

**Library Board of Trustees
Meeting Agenda
July 15, 2025 at 7 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

LBOT and Finance Committee
Jul 15, 2025 06:30 PM Central Time

Join Zoom Meeting

<https://us02web.zoom.us/j/82784729276?pwd=doEYRNXXHxfi5tbUUe6eLkZi9DxyJ6H.1>

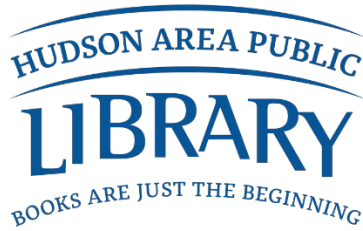
Meeting ID: 827 8472 9276
Passcode: 750369

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 regular meeting agenda*
 - *Disposition of minutes from the prior board meeting(s) and of any intervening special meetings*
 - *Acceptance of expenditure report*
 - *Approve Finance Committee's recommendation to pay bills*
4. **Presentations:**
 - *Friends of the Library*
 - *Library Foundation*
5. **Updates and reports**
 - *President's updates*
 - *City of Hudson updates*
 - *Hudson School District updates*
6. **Committee updates**
 - *Policy and Personnel*
 - *Finance*
 - *AI*
7. **Director's Report**
 - *Presentation of monthly report and statistics*
 - *Director's report & updates*
8. **DISCUSSION:** Director's report items
9. **PRESENTATION:** Teen engagement
10. **PRESENTATION:** Circulation trends
11. **DISCUSSION AND POTENTIAL ACTION ITEM:** 2026 Budget Review and Funding Request
12. **Future agenda items**
13. **Adjourn**

Next meeting: August 19, 2025

Board of Trustees Members: Paul Berning, Jim Dalluhn, Rich O'Connor, Barbara Peterson, Bryan Wells, 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
June 17, 2025**

1. **Call to order at 7:02 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, Barb Peterson, Gerry Klecker, Bryan Wells (zoom), Sammi Dittloff, Jim Dalluhn, Bill Fehrenbach, Chad Wiertzema, Rich O'Connor (arrived at 7:12pm)

Board members absent: none

Staff: Jamie Smith, Shelley Tougas

Visitors: Logan Webster, Emilia Reynolds

2. **Citizen Comments**

None

3. **ACTION ITEM: Approve Organizational Meeting Agenda**

- **Election of Library Board of Trustees Officers**

President

Tougas asked for nominations for Library Board of Trustees President

Wells moved to nominate Berning

Seconded by Wiertzema

Berning accepted the nomination

There were no other nominations from the floor

Motion by Peterson to cast a unanimous ballot

Second by Fehrenbach

Discussion: None

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

Vice President

Berning asked for nominations for Library Board of Trustees Vice President

Peterson moved to nominate Wells

Seconded by Dittloff

Wells accepted the nomination

There were no other nominations from the floor

Motion by Peterson to cast a unanimous ballot

Second by Wiertzema

Discussion: None

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

- **Nomination and approval of Library Board Committees**

- **Finance**

- **Policy and Personnel**

Berning appoints Wells, Klecker, and Wiertzema to Finance.

Berning appoints Peterson, Dalluhn, Fehrenbach to Policy and Personnel

Fehrenbach moved to nominate said members

Seconded by Dalluhn

Discussion: None

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

- **Meeting Dates and Times**

Motion by Peterson to keep the same schedule of every third Tuesday of the month,

Finance at 6:45pm, Regular Board Meeting at 7pm.

Second by Klecker

Discussion: None

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

- **Trustee Participation and Voting: Remote Open Meetings**

Motion by Dalluhn to keep the same requirement of Trustee's cameras being on during remote access to board meetings.

Second by Fehrenbach

Discussion: None

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

- **Review and approve 2026 library hours and closures**

Motion by Dalluhn to approve hours and closures

Second by Wells

Discussion: Clarification about staff development days.

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

- **Conflict of interest form and signatures**

All board members filled out and returned to Shelley the conflict of interest form

- **Record meetings for River Channel**

To be in line with other city meetings, all Library Board of Trustees Meetings will be recorded for River Channel.

