

**Library Board of Trustees
Meeting Agenda
Oct. 21, 2025 at 7 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

LBOT and Finance Committee
Oct 21, 2025 06:45 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*
7. **Director's Report**
 - *Presentation of monthly report and statistics*
 - *Director's report & updates*
8. **PRESENTATION:** e-materials, Cecelia Cole, Resource Sharing & Collection Consultant, IFLS
9. **REPORT:** Staff development, Jamie Smith
10. **DISCUSSION AND POTENTIAL ACTION ITEM:** Institutional Library Cards Policy
11. **DISCUSSION AND POTENTIAL ACTION ITEM:** Internet and WiFi Use Policy
12. **DISCUSSION AND POTENTIAL ACTION ITEM:** Revocation of Privileges Appeal Policy
13. **DISCUSSION AND POTENTIAL ACTION ITEM:** Meeting and Study Room Policy
14. **DISCUSSION AND POTENTIAL ACTION ITEM:** Joint meeting with HALF
15. **DISCUSSION AND POTENTIAL ACTION ITEM:** 2026 Budget
16. Future agenda items
17. Adjourn

Next meeting: November 18, 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
Sept. 16, 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, Barb Peterson, Gerry Klecker, Bryan Wells (joined via Zoom at 7:45 p.m.), Jim Dalluhn, Bill Fehrenbach, Chad Wiertzema, Rich O'Connor (arrived at 7:10 p.m.)

Board members absent: Sammi Dittloff

Staff: Jamie Smith, Shelley Tougas

Visitors: Julie Irwin, New Richmond

- 2. Citizen Comments**

None

- 3. ACTION ITEM: Approval of Consent Agenda Items**

Motion by Fehrenbach to approve consent agenda items a-d

Second by Klecker

Discussion: None

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

- 4. Presentations**

Friends of the Library: Tougas reported the FOL will fund the coffee cart and new hotspots in 2026.

Foundation: Klecker reported the HALF advisory committee will meet in October.

- 5. Updates/Reports**

President: Berning called for a 31-second moment of silence to heal our country.

City of Hudson: None

School district: Dalluhn stated the school district is holding community conversations.

- 6. Committee Updates**

Policy and Personnel: None

Finance: Committee met before the regular meeting

7. Director's Report

The written report was presented by Tougas. This report can be found in the LBOT packet dated 9/16/2025.

8. PRESENTATION: HAPL trends

Tougas presented trends in meeting room use, study room use and circulation.

9. PRESENTATION: Budget Revenue Report

Tougas presented via slideshow the 2023-2026 budget comparison covering funding from the county and city as well as grants, and how our level of funding got to the point where it is.

10. DISCUSSION AND POTENTIAL ACTION ITEM: Budget and Revenue Report

Discussion was held about the library's 2026 funding and budget. Board will vote on the budget after the City of Hudson has approved its expenditure for the library, likely in November.

11. Adjourn:

Motion to adjourn at 8:10 p.m. by Dalluhn

Second by O'Connor

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nay

Respectfully submitted,

Shelley Tougas

Monthly Expenditure Statement
September 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	\$ 366,520	\$ 116,396	76%
125	Part-Time	\$ 376,225	\$ 27,780	\$ 283,251	\$ 92,974	75%
151	FICA	\$ 65,724	\$ 4,880	\$ 49,013	\$ 16,711	75%
152	WRS	\$ 48,365	\$ 3,892	\$ 37,673	\$ 10,692	78%
154	Health Insurance	\$ 92,000	\$ 7,526	\$ 67,705	\$ 24,295	74%
Personnel Total:		\$ 1,065,230	\$ 81,241	\$ 804,162	\$ 261,068	75%
Contractual Services						
212	Legal Services	\$ -	\$ -	\$ -	\$ -	
213	Professional Services	\$ 15,500	\$ 1,250	\$ 11,250	\$ 4,250	73%
216	IFLS Ops	\$ 54,421	\$ -	\$ 54,421	\$ -	100%
217	IFLS Courier	\$ 2,700	\$ -	\$ 2,700	\$ -	100%
225	Telephone	\$ 4,200	\$ -	\$ 3,259	\$ 941	78%
249	Contract Maint.	\$ -	\$ -	\$ -	\$ -	
294	Programming: Adults	\$ 6,000	\$ 53	\$ 4,790	\$ 1,210	80%
295	Programming: Children	\$ 28,248	\$ 522	\$ 23,410	\$ 4,838	83%
298	Maint. Agmts / Leases	\$ 9,000	\$ 414	\$ 7,816	\$ 1,184	87%
299	Other Contract Services	\$ 10,500	\$ 826	\$ 6,416	\$ 4,084	61%
Contractual Services Total:		\$ 130,569	\$ 3,065	\$ 114,062	\$ 16,507	87%
Supplies & Expenses						
311	Postage	\$ 950	\$ 4.47	\$ 439.54	\$ 510	46%
312	Office Supplies	\$ 10,000	\$ 468.88	\$ 8,801.07	\$ 1,199	88%
324	Memberships	\$ 750	\$ -	\$ 590.00	\$ 160	79%
326	Advertising	\$ 600	\$ -	\$ 671.40	\$ (71)	112%
338	Staff Development	\$ 8,600	\$ -	\$ 6,038.45	\$ 2,562	70%
	Furnishing	\$ -	\$ -	\$ -	\$ -	
339	Travel / Conferences	\$ 3,000	\$ 228.42	\$ 747.02	\$ 2,253	25%
396	Technology	\$ 12,043	\$ 1,052.17	\$ 7,237.69	\$ 4,805	60%
399	Activity Supplies	\$ 2,500	\$ 589.71	\$ 2,188.11	\$ 312	88%
Supplies & Expenses Total:		\$ 38,443	\$ 2,344	\$ 26,713	\$ 11,730	69%
Collection						
395	Books	\$ 70,500	\$ 1,121	\$ 47,560	\$ 22,940	67%
397	Periodicals	\$ 4,900	\$ 30	\$ 3,518	\$ 1,382	72%
398	Audio-Visual	\$ 8,000	\$ 385	\$ 4,388	\$ 3,612	55%
	Digital Resources	\$ 1,300	\$ -	\$ -	\$ -	
Collection Total:		\$ 84,700	\$ 1,536	\$ 55,465	\$ 29,235	65%
Fixed Charges						
510	Workers Comp	\$ 1,600	\$ -	\$ 1,470	\$ 130	92%
511	Public Liability	\$ 1,400	\$ -	\$ 1,030	\$ 370	74%
513	Public Officials	\$ 1,800	\$ -	\$ 1,310	\$ 490	73%
517	Property Insurance	\$ 3,000	\$ -	\$ 3,568	\$ (568)	119%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 90,000	\$ 7,500	\$ 67,500	\$ 22,500	75%
Fixed Charges Total:		\$ 97,800	\$ 7,500	\$ 74,878	\$ 22,922	77%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improvements	\$ -	\$ -	\$ -	\$ -	
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,416,742	\$ 95,686	\$ 1,075,281	\$ 341,461	24%
%of Year Completed						75%

