HUDSON AREA PUBLIC LIBRARY
BOOKS ARE JUST THE BEGINNING

Library Board of Trustees
Meeting Agenda
July 16, 2024 at 7 p.m.
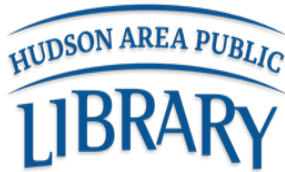**Hudson Area Public Library**
700 1st Street, Hudson WI 54016

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*
7. **Director's Report**
   - *Presentation of monthly report and statistics*
   - *Director's report & updates*
8. **DISCUSSION:** Circulation and Library Use Report (2019-2023)
9. **DISCUSSION:** Inflation and Library Budget
10. **DISCUSSION AND POTENTIAL ACTION ITEM:** Policy and Personnel Committee Charter
11. **DISCUSSION AND POTENTIAL ACTION ITEM:** HAPL Inclement Weather and Emergency Closure Policy
12. **DISCUSSION AND POTENTIAL ACTION ITEM:** HAPL Unattended Children and Unattended Vulnerable Adult Policy
13. **DISCUSSION AND POTENTIAL ACTION ITEM:** HAPL Branded Clothing Policy (NEW)
14. **DISCUSSION AND POTENTIAL ACTION ITEM:** HAPL Youth Protection Policy (NEW)
15. **DISCUSSION AND POTENTIAL ACTION ITEM:** Ad hoc committees

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16. **DISCUSSION AND POTENTIAL ACTION ITEM:** Foundation authorization for facility cost estimates and facility discussion
17. **DISCUSSION AND POTENTIAL ACTION ITEM:** Finance Committee: Requests to City for 2025 budget
18. **Future agenda items**
19. **Adjourn**

Next meeting: August, 20 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 July 8, 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
June 18, 2024

1. **Call to order at 7:00 p.m. by President Paul Berning. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.**
   Board members present: Paul Berning, Bill Fehrenbach, Barb Peterson, Rich O'Connor, Gerry Klecker, Chad Wiertzema, Sammi Dittloff (arrived at 7:16pm)
   Board members absent: Bryan Wells, Kim Osterhues
   Staff: Jamie Smith, Shelley Tougas, Michelle Saifullah

2. **Citizen Comments**
   None

3. **ACTION ITEM: CONSENT AGENDA**
   Motion by Fehrenbach to approve consent agenda items a-d
   Second by Klecker
   Discussion: None
   Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

4. **Committee Updates**
   Policy and Personnel: Peterson said the committee met and will continue to meet every two weeks for the next month or so to catch up on the revision of Library policies. The director's job description also needs review.
   Finance: none

5. **Director's Report**
   The written report was presented by Tougas.

6. **PRESENTATION: Community Needs Assessment from Library Strategies**
   Nick Dimassis and Melissa Brechon presented on the findings from the community and facility needs assessment.

7. **FUTURE AGENDA ITEMS:**
    None

8. **Adjourn**:
    Motion to adjourn at 7:57pm by Peterson
    Second by Klecker
    Vote Taken: MOTION CARRIED – 7 Ayes/0 Nay

    Respectfully submitted,

    Jamie Smith

Monthly Expenditure Statement
June 30, 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	$ 30,133	$ 192,949	$ 147,131	57%
125	Part-Time	$ 448,760	$ 28,650	$ 175,368	$ 273,392	39%
151	FICA	$ 60,346	$ 4,439	$ 27,813	$ 32,533	46%
152	WRS	$ 40,649	$ 3,349	$ 21,119	$ 19,531	52%
154	Health Insurance	$ 78,500	$ 4,693	$ 34,223	$ 44,277	44%
Personnel Total:		$ 968,335	$ 71,264	$ 451,471	$ 516,864	47%
Contractual Services						
212	Legal Services	$ 2,000	$ -	$ -	$ 2,000	0%
213	Professional Services	$ 15,500	$ 1,250	$ 7,500	$ 8,000	48%
216	IFLS Ops	$ 48,500	$ -	$ 50,056	$ (1,556)	103%
217	IFLS Courier	$ 2,900	$ -	$ 2,600	$ 300	90%
225	Telephone	$ 4,950	$ -	$ 2,109	$ 2,841	43%
249	Contract Maint.	$ 700	$ -	$ -	$ 700	0%
294	Programming: Adults	$ 5,000	$ 508	$ 3,086	$ 1,914	62%
295	Programming: Children	$ 25,500	$ 3,970	$ 14,860	$ 10,640	58%
298	Maint. Agmts / Leases	$ 10,000	$ 285	$ 6,651	$ 3,349	67%
299	Other Contract Services	$ 6,000	$ -	$ 5,717	$ 283	95%
Contractual Services Total:		$ 121,050	$ 6,012	$ 92,579	$ 28,471	76%
Supplies & Expenses						
311	Postage	$ 1,000	$ 95.75	$ 296.49	$ 704	30%
312	Office Supplies	$ 10,955	$ 150.77	$ 5,855.94	$ 5,099	53%
324	Memberships	$ 1,750	$ -	$ 1,839.00	$ (89)	105%
326	Advertising	$ 500	$ 27.44	$ 169.77	$ 330	34%
338	Staff Development	$ 3,500	$ 1,120.34	$ 1,954.89	$ 1,545	56%
	Furnishing	$ 1,000	$ 14.07			
339	Travel / Conferences	$ 1,750	$ 177.19	$ 393.46	$ 1,357	22%
396	Technology	$ 11,000	$ 44.95	$ 3,683.65	$ 7,316	33%
399	Activity Supplies	$ 21,000	$ 1,630.51	$ 13,100.68	$ 7,899	62%
Supplies & Expenses Total:		$ 52,455	$ 3,261	$ 27,294	$ 25,161	52%
Collection						
395	Books	$ 70,300	$ 5,714	$ 31,150	$ 39,150	44%
397	Periodicals	$ 5,100	$ 471	$ 5,004	$ 96	98%
398	Audio-Visual	$ 10,000	$ 244	$ 3,841	$ 6,159	38%
	Digital Resources	$ 2,000	$ -			
Collection Total:		$ 87,400	$ 6,429	$ 39,995	$ 47,405	46%
Fixed Charges						
510	Workers Comp	$ 1,000	$ -	$ 1,470	$ (470)	147%
511	Public Liability	$ 1,300	$ -	$ -	$ 1,300	0%
513	Public Officials	$ 1,700	$ -	$ -	$ 1,700	0%
517	Property Insurance	$ 2,000	$ -	$ 2,800	$ (800)	140%
519	Unemployment	$ -	$ -	$ -	$ -	
532	Occupancy Agreement	$ 114,943	$ 9,579	$ 57,471	$ 57,472	50%
Fixed Charges Total:		$ 120,943	$ 9,579	$ 61,741	$ 59,202	51%
812	Furniture and Furnishings	$ -				
829	Other Repair and Improvements	$ -	$ -			
Capital Expenses Total:				$ -		Remaining
Total Expenditures		$ 1,350,183	$ 96,544	$ 673,081	$ 677,102	50%
					%of Year Complete	50%

DIRECTOR'S REPORT – JULY 2024

Library Board of Trustees

Program attendance records

We've had an incredible summer programming slate. Last month's report included the attendance total (1,049) for the launch for the Summer Reading Program. At this point, we have nearly 900 participants signed up for the reading portion of the 10-week program. That's a record for us.

Mornings have been so busy that we've had to schedule a second staff member at the children's desk. We temporarily put the new wind tunnel away because of the stream of children playing right by the top of the stairs. There have been challenges with the concept of "taking turns" and supervision. A child was able to climb into the wind chamber.

The wind tunnel will make its return when school begins.

St. Croix County Funding

See the following page for the county's library funding for the 2025 budget. It includes continued funding of hotspots for the county libraries. Hudson's current cost-per-circ is $5.48. Note of the 11 libraries, six have higher cost-per-circ, one has exactly the same cost and three have lower costs.

Indoor garden memorial

The memorial fountain in the indoor garden was knocked over and broken by a roaming toddler. The fountain was donated by the garden club to honor a long-time member. I've alerted the club, and we'll work together to plan a replacement.

Ice cream social

Before the pandemic, the library, in partnership with our support organizations, held a community ice cream social. We haven't rebooted that event since then.

We have a date for a 2024 ice cream social: for 1 p.m. to 3 p.m. Saturday, Aug. 24 in the library lobby. I'll schedule entertainment as well. We'd like to have volunteers from all three groups at the event, so check your schedules and let me know if you can participate.

Parking issues

Based on feedback from the Library Strategies report about patrons' frustrations with parking, , I've directed staff to no longer use the library's parking lot. As city staff, library workers can park in the beach lot (or other perimeter parking area, including the angled parking on First Street) and exceed the four-hour time limit without penalty. We've discussed reasonable exceptions, and we'll have to consider adjustments for night-shift workers during dark winter evenings.

Staffing updates

We haven't had a new resignation, but we hired a former student employee to work a few hours a week at the circulation desk through 2024. This addition was made because we still have unfilled hours from the most recent resignation. Due to shifting hours and schedules, there is no budget impact. However, I want to keep the board apprised of staff changes.