4. ACTION ITEM: CONSENT AGENDA

Motion by Fehrenbach to approve consent agenda items a-d

Second by O'Connor

Discussion: None

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

5. Presentations

Friends of the Library: none

Foundation: Peterson reported that the foundation voted to approve the contract with the company that will study fundraising options for a potential building project.

6. Updates/Reports

President: Berning reported that one member has resigned from the county board

City of Hudson: none

School district: Dalluhn reported that the middle school is difficult to access with the construction taking place, but the pool is open.

7. Committee Updates

Policy and Personnel: Peterson reported that the committee has a policy recommendation on the agenda.

Finance: Wells reported on budget update.

AI Library Integration: Dittloff said the committee meets July 30th.

8. Director's Report

The written report was presented by Tougas. This report can be found in the LBOT packet dated 6/17/2025. She also showed a photo slideshow from the summer reading launch.

9. PRESENTATION: Teen Program Growth

Emilia Reynolds and Logan Webster gave an in-depth report of the changes to the young adult / teen section of the library, the space known as "The Archive," and growth in teen programming and volunteerism.

10. PRESENTATION: Summer Reading Program

Tougas gave a brief SRP update. Storytime is now taking place outside. Events that require signup are full, and most were full just after the first day of launch.

11. DISCUSSION: Staff Update

Tougas reported that we have one staff member on leave.

12. DISCUSSION AND POTENTIAL ACTION ITEM: Patron Privacy Policy

Motion by Peterson to approve the Patron Privacy Policy

Second by O'Connor

Discussion: None

Vote Taken: MOTION CARRIED - 9 Ayes/0 Nays

13. FUTURE AGENDA ITEMS:

None

14. Adjourn:

Motion to adjourn at 8:10pm by Peterson

Second by Fehrenbach

Vote Taken: MOTION CARRIED – 9 Ayes/0 Nay

Respectfully submitted,

Jamie Smith

Monthly Expenditure Statement
June 30, 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	\$ 236,449	\$ 246,467	49%
125	Part-Time	\$ 376,225	\$ 28,201	\$ 183,848	\$ 192,377	49%
151	FICA	\$ 65,724	\$ 4,912	\$ 31,720	\$ 34,004	48%
152	WRS	\$ 48,365	\$ 3,826	\$ 24,164	\$ 24,201	50%
154	Health Insurance	\$ 92,000	\$ 7,527	\$ 45,126	\$ 46,874	49%
Personnel Total:		\$ 1,065,230	\$ 81,629	\$ 521,308	\$ 543,922	49%
Contractual Services						
212	Legal Services	\$ -	\$ -	\$ -	\$ -	
213	Professional Services	\$ 15,500	\$ 1,250	\$ 7,500	\$ 8,000	48%
216	IFLS Ops	\$ 54,421	\$ -	\$ 54,421	\$ -	100%
217	IFLS Courier	\$ 2,700	\$ -	\$ 2,700	\$ -	100%
225	Telephone	\$ 4,200	\$ 462	\$ 2,795	\$ 1,405	67%
249	Contract Maint.	\$ -	\$ -	\$ -	\$ -	
294	Programming: Adults	\$ 5,000	\$ 899	\$ 3,656	\$ 1,344	73%
295	Programming: Children	\$ 25,000	\$ 2,446	\$ 12,272	\$ 12,728	49%
298	Maint. Agmts / Leases	\$ 9,000	\$ 4,832	\$ 6,355	\$ 2,645	71%
299	Other Contract Services	\$ 14,748	\$ -	\$ 6,315	\$ 8,433	43%
Contractual Services Total:		\$ 130,569	\$ 9,890	\$ 96,013	\$ 34,556	74%
Supplies & Expenses						
311	Postage	\$ 950	\$ 24.86	\$ 399.05	\$ 551	42%
312	Office Supplies	\$ 10,000	\$ 268.11	\$ 3,061.14	\$ 6,939	31%
324	Memberships	\$ 1,000	\$ -	\$ 290.00	\$ 710	29%
326	Advertising	\$ 600	\$ 30.88	\$ 336.40	\$ 264	56%
338	Staff Development	\$ 4,600	\$ -	\$ 3,168.21	\$ 1,432	69%
	Furnishing	\$ -	\$ 35.70			
339	Travel / Conferences	\$ 1,500	\$ 798.92	\$ 680.66	\$ 819	45%
396	Technology	\$ 9,000	\$ 233.35	\$ 2,813.13	\$ 6,187	31%
399	Activity Supplies	\$ 3,000	\$ 1,391.82	\$ 902.51	\$ 2,097	30%
Supplies & Expenses Total:		\$ 30,650	\$ 2,784	\$ 11,651	\$ 18,999	38%
Collection						
395	Books	\$ 70,500	\$ 6,378	\$ 35,108	\$ 35,392	50%
397	Periodicals	\$ 4,900	\$ 656	\$ 3,192	\$ 1,708	65%
398	Audio-Visual	\$ 8,000	\$ 175	\$ 2,854	\$ 5,146	36%
	Digital Resources	\$ 1,300	\$ -			
Collection Total:		\$ 84,700	\$ 7,209	\$ 41,154	\$ 43,546	49%
Fixed Charges						
510	Workers Comp	\$ 1,600	\$ 1,470	\$ 1,470	\$ 130	92%
511	Public Liability	\$ 1,400	\$ 1,030	\$ 1,030	\$ 370	74%
513	Public Officials	\$ 1,800	\$ 1,310	\$ 1,310	\$ 490	73%
517	Property Insurance	\$ 3,000	\$ -	\$ 3,568	\$ (568)	119%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 90,000	\$ 7,500	\$ 45,000	\$ 45,000	50%
Fixed Charges Total:		\$ 97,800	\$ 11,310	\$ 52,378	\$ 45,422	54%
812	Furniture and Furnishings	\$ -	\$ -			
829	Other Repair and Improvements	\$ -	\$ -			
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,408,949	\$ 112,821	\$ 722,504	\$ 686,445	49%
%of Year Completed						50%