DIRECTOR'S REPORT

Library Board of Trustees

Baker & Taylor

The sudden closure of Baker & Taylor, the country's largest book distributor, was shocking to the library world. B & T has been our main source of book orders for years. The B & T system was integrated with our software, and it had processes to make book purchases "shelf ready." Staff knew B & T was in the process of being sold to another business, but the deal fell apart at the last minute. Shortly after, the company basically closed its doors. We re-activated our former account with Ingram, and we're using Amazon to fill the gap. Our understanding is that back orders from Baker & Taylor will be fulfilled.

Minnesota card holders

Recently the Board requested information about use of the library from Minnesota cardholders. In Wisconsin, Minnesota residents who want to use our libraries pay an annual fee of \$25. Wisconsin residents who want to use Minnesota libraries pay an annual fee of \$75.

Currently, 124 Minnesota residents have cards from the Hudson Area Public Library. In the last year, 3,484 items have been checked out to Minnesota cardholders. These checkouts count for physical circulation, but they don't fall into circulation counts for ACT 120 or ACT 420 funding.

Space data

IFLS works with another library system (South Central Library System) to compile and process data from the state annual reports. SCLS reports building square footage per capita for libraries statewide. The state median is 1.19 square foot per capita. Our library is .54 per capita. Ranked from most square feet per capita to the least, HAPL is 344 of 380 libraries.

Booyah

Despite the heat, we had great attendance at the fourth annual Booyah. About 1,000 participated in the event. We opened at 1 p.m. instead of 2 p.m., and people were lining up before we opened. We clearly have better response to the lunch crowd than the dinner crowd.

Thanks to board members who were able to help this year! You can mark Oct. 3, 2026 on your calendar—that will be the fifth annual Booyah.

Staff development

The library closed Oct. 13 for the first of two annual staff development days. (The first day was in April.) We focused on AI training and conducted presentations on library funding as well as the status of the building project.

We have four staff attending conferences this fall: Matt Campana went to a library technology conference in Madison; Jamie Smith is attending the Wisconsin Library Association Conference, also in Madison; and I'll be going to the nonprofit storyteller's conference (marketing/fundraising) in San Diego with Michelle Saifullah. The Friends of the Library is covering all costs of the San Diego conference.

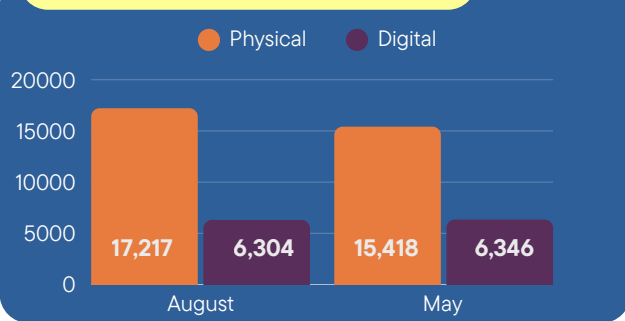
September			
Overview			
Programs		Participants	
Total	64	Total	1887
Young Child (0-5)	24	Young Child (0-5)	642
Child (6-11)	7	Child (6-11)	757
Young Adult (12-18)	8	Young Adult (12-18)	65
Adult (19+)	17	Adult (19+)	201
General Interest (all ages)	8	General Interest (all ages)	222
Self-directed activity	17	Self-directed activity	380