Program stats for May and year in review (as of May 31):

June				
Overview				
Total Programs	61		Total Participants	2665
Kid Programs	30		Kid Participants	777
Teen Programs	12		Teen Participants	78
Adult Programs	11		Adult Participants	124
All Ages Programs	8		All Ages Participants	1686

Year In Review				
Totals				
Total Programs	353		Total Participants	12274
Kid Programs	202		Kid Participants	6125
Teen Programs	48		Teen Participants	362
Adult Programs	56		Adult Participants	498
All Ages Programs	47		All Ages Participants	5289

ST. CROIX COUNTY LIBRARY FUNDING for 2024 LEVY 2025 BUDGET

SOURCE *	Pg. 6, VI, #6 less #7	Pg. 2, III, #1a		Pg. 8, XI, #2b				
Library	2023 Operating Expenses	2023 Total Circulation	Cost per Circ.	2023 County Rural Circul.	Required Minimum 70 % Cost of Rural Circ.	100 % Cost of Rural Circ.	Hot spot Funding	Total Library Levy
Baldwin	$ 260,945	51,740	$5.04	19,361	$68,352	$97,645	$756	$98,401
Deer Park	$ 48,784	8,225	$5.93	3,408	$14,149	$20,213	$756	$20,969
Glenwood City	$ 85,406	10,580	$8.07	3,782	$21,371	$30,530	$756	$31,286
Hammond	$ 209,293	25,321	$8.27	7,130	$41,254	$58,934	$756	$59,690
Hudson	$ 989,953	180,767	$5.48	93,671	$359,086	$512,980	$756	$513,736
New Richmond	$ 868,625	166,644	$5.21	78,725	$287,246	$410,351	$756	$411,107
River Falls	$ 1,292,381	203,459	$6.35	40,053	$178,093	$254,419	$756	$255,175
Roberts	$ 281,173	51,269	$5.48	30,229	$116,049	$165,784	$756	$166,540
Somerset	$ 289,275	47,394	$6.10	27,061	$115,619	$165,170	$756	$165,926
Spring Valley	$ 99,170	29,361	$3.38	3,920	$9,268	$13,240	$1,044	$14,284
Woodville	$ 121,327	18,152	$6.68	5,043	$23,595	$33,707	$858	$34,565
Total	$4,546,332	792,912		312,383	$1,234,082	$1,762,973	$8,706	$1,771,679

Prior Period Adjustment (Glenwood City Library)					$ 25,115		$ 25,115
Out of County				$50,565	$72,236		$72,236
			Grand Total	$1,284,647	$1,860,324		$1,869,030

ST. CROIX COUNTY OUT OF COUNTY LIBRARY FUNDING for 2024

	100%	70%	Difference		# of circs	cost per circ	op exp	total circs	
Amery Area Public Library 225 Scholl Ct. Amery, WI 54001	9,645.68	6,751.97	2,893.70	Polk	1414	$6.82	475,319	69,679	6.82
Barron Public Library 10 N. 3rd St. Barron, WI 54812-1119	724.69	507.29	217.41	Barron	116	$6.25	274,003	43,859	6.25
Boyceville Public Library 903 Main Street PO Box 129 Boyceville, WI 54725	3,103.76	2,172.63	931.13	Dunn	521	$5.96	141,355	23,728	5.96
Centuria Public Library 409 4th Street Centuria, WI 54824	16.68	11.68	5.00	Polk	1	$16.68	88,992	5,335	16.68
Calhoun Memorial Library 321 Moore Street, PO Box 25 Chetek, Wi 54728	72.75	50.93	21.83	Barron	13	$5.60	183,178	32,731	5.60
Clear Lake Library PO Box 365 Clear Lake, WI 54005	16,735.56	11,714.89	5,020.67	Polk	2602	$6.43	138,599	21,549	6.43
Geraldine E Anderson Library PO Box 547 Dresser, WI 54009	247.20	173.04	74.16	Polk	31	$7.97	86,050	10,791	7.97
Ellsworth Public Library 312 W. Main Street Ellsworth, WI 54011	3,239.12	2,267.39	971.74	Pierce	556	$5.83	374,952	64,361	5.83
Elmwood Public Library 111 N. Main St. Elmwood, WI 54740	85.05	59.54	25.52	Pierce	24	$3.54	39,390	11,115	3.54
LE Phillips Memorial Public Library 400 Eau Claire Street Eau Claire, WI 54701	712.43	498.70	213.73	Eau Claire	86	$8.28	5,226,038	630,853	8.28
Menomonie Public Library 600 Wolske Bay Road Menomonie, WI 54751	19,871.59	13,910.11	5,961.48	Dunn	4111	$4.83	1,020,958	211,214	4.83
Milltown Public Library PO Box 69 Milltown, WI 54858	278.70	195.09	83.61	Polk	28	$9.95	171,887	17,269	9.95
Osceola Public Library PO Box 816 Osceola, WI 54020	7,019.64	4,913.75	2,105.89	Polk	1069	$6.57	342,334	52,133	6.57
Prescott Public Library 800 Borner St. N. Prescott, WI 54021	1,853.87	1,297.71	556.16	Pierce	217	$8.54	367,750	43,046	8.54
Rice Lake Public Library 2 E. Marshall St. Rice Lake , WI 54868	980.91	686.64	294.27	Pierce	159	$6.17	832,622	134,963	6.17
St Croix Falls Library PO Box 608 St Croix Falls, WI 54024	2,001.60	1,401.12	600.48	Polk *2023 request	294	$6.81	263,462	38,698	6.81
St Croix Falls Library PO Box 608 St Croix Falls, WI 54024	5,236.85	3,665.80	1,571.06	Polk *2022 request (was sent to Cindy Campbell email so not received to pay in 2023)	778	$6.73	250,238	37,176	6.73
Thomas St. Angelo Public Library 1305 2nd Avenue Cumberland, WI 54829	409.60	286.72	122.88	Barron	49	$8.36	425,225	50,869	8.36
Out of County	72,235.70	50,564.99	21,670.71						

Hudson Area Public Library Statistics Summary
Jun-24

Circulation

Comparisons YTD

	2023	2024
Physical Materials:	91,684	95,827
Digital Materials:	31,495	37,468
Total All Circulation:	123,179	133,295
% Physical Materials	74.43%	71.9%
% Digital Materials	25.6%	28.1%

Comparisions by Month

	2023	2024
Physical CKO	13,128	18,294
Check-ins	10,608	13,099
Renewals	3,571	3,671
Total Physical Circ	16,699	21,965
Digital Circulation	4,971	6,011
Total Circulation	21,670	27,976

Library Visitors YTD

	2023	2024
	42,399	51,017

Monthly Visitors

	2023	2024
	9,108	10,843

New Patrons YTD

	2023	2024
	855	861

New Patrons by Month

	2023	2024
Monthly	250	204

Technology Use YTD

	2023	2024
Pharos	1,697	1,232
Wi-Fi	14,502	14,438
Year-to Date	16,199	15,670

Meeting Room Use

	2023	2024
Monthly	244	180
Year to Date	1,198	1327

Proctoring YTD

	2023	2024
	3	3

Cardholders

	Jan. 1 2024	Current
	9,237	9,822

Volunteer Hours

Monthly	Year to Date
97.25	797

Programming

YTD Programs

2023	2024
203	350

YTD Program Attendance

2023	2024
6,539	12,227

Monthly Comparisons

Programs Held	2023	2024
Children	26	30
T[w]eens	4	12
Adult	6	11
Drop-in	1	8
Totals:	37	61

Attendance	2023	2024
Children	1022	777
T[w]eens	32	78
Adult	63	124
Drop-in	429	1686
Totals:	1546	1857

Self Directed Activities 2024

MTD	YTD
15	86

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							74,207
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	9,382	10,430	114,464
2023	9,634	10,019	12,031	11,008	10,680	11,037	13,948	14,976	11,538	10,824	10,841	9,403	135,939
2024	10,293	10,814	11,570	12,872	11,176	13,099							69,824
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	3,791	3,574	3,698	3,671							21,620
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	4,422	4,377	3,697	3,791	3,826	2,954	114,751
2022-2023 increase / decrease	2,402	5,357	3,612	3,676	3,281	1,456	(13,522)	(13,864)	(9,384)	(10,388)	(9,409)	(9,113)	(45,896)
2024	15,495	14,969	16,239	15,699	15,131	18,294							95,827
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
2022-2023 increase / decrease	142	664	346	442	555	405	765	687	869	1,429	1,477	1,625	9,406
2024	6,455	6,053	6,620	6,002	6,327	6,011							37,468
Total Digital & Physical Circulation	16,860	19,759	21,738	21,034	20,257	23,531	10,291	10,062	9,239	9,943	9,944	9,061	181,719

Materials Statistics

	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
% of Circulation Physical	53.8%	48.4%	58.8%	57.9%	57.3%	71.0%	174.4%	181.3%	141.6%	142.6%	133.1%	133.2%	88.4%
% of Circulation Digital	31.1%	21.1%	23.0%	22.5%	23.7%	21.1%	49.6%	49.7%	50.6%	47.5%	46.7%	49.5%	31.7%
Items Borrowed 2024	3,498	3,096	3,165	3,398	2,902	3,211							19,270
Items Loaned 2024	3,621	3,700	3,622	3,643	3,250	3,336							21,172
Items Added 2024	491	640	491	744	594	556							3,516

Technology Use

Pharos	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
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**							**1,232**

Wireless	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
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**							**14,438**

Proctoring Services

	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2018	3	3	0	2	1	7	6	1	0	4	4	2	33
2019	4	4	4	-	3	8	7	6	2	6	4	4	48
2020	-	6	-	-	-	-	-	3	1	1	-	1	13
2021	1	2	0	2	1	2	3	1	2	-	-	1	14
2022	1	0	0	0	0	3	5	2	0	0	0	0	11
2023	1	0	0	0	2	2	3	1	0	0	0	0	7
2024	**0**	**-**	**-**	**-**	**2**	**1**							**3**

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

	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2024	8,364	7,931	7,898	8,829	7,152	10,843							51,017
Monthly Average 2023	6,169	6,200	6,615	6,634	6,658	7,067	7,360	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							861

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/business/hudson-library-s-2024-community-facility-needs-assessment-released-here-are-some-takeaways/article_0520d996-2de2-11ef-82ee-f3be48786348.html

LOCAL NEWS / **BUSINESS**

Hudson Library's 2024 Community & Facility Needs Assessment released. Here are some takeaways:

written by Jack White

Published on Jun 19, 2024

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

In a presentation during its board meeting, the Hudson Library released results to the public Tuesday night from the Hudson Area Public Library Community & Facility Needs Assessment, featuring focus groups, stakeholder interviews and the community survey. A theme throughout: the library's space size — both in terms of parking and the interior — is less than ideal, according to some of the findings.

Another key takeaway: the library should have around double the space to meet community needs (40,000 square feet). Currently, the Hudson library has just over 19,000 square feet of space.

With funding from the Hudson Area Library Foundation, the library outsourced its Community and Facility Needs Survey — part of the overall assessment — to the Library Strategies Consulting Group. The consulting group reported during the meeting Tuesday night that it garnered 940 response sets.