DIRECTOR'S REPORT

Library Board of Trustees

Ice Cream Social

The annual ice cream social with the Board, Foundation and Friends will be from 5:30 to 7 p.m. Thursday, July 24. Depending on weather, we hope to scoop ice cream outside near the garden under a canopy. Inside the building we have a program featuring children's entertainer Stuart Stotts. RiverFest activities will be underway at the park.

Building Information

The custodian for the First Street Building has resigned and accepted another position in the city. We are now sharing a cleaning service with other city buildings.

Staff Updates

The library now has five staff members who have earned their master's degrees in Library Information Science. A sixth staff member is beginning a master's program this fall. This is something to celebrate!

We have revised our dress code for purposes of simplification, flexibility and discretion. It's now a "Dress for Your Day" concept that lets employees use their discretion based on their schedule for the day. For example, if you're doing an outdoor summer program, shorts are acceptable. If you're attending a professional networking event, then professional dress would be expected. Common default prohibitions apply: no clothing with political images/statements, no clothes with rips or holes, etc.

Additional Grant Funding: Friends of the Library

The Friends have approved a mid-year grant to send two staff members to a national conference related to advocacy and marketing in the nonprofit world. Shelley Tougas and Michelle Saifullah will attend the conference Nov. 12-15 in San Diego. The Friends will cover all costs – registration, travel, lodging and meals. We're grateful for this incredible opportunity.

Star Observer Special Section Ad

The Foundation paid for a quarter-page ad in the newspaper's special "Generations" section. The supplement appeals to senior citizen interests, so we featured resources seniors likely don't know we have (Library of Things and one-on-one technology support) as well as events they might enjoy. We're grateful for the funding for this ad. Seniors are reliable newspaper readers. The ad is a great way to reach them.