Year In Review			
Totals			
Programs		Participants	
Total	476	Total	22725
Young Child (0-5)	134	Young Child (0-5)	3847
Child (6-11)	79	Child (6-11)	7452
Young Adult (12-18)	52	Young Adult (12-18)	949
Adult (19+)	130	Adult (19+)	1465
General Interest (all ages)	81	General Interest (all ages)	9012
Self-directed activity	163	Self-directed activity	7177

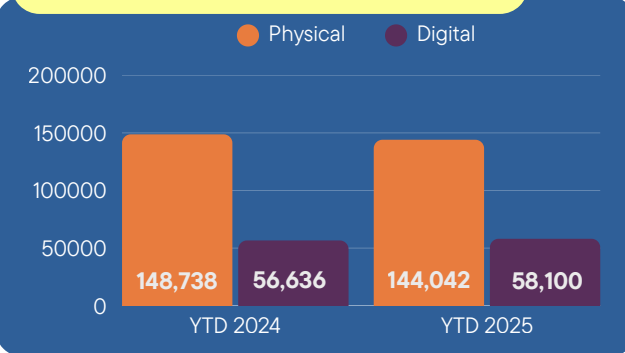
Hudson Area Public Library

SEPTEMBER 2025 DATA & REPORT

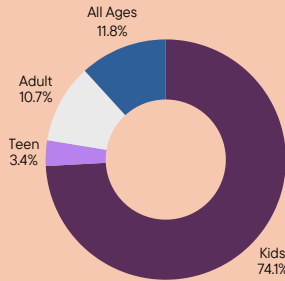
Total Circ.: August & September 2025



Total Circulation: YTD 2024 & YTD 2025



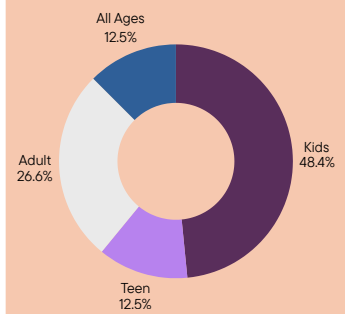
Program Attendance September 2025



Program attendance by age

Kids (0-11)	1399
Teens (12-18)	65
Adults	201
All Ages	222

Number of Programs September 2025



Number of programs by age

Kids (0-11)	31
Teens (12-18)	8
Adults	17
All Ages	8



294

Items Added



97

New Patrons



108

New Patrons



18,767

Website Visits



2,091

WiFi Sessions



196

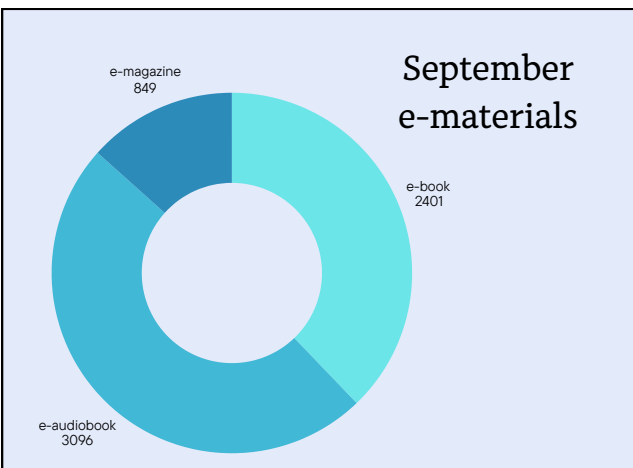
Computer lab use

Golden Rule's 2025 Booyah

The fourth annual Booyah was a big success despite temperatures soaring to 90 degrees. While that temperature doesn't sound like weather suited for a steaming bowl of stew, about 1,000 people participated in the event throughout the day.

The Booyah was possible thanks to donations from County Market, Agave, San Pedro, RJ's Meats and Chicone's Liquor.

The Golden Rule Initiative Team has set Oct. 3, 2026 for the next Booyah.



Sunday hours (11 a.m. to 3 p.m.) begin Oct. 19

Hudson Area Public Library Statistics Summary

Sep-25

Circulation									
Comparisons YTD		2024		2025		Comparisons by Month		Library Visitors YTD	
	2024	2025	2024	2025	2024	2025	2024	2025	2025
Physical Materials:	144,730	186,120	Physical CKO	9,679	15,418	78,874	80,931		
Digital Materials:	55,207	72,972	Check-ins	10,548	11,423	Monthly Visitors			
Total All Circulation:	199,937	259,092	Renewals	3,140	4,148	2024	2025		
% Physical Materials	72.39%	71.8%	Total Physical Circ	12,819	19,566	7,291	8,542		
% Digital Materials	27.6%	28.2%	Digital Circulation	5,882	6,346				
			Total Circulation	18,701	25,912				
New Patrons YTD		New Patrons by Month		Proctoring YTD		Cardholders			
2024	2025	2024	2025	2024	2025	Jan. 1 2025	10,478		
1,228	1,153	95	97	14	24	Current	10,828		
Technology Use YTD		Meeting Room Use							
	2024	2025	2024	2025	2024	2025	2024		
Pharos	1,859	1,964	Monthly Room Use	252	251	Monthly Users	1398		
Wi-Fi	21,898	20,149	YTD	1,989	2133	YTD	11791		
Year-to Date	23,757	22,113				Monthly Users	1335		
						YTD	12809		
Programming									
YTD Programs		Monthly Comparisons							
2024	2025	Programs Held	2024	2025					
507	476	Young Child (0-5)		24					
		Child (6-11)	34	7					
YTD Program Attendance		YA (12-18)	8	8					
2024	2025	Adult (19+)	13	17					
19,677	22,725	Drop-in	2	8					
		Totals:	57	64					
Self Directed Activities 2025		Attendance							
MTD	YTD	Young Child (0-5)	2024	2025					
17	163	Child (6-11)	971	757					
Self Directed Attendance 2025		YA (12-18)							
MTD	YTD	Adult (19+)	82	65					
380	7,177	Drop-in	107	201					
		Totals:	1203	1887					

