcome of a feasibility study funded by the Foundation.*

Second to the amendment by Dittloff

Discussion on amendment: Trustees discussed the process of a fundraising study and the need.

Vote Taken: AMENDMENT CARRIED - 8 Ayes/0 Nays

Discussion on amended motion: Trustees discussed timing, public engagement, potential costs, the lack of funding from the city due to other large projects.

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

Motion by Klecker to request the Foundation fund additional architect work to create images and schematics for use in the fundraising feasibility study process.

Second by Wiertzema

Discussion: Trustees discussed the need for visual materials.

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

12. FUTURE AGENDA ITEMS:

Conflict of Interest policy, state annual report, PTO adjustments with financial impact

13. Adjourn:

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

Second by Dalluhn

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nay

Respectfully submitted,

Shelley Tougas

Monthly Expenditure Statement
January 31, 2025
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 482,916	\$ 50,633	\$ 50,633	\$ 432,283	10%
125	Part-Time	\$ 376,225	\$ 43,690	\$ 43,690	\$ 332,536	12%
151	FICA	\$ 65,724	\$ 7,134	\$ 7,134	\$ 58,590	11%
152	WRS	\$ 47,318	\$ 5,373	\$ 5,373	\$ 41,946	11%
154	Health Insurance	\$ 89,000	\$ 7,520	\$ 7,520	\$ 81,480	8%
Personnel Total:		\$ 1,061,183	\$ 114,349	\$ 114,349	\$ 946,834	11%
Contractual Services						
212	Legal Services	\$ -	\$ -	\$ -	\$ -	
213	Professional Services	\$ 15,500	\$ 1,250	\$ 2,500	\$ 13,000	16%
216	IFLS Ops	\$ 54,421	\$ 54,421	\$ 54,421	\$ -	100%
217	IFLS Courier	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	100%
225	Telephone	\$ 4,200	\$ -	\$ -	\$ 4,200	0%
249	Contract Maint.	\$ -	\$ -	\$ -	\$ -	
294	Programming: Adults	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
295	Programming: Children	\$ 28,000	\$ -	\$ -	\$ 28,000	0%
298	Maint. Agmts / Leases	\$ 9,000	\$ -	\$ -	\$ 9,000	0%
299	Other Contract Services	\$ 14,748	\$ 922	\$ 922	\$ 13,826	6%
Contractual Services Total:		\$ 133,569	\$ 59,293	\$ 60,543	\$ 73,026	45%
Supplies & Expenses						
311	Postage	\$ 950	\$ -	\$ -	\$ 950	0%
312	Office Supplies	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
324	Memberships	\$ 2,000	\$ 115.00	\$ 115.00	\$ 1,885	6%
326	Advertising	\$ 600	\$ -	\$ -	\$ 600	0%
338	Staff Development	\$ 3,600	\$ -	\$ -	\$ 3,600	0%
	Furnishing	\$ -	\$ -	\$ -	\$ -	
339	Travel / Conferences	\$ 1,500	\$ -	\$ -	\$ 1,500	0%
396	Technology	\$ 9,000	\$ -	\$ -	\$ 9,000	0%
399	Activity Supplies	\$ 3,000	\$ 115.00	\$ -	\$ 3,000	0%
Supplies & Expenses Total:		\$ 30,650	\$ 230	\$ 115	\$ 30,535	0%
Collection						
395	Books	\$ 70,500	\$ 5,453	\$ 5,453	\$ 65,047	8%
397	Periodicals	\$ 4,900	\$ -	\$ -	\$ 4,900	0%
398	Audio-Visual	\$ 8,000	\$ 236	\$ 236	\$ 7,764	3%
	Digital Resources	\$ 1,300	\$ -	\$ -	\$ -	
Collection Total:		\$ 84,700	\$ 5,689	\$ 5,689	\$ 79,011	7%
Fixed Charges						
510	Workers Comp	\$ 1,600	\$ -	\$ -	\$ 1,600	0%
511	Public Liability	\$ 1,400	\$ -	\$ -	\$ 1,400	0%
513	Public Officials	\$ 1,800	\$ -	\$ -	\$ 1,800	0%
517	Property Insurance	\$ 3,000	\$ -	\$ -	\$ 3,000	0%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 90,000	\$ 7,500	\$ 7,500	\$ 82,500	8%
Fixed Charges Total:		\$ 97,800	\$ 7,500	\$ 7,500	\$ 90,300	8%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improvements	\$ -	\$ -	\$ -	\$ -	
Capital Expenses Total:		\$ -	\$ -	\$ -	\$ -	
Total Expenditures		\$ 1,407,902	\$ 187,061	\$ 188,196	\$ 1,219,706	87%
						Remaining
						%of Year Completed
						8%

DIRECTOR'S REPORT

Library Board of Trustees

Library of Things

Our grant funding from the Hudson Area Library Foundation enabled us to expand our Library of Things in 2024. In addition to replacing worn/broken items, we added about two dozen new items. Those items include the following: a scanner that converts old film negatives and slides into digital images, kids snow scooters, an indoor kettle smoker, snow shoes, power washer, ice cream maker, night vision goggles, needle felting kits, a camping hammock, Lego sets, croquet, a cordless drill and new baking equipment for both kids and adults.

Patron Privacy

Libraries across the state have been asked to review patron privacy laws and regulations with staff. The request stems from the potential for U.S. Immigration and Customs Enforcement (ICE) to seek documentation information for patrons.