Program Statistics for June

June				
Overview				
Programs			Participants	
Total	54		Total	3150
Young Child (0-5)	10		Young Child (0-5)	257
Child (6-11)	17		Child (6-11)	651
Young Adult (12-18)	5		Young Adult (12-18)	48
Adult (19+)	16		Adult (19+)	267
General Interest (all ages)	6		General Interest (all ages)	1927
Self-directed activity	14		Self-directed activity	691

Year In Review				
Totals				
Programs			Participants	
Total	307		Total	12334
Young Child (0-5)	96		Young Child (0-5)	1984
Child (6-11)	58		Child (6-11)	3867
Young Adult (12-18)	33		Young Adult (12-18)	313
Adult (19+)	80		Adult (19+)	969
General Interest (all ages)	40		General Interest (all ages)	5201
Self-directed activity	114		Self-directed activity	5404

Hudson Area Public Library Statistics Summary

Jun-25

Circulation											
Comparisons YTD			Comparisons by Month			Library Visitors YTD					
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	
Physical Materials:	95,827	186,120	Physical CKO	14,623	18,521	51,017	52,282				
Digital Materials:	37,468	72,972	Check-ins	13,099	12,490	Monthly Visitors					
Total All Circulation:	133,295	259,092	Renewals	3,671	3,690	2024	2025				
% Physical Materials	71.89%	71.8%	Total Physical Circ	18,294	22,211	10,843	11,041				
% Digital Materials	28.1%	28.2%	Digital Circulation	6,011	6,436						
			Total Circulation	24,305	28,647						
New Patrons YTD			New Patrons by Month			Proctoring YTD			Cardholders		
2024	2025	2024	2025	2024	2025	2024	2025	Jan. 1 2025	10,478		
861	803	204	191	3	13	Current	10,396				
Technology Use YTD			Meeting Room Use			Volunteer Hours					
2024	2025	2024	2025	2024	2025	Monthly	325.5				
Pharos	1,232	1,256	Monthly	201	229	Year to Date	914.75				
Wi-Fi	14,438	13,056	YTD	1,318	1360						
Year-to Date	15,670	14,312									
Programming											
YTD Programs			Monthly Comparisons								
2024	2025	Programs Held	2024	2025							
339	253	Young Child (0-5)		10							
		Child (6-11)	30	17							
YTD Program Attendance			YA (12-18)	12	5						
2024	2025	Adult (19+)	10	16							
12,654	4,219	Drop-in	9	6							
		Totals:	61	54							
Self Directed Activities 2025			Attendance	2024	2025						
MTD	YTD	Young Child (0-5)	257								
14	114	Child (6-11)	777	651							
Self Directed Attendance 2025			YA (12-18)	78	48						
MTD	YTD	Adult (19+)	120	267							
691	5,404	Drop-in	2086	1927							
		Totals:	3061	3150							

** reduction due to annual patron record cleanup

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	9,818	10,134	10,598	14,561						67,478	
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	11,463	11,758	10,701	12,490						67,145	
Renewals		2018	5,371	5,333	8,729	6,698	6,807	7,936	6,803	5,884	5,275	5,090	4,693	4,589	73,208
		2019	4,850	4,521	5,202	5,155	4,378	4,506	6,292	5,414	4,557	4,896	4,637	4,666	59,074
		2020	4,192	4,058	2,404	92	84	805	3,344	3,071	3,319	3,219	3,324	3,876	31,788
		2021	4,113	4,156	4,676	4,262	3,952	4,160	4,758	4,937	1,290	535	1,229	2,023	40,091
		2022	2,405	2,658	3,760	3,475	3,558	3,571	4,362	4,184	3,466	3,758	3,575	3,326	42,098
		2023	3,504	3,331	3,944	3,725	3,458	3,532	4,422	4,377	3,697	3,791	3,826	2,954	44,561
		2024	3,509	3,377	3,791	3,574	3,698	3,671	4,463	4,031	3,140	3,564	3,441	3,340	43,599
		2025	3,325	3,285	3,778	3,096	3,105	3,690						20,279	
Total Physical Circulation		January	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
		February	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
		March	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
		April	12,749	13,489	15,823	13,691	11,907	17,335	17,563	16,257	7,715	3,958	4,777	5,397	140,661
		May	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
		June	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
		July	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	12,596	13,230	13,703	18,521						87,027	
2024-2025 Increase / decrease		(959)	(528)	(3,643)	(2,469)	(1,428)	227	(18,713)	(17,371)	(12,819)	(14,575)	(14,055)	(12,760)	(99,093)	
Digital Circulation		January	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
		February	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
		March	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
		April	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
		May	5,245	4,172	5,000	4,742	4,811	4,971	5,104	4,998	4,673	4,723	4,482	4,482	57,562
		June	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	6,595	6,263	6,372	6,436							38,700
<i>2024-2025 Increase / decrease</i>													
	464	62	(25)	261	45	425	(5,876)	(5,981)	(5,882)	(5,833)	(5,900)	(6,032)	(34,272)
Total Digital & Physical Circulation	21,455	20,556	19,191	19,493	20,075	24,957	-	-	-	-	-	-	125,727
% of Circulation Physical	67.8%	46.5%	66.6%	62.5%	57.8%	66.9%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	127.8%
% of Circulation Digital	24.4%	20.3%	26.1%	24.3%	24.0%	19.9%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	45.8%
Materials Statistics													
Items Borrowed	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2025	3,060	2,953	2,159	2,767	2,555	3,030							16,524
2025	4,343	3,751	5,328	4,521	3,400	3,499							24,842
Items Added	2025	608	509	473	600	431	604						3,225
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	198	222	231	203							1,256
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	2,122	2,472	2,582	2,050							13,056
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	4	4	48
2020	-	6	-	-	-	-	-	3	1	1	1	1	13
2021	1	2	-	2	1	2	3	1	2	-	-	-	14
2022	1	0	0	0	0	3	5	2	0	0	0	0	11
2023	1	0	0	0	0	2	3	1	0	0	0	0	7
2024	0	-	-	-	2	1	4	3	4	2	2	2	20
2025	2	2	3	2	1	3							13
Patron Statistics													