Volunteer Hours	
Monthly	100.5
Year to Date	1230.75

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	14,918	12,910	11,270			106,576	
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	14,467	14,001	11,423			107,036	
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	3,778	3,096	3,105	3,690	4,415	4,432	4,148			33,274	
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
		2019	19,604	18,006	20,769	18,983	17,243	21,217	24,651	21,676	16,977	18,506	17,207	15,492	230,331
		2020	17,513	17,017	9,689	1,082	3,089	4,301	11,513	12,532	12,071	11,832	12,060	12,101	124,800
		2021	12,749	13,489	15,823	13,691	11,907	17,335	17,563	16,257	7,715	3,958	4,777	5,397	140,661
		2022	9,071	9,566	12,780	12,174	11,610	16,699	17,944	18,241	13,081	14,179	13,235	12,067	160,647
		2023	11,473	14,923	16,392	15,850	14,891	18,155	18,672	17,717	13,376	14,802	14,440	12,374	183,065
		2024	15,495	14,969	16,239	15,699	15,131	18,294	18,713	17,371	12,819	14,575	14,055	12,760	186,120
		2025	14,536	14,441	12,596	13,230	13,703	18,521	19,333	17,342	15,418			139,120	
2024-2025 Increase / decrease			(959)	(528)	(3,643)	(2,469)	(1,428)	227	620	(29)	2,599	(14,575)	(14,055)	(12,760)	(47,000)
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
		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	4,481	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	6,595	6,263	6,372	6,436	6,561	6,493	6,346	6,333	6,493	6,346	58,100
<i>2024-2025 Increase / decrease</i>													
	464	62	(25)	261	45	425	685	512	464	(5,833)	(5,900)	(6,032)	(14,872)
Total Digital & Physical Circulation	21,455	20,556	19,191	19,493	20,075	24,957	25,894	23,835	21,764	-	-	-	197,220
% of Circulation Physical	67.8%	46.5%	66.6%	62.5%	57.8%	66.9%	69.3%	76.5%	60.1%	#DIV/0!	#DIV/0!	#DIV/0!	81.5%
% of Circulation Digital	24.4%	20.3%	26.1%	24.3%	24.0%	19.9%	19.7%	21.0%	21.5%	#DIV/0!	#DIV/0!	#DIV/0!	29.2%
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	3,324	2,987	3,277				26,112
2025	4,343	3,751	5,328	4,521	3,400	3,499	3,211	3,181	3,697				34,931
Items Added													
2025	608	509	473	600	431	604	555	458	294				4,532

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	225	287	196				1,964

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	2,878	2,124	2,091				20,149

Proctoring Services													
2018	3	3	0	2	1	7	6	1	0	4	4	2	33
2019	-	4	4	-	3	8	7	6	2	6	4	4	48
2020	-	6	-	-	-	-	-	3	1	1	1	1	13
2021	1	2	-	2	1	2	3	3	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	6	3	3	2	2	2	24
Patron Statistics													

		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Visitors														
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	11,181	8,926	8,542				80,931
Monthly Average 2025		7,943	7,809	8,197	8,241	8,248	8,714	9,066	9,049	8,992	8,992	8,992	8,992	80,931
Days Open 2025		29	28	30	28	27	25	26	26	25				27
Daily Average 2025		274	274	299	299	307	442	430	343	342	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
New Patrons														
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	145	108	97				1,153
Curbside Services														
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

STAFF DEVELOPMENT SUMMARY 2024 – 2025

Both full time and part time library staff have taken an assortment of classes, webinars, and conferences these past few years to enhance their current skill set and deepen their understanding of what can do to improve the library we all love. Some classes are a period of weeks, some a day or two, and some are by the hour. Staff always take notes to share what they learned with their coworkers so that everyone can benefit, and we also sometimes incorporate their takeaways into staff development days or as reports at board meetings.

Time invested: 5 Full time staff and 7 part time staff have accumulated 38 weeks, 11 days, 86.5 hours of learning.

Certificates received: 13

Expense: The cost to the Library over these two years has been \$2,055 (\$900 was for Leadership Hudson) and the rest was free or covered by grants.

Upcoming:

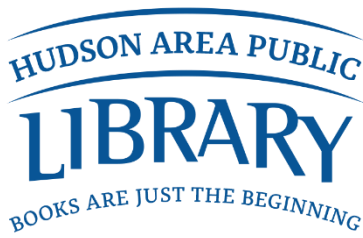
Jamie is attending WLA the end of October: sessions include ‘transforming libraries,’ ‘rethinking tech help as a core service,’ ‘overdue wisdom: lessons learned and best advice from library workers,’ ‘navigating the legal landscape including records retention and open meetings laws,’ and a tour of different bookmobiles.