The group was originally tasked with finding at least 350 residents, about 1-2% of the library population, to fill out the survey, Library Director Shelley Tougas told the Star-Observer when the survey was conducted. So it met its goal there.

The library earned praise for its programming, website, the Library of Things section and its friendly staff, according to the assessment.

Here are some other takeaways:

The library's space issues

A representative from Library Strategies, Nick Dimassis, said during a presentation Tuesday night that it's common for libraries across the country to need more meeting space room. If the needs assessment is any indication, that appears to also be the case in Hudson, in addition to the library having a multitude of other space issues.

Assessment participants brought up issues around the size of the library, including:

1. Lack of parking space.

Participants cited that there isn't enough parking and there's confusion about what's free and what's paid. From the report: "The parking challenge is nevertheless acute enough to be a defining feature of the library visitation experience."

2. No *open* public gathering space.

There is no large program space, so bigger programs are held in the lobby, which is not conducive to running the programs, and keeping up with the day-to-day operations of the library simultaneously. Sometimes, programs have to be

moved off the site, and that confuses patrons who show up in the wrong location.

3. Lack of study and work rooms available.

The conference room is small — and oftentimes it is booked and unavailable. During a three-month period, the Library turned down 39 groups who wished to use the conference suite due to room schedule capacity, according to results from staff tracking.

4. The children's area is cramped and crowded.

For younger kids, there are many toys and activities, but hardly any are geared towards older elementary school kids. And even with space separation, the noise carries over into adult spaces of the library. Dimassis brought up in the meeting that sometimes the children's area can be sort of "cliquey" as well, meaning parents with kids new to the area may have trouble getting acclimated.

5. The collection is too small.

A large library such as Hudson should have more books on site for the local patrons than it currently has, but weight limitations present an issue. Tougas said via email she was surprised by the number of people who were aware of the weight issue.

The library has had to ensure books do not add too much weight to the top floor. The library had to move the "Teen" section downstairs, because "if we bought a book, we had to get rid of a book, that's where we were," Tougas said via interview with the Star-Observer before the finalized results.

The entryway into the Hudson Police Department. Photo: Jack White/Star-Observer.

What's next?

The library has a few options, according to the needs assessment:

1. Remain in the current building and expand into the police space:

This would add 8,000 square feet.

2. Remain in the current building and expand over the parking lot:

This would add 10,000-12,000 square feet.

3. Consider a new building or new site:

Several people (interviews and focus groups) mentioned the corner of Vine/Carmichael.

During one of multiple question portions of the presentation, an attendee voiced concern about the library getting a new building, saying that if Willow River Elementary closed and the library moved — a part of "old Hudson" would lose some of its history. Dimassis said that making sure the library is walkable for area residents is something that would come up in the conversation of a new location.

That said, the building was originally not created for a library, which has presented some of the aforementioned space constraints. And according to the needs assessment, the library should increase its space somehow to accommodate its patronage.

Written By

Jack White

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CIRCULATION AND USE TRENDS

St. Croix County Libraries Pre- and Post-Pandemic

Hudson Area Public Library Board of Trustees
July 16, 2024

Purpose

The purpose of this report is to compare the pandemic's impact, and the subsequent recovery, among local libraries using key metrics such as circulation, visits and program attendance.

In addition to the pandemic, the Hudson Area Public Library (HAPL) suffered major damage from the September 2021 storm. The building was closed to the public for the rest of 2021. The children's department was sealed off by a wall until May 25, 2022. Parts of the library (and sometimes the entire building) were periodically closed through 2022 due to construction. In total, the project took 16 months to complete.

The reopening/recovery celebration was held in February 2023.

In addition to HAPL, the libraries included in this report are as follows: River Falls, New Richmond, Roberts, Baldwin and Somerset.

Notes about data

Data was retrieved from the IFLS dashboard and public library service reports from the Department of Public Instruction (DPI).

The DPI's annual report instructions change. Some years, different data is collected. Categories are added or eliminated. Definitions change. This report, unless stated, *makes every attempt to compare "apples to apples."*

Circulation is calculated in a variety of ways and can include or exclude parts of the collection. Since circulation is one of the key elements of the report, it's important to note the following:

- This report uses total circulation, which is not the number used to calculate county reimbursements. The reason:
  - Years 2019-2021 report total circulation, which includes everything that circulates. Years 2022-2023 report total circulation plus physical circulation and total collection use. Physical circulation determines the county reimbursement formula; however, this report uses total circulation so year-to-year comparisons are relevant.
- Over time, definitions and counting procedures have changed for programming categories and statistics, such as how to count "self-directed activities." There have also been significant changes for tabulating age-specific programs. Major changes also occurred during the pandemic when libraries began virtual programs. The process for "what counts" as virtual program attendance has continued to evolve, such as making distinctions between attendance at live virtual programs and attendance at recorded virtual programs.
  - This report uses in-person attendance data because of the complications of sorting virtual attendance numbers.
- During the pandemic, library boards made independent decisions about closing, reopening and policies regarding numbers of patrons allowed in the building, mask requirements, etc. Timelines and availability for curbside pickup also was inconsistent among libraries.

CIRCULATION

In the pandemic year of 2020, the libraries experienced staggering declines in circulation ranging between 22-39 percent less than 2019.

HAPL retained the highest percent of circulation among these libraries. In other words, HAPL had the "least loss."

Percent **decline** total circulation, 2019-2020

Library	Percent decline
River Falls	- 39%
Baldwin	- 33%
Roberts	- 33%
New Richmond	- 33%
Somerset	- 31%
HAPL	- 22%
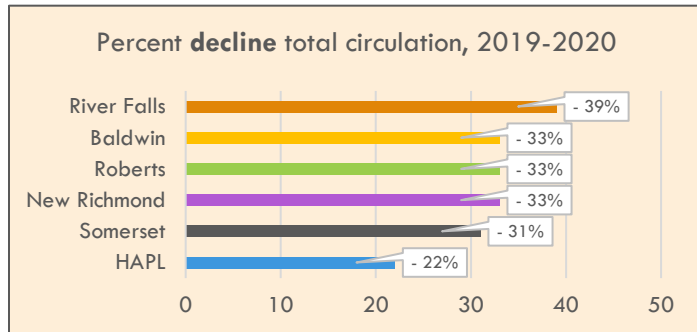
Differences in circulation losses, in part, may be attributed to when libraries reopened their doors and to what extent; when libraries offered curbside pickup and the schedule for this service; and whether libraries closed during the second wave. (Hudson and New Richmond did not have a second closure.)

In the pandemic year of 2020, the libraries saw significant growth in digital circulation over the prior year.

On a percentage basis, HAPL experienced the least growth in digital circulation (14 percent). Roberts led the pack.

Percent growth digital circulation, 2019-2020

Library	Percent growth
HAPL	14 %
River Falls	20 %
Baldwin	21 %
New Richmond	23 %
Somerset	26 %
Roberts	43 %
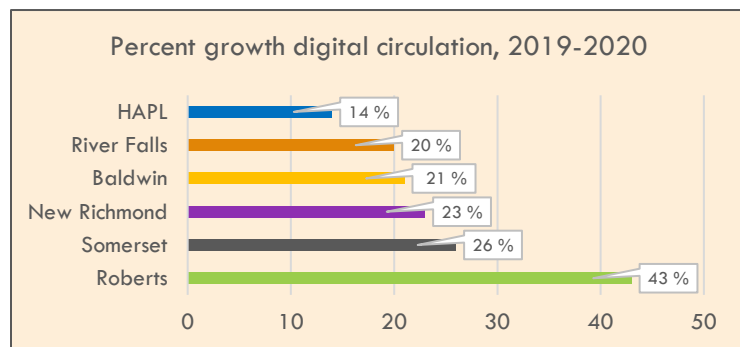
With the exception of Somerset, most libraries didn't regain pandemic-related circulation losses until 2023. Three libraries in 2023 exceeded pre-pandemic circulation levels; three remain below the 2019 levels.

Percent change total circulation, 2019-2023

Library	Percent change
Roberts	-22 %
River Falls	-4 %
New Richmond	-0.5 %
HAPL	5.5 %
Baldwin	7 %
Somerset	27 %
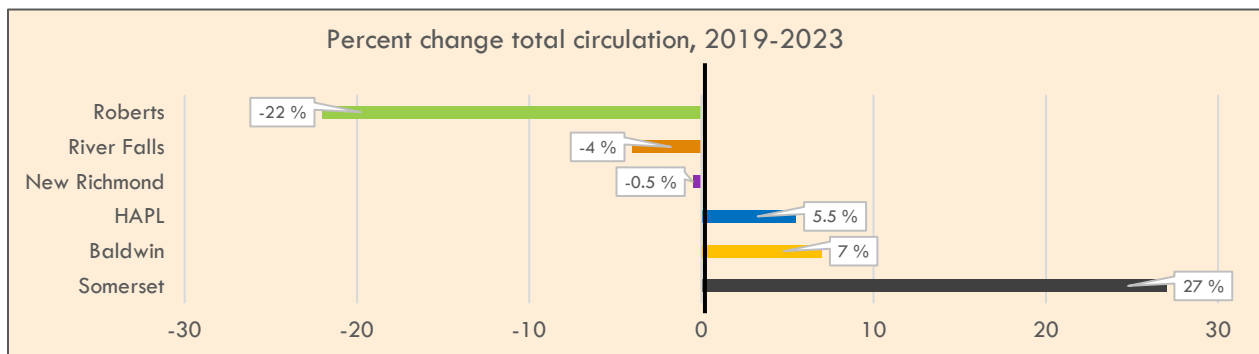
HAPL CIRCULATION IN DETAIL

As noted in the explanation about data, most circulation numbers were taken from service reports on the Department of Public Instruction's website.

The IFLS dashboard provides month-by-month statistics for checkouts, which is only one component of the calculation for total circulation. However, it illustrates the circulation changes relative to time and events.

HAPL's Monthly Checkouts 2020 - pandemic

Library closes.

Curbside service begins.

Virtual programming begins.

Library opens with capacity limits.

Masks required.

Curbside service continues.

