

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

LBOT and Finance Committee
Time: Mar 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:
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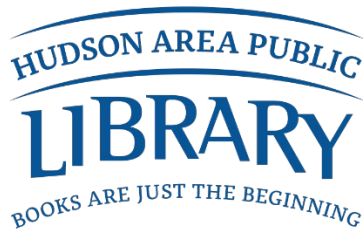
1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM: Approval of Consent Agenda Items**
 - *Approve meeting Agenda*
 - *Disposition of minutes from the prior board meeting(s) and of any intervening special meetings*
 - *Acceptance of expenditure report*
 - *Approve Finance Committee's recommendation to pay bills*
4. **DISCUSSION AND POTENTIAL ACTION ITEM:** Building Resolution for Council.
5. **Presentations:**
 - *Friends of the Library*
 - *Library Foundation*
6. **Updates and reports**
 - *President's updates*
 - *City of Hudson updates*
 - *Hudson School District updates*
7. **Committee updates**
 - *Policy and Personnel*
 - *Finance*
 - *Library Operations and Facility Structure*
 - *AI Library Integration*
8. **Director's Report**
 - *Presentation of monthly report and statistics*
 - *Director's report & updates*
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:** Hudson Area Library Foundation grant acceptance

- 13. DISCUSSION AND POTENTIAL ACTION ITEM:** Staff Development Day on Tuesday, March 25.
- 14. Future agenda items**
- 15. Adjourn**

Next meeting: April 15, 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 and that the Foundation consider fundraising for additional operations if needed.*

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



**Hudson Area Public Library
Library Board of Trustees – Special Meeting
Meeting Minutes
February 25, 2025**

- 1. Call to order at 7:35 p.m. by Vice President Bryan Wells. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.**
Board members present: Wells, Bill Fehrenbach, Barb Peterson (Zoom), Rich O’Connor (Zoom), Gerry Klecker, Chad Wiertzema (Zoom), Sammi Dittloff (Zoom), Jim Dalluhn (Zoom)
Board members absent: Paul Berning
Staff: Shelley Tougas
- 2. ACTION ITEM: APPROVE AGENDA**
Motion by Fehrenbach to approve agenda
Second by Klecker
Discussion: None
Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays
- 3. ACTION ITEM: APPROVE BILL PAYMENT**
Motion by Wiertzema to approve bill payment
Second by Klecker
Discussion: None
Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays
- 4. ACTION ITEM: ACCEPT EXPENDITURE REPORT**
Motion by Klecker to accept expenditure report
Second by Wiertzema
Discussion: None
Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays
- 5. ACTION ITEM: APPROVE ANNUAL REPORT**
Motion by Fehrenbach to approve the annual report
Second by Klecker
Discussion: Tougas presented highlights of the report.
Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

6. Adjourn:

Motion to adjourn at 7:48 by Dalluhn

Second by Dittloff

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nay

Respectfully submitted,

Shelley Tougas

Monthly Expenditure Statement
February 28, 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	\$ 37,163	\$ 87,796	\$ 395,120	18%
125	Part-Time	\$ 376,225	\$ 27,915	\$ 71,605	\$ 304,620	19%
151	FICA	\$ 65,724	\$ 4,981	\$ 12,115	\$ 53,609	18%
152	WRS	\$ 47,318	\$ 3,754	\$ 9,126	\$ 38,192	19%
154	Health Insurance	\$ 92,000	\$ 7,520	\$ 15,040	\$ 76,960	16%
Personnel Total:		\$ 1,064,183	\$ 81,333	\$ 195,682	\$ 868,501	18%
Contractual Services						
212	Legal Services	\$ -	\$ -	\$ -	\$ -	
213	Professional Services	\$ 15,500	\$ 1,250	\$ 2,500	\$ 13,000	16%
216	IFLS Ops	\$ 54,421	\$ -	\$ 54,421	\$ -	100%
217	IFLS Courier	\$ 2,700	\$ -	\$ 2,700	\$ -	100%
225	Telephone	\$ 4,200	\$ -	\$ -	\$ 4,200	0%
249	Contract Maint.	\$ -	\$ -	\$ -	\$ -	
294	Programming: Adults	\$ 5,000	\$ 726	\$ 1,334	\$ 3,666	27%
295	Programming: Children	\$ 25,000	\$ 882	\$ 1,744	\$ 23,256	7%
298	Maint. Agmts / Leases	\$ 9,000	\$ 19	\$ 36	\$ 8,964	0%
299	Other Contract Services	\$ 14,748	\$ -	\$ 922	\$ 13,826	6%
Contractual Services Total:		\$ 130,569	\$ 2,877	\$ 63,656	\$ 66,913	49%
Supplies & Expenses						
311	Postage	\$ 950	\$ 18.52	\$ 33.16	\$ 917	3%
312	Office Supplies	\$ 10,000	\$ 310.74	\$ 483.08	\$ 9,517	5%
324	Memberships	\$ 2,000	\$ 30.00	\$ 145.00	\$ 1,855	7%
326	Advertising	\$ 600	\$ -	\$ -	\$ 600	0%
338	Staff Development	\$ 3,600	\$ 2,595.00	\$ 2,595.00	\$ 1,005	72%
	Furnishing	\$ -	\$ -	\$ -	\$ -	
339	Travel / Conferences	\$ 1,500	\$ -	\$ -	\$ 1,500	0%
396	Technology	\$ 9,000	\$ 197.24	\$ 321.20	\$ 8,679	4%
399	Activity Supplies	\$ 3,000	\$ -	\$ 258.97	\$ 2,741	9%
Supplies & Expenses Total:		\$ 30,650	\$ 3,152	\$ 3,836	\$ 26,814	13%
Collection						
395	Books	\$ 70,500	\$ 5,029	\$ 11,217	\$ 59,283	16%
397	Periodicals	\$ 4,900	\$ 30	\$ 717	\$ 4,183	15%
398	Audio-Visual	\$ 8,000	\$ 92	\$ 491	\$ 7,509	6%
	Digital Resources	\$ 1,300	\$ -	\$ -	\$ -	
Collection Total:		\$ 84,700	\$ 5,151	\$ 12,425	\$ 72,275	15%
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	\$ 15,000	\$ 75,000	17%
Fixed Charges Total:		\$ 97,800	\$ 7,500	\$ 15,000	\$ 82,800	15%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improvements	\$ -	\$ -	\$ -	\$ -	
Capital Expenses Total:		\$ -	\$ -	\$ -	\$ -	
Total Expenditures		\$ 1,407,902	\$ 100,012	\$ 290,600	\$ 1,117,303	79%
						Remaining
						%of Year Completed
						17%