Michelle and Shelley are attending a nonprofit storytelling / marketing conference (tap into the power of storytelling to engage donors and raise more money). This will be covered by a grant.

Topics our group of staff have covered:

- ❖ supervising employees
- ❖ leadership
- ❖ customer service
- ❖ circulation tips and tricks
- ❖ mending / book repair
- ❖ board game management
- ❖ banned books
- ❖ collection development
- ❖ fostering peace
- ❖ community engagement
- ❖ communication and crucial conversations

- ❖ social media marketing and engagement
- ❖ science and stem
- ❖ babies and youth in the library
- ❖ library yoga
- ❖ services and programs for older adults
- ❖ using small spaces for a big impact
- ❖ navigating misinformation and AI content
- ❖ enhancing library services with technology
- ❖ AI literacy



Library Operations and Services

Institutional Library Cards

Approved by Board of Trustees:

Effective Date:

Revisions:

Purpose:

The Hudson Area Public Library strives to ensure all members of the community have access to library services and resources. The purpose of Institutional Library Cards is to remove barriers and increase access for patrons in unique circumstances.

The library has two types of Institutional cards:

Type 22: A card held in the name of an institution

Type 14: A card held in the name of a person associated with an institution

This policy governs the Hudson Area Joint Library's issuance of institutional cards (Type 22).

Cards may be issued to the following institutions:

- Governmental agencies and departments
- Hospital departments
- Businesses
- Congregate living facilities

- Schools
- Pre-schools and licensed daycare centers
- Schools of higher education
- Religious institutions
- Service organizations
- Other, as determined by Library Director

Cards will be issued only after completion of a library card application by a financially responsible officer of the institution. The application requires the institution to accept responsibility for all fees and charges, such as charges for damaged or lost materials. The application must also designate a contact person within the organization for handling any library matters. A letter of application on the institution's letterhead, signed by a financially responsible officer of the institution, will be accepted in lieu of an application.

The same privileges and policies that apply to individual cardholders will also apply to institutional cardholders except for the following:

- Specialty items, such as items from the Library of Things, may not be checked out on an institutional card.
- The check-out period is four weeks instead of three weeks.

The institution assumes responsibility for any library materials checked out on its card. The institution is responsible for ensuring authorized access to its card. The Library will not maintain a list of authorized users for an institution.

The institution will notify the Library in the event their library card is lost or stolen. Institutional cards are not to be used by employees or instructors for their own personal purpose unrelated to their work or teaching. They are expected to apply for personal cards for those purposes.

Institutional cards are good for two years from activation, at which point Library staff will determine if the card is still valid. Validity is established by the following factors:

- The institution remains operational.
- The institution wants to continue use of the card.
- The financially responsible officer is updated/verified.

Once verification is confirmed, the card may be extended for another two years.

Sample Letter of Authorization

To obtain a library card for a business or organization, please provide a signed, original copy of this letter on your official letterhead or stationery.

(Date)

Library Director

Hudson Area Public Library

700 1st Street Hudson, WI 54016

Dear Hudson Area Public Library, I have read and understand the Institutional Library Cards Policy and would like to apply for an institutional library card. The (Business or Organization) accepts liability and financial responsibility for all transactions charged to (this/these) library (card/s) at any participating library, including, but not limited to, charges for lost or damaged materials.

On behalf of (Business or Organization), I hereby authorize the following (individual/s) to use the library (card/s) issued in (his/her/their) (name/s).

(Name) will be the staff person responsible for handling any library matters, including accepting financial responsibility on behalf of our organization. (He/she/they) can be contacted at (phone) or (email).

Sincerely,

(Name of Administrative Officer)

(Title)

(Email)



Library Operations and Services

Internet and WiFi Use

Approved by Board of Trustees: February 25, 2002

Effective Date: February 25, 2002

Revisions: February 15, 2011

Purpose:

The Hudson Area Public Library (HAPL) is committed to providing access to information and resources to individuals both electronically and in print form. Computers and other devices in the Library are available for use in the building and to check out. These library-owned devices connect to the Internet either by wire or WiFi. Additionally, patrons' personal devices can connect to the Library's WiFi without using a password. This policy is meant to inform patrons of responsibilities, unacceptable uses, guidelines and potential risks.

Attached: Patron Responsibilities and Code of Conduct Policy and Appeal Policy

Responsibilities

The Internet is not managed by the government or any entity. The unregulated nature of the Internet means patrons may come across information that is inaccurate, offense or illegal. Library staff have not curated any sites accessible on HAPL computers and devices.

HAPL is not responsible for any personal information that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences

caused by viruses or hacking. All patrons should have up-to-date virus protection on their computers or devices.

People who use the library's computers, devices and the wireless network shall agree to hold harmless, indemnify, and unconditionally reimburse HAPL for any damages, liability costs, claims or expenses the library may incur, which arise from any misuse of Internet access or violation of the Internet and Wi-Fi Use Policy by the user.