Visitors	2018												Year-to-Date
	January	February	March	April	May	June	July	August	September	October	November	December	
2018	8,678	9,559	10,858	9,757	9,958	13,025	13,214	12,023	10,750	10,525	8,843	9,765	126,955
2019	13,007	9,265	11,314	10,123	10,576	14,388	13,254	11,994	10,765	11,757	9,241	9,016	134,700
2020	11,254	9,832	5,983	-	-	-	2,346	2,825	2,362	2,146	2,268	2,299	41,315
2021	2,184	2,398	2,990	2,686	3,192	5,752	5,784	5,908	2,441	-	-	-	33,335
2022	2,949	3,661	4,549	4,639	4,761	5,677	6,264	6,551	4,983	5,299	5,393	4,716	59,442
2023	6,169	6,231	7,445	6,690	6,756	9,108	9,123	7,944	6,880	6,855	6,754	6,103	86,058
2024	8,364	7,931	7,898	8,829	7,152	10,843	10,604	9,962	7,291	8,505	7,782	7,028	102,189
2025	7,943	7,675	8,974	8,373	8,276	11,041							52,282
Monthly Average 2025	7,943	7,809	8,197	8,241	8,248	8,714	8,714	8,714	8,714	8,714	8,714	8,714	52,282
Days Open 2025	29	28	30	28	27	25							28
Daily Average 2025	274	274	299	299	307	442	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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	152	121	95	191							803
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

DIRECTOR'S REPORT

Qualitative Information

Program highlights

Staff news, including hiring and resignations

News from IFLS/state/federal

Collaborations

Book challenges (part of the collection development policy)

New initiatives/collections at the library

Board development opportunities

Mid-year grants

Miscellaneous

Data Reported

Summary Circulation

- Total Circulation (physical and digital)
 - Physical materials
 - Checkouts and renewals
 - Total number of physical materials circulated and percent of total circulation represented by circulation of physical materials
 - YTD and YTD comparison to prior year
 - Comparison of current month's total to prior year's total in the same month
 - Digital material
 - Total number of digital materials circulated and percent of total circulation represented by circulation of digital materials
 - YTD and YTD comparison to prior year
 - Comparison of current month's total to prior year's total in the same month

Detailed Circulation

- **Physical items**
 - Check outs (Years 2018 – present)
 - Total for every month and YTD
 - Check ins (Years 2018 – present)
 - Total for every month and YTD
 - Renewals (Years 2018 – present)