FOUNDATION/CITY RESOLUTION

Library Board of Trustees

Resolution background

The Hudson Area Library Foundation is proposing a resolution for Council consideration. The Foundation approved it during its last meeting and seeks the Board's endorsement.

The purpose for the resolution is to secure from the Council a public commitment to the 700 1st Street building as the library's home before investing in a fundraising feasibility study. Potential donors will want assurances about the project before committing significant funds.

The resolution is not a commitment to a particular project option because the scope depends on the feasibility study.

The resolution is not a request for funding.

**RESOLUTION OF THE CITY OF HUDSON, WISCONSIN COMMON COUNCIL
APPROVING 700 FIRST ST, HUDSON WI AS THE PERMANENT LOCATION OF
THE HUDSON AREA PUBLIC LIBRARY (“LIBRARY”) AND AUTHORIZING THE
LIBRARY BOARD AND LIBRARY FOUNDATION TO PROCEED WITH PLANS FOR
EXPANSION OF THE EXISTING BUILDING (“PROJECT”) AND FUNDRAISING TO
SUPPORT THE PROJECT**

RESOLUTION NO. _____

WHEREAS, the Hudson Area Library Foundation (“HALF”) has been engaged in a process to determine whether the present location of the Library is suitable for meeting the current and future needs of the Hudson service area residents; and

WHEREAS, that process has included a Community and Facility Needs Assessment conducted by Library Strategies of St. Paul, Minnesota and a Facility Options Analysis conducted by the Leo A Daly Planning and Architecture Firm; and

WHEREAS, HALF recommends that the present location of the Library is the most desirable and should be considered the permanent location for the Library; and

WHEREAS, HALF further concluded that in order to meet the future needs of the service area residents, the Library should proceed with an expansion project that will involve occupancy of the Hudson Police Department (“HPD”) space as well as an addition to the existing building; and

WHEREAS, the Hudson Area Public Library Board (“HAPL Board”) unanimously approved HALF’s recommendation and joins in the request for adopting this Resolution.

NOW, THEREFORE BE IT RESOLVED by the Common Council (the “Council”) of the City of Hudson, Wisconsin as follows:

1. That the property at 700 First St., Hudson, Wisconsin currently occupied by the Library and HPD shall be the permanent location of the Library.
2. That once HPD vacates the space that it currently occupies, the Library may expand into that space.
3. That the Library Board and HALF may proceed with plans for further expansion and renovation of the Library including, but not limited to, a feasibility study and fundraising campaign in an effort to raise sufficient funds to complete the project.
4. That the project may commence and proceed to completion provided sufficient funds are obtained to pay for the project.

Adopted _____, 2025.

Mayor

Attest:

City Clerk

The motion for the adoption of the foregoing resolutions were duly seconded by Alderman _____ and, upon vote being taken thereon, the following voted in favor thereon:

and the following voted against the same:

and the following were absent:

whereupon, the resolutions were declared duly passed and adopted and was approved by the Mayor, whose signature was attested by the City Clerk.

DIRECTOR'S REPORT

Library Board of Trustees

Service disruption and staff development day

On Tuesday, March 25, libraries in the MORE system will have a significant service disruption while servers are changed from a locally hosted server to a cloud-hosted server. This means Sierra, our software system, and connected services like the MORE Catalog, app, and self-checkout stations will be unavailable for most of the day. Users will also not be able to log into services like Libby or Pharos (the public computer time management service). Many libraries are closing that day. We're proposing to hold staff development during this time.