Unacceptable use

The following activities are unacceptable uses of the library's public computers, devices and WiFi

- Use of electronic information networks for any purpose resulting in the harassment of other users.
- Destruction of, damage to, or unauthorized alteration of HAPL's computer equipment, electronic devices, software or network security procedures.
- Violations of another's privacy.
- Attempting to gain access to files, passwords or data belonging to another (hacking).
- Systematically using Library computers for commercial activity.
- Violation of federal, state or local laws. This includes, but is not limited to the following:
 - Disregarding copyright laws or licensing agreements;
 - Assuming the identity of another person;
 - Sending threatening or harassing materials;
 - Viewing; printing; distributing; sending or receiving images, text, or graphics of obscene materials or material that violates laws relating to child pornography. Library patrons may not knowingly exhibit or display any material harmful to minors in its content, or material that is obscene, in public places where minors are or *may be* present. Knowingly displaying obscene graphics or graphics that may be harmful to minors is not allowed under Wisconsin Statutes 944.21 and 948.11.

General Wi-Fi/Internet Guidelines

HAPL's wireless service extends outside the building and can be accessed at any time.

Library staff are not responsible for any changes made to computer settings and cannot guarantee that a patron's devices will work with HAPL's wireless connection. The Library does not guarantee that patrons will be always able to make a wireless connection.

As with most public WI-FI, HAPL's wireless connection is not secure. Another wireless user could potentially intercept any information being sent or received. Patrons should not transmit their credit card information, passwords or any other sensitive personal information over a wireless connection.

Internet Access and the Library's Public Computer Room

HAPL shall have no liability for direct, indirect or consequential damages related to use of the information accessed or transmitted via the Internet. Patrons who access the Internet using the library's public computers should be aware of the following:

- Internet use is available on a first-come, first-served basis. Patrons are guaranteed two hours of use per day, with additional time if computers are available. Individual exceptions are made for those filling out job application forms or taking tests.
- Public computers require a library card to log on. Patrons may use a guest pass if they do not already have a MORE library card and do not wish to get one.
- Patrons must have a basic understanding of computers. Library staff are available for assistance as time and expertise allows.
- Any data stored on a HAPL computer will be deleted when the computer restarts.
- Patrons are financially responsible for any charges they incur from their use of the Internet.
- Patrons may not install or run their own software programs on the public computers.
- If a patron maliciously attempts to alter or destroy HAPL computer hardware or software, it will be treated as vandalism and the police will be contacted.
- Each public computer is intended for use by one individual at a time; however, more than one person may sit or work together at any one computer if they are not blocking

access to other computers or library materials or disrupting computer use by other patrons.

- Only parents and legal guardians have the right and responsibility to monitor and control their minor children's access to the Internet and to information on the Internet. HAPL does not act in place of parents and/or legal guardians.
- HAPL computers are installed with anti-virus software, but this does not guarantee complete protection.
- Failure to abide by the Library's Patron Responsibilities and Code of Conduct Policy may result in loss of computer privileges.

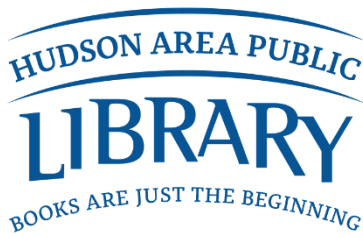
Violations

Violations of HAPL's Internet and WiFi Use Policy will result in the suspension of all computer privileges. Continued violations will result in a request to leave the facility and may lead to revocation of HAPL privileges. This may include losing the right to visit the Library building and the Library grounds for a defined period, or permanently at the discretion of the Library Director.

Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing. Illegal acts may be subject to prosecution by local, state or federal authorities.

Appeals

Patrons who lose their library privileges may appeal the director's decision.



Library Operations and Services

Revocation of Privileges Appeal

Approved by Board of Trustees:

Effective Date:

Purpose:

The purpose of this policy is to ensure patrons have a process to appeal restrictions or revocations of library services due to policy violations.

Incident Report

Library Staff will complete Incident Report to document potential violations of Library policies, including whether staff issued a verbal warning. The Incident Report should be forwarded to the Library Director for review. The Library Board of Trustees authorizes the Library Director to make determinations of whether the incident involved a policy that includes the potential for restrictions or revocations of library service. In the absence of the Library Director, a designee may act in his/her place.

Library policies that include potential restrictions or revocations of library services are as follows:

- Library Operations and Services: Teen Space

- Library Operations and Services: Technology Lending
- Library Operations and Services: Internet and Wifi Use
- Patron Services: Meeting and Study Room Use
- Library Safety and Security: Patron Responsibility and Code of Conduct
- Library Safety and Security: Unattended Children and Vulnerable Adults

This policy does not include procedures developed for fees and fines.

Restrictions and Revocations

The restrictions and revocations applied depend upon the violation and the severity and frequency of the violation. These include the following actions, which may be temporary or permanent:

- Limiting checkouts to certain collections
- Reducing the allowable number of materials that can be checked out
- Suspension or ban on attendance at certain programs
- Suspension or ban on the use of certain resources
- Suspension or ban on entering the building

The Library reserves the right to seek a restraining order from the Court.

Process: Violations Not Related to Safety / Security

- Library patrons observed violating a Library policy will be asked to cease the violation with a verbal request. Staff may provide the patron with a copy of the policy. If the patron does not comply with the request, they will be asked to leave the building for the day. If they refuse, police may be called.

Subsequent Violations: The Library Director may further limit or suspend the patron's Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation.

Subsequent violations of the same rule shall result in additional suspensions of increasing length.