- Total for every month and YTD
 - Total physical circulation (Years 2018 – present)
 - Total for every month and YTD
 - Includes monthly increase/decrease from prior year
- **Digital circulation**
 - Check outs (Years 2018 – present)
 - Total for every month and YTD
 - Includes monthly increase/decrease from prior year
- **Total digital and physical circulation** with percent breakdown of each
- **Material lending**
 - Materials borrowed from other libraries each month and YTD
 - Materials loaned to other libraries each month and YTD
 - Monthly total of items added to the collection and YTD
- **Technology Use**
 - Pharos sessions (Years 2018 - present)
 - Total for every month and YTD
 - WiFi (Years 2028 - present)
 - Total for every month and YTD
 - Proctoring sessions (Years 2018 - present)
 - Total for every month and YTD
- **Curbside pick-up** – began during pandemic
 - Total for every month and YTD (Years 2020 -2023)

Library Visitors

- YTD visitors and YTD comparison to prior year
- Comparison of current month's total visitors to prior year's total in the same month
- Detailed:
 - Monthly and YTD totals (Years 2018 – present)

Cardholders/Patrons

- YTD new patrons and YTD comparison to prior year
- Comparison of current month's total new patrons to prior year's total in the same month
- Total cardholders beginning of the year
- Total cardholders YTD
- Detailed:
 - Monthly and YTD totals (Years 2018 – present)

Proctoring Services

- YTD and YTD comparison to prior year

Meeting Room Use

- Current month's total number of people using study/meeting rooms compared to prior year's total in the same month.
- YTD total number of people using study/meeting rooms and YTD comparison to prior year

Technology Use

- Pharos (system that counts sessions on public computers)
 - YTD total sessions and YTD comparison to prior year
- WiFi
 - YTD total sessions and YTD comparison to prior year

Volunteer Hours (recently added category)

- Monthly total of adult volunteers for direct library service
- YTD total of adult volunteers for direct library service
 - NOTE: Does not include teen volunteers, History Room volunteers, Garden Club volunteers, Friends of the Library or Hudson Area Library Foundation

Programs

- Number of programs
 - YTD total number of programs and YTD comparison to prior year
 - Current month's total programs "*Young Child (0-5)*" compared to prior year's total in the same month.
 - Current month's total programs "*Child (6-11)*" compared to prior year's total in the same month.
 - Current month's total programs "*Teen (12-18)*" compared to prior year's total in the same month.
 - Current month's total programs "*Adult (18+)*" compared to prior year's total in the same month.
 - Current month's total programs "*All Ages/Community*" compared to prior year's total in the same month.
- Program Attendance
 - YTD total program attendance and YTD comparison to prior year
 - Current month's total attendance "*Young Child (0-5)*" compared to prior year's total in the same month.
 - Current month's total attendance "*Child (6-11)*" compared to prior year's total in the same month.
 - Current month's total attendance "*Teen (12-18)*" compared to prior year's total in the same month.
 - Current month's total attendance "*Adult (18+)*" compared to prior year's total in the same month.

- Current month's total attendance "All Ages/Community" compared to prior year's total in the same month.
- Self-directed Activities
 - Total number of self-directed activities for current month and YTD
 - Total attendance for self-directed activities for current month and YTD
 - Current month's total attendance "*Young Child (0-5)*" compared to prior year's total in the same month.
 - Current month's total attendance "*Child (6-11)*" compared to prior year's total in the same month.
 - Current month's total attendance "*Teen (12-18)*" compared to prior year's total in the same month.
 - Current month's total attendance "*Adult (18+)*" compared to prior year's total in the same month.
 - Current month's total attendance "All Ages/Community" compared to prior year's total in the same month.