Dog Man party

We're always working to close the gap between girls and boys who "read for pleasure." On March 8 about 300 people attended our Dog Man Party, which was timed with the movie release. Both boys and girls like Dav Pilkey's books, but they skew toward boys in terms of readership. Generally speaking, boys also tend to be more interested in nonfiction. Research shows two strategies appear to increase kids' interest in reading for pleasure: recommendations from trusted sources and connections between experiences and books, such as movies, toys and events.



Courier service changes

WALCO, the long-time courier for IFLS, closed recently with two weeks' notice. The courier service transports patron holds on movies/books/music among system libraries. IFLS has done a great job of continuing service with minimal disruptions. The new service is Purple Mountain Solutions. IFLS is still finalizing delivery details, but we've been sending and receiving materials without any problems.

Library Day at the Capitol: patron testimonials

IFLS has gathered "Library Love Stories" from system patrons to share with lawmakers as well as other stakeholders. Here are excerpts from Hudson patron submissions:

"We check out 25-35 books per week to read for bed. The sensory playroom, the programs, and the library of things make our library great. They also do great outreach with the schools."

"I love coming here with my friend every Tuesday!"

"From my earliest memories, the library been a magical place. My kids have felt the same way. It is the only place that feeds your imagination and satisfies the soul under one roof. Kids and families can relax and trust that they are safe, empowered and encouraged to delve into the world of words."

“Our family has loved the Hudson Area Public Library for a long time. The staff is incredibly welcoming and helpful and the events are outstanding. We have specifically enjoyed the escape rooms, bingo, and playing with the available board games this past winter break. My kids are obsessed with the reptiles and my almost-eleven year old can't wait until she can use the teenager space. My youngest can't get enough of the activity bags - even though we've borrowed the same American Girl bag at least a dozen times!”

“I visit the Hudson Library once every two or three weeks. As an avid lifelong reader, I would be lost without my local library.”

“I love the toys! And seeing the river from in the library.”

“Love the location, the staff and all the cool events that the library has! Something for everyone!”

“The Hudson library was an integral part of my upbringing. We did not have a lot of money, but my mom made sure we visited the library at least once a week. I attended storytime where the Librarians always made the books come alive! While other kids my age were playing with Barbies, Hot Wheels and dolls, I was playing library at home.”

“The river view, the organic coffee selection, of course the book selection, the kits for check-out, the activities for the TEENS and TWEENS. Wonderful! Thankful.”

February Program Stats

February			
Overview			
Programs		Participants	
Total	57	Total	1367
Young Child (0-5)	25	Young Child (0-5)	461
Child (6-11)	10	Child (6-11)	445
Young Adult (12-18)	5	Young Adult (12-18)	55
Adult (19+)	13	Adult (19+)	127
General Interest (all ages)	4	General Interest (all ages)	279
Self-directed activity	23	Self-directed activity	1090

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	11,156										22,367	
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	10,445										20,733	
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	3,285										6,610	
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	15,833	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	14,441										28,977	
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	6,115	6,620	6,002	6,327	6,011	5,876	5,981	5,882	5,833	5,900	6,032	13,034
<i>2023-2024 Increase / decrease</i>													6,004
Total Digital & Physical Circulation	21,455	20,556	-	-	-	-	-	-	-	-	-	-	42,011
% of Circulation Physical	67.8%	46.5%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	382.4%
% of Circulation Digital	24.4%	20.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	137.0%
Materials Statistics													
Items Borrowed	2025	3,060	2,953										6,013
Items Loaned	2025	4,343	3,751										8,094
Items Added	2025	608	509										1,117
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	195											402
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	1,799											3,830
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											4
Patron Statistics													

		Visitors												
		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2018		8,678	9,559	10,858	9,757	9,958	13,025	13,214	12,023	10,750	10,525	8,843	9,765	126,955
2019		13,007	9,265	11,314	10,123	10,576	14,388	13,254	11,994	10,765	11,757	9,241	9,016	134,700
2020		11,254	9,832	5,983	-	-	-	2,346	2,825	2,362	2,146	2,268	2,299	41,315
2021		2,184	2,398	2,990	2,686	3,192	5,752	5,784	5,908	2,441	-	-	-	33,335
2022		2,949	3,661	4,549	4,639	4,761	5,677	6,264	6,551	4,983	5,299	5,393	4,716	59,442
2023		6,169	6,231	7,445	6,690	6,756	9,108	9,123	7,944	6,880	6,855	6,754	6,103	86,058
2024		8,364	7,931	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	7,675											15,618
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	121											244
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