Process: Violations that Affect Safety / Security

- Police will be called to manage violations of Library policy that affect safety and security, including but not limited to verbal abuse or harassment, violence, threatening behaviors, child pornography, vandalism, drug sale or use or attempted drug sale or use (including tobacco), intoxication, theft or attempted theft, or any behavior that threatens the safety and security of staff and/or patrons.
- The Library will impose an immediate minimum two-week suspension so the Library Director has sufficient time to investigate the situation and/or consult with police. This suspension is not subject to appeal.
- After the investigation is complete, the Library Director will issue a final determination in writing. The final determination is subject to appeal. (See Appeal Process.)
- Subsequent violations of the same policy shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

Reinstatement: The patron whose privileges have been limited or suspended because of violations related to safety and security shall attend a meeting with the Library Director or the Library Director's designee to review the Library policy that was the subject of the violation before their privileges may be reinstated. The Library Director may also attach reasonable conditions to any reinstatement.

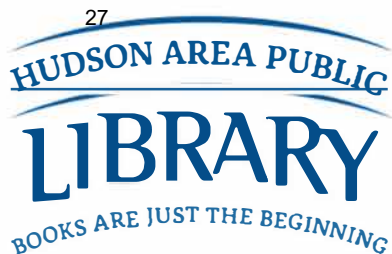
Appeal Process

Patrons may appeal the following:

- a decision to restrict or revoke library services
- any conditions applied to any reinstatement

Steps of the appeal:

- The patron (or the patron's legal guardian) must send a written appeal to the Library Board's Policy and Personnel Committee within 10 business days of the date of the restriction/revocation or when the conditions were applied.
- The appeal must include the patron's name and address and be signed and dated.
- The patron shall be informed that Policy and Personnel Committee meetings are subject to the open meeting law with limited exceptions. The Library will consult with an attorney regarding whether the exceptions apply.
- The Committee will consider the issue at its next regular board meeting or within 30 days, whichever is sooner.
- The Committee's decision is final.



Incident Report

700 1st St
 Hudson, WI 54016
 tel. 715-386-3101
 fax 715-381-0468

This form will be sent to the Library Director as a follow-up on thefts, behavior problems, property damage, accidents, illness of patrons, etc.

TYPE OF INCIDENT	
<input type="checkbox"/>	Theft / Attempted Theft
<input type="checkbox"/>	Library Property Damage
<input type="checkbox"/>	Disruptive Behavior
<input type="checkbox"/>	Injury / Illness
<input type="checkbox"/>	Other

Weekday & Date: _____

Time of Day: _____

Location of Incident: _____

Description (gender, race, age, dress, etc.):

Police/Ambulance called: Y / N

First aid given: Y / N By: _____

Officer in Charge: _____

Case #: _____

Value of theft/damage: _____

Persons involved / Witnesses (staff members; addresses & phone for non-staff):

Description of Incident (use additional sheet if needed):

Which HAPL Policy was violated?

Was a copy of the violated policy given to patron? Y / N

Report filed by: _____

Date: _____

Director's notes:

Has the patron been banned? Y / N

Director's Signature: _____

Date: _____



Patron Services

Meeting and Study Room Usage

Approved by Board of Trustees: May 10, 2010

Effective Date: May 10, 2010

Revision Date: February 15, 2011; December 12, 2011; January 15, 2019

Purpose:

The meeting rooms on the second floor of the Hudson Area Public Library are available for use by community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Library. Use of the meeting rooms should not interfere with the normal function of the Library and must conform to the guidelines of this policy. Meeting and study rooms are available to the public free of charge without regard to the beliefs or affiliations of the individual or group requesting use.

Meeting Room Reservation Guidelines

- At least one member of the group must have a MORE library card and be present at check-in

- A Meeting Room Reservation Application must be completed and submitted prior to the reservation date to reserve a room
- The applicant must abide by this policy and applicable laws, regulations, and other Library policies. Loss of their room reservation and the potential to be prevented from making future reservations may result if Library policy is not followed.
- Events presented by the Library take priority, with secondary preference given to the Hudson Area Library Foundation and the Friends of the Library.
- A single group may make advanced reservations for up to three consecutive meetings. Additional reservations by the same group are allowed after the final consecutive meeting.
- Reservations are accepted up to 60 days prior to the desired meeting date.
- Usage is limited to once a week per group with a time limit of four hours.
- Meeting and study rooms are available during normal open hours.
- Requests to reserve a meeting room are made at either of the information desks on the second floor of the Library.

Meeting Room Rules of Use

- Meetings must be free and open to the public, such as public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions
- Meetings must be presented by organizations or individuals engaged in free educational, cultural, intellectual, governmental or charitable activities
- When not reserved, Room 219 is available as a quiet study area
- Meeting and study rooms must be left in a clean and orderly condition after use. Users are responsible for any damage caused by their use of the room and/or equipment
- Attaching items to the walls, temporarily or permanently, is prohibited
- Light refreshments may be served. Alcohol is prohibited

- Library staff may monitor all meetings, programs, and events to ensure compliance with library policies
- The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and users must not imply that an event is endorsed, sponsored, co-sponsored, or approved by the Library