St. Croix County Libraries Monthly Checkouts 2020 - pandemic

HAPL's Monthly Checkouts 2021 - storm

Sept. 17 storm hits.

Library closes immediately.

Building is closed almost four months.

Limited curbside available.
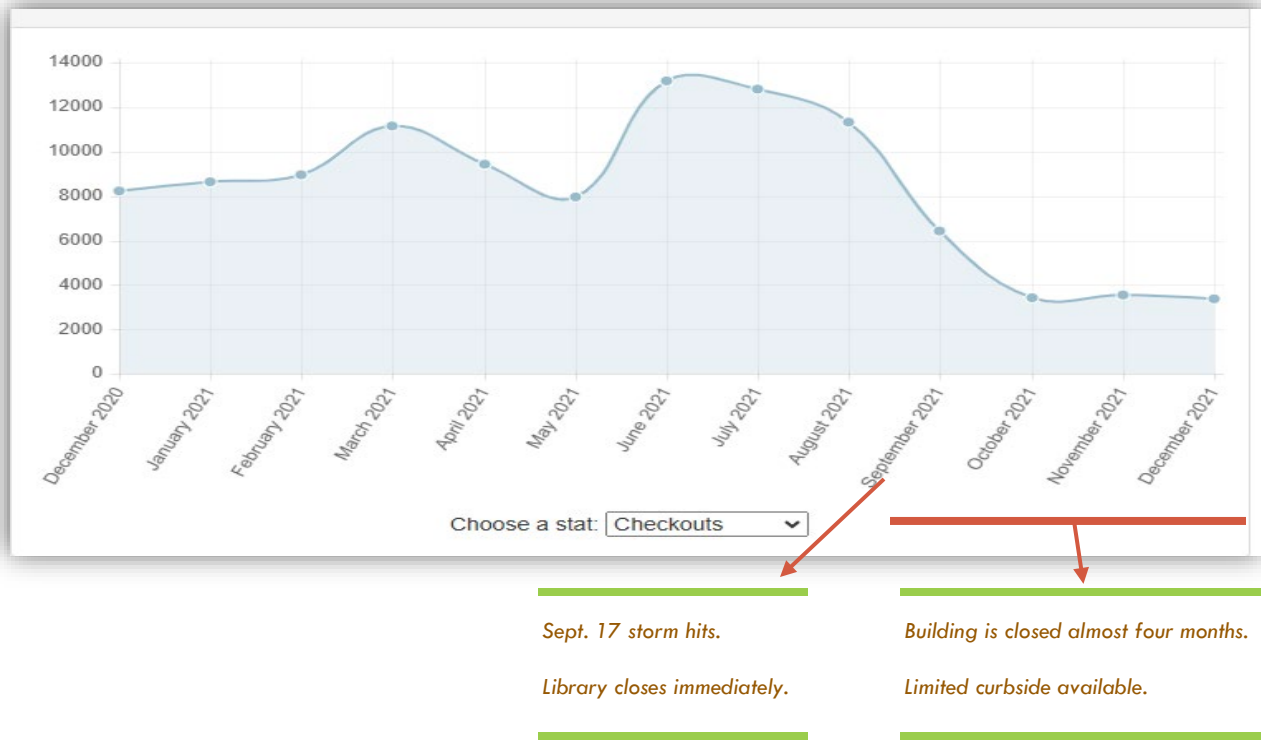
IMPORTANT CIRCULATION NOTE:

Circulation declined not just because of the storm and closure. It took time to inspect and clean every book in the building, the books, movies, etc. that were returned. ***Returns could not be shelved and checked out until the cleanup was done.*** Thousands of items were organized and stored in boxes throughout the building for months.

St. Croix County Monthly Checkouts 2021 - storm

Hudson's storm and circulation drop affected circulation totals for the entire county.
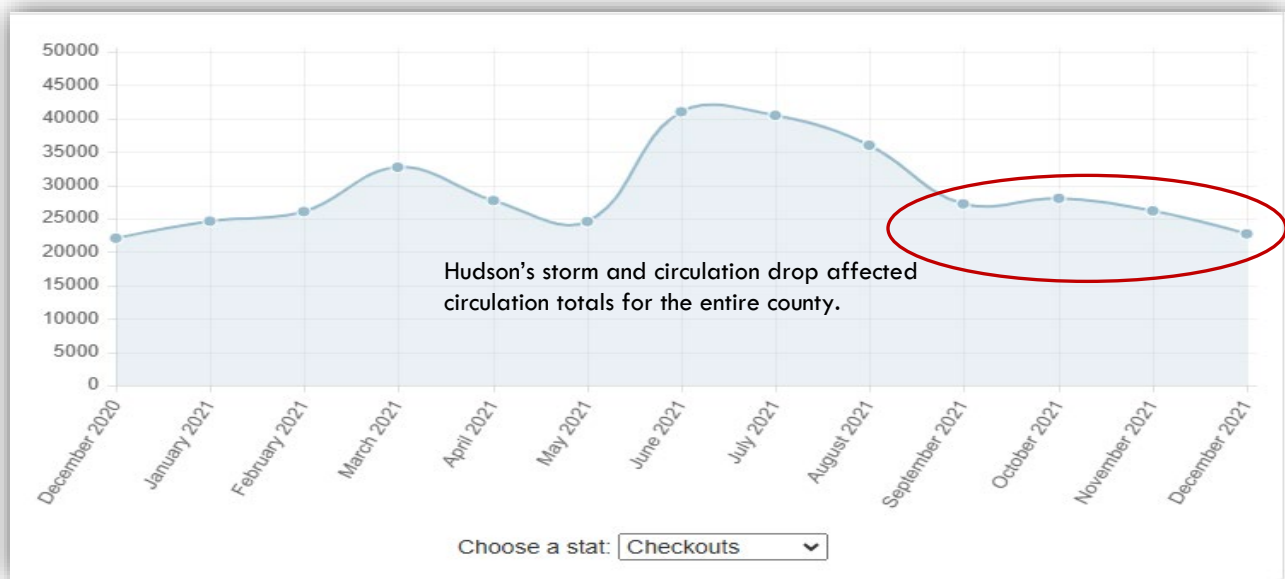
CIRCULATION COMPLETE DATA

Baldwin	Total Circ.		Roberts	Total Circ.
2023	63,880		2023	63,880
2022	56,182		2022	56,182
2021	48,128		2021	48,128
2020	39,265		2020	39,265
2019	59,746		2019	59,746
HAPL	Total Circ.		River Falls	Total Circ.
2023	242,625		2023	260,497
2022	214,612		2022	255,572
2021	202,765		2021	220,153
2020	179,247		2020	164,922
2019	229,985		2019	271,177
New Richmond	Total Circ.		Somerset	Total Circ.
2023	203,269		2023	58,072
2022	192,198		2022	57,984
2021	171,279		2021	50,005
2020	136,256		2020	31,656
2019	204,380		2019	45,792

Baldwin	Digital Circ		Roberts	Digital Circ
2023	12,140		2023	7,993
2022	10,496		2022	7,485
2021	9,442		2021	7,373
2020	8,756		2020	6,943
2019	7,222		2019	4,842
HAPL	Digital Circ		River Falls	Digital Circ
2023	61,858		2023	57,038
2022	55,144		2022	50,311
2021	55,727		2021	49,550
2020	54,610		2020	50,937
2019	47,870		2019	42,410
New Richmond	Digital Circ		Somerset	Digital Circ
2023	36,625		2023	10,678
2022	32,721		2022	8,690
2021	29,607		2021	8,433
2020	28,900		2020	8,063
2019	23,555		2019	6,413

LIBRARY VISITS

Library visits obviously plunged during the pandemic. Buildings statewide were ordered to close. When buildings were allowed to reopen, county libraries opened on different dates, had different hours and enforced different regulations regarding masks and numbers of visitors. None had in-person programming.

Among libraries, HAPL was among the first to open, had the longest open hours and stayed open when most libraries closed during a second wave of cases. You might expect HAPL to have the smallest percent loss of visitors, but the data presented doesn't reflect that assumption.

***HAPL's data is flawed.* HAPL's curbside materials were put in the vestibule for pick-up, meaning visitors did not open the library's interior door. Visitor counts were not triggered. The staff member who put out the items would trigger one count, but they would set up multiple pick-ups. It is unknown whether comparable libraries had the same situation.**

Percent **decline** in library visits, 2019-2020

Library	Percent decline
New Richmond	- 63%
Roberts	- 64%
Baldwin	- 64%
HAPL	- 69%
Somerset	- 74%
River Falls	- 79%
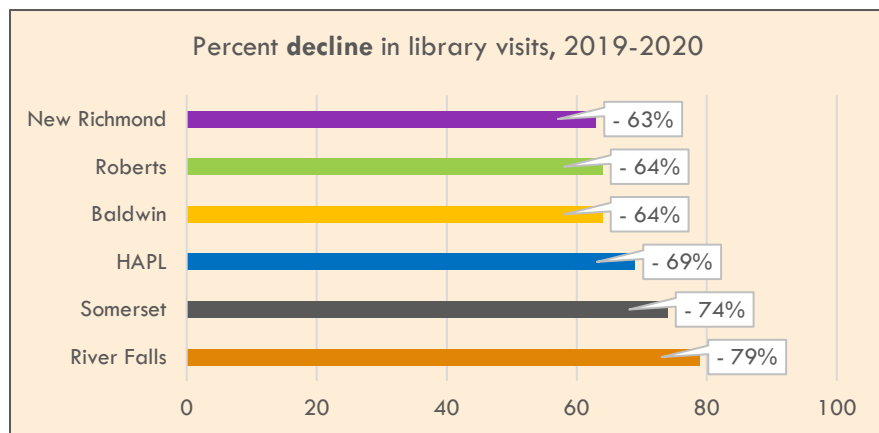
None of the libraries' visitor counts have returned to pre-pandemic levels.

HAPL's visit totals do not take into account people who went to programs held offsite, therefore never triggering a door count. (Ex: Voices in the Valley, Teen/Tween Nights at the YMCA, Booyah, summer storytimes, etc.) HAPL rarely held offsite programs prior to 2021.