Hudson Area Public Library Statistics Summary

Feb-25

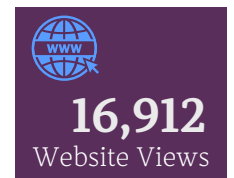
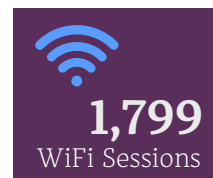
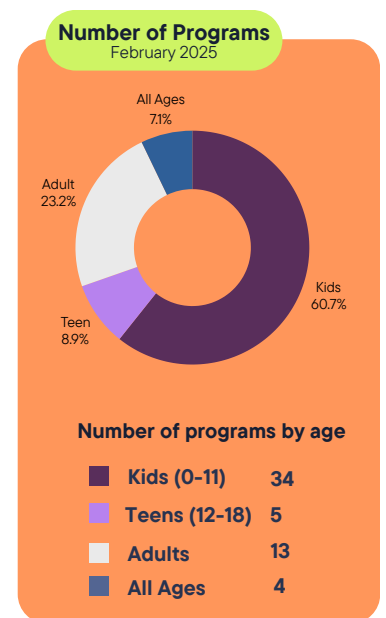
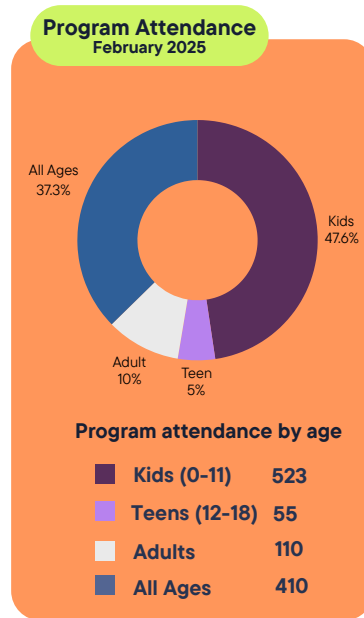
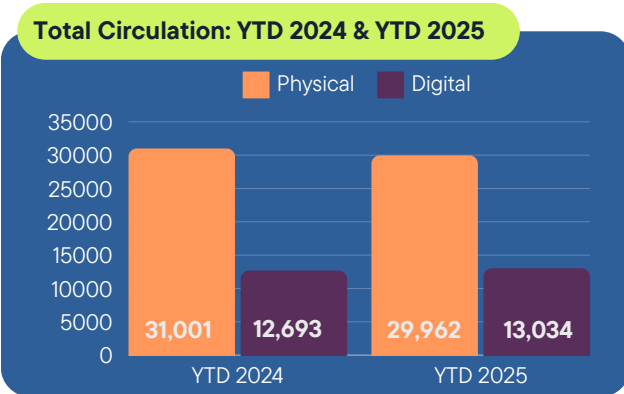
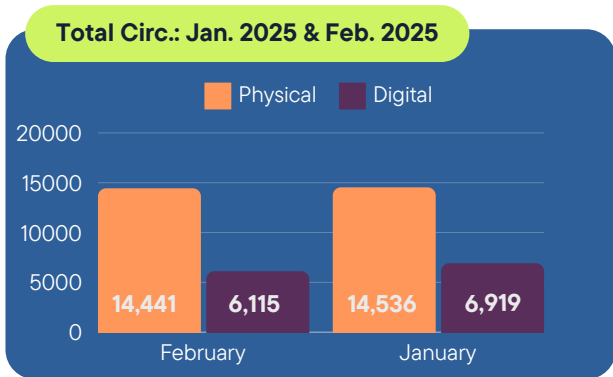
Circulation										
Comparisons YTD		2024		2025		Comparisons by Month			Library Visitors YTD	
Physical Materials:	30,464	186,120	Physical CKO	11,592	14,441	2024	2025	16,295	102,189	
Digital Materials:	12,508	72,972	Check-ins	10,814	10,445	Monthly Visitors				
Total All Circulation:	42,972	259,092	Renewals	3,377	3,285	2024	2025			
% Physical Materials	70.89%	71.8%	Total Physical Circ	14,969	17,726			7,931	7,675	
% Digital Materials	29.1%	28.2%	Digital Circulation	6,053	6,115					
			Total Circulation	21,022	23,841					
New Patrons YTD		New Patrons by Month		Proctoring YTD		Cardholders				
2024	2025	2024	2025	2024	2025	Jan. 1 2025	10,478			
294	244	131	121	0	4	Current	9,837			
Technology Use YTD		Meeting Room Use		Volunteer Hours						
2024	2025	2024	2025	2024	2025	Monthly	50			
Pharos	390	402	Monthly	236	217	Year to Date	187.25			
Wi-Fi	4,932	3,830	YTD	477	410					
Year-to Date	5,322	4,232								
Programming										
YTD Programs		2024		2025		Monthly Comparisons				
2024	2025	2024	2025	2024	2025					
102	86	Young Child (0-5)	25							
YTD Program Attendance		Child (6-11)	35							
2024	2025	YA (12-18)	8							
2,757	2,578	Adult (19+)	7							
		Drop-in	6							
		Totals:	4							
Self Directed Activities 2025		Attendance	56							
MTD	YTD	Attendance	2024							
23	43	Young Child (0-5)	461							
		Child (6-11)	871							
Self Directed Attendance 2025		YA (12-18)	70							
MTD	YTD	Adult (19+)	33							
1,090	1,857	Drop-in	115							
		Totals:	1089							

** reduction due to annual patron record cleanup
 Fun Fact: 9686 users have HU as a home library

ALL 2025

Hudson Area Public Library

FEBRUARY 2025 DATA & REPORT



Did you know?