	2024	2025	2026	Difference 2025-2026
Library Revenues	\$ 11,000	\$ 14,000	\$ 12,000	\$ (2,000)
City of Hudson	\$ 744,366	\$ 778,266	\$ 826,201	\$ 47,935
County Ley ACT 150	\$ 506,000	\$ 513,736	\$ 685,158	\$ 171,422
County Ley ACT 420	\$ 8,817	\$ 7,000	\$ 15,258	\$ 8,258
Interest	\$ 500	\$ 1,100	\$ -	\$ (1,100)
Net Change	\$ -	\$ 1,000	\$ -	\$ (1,000)
Grants	\$ 79,000	\$ 79,000	\$ 70,000	\$ (9,000)
Donation	\$ -	\$ 500	\$ 1,000	\$ 500
Misc. Revenues	\$ -	\$ 1,500	\$ 1,200	\$ (300)
Unrestricted Funds	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 1,349,683	\$ 1,396,102	\$ 1,610,817	\$ 214,715

REVENUE:

Changes related to dissolution – full impact
Impact of 2026 city funding on future county revenue
No entry per FD for interest and net change

	2025			2026
PERSONNEL				PERSONNEL
Full-Time	\$ 482,916			\$ 624,885
Part-Time	\$ 376,225			\$ 377,968
FICA	\$ 65,724			\$ 76,718
WRS	\$ 48,365			\$ 58,444
Health Insurance	\$ 92,000			\$ 172,800
Personnel Totals:	\$ 1,065,230			\$ 1,310,815
CONTRACTUAL SERVICES				CONTRACTUAL SERVICES
Legal Services	\$ -			\$ -
Professional Services	\$ 15,500			\$ 15,500
IFLS Ops	\$ 54,421			\$ 56,500
IFLS Courier / Self Check	\$ 2,700			\$ 2,700
IFLS Catalog	\$ -			\$ -
Telephone	\$ 4,200			\$ 4,200
Contract Maintenance	\$ -			\$ 500
Programming Adults	\$ 5,000			\$ 6,000
Programming Youth/Community	\$ 25,000			\$ 25,000
Maintenance / Lease Agmts	\$ 9,000			\$ 14,500
Other Contract Services	\$ 14,748			\$ 4,950
Contractual Services Total	\$ 130,569			\$ 129,850
SUPPLIES & EXPENSES				SUPPLIES & EXPENSES
Postage	\$ 950			\$ 950
Office Supplies	\$ 10,000			\$ 12,000
Memberships	\$ 2,000			\$ 1,700
Advertising	\$ 600			\$ 1,000
Staff Development	\$ 3,600			\$ 2,800
Travel / Conferences	\$ 1,500			\$ 1,500
Furnishing	\$ -			\$ -
Technology	\$ 9,000			\$ 12,000
Activity Supplies	\$ 3,000			\$ 5,000
Supplies & Expenses Total	\$ 30,650			\$ 36,950
COLLECTION MATERIALS				COLLECTION MATERIALS
Books	\$ 70,500			\$ 70,000
Periodicals	\$ 4,900			\$ 5,100
Audio Visual	\$ 8,000			\$ 8,000
Books/Digital Resources	\$ 1,300			\$ 1,300
Collection Total	\$ 84,700			\$ 84,400
FIXED CHARGES				FIXED CHARGES
Workers' Compensation	\$ 1,600			\$ 1,600
Public Liability	\$ 1,400			\$ 1,400
Public Officials	\$ 1,800			\$ 1,800
Property Insurance	\$ 3,000			\$ 4,000
Unemployment	\$ -			\$ -
Operating agreement	\$ 90,000			\$ 40,000
Fixed Charges Total	\$ 97,800			\$ 48,800
Municipal/County revenue	\$ 1,299,002			\$ 1,526,617
Other non-grant revenue	\$ 18,100			\$ 14,200
Grant revenue	\$ 79,000			\$ 70,000
Total revenue	\$ 1,396,102			\$ 1,610,817
Total expenditures	\$ 1,408,949			\$ 1,610,815

EXPENDITURES

Staffing budget impacts:

- Full time
 - Potential building changes
 - Transition planning
- Part time
 - Potential building changes
- Insurance elections
- City's planned wage adjustments unknown

Contractual service budget impacts:

- Maintenance agreements
 - Self checkouts
 - Elevator
- Enhanced adult programming

Supplies and expenses budget impacts:

- Staff development reduction
 - Grant-funded certificate in 2025
- Office supply needs and inflation
 - Potential building changes
- Technology updates

Collection budget impacts:

- Lack of space
- May shift more into digital

Fixed charges impacts:

- Lease
- Property insurance