Percent **decline** in library visits, 2019-2023

Library	Percent decline
Baldwin	- 10%
River Falls	- 20%
New Richmond	- 22%
Roberts	- 30%
HAPL	- 36%
Somerset	- 40%
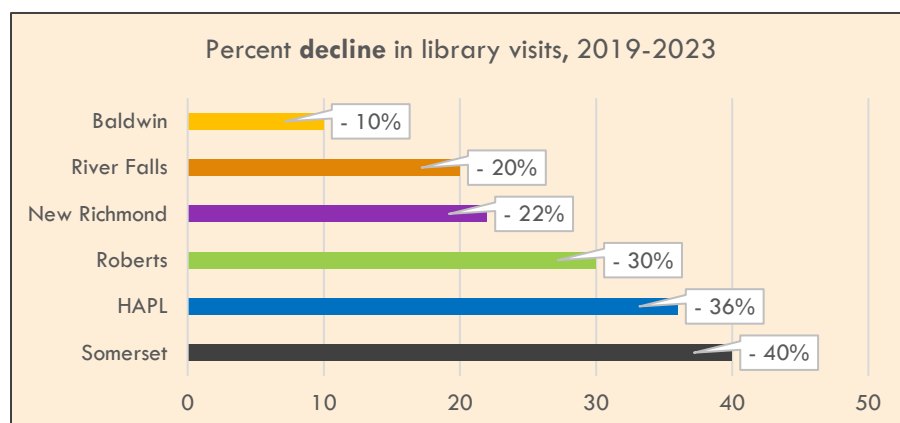
LIBRARY VISIT COMPLETE DATA

Baldwin	Visits		Roberts	Visits
2023	48,695		2023	20,557
2022	40,406		2022	21,971
2021	36,179		2021	16,929
2020	19,499		2020	10,506
2019	54,008		2019	29,447
HAPL	Visits		River Falls	Visits
2023	86,058		2023	149,312
2022	54,726		2022	111,195
2021	33,335		2021	43,998
2020	41,114		2020	39,010
2019	134,700		2019	187,099
New Richmond	Visits		Somerset	Visits
2023	106,328		2023	28,712
2022	94,600		2022	25,965
2021	75,272		2021	16,821
2020	50,107		2020	11,912
2019	137,108		2019	45,549

Storm-related closures in 2021-2022. Library's "grand reopening" was late February 2023.

2023 does not include attendance from offsite events

As of July 9, 2024, HAPL visits for the year are 51,957.

If the trend holds, we should end the year with just under 100,000 visits. However, the library is holding even more programs offsite, so that footnote will continue to apply.

LIBRARY PROGRAM ATTENDANCE

Even before the complications of the pandemic, comparing program attendance has been complicated.

- This report includes total attendance but doesn't provide breakdowns by age group. The state's definitions of age groups have changed over time.

- The *definition of program* in the annual report keeps changing.
    - At one point, self-directed activities could be included in program numbers. Example: kids complete a scavenger hunt designed to help them learn about the library. These kinds of activities **are not** a program no matter how elaborate or time-intensive, so they aren't counted in most annual reports. The state recently created a separate "self-directed activities" category in the report.
    - Our popular sensory room is offered a few days a month. It draws large numbers of kids and families, and staff tally participants. Last year we were allowed to count attendance under programming. Previous years we could not count it, and there was no separate category for it.
    - During the pandemic, libraries created "take and make activities" for families to complete at home. No matter how many kits were created and used, it could not be counted in the annual report **unless a family returned the completed kit** to show it had been used.

- The state had to rapidly change the annual report to deal with virtual programs. **Some** virtual programs **may be** included in these attendance numbers. The reporting requirements for virtual and recorded programs have changed every year, making it difficult to calculate let alone compare.

- HAPL's YouTube channels is covered on a separate page.

Every library, with the exception of River Falls, had significant attendance declines. (River Falls may have used different calculations. Given how long they were closed during the pandemic, it seems amiss that they had attendance of 7,318. Attendance there in 2021 dropped to 3,786.)

> **The magnitude of HAPL's decline has to do with the record attendance in 2019 (20,393). In 2020, it dropped to 2,923. If HAPL had lower attendance in 2019, the change would not have been as dramatic. The 2018 attendance level was 14,744.**

Percent **decline** in library program attendance, 2019-2020

- River Falls: - 21%
- New Richmond: - 54%
- Baldwin: - 75%
- Roberts: - 81%
- Hudson: - 86%
- Somerset: - 95 %

Percent change in program attendance, 2019-2023
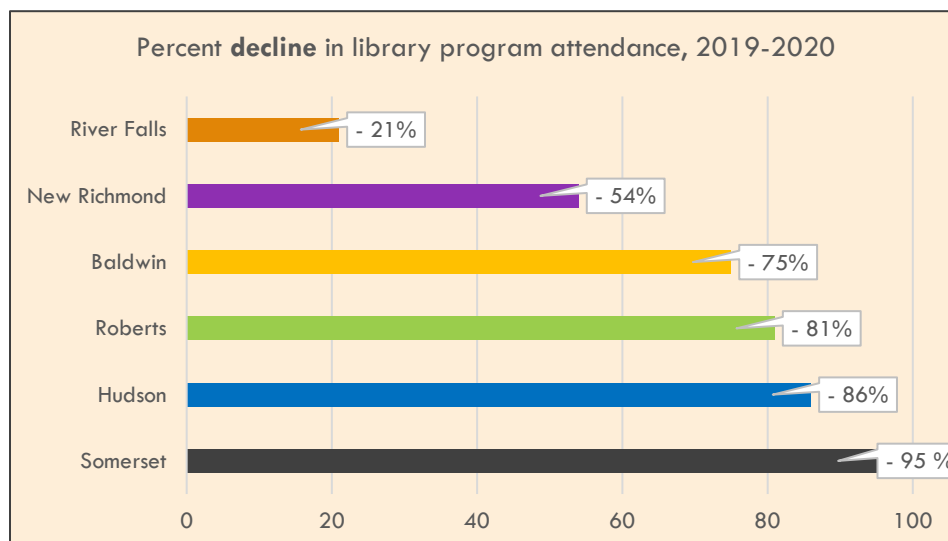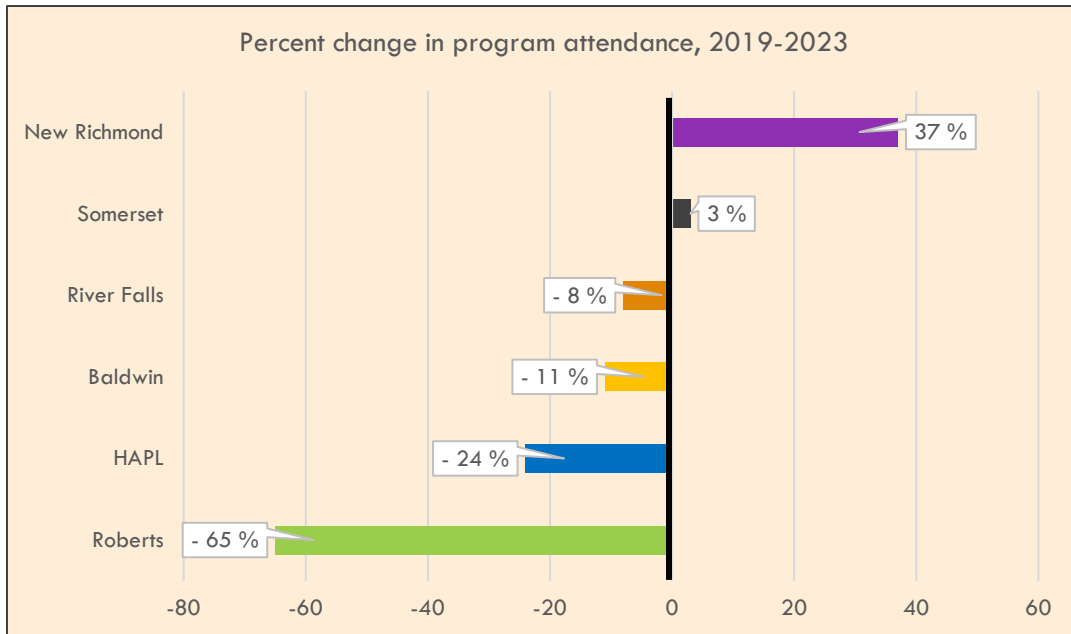
HAPL's YouTube Channel

Within a week of the shutdown in 2020, HAPL staff created virtual programming and launched a YouTube channel. While most libraries put storytimes online, HAPL created an entire programming slate unmatched by any library in the region. (Note: storytime recordings had to be removed, per publishers' guidelines, and are no longer online.)

HAPL YouTube:

400 subscribers and 215 videos (storytime videos have been removed)
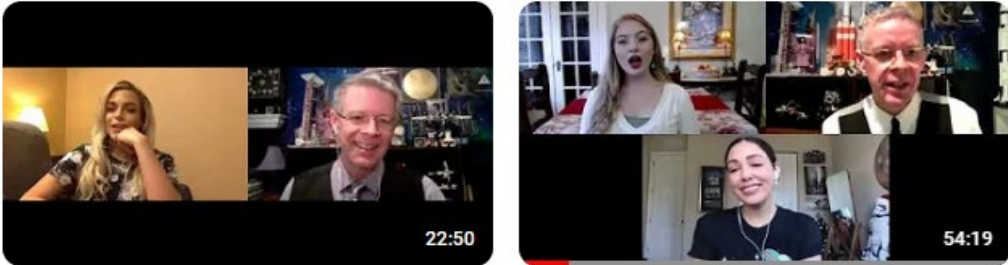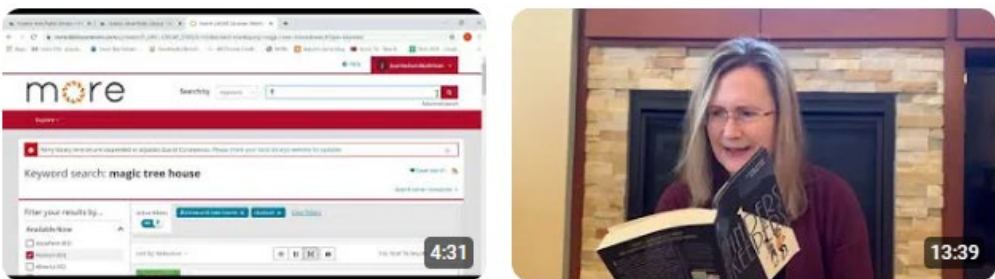
Women in STEAM interview - Sharon Raub
516 views • 3 years ago

A Slice of Space - #1 - Kelly Gerardi's new book, "Not Necessarily Rocket Science".
506 views • 3 years ago

Curbside Pickup at the Hudson Area Public Library pus
2.6K views • 4 years ago

Finders Keepers Chapter 1 Read Aloud
2.4K views • 4 years ago

Ho, ho, ho! Santa answers kids' questions.
740 views • 3 years ago

HAPL also has several recorded programs on Facebook that have thousands of views.