Patron records are private under Wisconsin law. Patron information can only be given to law enforcement if the library is reporting a crime involving a patron or if law enforcement has a judicial warrant.

Staff has been informed, and procedures are now posted on the staff information board.

Hot Air Affair/Polar Plunge

I was scheduled to participate in both the Hot Air Affair and Polar Plunge (as a Rotary fundraiser) on Saturday, February 8. Unfortunately, I had to cancel my participation in both events due to a stress fracture in my foot. The good news: Daybreak Rotary hit its fundraising goal of \$15,000 from the Polar Plunge.

New Book Clubs

The Library has two exciting new book clubs. Librarian Joan Bushman is running a cookbook book club called "Eat This Book." Participants check out the selected cookbook title, and everyone makes something from the book. When the club meets, the group talks about the cookbook, enjoys the food and participates in an activity.

Librarian Camille Young is running "Not Your Mother's Book Club." This club focuses on "edgy" titles not normally selected for a traditional club. Participants must be at least 18 years old. Her first session drew 14 participants, which is a large group for a book club.

Note: We featured these new clubs during our most recent River Channel segment. The video is posted to River Channel on YouTube, River Channel's Facebook page and the library's Facebook page.

Upcoming Events

Library programming staff reduced the number of January events so they could focus on planning the Summer Reading Program as well as the spring calendar. (January's calendar was still packed!)

The library has some unique events/programs scheduled in February and March:

Both Sara O'Brien and Annie Goldberg are certified to teach youth yoga, and they've begun putting dates on the calendar for those programs. We participated in the Children's Food Fair at Camp St. Croix's farm (Feb. 5), and we'll be joining the 4K program's literacy night (Feb. 20). Other new programs: Tween & Teen Creative Kitchen, Bullet Journaling for Tweens & Teens, a special game day for senior patrons, a Dog Man party, a seed exchange and Puzzle Palooza puzzle competition.

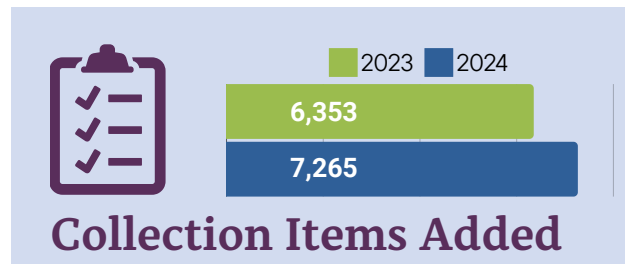
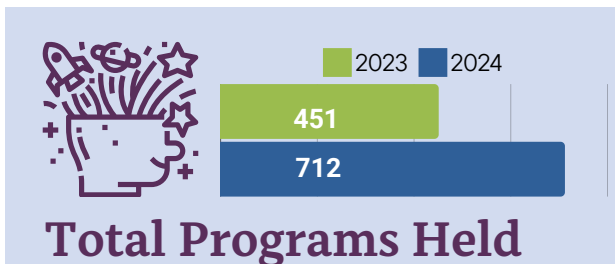
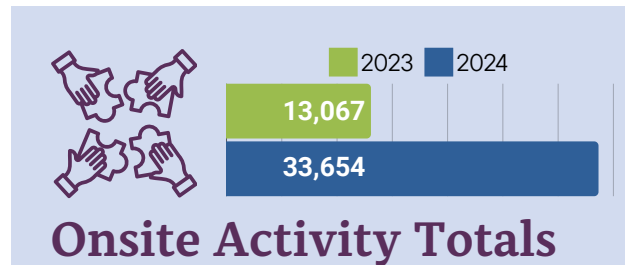
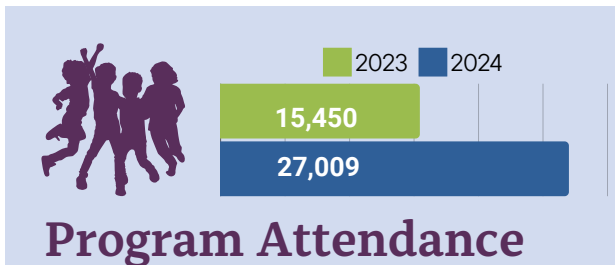
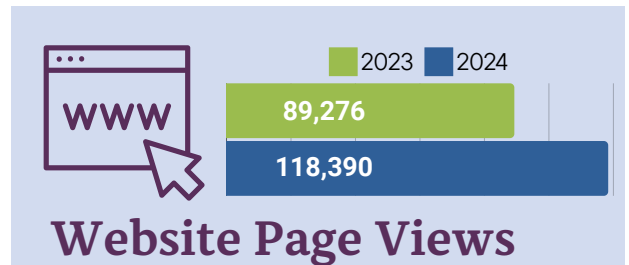
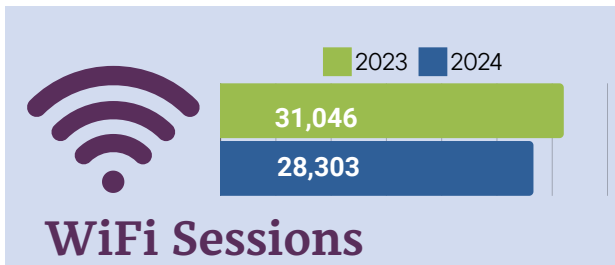
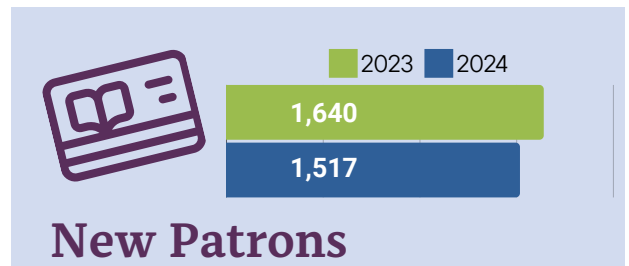
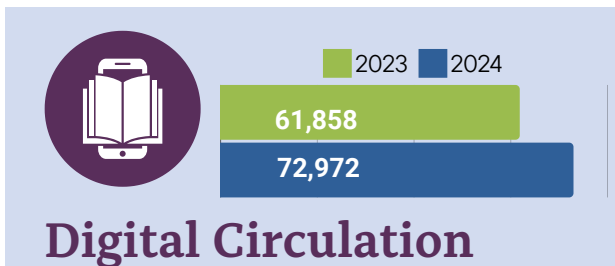
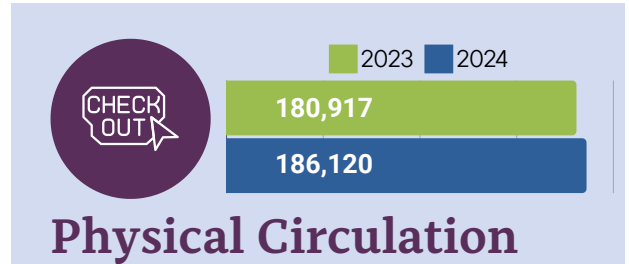
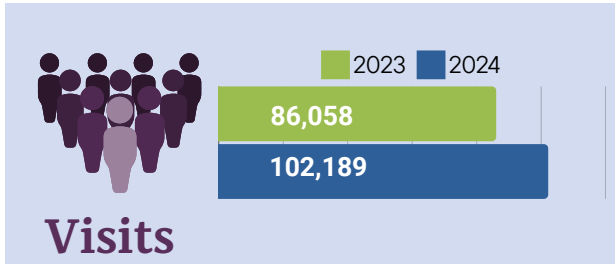
Each month we have an art exhibit premiere featuring student artwork from a local elementary school. We hold a small reception as an "opening" one Saturday a month. The art is posted on the shelf endcaps in the adult section. Be sure to check it out.