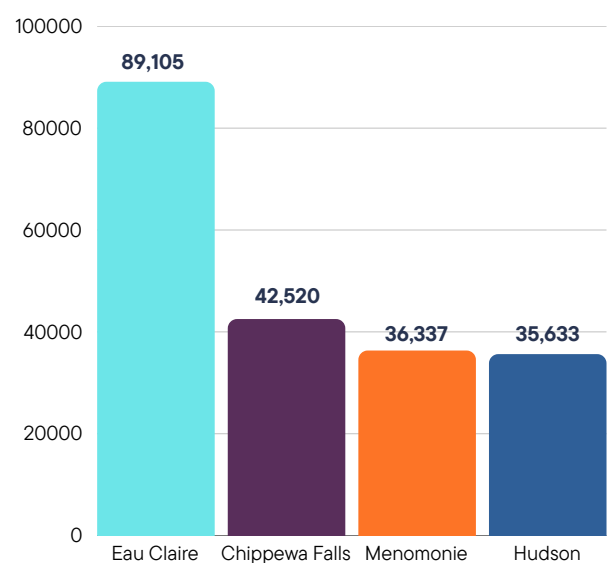
- Half of all e-materials checked out are e-audiobooks.
- The highest number of checkouts generally occur at 11 a.m.
- Fiction/nonfiction books are the formats checked out most, followed by DVDs (second) and graphic novels (third).
- Kids as young as three years old can have their own library card. In February, nearly 900 books were checked out by kids aged five and younger.
- In 2024, Wisconsin's digital library had 9 million loans!

Library Love Stories! Our Patrons Say ...

Amazing community library. Always holding free public events that are so fun for kids and adults! So happy we have such an incredible resource here in Hudson.

The staff is phenomenal, always so friendly and helpful. They have a great selection of books, and such great programs. It is our favorite library.

IFLS Library System: Largest Service Areas (Hudson Area Public Library is the 4th largest of 53 libraries in IFLS)



www.hudsonareapubliclibrary.org



https://www.hudsonstarobserver.com/opinion/open-book-the-criterion-collection--now-at-the-hudson-library/article_bab67106-fd5a-11ef-ad1a-b36e1c574856.html

FEATURED

PROMOTION

Open Book: The Criterion Collection — now at the Hudson Library

Shelley Tougas, Hudson Library Director

Mar 10, 2025



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

The Criterion Collection — a company that gathers classic and contemporary films while releasing special editions — also acts as gold standard for certain movie buffs: their cinematic *Cooperstown*, *Parade of Homes* or *Michelin Restaurant Guide*.

The Hudson Area Public Library now offers more than 30 Criterion titles for check out: classics like *Red River* (western), *Risky Business* (coming-of-age comedy), *The Last Waltz* (concert film) and *When We Were Kings* (documentary).

The Criterion Collection features important and influential films with bonus material and extras you won't find anywhere else. The titles aren't necessarily the best films of all time. Nobody would put a campy flick like *The Blob* on their top 10 list, but the 1950s horror film was a cult classic with great special effects for its era. That's why Criterion added it to the collection.

Many titles are obscure. Ever heard of *Claire's Knee* or *Pierrot le Fou*? But some were big hits like *Thelma and Louise*, *Fast Times at Ridgemont High* and *Shampoo*. There's also a slate of foreign films. In fact, the company's first release was *Grand Illusion*, a 1930s antiwar movie from France.

If you've ever purchased or rented a movie with special features like the director's commentary, give credit to Criterion for launching that trend. Criterion films, however, take bonus features to a higher level. Viewers will find filmmakers' commentaries, sketches and notes; deleted footage; newsreels, interviews; video essays; different cuts of the film; discussions among film historians; and short supplemental featurettes.

One example: The Blu-ray edition of *The Complete Citizen Kane* includes a 1991 BBC documentary about the film, plus a silent short film Orson Welles co-directed when he was just 19 years old. Included in the pack is a booklet with a film critic's essay.

Criterion also painstakingly restores old films with the goal of preserving the filmmakers' intent. Digital restoration artists, as they're called, remove scratches and dirt from the film as well as the hissing and popping noises sometimes found on old audio tracks.

Its first releases were on formats like LaserDiscs, VHS and Betamax. Most titles these days are Blu-ray; but the company also offers Ultra HD Blu-ray Discs, which have higher definition and enhanced color. Our library hasn't ordered the Ultra format because it's not compatible with standard Blu-ray players.

Patrons can do a keyword search for “criterion” in the MORE catalog to quickly identify the available titles.

The library’s Criterion Collection was funded by the Hudson Area Library Foundation. Popcorn isn’t included; so head to the store for munchies, pack the sofa with pillows and curl up with one of these special films.