LIBRARY PROGRAM ATTENDANCE COMPLETE DATA

Baldwin	Attendance		Roberts	Attendance
2023	2,579		2023	3,607
2022	2,881		2022	2,841
2021	816		2021	1,490
2020	726		2020	1,906
2019	2,910		2019	10,207
HAPL	Attendance		River Falls	Attendance
2023	15,450		2023	8,552
2022	9,341		2022	6,766
2021	7,465		2021	3,786
2020	2,923		2020	7,318
2019	20,393		2019	9,284
New Richmond	Attendance		Somerset	Attendance
2023	11,122		2023	4,275
2022	9,327		2022	1,746
2021	5,600		2021	1,256
2020	3,729		2020	204
2019	8,135		2019	4,167

Library expenditures and inflation

Inflation is eroding the buying power of our collection budget.

Print books

- Book prices have outpaced inflation by nearly 20% since 2010 (Bureau of Labor Statistics, 2023).
- Between June 2020 and January 2023, paper prices almost doubled. This is related to online shopping and shipping. (November 2023 newsletter: Sustainable Packaging)

2024 Collection budget for books/periodicals: $75,400
2023 Collection budget for books/periodicals: $75,200
2022 Collection budget for books/periodicals: $54,000
2021 Collection budget for books/periodicals: $56,000
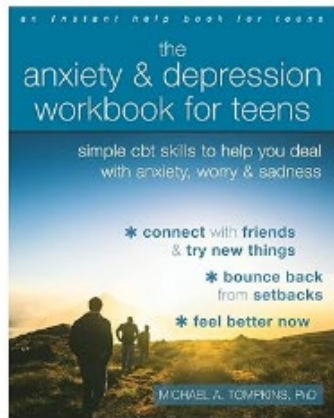
A paperback copy purchased in 2022 cost:

$19.95

Replacement copy purchased in May 2024 cost:

$22.95

Increase: 15.4 percent

Shopping for "deals" on book purchases

Book replacements:
- Staff search online sources, such as Amazon or Barnes and Noble. We will purchase used copies if noted in excellent condition.
- Staff sort through donations and will select books to shelve to replacing worn items, add to the collection as an additional copy if the book is high demand.
- Staff use discount seller for giveaways. (Example: Community Christmas party or graduates of 1K Books Before Kindergarten.)

Primary purchases: library book distributor (Baker & Taylor)
- Integrated into the library's acquisition system – efficient accounting/cataloging processes
- Discounts generally better than Amazon or any sale

- Free shipping/lower freight surcharges
- 24/7 support

Note: discounts range significantly: generally are less for children's books and more for adult books

Other purchase options:

- Direct from publishers (education market, primarily)
- Subscriptions: Junior Library Guild (youth), Center Point (large print)

e-books/e-audio

HAPL purchases
- e-materials (book, audio) are purchased by the state through the public library systems (IFLS)
- Local libraries can contribute additional dollars which helps their patrons get holds faster

2023 - HAPL

Overdrive by Type

Audiobook   Ebook   Magazine
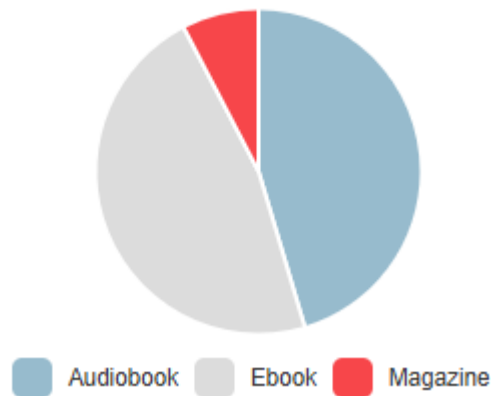
Cost
- Libraries **do not** get consumer pricing under licensing restrictions.
    - Publishers are protecting profit model
- New digital **books/novels** cost libraries between $50-$60 and up (vs. hardcover $17-$29)
- New digital **audio books** cost libraries between $90-$110

Shelf life
- Limited licensing – only available for a set period of time (1-2 years) or a certain number of checkouts (25). Note: publishers' requirements are continually changing.
    - Limited options for purchasing e-materials to own vs. "lease"

Circulation
- Technology could allow multiple people to read/listen to one copy simultaneously, but it's just like a print book: one checkout at a time.
- HAPL waitlists can be six months or more

Overdrive/Libby Checkouts by Year

Year	Checkouts
2018	42,677
2019	47,299
2020	53,968
2021	56,295
2022	57,154
2023	66,970
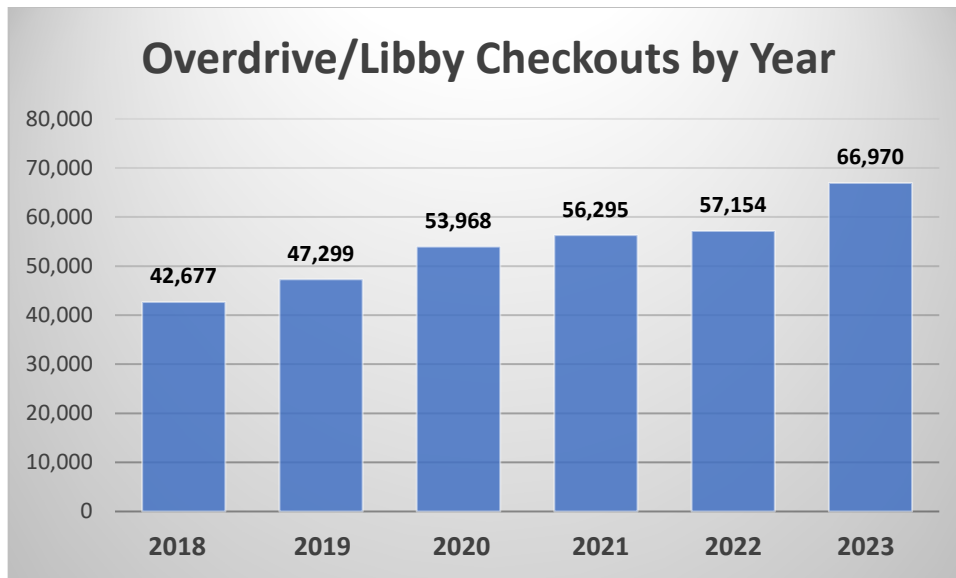
Other expenditures:

These example services/expenses are not bid, nor are changes sent to the library prior to budget adoption.

Schindler elevator maintenance contract

- Up $1,000 in 2023
- Up $300 in 2024

Workers' Compensation
- $832 in 2023; $1,070 in 2024

Other increases: Adobe, Mailchimp, Comcast

Policy and Personnel Committee Charter

Board of Trustees, Hudson Area Public Library

Effective: June 13, 2011
Revised and Approved: <mark>July 16, 2024</mark>

Purpose
The purpose of the Policy and Personnel Committee of the Hudson Area Public Library (the "Library") is to develop and review policies, and to make recommendations to the Board of Trustees (the "Board") regarding personnel.

Responsibilities
The committee is responsible for the following:
- Review and recommend changes to the library's Bylaws and policies.
- Review and recommend changes to the library director's job description and evaluation form.
- Review and recommend changes to the library's employment policies, which are included in the employee handbook, the organizational chart, salary schedules and compensation package.
- Any other responsibilities as directed by the Board.
- Review the aforementioned policies and documents as often as needed but no less frequently than every three years.

Membership
- The committee shall include a minimum of two members of the Board and may include staff representatives and no more than two citizen members.
- The committee chair shall be selected by members of the committee. The committee chair must be a member of the Board.
- The committee chair may vote upon and may move or second a proposal.

Qualifications for Citizen Members
- Citizen members should have an abiding interest in the Library as a resource of the Hudson area community.
- Citizen members will be selected from the community at large with selection emphasis on persons who possess skills in the human resources field or who have other experience in writing policy for an organization whether governmental, for profit or not for profit.

Terms
- The committee members will be appointed for one (1) year terms, which shall begin immediately after the annual meeting.

Authority

- The committee's authority is limited to an advisory role. The committee has no expressed or implied power or authority unless specifically directed by the Board.
- The committee charter shall be established by the Board and reviewed at the annual meeting.

Reporting Protocols

- Committee members report to the chairperson who in turn reports to the Board on a monthly basis.

Meetings

- The committee will meet once a month or at such other intervals or times as may be decided by the committee.
- 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.
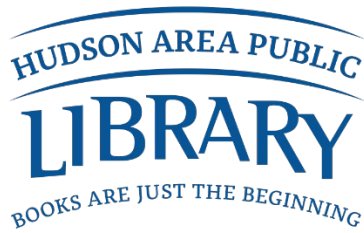
Safety and Security

Inclement Weather and Emergency Closures

Approved by Board of Trustees:

Effective Date: <mark>DRAFT</mark>

Revisions:

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Purpose:

The Hudson Area Public Library recognizes that on occasion, inclement weather or other conditions may prevent the library from opening, delay opening, or require the library to close early. The primary factor in any decision will be the safety of library staff and library patrons. However, every effort will be made to maintain the library's regular hours of operation.

In the event that extreme weather makes it necessary to close early, close for the entire day, or to delay opening, the library director, in consultation with the President of the Library Board, will make the determination based on weather and road conditions, the Hudson School District's plan, Department of Transportation recommendations against traveling, and other safety concerns. Situations that may require closing the library include, but are not limited to, inclement weather; storm damage; a power outage; and unsafe or unhealthy conditions such as a lack of water, bathroom facilities, failure of HVAC systems, etc.