January Program Stats

January			
Overview			
Programs		Participants	
Total	29	Total	1211
Young Child (0-5)	2	Young Child (0-5)	196
Child (6-11)	5	Child (6-11)	348
Young Adult (12-18)	7	Young Adult (12-18)	86
Adult (19+)	10	Adult (19+)	174
General Interest (all ages)	5	General Interest (all ages)	407
Self-directed activity	20	Self-directed activity	767

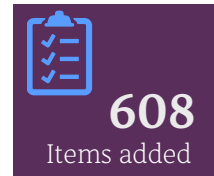
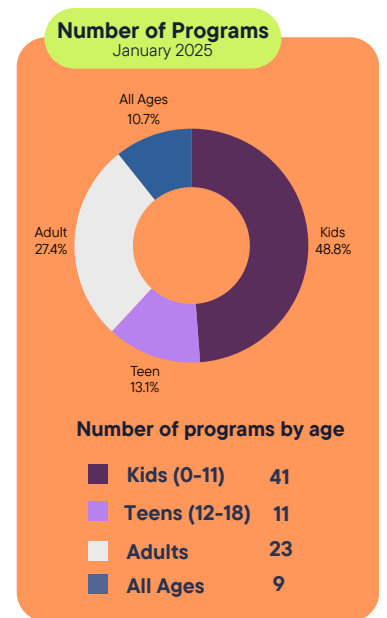
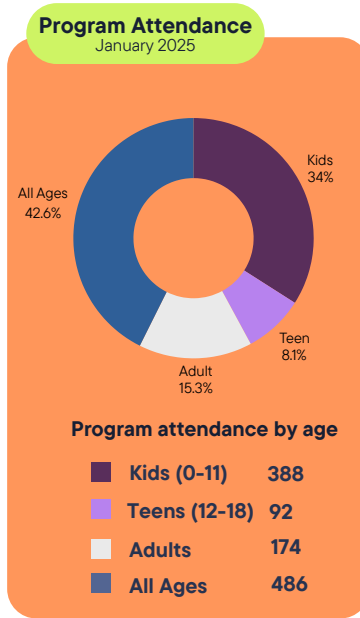
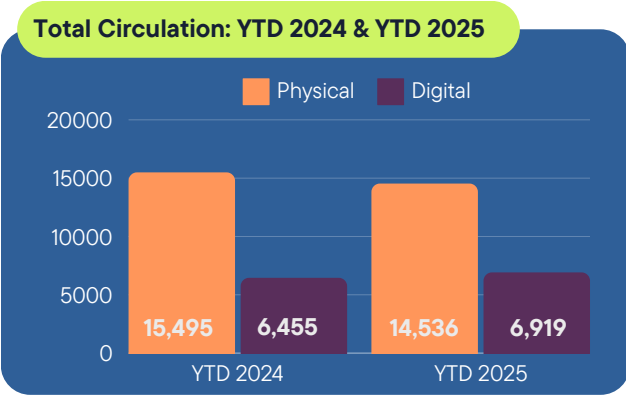
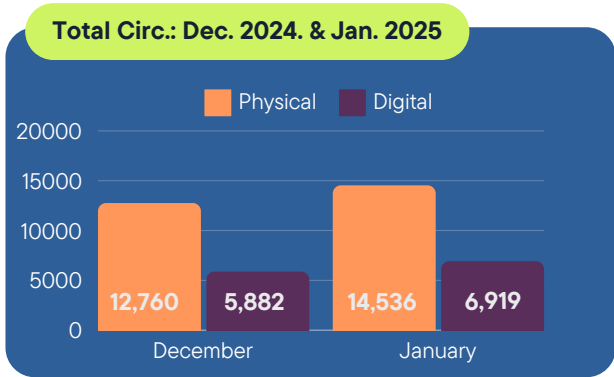
Hudson Area Public Library