Prohibited Use

- Any purpose which may interfere with the regular operation of the Library
- Non-Library sponsored recitals
- Use that involves the sale, advertising, solicitation (including the solicitation of donations, commissions, rental fees, consulting fees, or gifts) and/or promotion of commercial products, services, or memberships
- Personal, company, or family parties
- Use that requires a fee of any kind, such as entrance or participation fees, except for library fundraising events
- Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company
- Fundraising activities, except for those events sponsored by the Library, Library Foundation or Friends of the Library.
- Fee-for-service, e.g. tutoring sessions, taking of legal depositions, interviews (except for library run interviews) or other such activities that charge the participants a fee
- Use that involves illegal activity and/or activity that may pose a safety risk to persons or property
- Political campaigns, although candidate forums are allowed
- Religious services, although meetings and events are allowed

Study Room Rules:

- Meeting and study rooms (205, 206, 216) are available for use on a first-come, first-served basis
- Rooms may be reserved for up to two hours. Extensions may be granted if no one is waiting
- Anyone using a room beyond two hours understands that when another user wishes to use the room for two hours, the room becomes available to the next user
- Requests to use a meeting room should be made at either of the Information desks located on the second floor of the Library
- With pre-approval, employers and job placement agencies may use the study rooms to conduct interviews
- Individuals may request a specific room if it is not already in use
- Study rooms do not guarantee absolute privacy
- No smoking or vaping allowed

Disclaimer

The Library shall not be liable for any loss, damage, or personal injury resulting from the use of the Library's meeting and/or study rooms. The Library makes no warranties or representations regarding its meeting and study rooms. In exchange for being permitted to use these rooms the user agrees to indemnify, defend, and hold harmless, the Hudson Area Public Library, its agents, and representatives, the Hudson Area Public Library Board, Library employees, and volunteers, as well as the four joint municipalities—City of Hudson, Town of Hudson, Village of North Hudson, and Town of St. Joseph—from any claims of loss, damages, or injuries arising in any way out of the use of this equipment.

EXPENDITURES

	2026
PERSONNEL	
Full-Time	\$ 609,164
Part-Time	\$ 316,695
FICA	\$ 72,667
WRS	\$ 55,198
Health Insurance	\$ 159,300
Personnel Totals:	\$ 1,213,024
CONTRACTUAL SERVICES	
Legal Services	\$ -
Professional Services	\$ 15,500
IFLS Ops	\$ 56,300
IFLS Courier / Self Check	\$ 2,800
IFLS Catalog	\$ -
Telephone	\$ 3,000
Contract Maintenance	
Programming Adults	\$ 5,708
Programming Youth/Community	\$ 25,000
Maintenance / Lease Agmts	\$ 16,000
Other Contract Services	\$ 2,750
Contractual Services Total	\$ 127,058
SUPPLIES & EXPENSES	
Postage	\$ 950
Office Supplies	\$ 10,000
Memberships	\$ 1,700
Advertising	\$ 750
Staff Development	\$ 2,250
Travel / Conferences	\$ 1,500
Furnishing	\$ -
Technology	\$ 15,000
Activity Supplies	\$ 4,300
Supplies & Expenses Total	\$ 36,450
COLLECTION MATERIALS	
Books	\$ 70,000
Periodicals	\$ 5,100
Audio Visual	\$ 9,000
Books/Digital Resources	\$ 2,000
Collection Total	\$ 86,100
FIXED CHARGES	
Workers' Compensation	\$ 1,600
Public Liability	\$ 1,250
Public Officials	\$ 1,500
Property Insurance	\$ 4,000
Unemployment	\$ -
Operating agreement	\$ 90,000
Fixed Charges Total	\$ 98,350
Municipal/County revenue	\$ 1,459,782
Other non-grant revenue	\$ 21,200
Grant revenue	\$ 80,000
Total revenue	\$ 1,560,982
Total expenditures	\$ 1,560,982

REVENUE

	2024	2025	Difference 2024-2025	2026	Difference 2025-2026
Library Revenues	\$ 11,000	\$ 14,000	\$ 3,000	\$ 14,000	\$ -
City of Hudson	\$ 744,366	\$ 778,266	\$ 33,900	\$ 744,366	\$ (33,900)
County Levy ACT 150	\$ 506,000	\$ 513,736	\$ 7,736	\$ 685,158	\$ 171,422
County Levy ACT 420	\$ 8,817	\$ 7,000	\$ (1,817)	\$ 15,258	\$ 8,258
Interest	\$ 500	\$ 1,100	\$ 600	\$ 5,000	\$ 3,900
Net Change	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)
Grants	\$ 79,000	\$ 79,000	\$ -	\$ 80,000	\$ 1,000
Donation	\$ -	\$ 500	\$ 500	\$ 1,000	\$ 500
Misc. Revenues	\$ -	\$ 1,500	\$ 1,500	\$ 1,200	\$ (300)
Unrestricted Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 1,349,683	\$ 1,396,102	\$ 46,419	\$ 1,545,982	\$ 149,880

- 4 percent wage increase for all staff.
- Two staff increase hours from 28/week to 36/week. Total new hours = 16.
- Insurance premiums 2026 are up 3.4 percent.
- Maintenance agreements increase due to having a third self checkout.
- No collection dollars for enhancements (goal was to focus on replacing juvenile NF) – will seek grants
- Increasing e-materials from \$1,300 to \$2,000. (IFLS waiting list is now 73,000)