Open Book is Hudson Area Public Library Director Shelley Tougas' Opinion Column with the Hudson Star-Observer. With her column, Tougas writes of happenings throughout the library and the general Hudson community. Please visit hudsonpubliclibrary.org for more.

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

FEATURED

POPULAR

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

Shelley Tougas, Hudson Library Director

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.

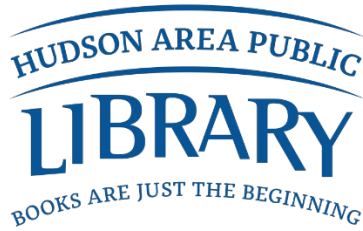
But our²⁵ most accessed item wasn't a book or a movie. The library's Nintendo Switch, which patrons can only use in the library, was borrowed an eye-popping 159 times.

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: 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 look²⁶ forward to seeing what 2025 will bring — more books, more programs, more kits, and more visits from members of our local communities.



Library Operations and Services

Conflict of Interest

Approved by Board of Trustees:

Effective Date:

Revision Date:

Purpose:

The purpose of this policy is to establish guidelines for ethical standards of conduct for the Board of Trustees and citizen committee members approved by the Board of Trustees. The policy includes the following goals: to promote public confidence in library governance, to ensure decisions and policy are made within proper channels, to prevent board service being used for personal gain, and to establish procedures applicable to the identification and resolution of conflicts of interest.

[Attachment: Individual Conflict of Interest Acknowledgement/Disclosure Form](#)

Trustee Representation

Wisconsin law gives municipal governing boards the responsibility to appoint Trustees to the Library Board. The appointees may include one member of the municipal board. This policy recognizes a municipal board member appointed to serve as a Library Board Trustee (dual appointee) has a fiduciary responsibility to both boards. Wisconsin law gives counties the authority to appoint supervisors to the Library Board of Trustees. This policy recognizes a county supervisor(s) appointed to serve as a Library Board Trustee (dual appointee) has a fiduciary responsibility to both boards. This policy is not intended to impede, influence or restrict dual appointees' responsibilities, service, deliberations and voting in regard to conflicting positions and/or decisions between the Library Board and the appointing board.

Definitions

Person

A person is defined as any person, corporation, partnership or joint venture.

Financial interest

Financial interest is defined as any interest which shall yield, directly or indirectly, a monetary or other material benefit to the Trustee or Trustee-approved committee member or to any person employing or retaining the services of the Trustee or Trustee-approved committee members.

Additionally, a person has a financial interest if the person has, directly or indirectly, through business, investment or family (spouse, children and step children, and other relatives living with such person):

- an ownership or investment interest in any entity with which the Library has a transaction or arrangement (including but not limited to grants); or
- a compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement (including but not limited to grants);
- a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement (including but not limited to grants); or
- other than a formal relationship with prospective or actual grantees relative to the design of specific projects, preparation of specific proposals and review and oversight of funded projects, and Library-related activities.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists after the potential conflict has been disclosed.

Personal interest

A personal interest is defined as any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

A personal interest is not necessarily a conflict of interest. A person who has a personal interest may have a conflict of interest only if the Board decides that a conflict of interest exists after the potential conflict has been disclosed.

An individual's fiduciary responsibility

An individual's fiduciary responsibility is defined as a person with a fiduciary responsibility towards an organization (or an individual) if he or she:

- occupies a position of special confidence towards such organization or individual;
- holds in trust property in which another person has the beneficial title of interest, or who receives and controls the income of another; or
- has a duty of loyalty or duty of care to an organization (by virtue of serving as an officer, Trustee or director of an organization or other position with similar responsibilities). A duty of loyalty requires the person to refrain from dealing with the organization on behalf of a party having an interest adverse to the organization and refrain from competing with the organization. A duty of care requires the person to discharge his or her duties in

good faith and in a manner he or she reasonably believes to be in the best interests of the organization.

A fiduciary responsibility is not necessarily a conflict of interest. A person who has a fiduciary responsibility may have a conflict of interest only if the Board decides that a conflict of interest exists after the potential conflict has been disclosed.

Conflicts of interest

1. Incompatible employment

No Trustee or member of a Trustee-approved committee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independent judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made to the Board of Trustees and appointing authority.

2. Disclosure of confidential information

No Trustee or member of a Trustee-approved committee shall, without proper legal authorization, disclose confidential information concerning the staff, property or affairs of the Library, nor shall they use such information to advance the financial or other private interest of themselves or others.

3. Gifts and favors

No Trustee or member of a Trustee-approved committee shall accept any valuable gift or gifts, whether in the form of service, loan, thing or promise, having an aggregate value of more than \$50 within any calendar year from any person, firm or corporation who or which to his knowledge is interested, directly or indirectly, in any manner whatsoever in business dealings with the Library; nor shall any such Trustee or member of a Trustee-approved committee accept any gift or gifts, favor or thing of value having an aggregate value of more than \$50 within any calendar year that may tend to influence them in the discharge of their duties or grant in the discharge of their duties any improper favor, service or thing of value. Gifts received under unusual circumstances should be referred to the Library Board's Finance Committee within 10 days for recommended disposition.