2024 Summary



Hudson Area Public Library

JANUARY 2025 DATA & REPORT



Grants & Fundraising

Hudson Area Library Foundation Annual Appeal: \$110,000
 Friends of the Hudson Library Grant: \$3,000
 First Book Grant #1: \$500
 First Book Grant #2: \$500

What's New?

Seed Library

A community exchange: save, collect and donate.

Library of Things Upgrade

New items in this grant-funded collection: night-vision binoculars, indoor kettle smoker, power washer, Lego kits, snow shoes, Transformer toys, American Girl Dolls with accessories, electric knife sharpener, kids snow scooters, guitar, portable record player, toddler busy boards, Nordic Ware, digital converter for film negatives and slides & more!

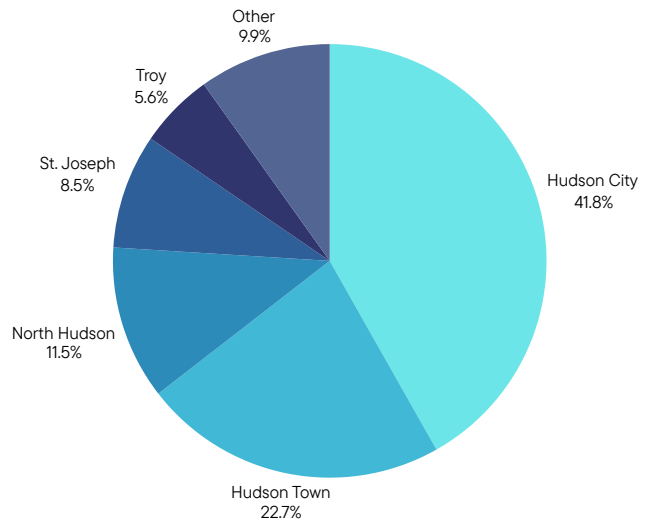
New Book Clubs

Let's Dish - a cookbook club
 Not Your Mother's Book Club

Details online at www.hudsonpubliclibrary.org

St. Croix County:

Total "Home County" Physical Circulation for 2024: 142,521
 Checkouts by Location (numbers don't equal 100 due to rounding)



Patron Letter to the Library

"I have come here for years and never took the chance to tell anyone how much I love, love, love the Hudson Library. It is my 'home away from home.'"

Hudson Area Public Library Statistics Summary

Jan-25

Circulation											
Comparisons YTD			Comparisons by Month			Library Visitors YTD					
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	
Physical Materials:	15,495	186,120	Physical CKO	11,986	14,536	8,364	102,189				
Digital Materials:	6,455	72,972	Check-ins	10,293	10,288	Monthly Visitors					
Total All Circulation:	21,950	259,092	Renewals	3,509	3,325	2024	2025				
% Physical Materials	70.59%	71.8%	Total Physical Circ	15,495	17,861	8,364	7,943				
% Digital Materials	29.4%	28.2%	Digital Circulation	6,455	6,919						
			Total Circulation	21,950	24,780						
New Patrons YTD			New Patrons by Month			Cardholders					
2024	2025	2024	2025	2024	2025	Jan. 1 2025	10,478				
163	123	163	123	0	2	Current	9,716				**
Technology Use YTD			Meeting Room Use			Volunteer Hours					
2024	2025	2024	2025	2024	2025	Monthly	137.25				
Pharos	200	207	Monthly	241	193	Year to Date	137.25				
Wi-Fi	2,527	2,031	YTD	241	193						
Year-to Date	2,727	2,238									
Programming											
YTD Programs			Monthly Comparisons								
2024	2025	Programs Held	2024	2025							
46	29	Young Child (0-5)		2							
		Child (6-11)	26	5							
YTD Program Attendance			YA (12-18)	9	7						
2024	2025	Adult (19+)	6	10							
1,668	1,211	Drop-in	5	5							
		Totals:	20	29							
Self Directed Activities 2025			Attendance	2024	2025						
MTD	YTD	Young Child (0-5)		196							
20	20	Child (6-11)	739	348							
Self Directed Attendance 2025			YA (12-18)	107	86						
MTD	YTD	Adult (19+)	85	174							
767	767	Drop-in	737	407							
		Totals:	929	1211							