If the Hudson City Administrator announces the closure of city buildings for situations described above, the library will comply.

If the nature of the weather event or emergency results in closure for longer than a week, the Library Board may deviate from this policy.

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Closures:

Closures will be posted to:

- The Library's webpage
- The Library's Social Media
- On the Library's exterior doors, if possible

Employees will be notified via:

- Staff email
- Staff website announcement
- Text or phone call, if needed

If possible:

- Patrons will be notified of an expected closure
- Patrons signed up for a canceled program will be notified
- Patrons with a canceled room reservation will be notified
- Canceled programs will be rescheduled

In the event that the Library opens late, closes early, or closes for the entire day due to inclement weather or an emergency closing, employees will be paid for their normal scheduled work hours. If the library remains open, and an employee chooses to not work their scheduled hours due to personal safety concerns, the employee has the following options:

- Use PTO (if applicable and/or available)
- Take unpaid time
- Request to make up lost hours. Supervisors will attempt to honor such requests dependent upon restrictions on the number of weekly hours allotted to the position, scheduling needs and workflow.

Safety and Security

Unattended Children & Vulnerable Adults

Approved by Board of Trustees: June 16, 2016

Effective Date: June 16, 2016

Revisions:

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Purpose:

The Hudson Area Public Library strives to provide all visitors with a welcoming and safe environment. This policy has been developed to protect children and vulnerable adults who visit the library and to clearly communicate expectations to parents, guardians and caregivers.

While library staff are concerned about the safety and welfare of children, they are not authorized to act *in loco parentis* (in place of parent). Additionally, public library employees are not mandated reporters under Wisconsin law.

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Unattended Children

Library staff cannot be responsible for children left unattended in the library building or at library programs held off-site.

Library staff cannot ensure children leave the building or program with the intended caregiver. Library staff do not monitor who enters and leaves the building. If a caregiver does not want an unattended child to leave the building, that child should not be left alone.

Library staff do not monitor the materials and resources that patrons browse, use or check out, regardless of the patron's age.

The following levels of supervision are required for minors:

<u>Ages 7 and younger</u>
- Must be directly supervised by a responsible caregiver at all times during their library visit. The caregiver cannot leave the library without the child.
- May attend programs without a caregiver if the program guidelines specify a caregiver is not required. However, a caregiver must not leave the building and must pick up the child from the program's location when the program ends.

<u>Ages 8-10</u>
- May enjoy the children's department while the caregiver briefly visits/uses other areas of the library. However, the caregiver cannot leave the library without the child.
- May attend programs without a caregiver. However, a caregiver must be present to pick up the child when the program ends.

<u>Ages 11 and up</u>
- May attend library programs, browse library collections and use library resources unattended provided they are not disruptive. A caregiver is not required to be present in the building. However, children are subject to the same rules as adult patrons. Children whose behavior is disruptive will be required in future visits to have a caregiver supervise them during their time at the library.

All unattended children must have a phone number of a caregiver who may be contacted in an emergency.

If a child is unattended at closing time, library staff will attempt to call the caregiver's phone number. If the caregiver cannot be reached within 15 minutes, library staff are required to call Hudson Police to report that an unattended child needs transportation. At least two staff members must remain with a vulnerable adult until either a caregiver or a police officer arrives.

Library staff may not transport children to any location, even if requested by the parent or legal guardian.

For the safety and privacy of all patrons, library staff will not disclose over the phone whether a particular patron is in the library, nor will staff seek out a particular patron at the request of a caller. Exceptions maybe be made at the discretion of library staff in cases of emergency.

Library staff are required to file an incident report if there are violations of this policy. Staff will contact caregivers, notify them that an incident report was filed and explain the policy.

Vulnerable Adults

A vulnerable adult is defined as "any adult who has a physical or mental condition that substantially impairs his or her ability to care for his or her needs..."[1]

Vulnerable adults who can understand and follow the library's Patron Responsibility and Code of Conduct Policy and can care for themselves are welcome to visit and use the library unattended.

Unattended vulnerable adults should have contact information for a trusted person in case of an emergency.

Vulnerable adults require caregiver assistance, and should not be left unattended at the library, if any of the following apply:
- Those who are functionally, physically or mentally unable to reasonably respond to an emergency.
- Those who are unable to manage behavior or their personal care needs without assistance
- Those who need help from library staff beyond assistance with normal library services

If a vulnerable adult is unattended at closing time, library staff will attempt to call the individual's caregiver. If the caregiver cannot be reached within 15 minutes, library staff are required to call Hudson Police to report that a vulnerable adult needs transportation. At least two staff members must remain with a vulnerable adult until either a caregiver or a police officer arrives.

Library staff may not transport vulnerable adults to any location, even if requested by a caregiver.

For the safety and privacy of all patrons, library staff will not disclose over the phone whether a particular patron is in the library, nor will staff seek out a particular patron at the request of a caller. Exceptions maybe be made at the discretion of library staff in cases of emergency.

Library staff are required to file an incident report if there are violations of this policy. Staff will contact caregivers, notify them that an incident report was filed and explain the policy.

[1] Wisconsin Department of Health Services. https://www.dhs.wisconsin.gov/aps/definitions.htm#:~:text=Adult%20at%20Risk%20%E2%80%93%20any%20adult,%C2%A755.01(1e))

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Library Operations and Services

Branded Clothing

Approved by Board of Trustees:

Effective Date:

Revisions:

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Purpose:

The Hudson Area Public Library (HAPL) currently provides employees with t-shirts that include the library's name, logo and tagline (books are just the beginning). These shirts are library-branded. This policy also applies to branded items that might be provided for employees in the future, such as, but not limited to, sweatshirts, caps, jackets, etc.

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Wearing HAPL-branded clothing is required in the following situations:

- Community events in which multiple organizations participate.
    o Examples include National Night Out, Hudson Expo, Hot Air Affair.
    o Off-site events typically feature numerous organizations. HAPL library participates in such events as part of the library's outreach goals. It is important members of the public are able to recognize HAPL's role in the community.

Wearing HAPL-branded clothing is encouraged, but not required, in the following situations:
- Whole community and other large library-sponsored events in the building and off-site.
    o HAPL-branded clothing helps patrons easily and quickly identify library employees when the library is busy.

In some events, library employees, in their official HAPL capacity, may be participating as a member of another group with which the library has an affiliation. Library employees, in their official HAPL capacity, may be a partner in a project or event with its own branded clothing. In these situations, library employees may wear the branded clothing associated with the group

or event.
- o Examples include service-club projects.
- o Other exceptions may be made with approval from the library director or his/her designee.

Wearing HAPL-branded clothing is permissible during scheduled work hours at the library.

HAPL-branded clothing is not to be worn for personal use. When library employees wear library-branded clothing, they are associated with the library in its official capacity.

Employees in violation of this policy may receive disciplinary action, including termination.

Library employees are required to keep HAPL-branded clothing in good condition. Any worn out or stained library-branded clothing should be replaced by the library.

If a library employee resigns or is terminated, any HAPL-branded clothing must be returned to the library.
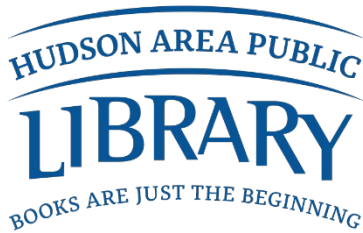
Safety and Security

Youth Protection

Approved by Board of Trustees:

Effective Date:

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Purpose:

The Hudson Area Public Library strives to provide all visitors with a welcoming and safe environment. Library staff and patrons will adhere to this policy to provide a safe and comfortable environment for children and their families.

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For the purposes of this policy, a minor is defined as anyone age 18 and younger. Additional library policies related to youth protection are as follows:

- Unattended Children and Vulnerable Adults Policy
- Programming Policy

While library staff are concerned about the safety and welfare of children, they are not authorized to act *in loco parentis* (in place of parent). Additionally, public library employees are not mandated reporters under Wisconsin law. Library staff do not monitor the materials and resources that patrons browse, use or check out, regardless of the patron's age.

Library Spaces

The Library has space in the building designated for certain age groups. These spaces are designed to meet the unique needs of youth and include age-specific materials, equipment, and resources.

The Library strives to make youth spaces safe, comfortable and welcoming. To that end, the Library has established the following restrictions:

The Children's Area

- The children's area on the second floor is reserved for children and their families.
- Adults unaccompanied by a child are not permitted to participate in activities and programs designated specifically for children.
- Adults who want to browse and select a book from the children's area, but are unaccompanied by a child, may browse for 15 minutes.

The Teen/Tween Area

- The teen/tween activity area, known as "The Archives," is located on the second floor between the conference room (room 219) and the small meeting room (room 216).
  - Adults unaccompanied by a teen/tween are not permitted to use the space, its equipment or resources.
- The young adult book collection is located on the first floor by the public computer bank.
  - Adults are welcome to browse and make selections from the collection.
  - Adults are prohibited from reading, visiting or lounging in the young adult collection. There is ample seating throughout the building for adult use, including the lobby and adult reading nook on the second floor.

Special Youth Programs

The Library occasionally has programs designed for youth that are held at alternate locations or during hours when the building is closed to the general public. Examples include Teen Night, Tween Night and off-site projects for the library's youth service clubs (K-Kids and Builders Club, co-sponsored with Kiwanis).

Special youth programs have the following requirements:

- A minimum of two staff members are required during programs held offsite or when the library is closed to the general public. The library's youth service clubs, co-sponsored by Kiwanis, are an exception. In those situations, one staff member is acceptable if a Kiwanis-approved advisor is present.
- Adult volunteers at these events must pass a background check per library policy.