4. Contracts with appointing municipalities or Library

No Trustee or member of a Trustee-approved committee who, in their capacity as such, shall participate in the making of a contract, or entering into a contract, with the appointing municipality or Library in which they have a private pecuniary interest (direct or indirect) or performs in regard to that contract some function requiring the exercise of discretion on his part, unless within the confines of W.S.A. s. 946.13:

- The contract is awarded through a process of public notice and competitive bidding.
- The Finance Committee recommends, and the Board approves, the waiver of the requirement after determining that it is in the best interest of the Library to do so.

Disclosure of interest in board action/decisions

Any Trustee or member of a Trustee-approved committee who has a financial interest or personal interest in any proposed action before the Library Board shall disclose on the record in a Board meeting the nature and extent of such interest. Any Trustee or member of a Trustee-approved committee who has a financial or personal interest in any proposed action of the Library Board and who participates in discussion with or gives an official opinion or recommendation to the Library Board shall disclose in the Board records the nature and extent of such interest.

Political activity

All elected officials and those appointed to public boards and public board committees have the right to freely express their views as citizens and cast their votes, subject to the following:

1. No Trustee or member of a Trustee-approved committee shall directly or indirectly use or seek to use his/her authority or the influence of his/her position to control or modify the political action of another person.
2. No Trustee or member of a Trustee-approved committee shall, while representing the Library, except as provided by law, engage in political activities, including:
 - Campaigning for any candidate or political party.
 - Making campaign speeches or engaging in other activities to elect a candidate.
 - Collecting contributions or selling tickets to political fundraising functions.
 - Distributing campaign material in any election.
 - Organizing or managing partisan political meetings.
 - Circulating nominating petitions.
 - Displaying political badges, buttons or stickers in the Library or wearing such items while representing the Library.
3. No Trustee or member of a Trustee-approved committee shall at any time use any Library-owned or Library-leased equipment for any political activity.

General Responsibilities of Trustees

Trustees or members of Trustee-approved committees shall adhere to the responsibilities and rules established by the Wisconsin Legislature and administered by the Department of Public Instruction.

Trustees or members of Trustee-approved committees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and the Library Director unless prohibited from so doing by law or by officially recognized confidentiality of their work.

Trustees or members of Trustee-approved committees shall be treated as patrons in regard to utilizing library services.

Trustees or members of Trustee-approved committees shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

Trustees or members of Trustee-approved committees shall not engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official.

Procedures for Addressing Potential Conflict of Interest

Duty to disclose

In connection with any actual or possible conflicts of interest, the Trustee or member of a Trustee-approved committee must disclose the existence and nature of his or her financial or personal interest and all material facts to the Board of Trustees or committees considering the proposed transaction or arrangements.

Determining whether a conflict of interest exists

Pursuant to state law, public boards must vote in open session. An attorney will be consulted regarding whether the discussion qualifies as an exception to the state's open meeting law. After disclosing the financial or personal interest and all material facts, and after any Board discussion of the disclosure, he or she shall leave the Board meeting while the final determination of a conflict of interest is discussed and voted upon. The Trustee or member of a Trustee-approved committee should not be counted in determining whether a quorum is present for the board or committee meeting at which the transaction or arrangement that results in the conflict of interest is to be voted upon. The remaining board members shall decide if a conflict of interest exists.

Procedures for addressing the conflict of interest

The President or Vice President of the Library Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. Committees must be appointed and approved per the Bylaws.

After exercising due diligence, the person or appointed committee shall determine whether HAPL can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, person or appointed committee shall make a recommendation to the Board of Trustees. The Board shall determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Library's interest and for its own benefit and whether the transaction is fair and reasonable to the Library. The Board shall then make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

Violations of the Conflicts of Interest Policy

If the Board of Trustees has reasonable cause to believe that a Trustee or member of a Trustee-approved committee has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the Trustee or member of a Trustee-approved committee and making such further investigation as may be warranted in the circumstances, the Board determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate action according to the Bylaws.

Records of Proceedings

The minutes of the Board and all committees shall contain the following information to the extent allowed under the state's public meetings and open records laws:

- the names of the persons who disclosed or otherwise were found to have a financial interest or a personal interest in connection with an actual or possible conflict of interest, the nature of the financial or personal interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the names of the persons who recused themselves from such discussion and votes, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Annual Statements

Each Trustee, at the Board's annual meeting or as soon as possible thereafter, shall sign an acknowledgement and disclosure form that:

- affirms that such person has received and reviewed a copy of the conflict-of-interest policy and agreed to comply with its terms; and
- requires that such person disclose any Financial Interest in, Personal Interest in or Fiduciary Responsibility towards any entity that such person believes may enter into a proposed transaction with the Library in the upcoming year.

INDIVIDUAL CONFLICT OF INTEREST ACKNOWLEDGEMENT/DISCLOSURE FORM

Hudson Area Public Library

This statement is to be completed by all Trustees and citizen members of Board-approved committees upon appointment and renewed annually or sooner if a conflict of interest arises.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Please review our HAPL Conflict of Interest Policy and complete this form. Include any situation, transaction or relationship in which you have been or may be involved that could constitute a potential conflict of interest or the appearance of one. Even if you are uncertain about whether you should report a situation, transaction or relationship, please include it.