** reduction due to annual patron record cleanup

Fun Fact: 9686 users have HU as a home library

Hudson Area Public Library

Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
Check-outs		2018	13,266	12,994	16,153	14,102	15,400	19,450	18,509	17,830	13,527	13,869	13,289	11,439	179,828
		2019	14,754	13,485	15,567	13,828	12,865	16,711	18,359	16,262	12,420	13,610	12,570	10,826	171,257
		2020	13,321	12,959	7,285	990	3,005	3,496	8,169	9,461	8,752	8,613	8,736	8,225	93,012
		2021	8,636	9,333	11,147	9,429	7,955	13,175	12,805	11,320	6,425	3,423	3,548	3,374	100,570
		2022	6,666	6,908	9,020	8,699	8,052	13,128	13,582	14,057	9,615	10,421	9,660	8,741	118,549
		2023	11,473	10,028	12,934	10,398	9,524	13,887	14,631	13,859	10,567	10,667	10,271	8,117	136,356
		2024	11,986	11,592	12,448	12,125	11,433	14,623	14,250	13,340	9,679	11,011	10,614	9,420	142,521
		2025	11,211											11,211	
Check-ins		2018	12,303	12,771	15,258	14,669	14,220	17,791	18,773	18,539	14,420	14,490	13,087	11,980	178,301
		2019	13,108	13,381	15,053	14,514	13,619	13,745	18,230	17,816	13,092	13,836	12,354	12,308	171,056
		2020	12,297	12,798	6,163	232	3,567	5,104	7,995	6,777	7,931	7,422	6,380	5,812	82,478
		2021	6,064	6,930	8,246	9,436	8,539	10,618	11,893	12,201	7,124	5,405	5,279	4,864	96,599
		2022	4,913	6,637	8,532	8,441	8,527	10,608	13,493	13,034	10,594	9,873	10,430	9,382	114,464
		2023	9,634	10,019	12,031	11,008	10,680	11,037	13,948	14,976	11,538	10,824	10,841	9,403	135,939
		2024	10,293	10,814	11,570	12,872	11,176	13,099	14,573	13,792	10,548	11,008	10,730	10,303	140,778
		2025	10,288											10,288	
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	3,226	42,098
		2023	3,504	3,331	3,944	3,725	3,458	3,532	4,422	4,377	3,697	3,791	3,826	2,954	44,561
		2024	3,509	3,377	3,791	3,574	3,698	3,671	4,463	4,031	3,140	3,564	3,441	3,340	43,599
		2025	3,325											3,325	
Total Physical Circulation		2018	18,637	18,327	24,882	20,800	22,207	27,386	25,312	23,714	18,802	18,959	17,982	16,028	253,036
		2019	19,604	18,006	20,769	18,983	17,243	21,217	24,651	21,676	16,977	18,506	17,207	15,492	230,331
		2020	17,513	17,017	9,689	1,082	3,089	4,301	11,513	12,532	12,071	11,832	12,060	12,101	124,800
		2021	12,749	13,489	15,823	13,691	11,907	17,335	17,563	16,257	7,715	3,958	4,777	5,397	140,661
		2022	9,071	9,566	12,780	12,174	11,610	16,699	17,944	18,241	13,081	14,179	13,235	12,067	160,647
		2023	11,473	14,923	16,392	15,850	14,891	18,155	18,672	17,717	13,376	14,802	14,440	12,374	183,065
		2024	15,495	14,969	16,239	15,699	15,131	18,294	18,713	17,371	12,819	14,575	14,055	12,760	186,120
		2025	14,536											14,536	
2023-2024 Increase / decrease			4,022	46	(153)	(151)	240	139	41	(346)	(557)	(227)	(385)	386	3,055
Digital Circulation		2018	3,625	3,424	3,781	3,455	3,531	3,589	3,890	3,737	3,591	3,539	3,433	3,536	43,131
		2019	4,021	3,631	3,956	3,729	3,943	3,983	4,318	4,251	3,927	4,089	3,958	3,978	47,784
		2020	4,213	3,911	4,316	4,914	5,044	5,034	5,041	4,704	4,471	4,359	4,150	4,273	54,430
		2021	4,800	4,773	5,246	4,558	4,611	4,696	4,922	5,061	4,655	4,575	4,488	4,581	56,966
		2022	5,245	4,172	5,000	4,742	4,811	4,971	5,104	4,998	4,673	4,723	4,641	4,482	57,562
		2023	5,387	4,836	5,346	5,184	5,366	5,376	5,869	5,685	5,542	6,152	6,118	6,107	66,968