Special considerations for after-hours teen/tween nights:

- Permission slips must be signed by a parent/guardian and include contact information in case Library staff need to communicate with the parent/guardian during the event.
- Movies shown must have a rating of PG 13 or lower.
- Eighteen-year-olds may participate if they are still in high school.
- Participants who bully or harass others, or otherwise disrupt the event, will be separated from the activities; and staff will contact a parent/guardian to pick up their child. Depending on the severity of the behavior, or if it reoccurs, the participant may be temporarily or indefinitely banned from future teen/tween nights.
- Participants are discouraged from bringing valuable personal property. The library is not responsible for any items lost, damaged, or stolen during the event.
- The library's doors are locked when the building is not open to the public. Participants must arrive on time to participate in before- or after-hour events. Doors will be locked after 15 minutes.
- Participants must be picked up by a responsible adult at the conclusion of the event. If a participant is unattended after the event, library staff will attempt to call the phone number on the permission slip. After 15 minutes, library staff are required to call Hudson Police to report that an unattended child needs transportation. At least two staff members must remain with an unattended participant until either they are picked up or a police officer arrives.
- Parents/guardians may allow their teens to drive to the event, but Library staff cannot monitor whether they arrive on time or at all.
- Library staff may not transport children to any location, even if requested by the parent/guardian.
- Events are designed for teens and tweens. Parents/guardians who want to remain at the library during the event must get permission from staff prior to the event.

Interactions with Minors: Library Staff

- Upon request, Library staff will assist children and their families in selecting materials, programs and resources.
- Library staff are prohibited from being alone with a minor in a room with a closed door.
- Library staff are prohibited from communicating one-on-one with minors via text, email or social media messages. Another staff member, or a parent/guardian, must be included in the communications described above. If a staff member receives a message from a minor that does not include a second staff member or parent/guardian, the staff member shall send a response that includes a second staff member or parent/guardian.

- Library staff are prohibited from transporting a child from the building under any circumstances.
- Library staff only disclose the library records of a child under the age of 16 to a custodial parent/guardian as required by WI Statute 43.30.

FOUNDATION ARCHITECT PROPOSAL – JULY 2024

Library Board of Trustees

Suggested motion: Authorize the Foundation to contract with Leo A. Daly and pay for a report detailing cost estimates for facility options.

See June 14, 2024 document from Leo A. Daly.

LEO A DALY

June 14, 2024r

Gerry Klecker

Hudson Library Board / Library Foundation
700 First Street
Hudson, WI 54016

Dear Gerry and Library Supporters,

LEO A DALY is pleased to present this proposal to provide Space Planning services for evaluation and conceptual layout of the first floor Police HQ, into an integrated expansion of the Hudson Library. Our work will be based upon documentation assembled by Cindy McCleary from past work at this facility, any existing documents that the City may have available and a walkthrough observation of the space. *Upon acceptance, this proposal letter will be made an attachment to the base contract.*

BACKGROUND: The Hudson Library has found a home over 10 years ago, in a prominent downtown location, in the heart of the city. At the time in which the library secured and moved into this building, it was under a shared use agreement with the Hudson Police Department, who occupied portions of the secured parking garage and a portion of the first floor for their office space. As time has progressed, the Police Department has plans to move into a new facility, making their square footage in the library building available for re-purposing and expansion of the library.

When the library had originally entered this building, in partnership with the police department, provisions were made to physically separate the two spaces for independent operation including modifications to the rear entry, the elevator and other access and circulation spaces. Additionally, the police department fitted out the interior of their spaces with a series of offices and enclosed rooms which served their functional needs.

In preparation for the police move out, the library desires a thoughtful analysis of the police space for the elimination of the separation boundary and renovations or removals of the interior construction, in order to reconnect this space to the library, and to renovate fully to feel as an integrated, warm and engaged spaces that feels as if it was always meant to be library space.

The specific library programs that will find their home in this new space are not yet known and will be identified and evaluated as a part of this study. Discussions of expanded reading areas, capitalizing on views of the river and identification of program spaces that would benefit from first floor or desk access have occurred and a range of exciting options are possible. This study will (a) identify what library programs could be most beneficial on this first floor space, (b) develop a potential post-renovation layout and (c) construct an estimate of probable cost for the renovation.

Concurrently, the Hudson Library has hired Library Strategies to summarize the community input, feedback and needs for library services in the region. As well, in January 2024, the library moved from a regional ownership to a municipal ownership model and city contributions for ongoing maintenance are not yet identified.

SCOPE OF WORK

PART A: Space assessment & Recommendation: The scope of work proposed by LEO A DALY will include the following:

- To conduct a space needs identification workshop, with designated representatives of the library, discussing the vision, and options for library expansion into the 8,000 GSF of the police space.

- Review / Tour the existing space provide a high-level test fit feasibility to accommodate the library departments needs in a conceptual layout.

- Produce a conceptual rendered layout of the 8,000 GSF and review with library representatives. Adjust for comments and develop an estimate of probable cost.

- Create a memo, which (a) summarizes for the Hudson Library vision for the space, (b) summarizes the scope of work performed including the library programs considered, concept and cost (c) recommends any potential diligence investigations or next steps that may be further considered.

- To prepare a summary document of the findings to summarize the needs, evaluation, and all options considered, as well as a recommendation to move forward, that can be shared with others as next steps occur.

PART B: Building Audit & Engineering Systems Review: The scope of work proposed by LEO A DALY will be served by a representative in mechanical, electrical, structural and architectural engineering disciplines.

- Review the available existing drawings provided by the library, to become familiar with the overall system assumptions of the system design and code framework met at the time of the original installation.

- Conduct a tour of the existing facility to review the primary infrastructure systems including but not limited to: heat and cooling plant, fire protection / water service, equipment and controls, electrical power distribution equipment and primary remaining capacity, lighting and controls systems, structural loading capacity limitations (drawing review), and review of architectural envelope (brick, windows, doors, foundation, roof, stairs, elevator and restrooms).

- To Prepare a summary memo to document current systems, noting any obvious deteriorations or deferred maintenance and prediction of remaining useful life and expansion capacity or limitations.

Part C: Expansion Concept Diagram: The scope of work proposed by Leo A Daly will be provided by the architectural team, with input from Part A and Part B analysis, and will include the following:

- Based upon the discussions and vision identified in the Part A workshop, create a conceptual layout drawing for an expansion of the first and second floor of the library to accommodate an expansion that would achieve the full space needs of the community, based upon the IFLS determination of facility size.

- It is anticipated that the lower level of parking would be required to become "open to the public", as the building expansion is likely to occur at the current public parking lot to the east of the building. A preliminary count of parking will be

included, to a conceptual level (it is not anticipated that meetings with zoning or parking count negotiations will occur at this phase).

- Review expansion concepts with library planning team and receive feedback. Provide updated concept. Concept to include one conceptual floor plan for each floor and one conceptual rendering, focused on the expansion.

- To prepare a package that incorporates all information from Parts A-C into a memo package, including an executive summary that defines the anticipated size and cost for each of the following:

    o The cost of the concept described in Part A

    o The cost of the concept inclusive of Part A, B and C

    o The estimate of hypothetical cost of a new building of the same size quality, on a fictitious site, for comparison purposes.

;SCHEDULE: As this effort is at the initial stages of planning the schedule is based upon the duration of time required to conduct necessary meetings, develop the work. This schedule can be adjusted to accommodate the availability of critical staff. Based upon our experience, this effort is expected to take:

Part A: between 3-4 weeks

Part B: between 2-3 weeks (can be run concurrently to Part A or C

Part C: between 3-4 weeks

COST OF SERVICES: This service is billed as a lump sum of $11,800. According to the percentage of completion of the services.

Part A: $11,800 lump sum

Part B: $9,200 lump sum

Part C: $9,800 lump sum

REIMBURSABLE EXPENSES: Reimbursable expenses are included within.

We appreciate this opportunity to serve the City of Hudson, and the Hudson Library and your project needs.

Sincerely,

LEO A DALY

Cindy McCleary, AIA LEED AP, NCARB
Managing Principal / Vice President
CaMcCleary@LeoADaly.com M: 612-242-4424

cc: Joe Bower, Sarah Watson

ACCEPTED BY CLIENT: APPROVED:

Cindy McCleary

For:_____   **LEO A DALY COMPANY LLC**

By: _____   By: _Cindy McCleary_____

Title: _____   Title: _Managing Principal_____

Date: _____   Date: _June 14, 2024_____

ADDITIONAL SERVICES: It is possible over the course of this study that additional areas of study or additional concepts may be valuable. Shall this arise, the design team will propose the scope and fee for such service in advance of implementing any work, and if approved, can be made a continuation of this contract through a written authorization to proceed.

Attachments: Exhibit A Terms & Conditions

2025 INITIAL BUDGET REQUEST

Library Board of Trustees

Proposed motion: Finance committee's recommendation

This is HAPL's first year working with new budget timelines. The City staff have requested 2025 budget items be uploaded to the accounting system at the end of July. City staff will adjust the full budget accordingly, including the library's requests, and a budget proposal will then go to the city finance committee. The committee and members of the Council will deliberate the budget, which will be approved in November after the state-mandated public budget hearing.

In 2024, the library was able to provide market-rate adjustment to staff wages. It's important that wages keep pace with inflation to ensure HALP's pay remains competitive.

Staff recommend the board request the following from the City of Hudson:

Three percent cost-of-living increases: $27,600
Assumed 8-percent increase for health insurance: $6,300

Total budget request: $33,900

Staff recommend reducing the library's building fees over three years, an estimated $38,350 each year.

Total fee reduction request: $38,350

12 of the state's 380+ libraries pay fees to their cities:

Library	Municipal fee	Service	% Operating Budget
Barron	$3,500	Admin. oversight	1.3
Beloit	$60,839	Indirect Costs	2.6
Clear Lake	$778	Web services: email, caler	0.6
Franklin	$24,362	Interdept. Maintenance	1.6
Hudson	$130,443	Building fee, admin fee	13.2
Mellen (Legion Mem.)	$9,993	Admin./Snow remove	9.3
Menomonie	$5,043	Admin.	0.5
New Richmond	$60,500	Admin.	7.0
Rice Lake	$6,000	IT staff share	0.7
River Falls	$196,296	Admin/HR/IT/maintenanc	15.2
Waterford	$49,314	Admin, Site Maintenance,	7.5
Fitchburg	$141,800	Admin.	6.4
		Average % Operating Budget	**5.5**