1. Potential Conflicting Organizations

I am *not* a director, trustee, officer, representative of, or have a Financial Interest in the following organizations that have or may have a conflict with the interests of HAPL, except for the following:

Organization and Title or Interest:

2. Potential Conflicting Activities / Obligations

I am *not* involved in any activity or transaction, nor am I a party to any contract involving interests that are or could be found to be adverse to HAPL's mission, except for the following:

3. Potential Conflicting Business Opportunities / Commitments

I have *not* committed to, nor am I pursuing, any business opportunity that does or might adversely affect HAPL, except for the following:

4. Potential Conflicting Fiduciary Relationship

I do *not* have a Fiduciary Relationship with any person or organization with whom HAPL is pursuing a business opportunity, except for the following:

5. Potential Conflicting Personal Interest

I do *not* have a personal interest with someone whom HAPL is pursuing a business opportunity, except for the following:

6. Other Potential Conflicts

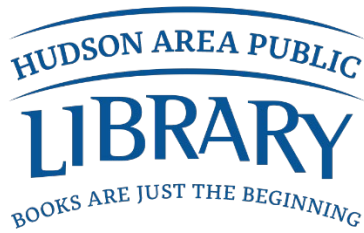
Any other concerns I may have regarding actual or potential conflicts of interest are listed below:

I have received and reviewed HAPL Conflict of Interest Policy, and to the best of my knowledge, I have accurately answered the above questions.

Printed Name

Signature

Date



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?**



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 bereavement 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

PTO CHANGES & FINANCIAL IMPACT - 2025

LBOT Finance Committee

Budget Impact of Additional PTO

Adjusted budget approved
January 2025 Board Meeting

12/21/2021	2025
PERSONNEL	
Full-Time	\$ 482,916
Part-Time	\$ 376,225
FICA	\$ 65,724
WRS	\$ 47,318
Health Insurance	\$ 89,000
Personnel Totals:	\$ 1,061,183
CONTRACTUAL SERVICES	
Legal Services	\$ -
Professional Services	\$ 15,500
IFLS Ops	\$ 52,800
IFLS Courier / Self Check	\$ 2,900
IFLS Catalog	\$ -
Telephone	\$ 4,200
Contract Maintenance	\$ -
Programming Adults	\$ 5,000
Programming Youth/Community	\$ 28,000
Maintenance / Lease Agmts	\$ 9,500
Other Contract Services	\$ 15,869
Contractual Services Total	\$ 133,769
SUPPLIES & EXPENSES	
Postage	\$ 950
Office Supplies	\$ 10,000
Memberships	\$ 2,000
Advertising	\$ 600
Staff Development	\$ 3,600
Travel / Conferences	\$ 1,500
Furnishing	\$ -
Technology	\$ 9,000
Activity Supplies	\$ 3,000
Supplies & Expenses Total	\$ 30,650
COLLECTION MATERIALS	
Books	\$ 69,000
Periodicals	\$ 4,900
Audio Visual	\$ 8,000
Books/Digital Resources	\$ 1,300
Collection Total	\$ 83,200
FIXED CHARGES	
Workers' Compensation	\$ 1,600
Public Liability	\$ 1,400
Public Officials	\$ 1,800
Property Insurance	\$ 3,000
Unemployment	\$ -
Operating agreement	\$ 90,000
Fixed Charges Total	\$ 97,800
Municipal/County revenue	\$ 1,299,002
Other non-grant revenue	\$ 37,600
Grant revenue	\$ 70,000
Total revenue	\$ 1,406,602
Total expenditures	\$ 1,406,602

PTO Management

Challenges: Substitute Limitations

- Many PT staff have other jobs or household responsibilities that restrict their ability to substitute outside their scheduled hours, especially with short notice.
- Many PT staff are at imposed limits on weekly hours which restricts their ability to substitute. (They could cross the threshold into WRS or insurance eligibility.)

Minimal Budget Impact

- Staff under 19 hours have 10 hours of PTO annually. When they need or take additional time, it is unpaid.
- Supervisors adjust schedules/duties based around PTO use (planned and unplanned) rather than adding additional hours with subs. This usually involves converting staff members' "off desk" work time to "service desk" work time.

2024 annual estimated cost of additional staff hours due to PTO: \$2,500

2025 estimated cost: \$3,000

2025 GRANT: HUDSON AREA LIBRARY FOUNDATION

Library Board of Trustees

Background

The Hudson Area Library Foundation's annual appeal requested and received \$100,000 from donors. From that amount, \$60,000 is slated for programs, resources and support.

Staff requested the first half of the grant (\$30,000) plus the final installment of the Petersen grant (\$1,500) for the young adult collection.

Staff seeks a motion from the Board to formally accept the full grant amount of \$61,500. The second installment of \$30,000 will be requested in June.