2024	6,455	6,053	6,620	6,002	6,327	6,011	5,876	5,981	5,882	5,833	5,900	6,032	72,972
2025	6,919												6,919
<i>2023-2024 Increase / decrease</i>													
	1,068	1,217	1,274	818	961	635	7	296	340	(319)	(218)	(75)	6,004
Total Digital & Physical Circulation	21,455	-	-	-	-	-	-	-	-	-	-	-	21,455
% of Circulation Physical	67.8%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	748.8%
% of Circulation Digital	24.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	268.3%
Materials Statistics													
Items Borrowed	2025	3,060											3,060
Items Loaned	2025	4,343											4,343
Items Added	2025	608											608
Technology Use													
Pharos													
2018	696	765	872	826	807	838	837	882	745	850	690	560	9,368
2019	659	581	754	775	740	701	710	807	615	728	605	561	8,236
2020	654	609	287	-	-	-	109	115	111	109	98	99	2,191
2021	108	97	130	106	114	217	215	249	126	-	-	-	1,362
2022	186	227	249	252	246	221	226	295	265	256	272	225	2,920
2023	283	292	421	290	200	211	219	208	223	170	182	179	2,878
2024	200	190	204	220	212	206	201	218	208	225	193	170	2,447
2025	207												207
Wireless													
2018	4,877	5,100	5,553	5,508	5,687	6,475	6,347	5,992	4,807	5,860	5,627	4,724	66,557
2019	5,799	1,012	4,690	5,378	6,005	5,977	4,410	4,529	3,927	4,247	3,750	3,333	53,057
2020	4,127	3,969	2,804	1,286	2,060	5,250	7,607	7,017	5,939	5,767	5,793	5,866	57,485
2021	4,898	4,514	5,220	5,184	5,961	6,764	7,377	7,867	5,796	4,375	3,577	3,539	65,072
2022	2,504	2,309	2,475	2,556	1,777	2,693	3,414	3,003	3,039	2,698	2,386	1,885	30,739
2023	1,992	1,886	2,169	2,331	2,828	3,296	3,177	2,787	2,679	2,485	2,808	2,608	31,046
2024	2,527	2,405	2,323	2,251	2,501	2,431	2,681	2,540	2,239	2,384	1,943	2,078	28,303
2025	2,031												2,031
Proctoring Services													
2018	3	3	0	2	1	7	6	1	0	4	4	4	33
2019	-	4	4	-	3	8	7	6	2	6	2	4	48
2020	-	6	-	-	-	-	-	3	1	1	1	1	13
2021	1	2	-	2	1	2	3	1	2	-	-	-	14
2022	1	0	0	0	0	3	5	2	0	0	0	0	11
2023	1	0	0	0	0	2	3	1	0	0	0	0	7
2024	0	-	-	-	2	1	4	3	4	2	2	2	20
2025	2												2
Patron Statistics													

		Visitors												Year-to-Date
		January	February	March	April	May	June	July	August	September	October	November	December	
2018		8,678	9,559	10,858	9,757	9,958	13,025	13,214	12,023	10,750	10,525	8,843	9,765	126,955
2019		13,007	9,265	11,314	10,123	10,576	14,388	13,254	11,994	10,765	11,757	9,241	9,016	134,700
2020		11,254	9,832	5,983	-	-	-	2,346	2,825	2,362	2,146	2,268	2,299	41,315
2021		2,184	2,398	2,990	2,686	3,192	5,752	5,784	5,908	2,441	-	-	-	33,335
2022		2,949	3,661	4,549	4,639	4,761	5,677	6,264	6,551	4,983	5,299	5,393	4,716	59,442
2023		6,169	6,231	7,445	6,690	6,756	9,108	9,123	7,944	6,880	6,855	6,754	6,103	86,058
2024		8,364	7,931	7,898	8,829	7,152	10,843	10,604	9,962	7,291	8,505	7,782	7,028	102,189
2025		7,943												7,943
Monthly Average 2023		6,169	6,200	6,615	6,634	6,658	7,067	7,360	7,433	7,372	7,320	7,269	7,172	86,058
Days Open 2023		24	22	27	24	26	26	25	27	25	25	23	21	25
Daily Average 2023		257	283	276	279	260	350	365	294	275	274	294	291	291
New Patrons		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2018		83	74	73	103	141	174	127	134	92	87	82	78	1,248
2019		126	87	130	126	90	217	147	99	85	91	73	75	1,346
2020		104	106	56	19	26	29	50	47	52	38	62	44	633
2021		44	57	46	34	52	156	141	99	74	25	27	22	777
2022		88	98	94	107	124	222	144	114	96	73	96	50	1,306
2023		145	99	119	123	119	250	179	195	125	111	98	77	1,640
2024		163	131	125	118	120	204	146	126	95	101	109	79	1,517
2025		123												123
Curbside Services		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Patron Pick-ups 2020		0	0	0	92	962	1197	501	357	376	347	311	344	4487
Patron Pick-ups 2021		351	310	329	249	105	65	65	32	372	1071	988	991	4928
Patron Pick-ups 2022		86	49	45	55	34	28	32	22	36	29	19	17	452
Patron Pick-ups 2023		26	29	27	17	25	24	24	18	17	20	11	13	251

https://www.hudsonstarobserver.com/news/open-book-crunching-the-numbers-on-what-hudson-library-patrons-loved-most-in-2024/article_d066e41c-e258-11ef-aac1-0b0dc7e7a81e.html

LOCAL NEWS

Open Book: Crunching the numbers on what Hudson Library patrons loved most in 2024

Shelley Tougas, Hudson Library Director

Published on Feb 3, 2025



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

With 2024 in the rearview mirror, it's the perfect time to crunch numbers and share our patrons' personal favorites from the library.

It's no surprise that bestsellers topped the list of checked-out books. James Patterson's novel *Crosshairs* led the pack with 18 checkouts, followed by *The Housemaid* by Frieda McFadden and *The Frozen River* by Ariel Lawhon. Each were checked out 17 times. (The check-out period for books is three weeks, renewable twice for a maximum checkout of nine weeks.)

E-books and e-audio books are more popular than ever. In our 53-library system, the Hudson Area Public Library ranked number two for use of e-materials with nearly 73,000 checkouts in 2024. That's an 18 percent jump from the previous year.

But our most accessed item wasn't a book or a movie. The library's Nintendo Switch, which patrons can only use in the library, was borrowed an eye-popping 159 times.

Our Library of Things — a grant-funded collection of nontraditional items — is the region's largest with more than 200 items. Patrons put virtual reality headsets at the top of the list with 45 checkouts. Other popular items: American Girl Doll Kits, Lego kits, the Flickin' Chicken lawn game and the metal detector. (You can browse our Library of Things under the "Explore" tab at www.hudsonpubliclibrary.org.)

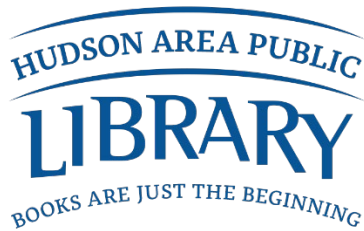
Other noteworthy stats:

- Our most popular nonfiction choice was the Taste of Home Easy Everyday Cooking cookbook with 14 checkouts.
- Fans of young adult fiction took home *Once a Queen* by Sarah Arthur 13 times, and children's fiction had a three-way tie with 10 checkouts each: *Stick Dog* by Tom Watson, *Guarding the Invisible Dragons* by Tracey West, and Rowley Jefferson's *Awesome Friendly Adventure* by Jeff Kinney.
- The library's most popular DVD was *The Hunger Games: The Ballad of Songbirds and Snakes*. Patrons borrowed the movie 17 times.
- People poured into the library for programs, setting our all-time attendance record of 27,000. Our Summer Reading Kick-Off drew over 1,000 patrons, the Trick or Treat Trail lured 800 trick-or-treaters, and our Space Day:

¹⁸ Moon, Mars & Beyond program had over 600 little (and big) astronauts in attendance.

- Fun program note: Not even nasty weather stops our favorite events. After a heavy snow, our intrepid tech librarian drove across town, picking up snowed-in staff because we were determined to hold our popular Spring Bunny Storytime. Our theory: If the bunny could hop down to the library through the snow, surely we could taxi staff to the building. And 100 people joined us for the event!
- Overall circulation of physical items, like books and DVDs, increased by 3 percent for a total of 186,120.

We look forward to seeing what 2025 will bring — more books, more programs, more kits, and more visits from members of our local communities.



NOTE: Changes are in red text

Library Operations and Services

Collection Development and Management

Approved by Board of Trustees: March 21, 2023

Effective Date: March 21, 2023

Revisions:

Purpose:

The Hudson Area Public Library's Collection Development and Management Policy provides a framework to support the library's mission, vision and five 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 opposes 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 staff are not authorized to act *in loco parentis* (in place of parent). Staff 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, 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 any of the collections.**

Basic to this philosophy is the children's right of free access to any of the library's collections. 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 staff are not authorized to act *in loco parentis* (in place of parent). Library staff do not make assumptions 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 **are encouraged to discuss their objection with the director as a first step**. Patrons 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 and a second staff person in relation to the library's mission and selection criteria. The director will make every attempt to reply to all requests for reconsideration within thirty (30) days of receiving a fully completed reconsideration form. Per Wisconsin Statutes 19.32, submitted reconsideration forms are public records.

Guidelines regarding the reconsideration process:

- 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.
- **Due to staffing limitations, the library restricts an individual's request for reconsideration to one item at a time. After a decision has been issued, the individual can submit another request for a different item.**
- **Requests for reconsideration of a particular item will not be considered more than once in a two-year period. The period begins on the date the director's decision was issued.**
- The director's decision is final.
- 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

*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.*

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 America 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 demanded 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.

Freedom to View Statement

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 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.

Library Bill of Rights

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.

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.

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

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.

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.

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.

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. 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 _____

If you would you like to receive the written response by email, complete the email line below. Otherwise the letter will be mailed.

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/pages 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?

6. **What action are you seeking from the library?**

CORE VALUES

Library Board of Trustees

Core Values

Community

Your library is a safe gathering space where everyone is welcome.

Freedom

Your library provides open and free access to everyone, defends intellectual freedom and opposes censorship.

Integrity

Your library staff embrace honesty, trust and respect in all aspects of community and customer service; in stewardship of public and private funding; and in our treatment of each other, our patrons and our community stakeholders.

Collaboration

Your library staff strive to enhance services to our community through collaboration and innovation.

Versatility

Your library staff believe books are just the beginning; that great libraries build vibrant communities by offering relevant services and resources, engaging with stakeholders, championing lifelong learning and inspiring creativity.



Library Operations and Services

Personal Time Off (PTO) and Bereavement Leave

Approved by Board of Trustees:

Effective Date:

Revisions:

Purpose:

The purpose of this policy is to support work-life balance among staff at the Hudson Area Public Library.

PTO Defined

Personal Time Off (PTO) combines vacation, sick time and personal time into a single bank of days for employees to use when they take paid time off from work.

Bereavement Leave Defined

Bereavement leave is paid time off for employees due to death of a family member.

Bereavement Leave Eligibility

Bereavement leave is a separate benefit from PTO. Full-time and regular part-time employee working a minimum of 1,040 hours per year receive paid funeral leave when a death occurs in their immediate family. Bereavement leave is available beginning on the employee's start date.

Bereavement Leave Guidelines

Five days paid leave (40 hours or prorated hours) is granted for a death in the employee's immediate family including: the employee's spouse or partner, children (including biological, adopted, fostered, stepchildren and legal wards), siblings (including step-siblings and in-laws) and parents (including step-parents and in-laws.)

Three days paid leave (24 hours or prorated hours) is granted for death of grandparents (including in-laws), aunts (including in-laws), and uncles (including in-laws).

The Library Director has the discretion to adjust bereavement leave for extenuating circumstances.

PTO Eligibility

PTO is available to all staff on a prorated basis with the exception of library aides working fewer than 16 hours per week. Staff receive PTO in full on the first working day in January. For new employees, the amount of PTO will be prorated based on hire date and will be accessible after two months of employment. The Library Director is authorized to grant exceptions for the two-month requirement when there are extenuating circumstances.

If an existing employee's regularly scheduled hours are expected to increase on a permanent basis during the year, the employee will be moved to their new PTO schedule immediately with the additional days prorated based on the annual calendar. If an employee's hours are reduced, they will keep their existing PTO schedule until December 31. In January, they will accumulate PTO based on their new hours.

PTO Guidelines

Employees must receive approval before taking PTO for purposes not related to illness or an emergency. Requests for PTO (unrelated to illness or an emergency) shall be made to the supervisor at least two weeks in advance. Shorter notice is permissible if the employee and the supervisor are able to agree on the time and such leave can be accommodated by the Library.

If an employee will be out of work due to an illness or any other emergency for which notice could not be provided, the employee must call in at least 30 minutes prior to their regularly scheduled shift.

PTO can be used in one-hour increments.

Staff are expected to use their allocated PTO by December 31. Unused PTO can be rolled over to the following year, but it must be used by March 31 unless an extension is approved by the Library Director due to extenuating circumstances. After March 31, the prior year's unused PTO will be removed from the employee's accrued PTO.

PTO Bank

Since PTO does not roll over year-to-year like a traditional sick leave plan, the purpose of a PTO Bank is to ensure staff have the opportunity to save PTO for emergencies. Staff may put up to 80 hours of their accrued PTO into the PTO Bank. PTO added to the bank must be in one-hour increments. The PTO can be added to the Bank at any time. Once time is added to the bank, it cannot be used for vacation. The PTO Bank is restricted for illness, emergencies or extenuating circumstances.

Terminating Employment

Employees who resign with a two-week notice, during which they work their full schedule, will be paid for up to 40 hours of PTO if they have at least 40 hours of PTO that is either unused or in the PTO Bank. Any remaining PTO will be forfeited and not paid.

PTO Schedule

PTO Benefit Schedule

Employees working 35-40 hours weekly

Year 0-1	15 days (120 hours)
Year 2	20 days (160 hours)
Year 3-5	25 days (200 hours)
Year 6+	30 days (240 hours)

Employees working 30-34 hours weekly

Year 0-1	12 days (96 hours)
Year 2	15 days (120 hours)
Year 3-5	18 days (144 hours)
Year 6+	22 days (176 hours)

Employees working 25-29 hours weekly

Year 0-1 9 days (72 hours)
Year 2 11 days (88 hours)
Year 3-5 13 days (104 hours)
Year 6+ 17 days (136 hours)

Employees working 20-24 hours weekly:

Year 0-1 5 days (40 hours)
Year 2 8 days (64 hours)
Year 3-5 10 days (80 hours)
Year 6+ 13 days (104 hours)

Employees working 19 hours or less weekly

(excludes aides working less than 16 hours per week)

15 hours regardless of the number of years employed



PTO Bank Form

Complete this form and submit to a supervisor to utilize the PTO Bank.

To be completed by Employee:

Date: _____

Name: _____

Requested number of PTO hours to be transferred into PTO Bank: _____

Employee's initials required:

_____ I understand the PTO Bank is voluntary.

_____ I understand the purpose of the PTO Bank is to give staff the opportunity to save PTO for emergencies without deadlines for using banked hours.

_____ I understand an employee can add a maximum amount of 80 hours to the Bank and that the equivalent hours added to the Bank will be subtracted from the employee's annual accrued hours.

_____ I understand hours in the PTO Bank are restricted for use related to illness or emergencies.

_____ I received and read the library's PTO policy, including payout limitations upon termination of employment.

To be completed by Supervisor:

_____ has _____ PTO hours available for use as of _____
EMPLOYEE NAME NUMBER OF HOURS DATE

_____ requests the following number of hours be added to the PTO Bank: _____
EMPLOYEE NAME NUMBER OF HOURS

As of _____, _____ has the following PTO:

DATE

EMPLOYEE NAME

____ hours in the PTO Bank with no deadline for use

____ hours of remaining PTO to be used by Dec. 31, ____
YEAR. Deadline exceptions are noted in the PTO policy.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

ANNUAL REPORT HIGHLIGHTS

Library Board of Trustees

Requested motion: Approve the Library's 2024 Annual Report.

Wisconsin libraries are required to complete an annual report that includes financial information, program attendance, circulation amounts, collection totals and other data.

The data is published on the Department of Public Instruction's website.

Our library's reporting has been more complicated with the transition from a joint library to a municipal library. The state also has changed definitions and criteria for program statistics.

The annual statistics are attached and have already been reported.

Highlights not already reported:

- The library added nearly 6,000 books and 418 DVDs to the collection in 2024.
- Kids materials make up nearly half of the library's total physical circulation.
 - Total physical circulation: 188,746
 - Kids materials circulated: 100,746
- Our library loaned more materials to other libraries (their patrons) than we borrowed.
 - 41,821 items loaned
 - 37,242 items borrowed
- Based on quarterly surveys, we provided reference services a total of 7,748 times throughout the year.

STAFF DEVELOPMENT DAY

Library Board of Trustees

The staff development day scheduled for Jan. 20 (Martin Luther King Jr. Day) was canceled.

We'd like to reschedule staff development day for Monday, April 21. This would require us to close the library for the day.