

**Library Board of Trustees
Meeting Agenda
Dec. 16, 2025 at 7 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

LBOT and Finance Committee
Time: Dec 16, 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

1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM: Approval of Consent Agenda Items**
 - *Approve meeting Agenda*
 - *Disposition of minutes from the prior board meeting(s) and of any intervening special meetings*
 - *Acceptance of expenditure report*
 - *Approve Finance Committee's recommendation to pay bills*
4. **Presentations:**
 - *Friends of the Library*
 - *Library Foundation*
5. **Updates and reports**
 - *President's updates*
 - *City of Hudson updates*
 - *Hudson School District updates*
6. **Committee updates**
 - *Policy and Personnel*
 - *Finance*
7. **Director's Report**
 - *Presentation of monthly report and statistics*
 - *Director's report & updates*
8. **DISCUSSION AND POTENTIAL BOARD ACTION:** Library Room Policy
9. **DISCUSSION AND POTENTIAL BOARD ACTION:** Library Card Policy
10. **DISCUSSION AND POTENTIAL BOARD ACTION:** Finance committee recommendation regarding unspent personnel funds and transfer to programming and/or technology.
11. **DISCUSSION AND POTENTIAL BOARD ACTION:** Authorizing Foundation to proceed with architectural firm for schematics and initial design concepts.
12. **DISCUSSION AND POTENTIAL BOARD ACTION:** Use of unrestricted funds for early phase architectural work.
13. **DISCUSSION AND POTENTIAL BOARD ACTION:** Foundation's building project committee

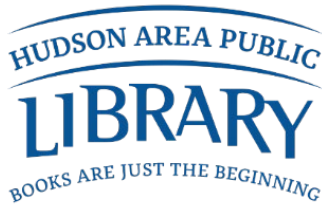
- 9 **CLOSED SESSION:** Pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. *Director evaluation and compensation.* Roll call vote.
- 10 **RECONVENE IN OPEN SESSION**
- 11 **POTENTIAL BOARD ACTION:** Director compensation
- 12 **Future agenda items**
- 13 **Adjourn**

Next meeting:

January 20, 2026

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
November 18, 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, Sammi Dittloff, Jim Dalluhn, Bill Fehrenbach, Rich O'Connor

Board members absent: Chad Wiertzema

Staff: Michelle Saifullah, Shelley Tougas

- 2. Citizen Comments**

None

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

Motion by O'Connor to approve consent agenda items a-d

Second by Klecker

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

- 4. Presentations**

Friends of the Library: None

Foundation: Peterson reported that the annual appeal has been mailed and the feasibility study is underway.

- 5. Updates/Reports**

President: Berning reported the county budget was passed.

City of Hudson: O'Connor reported the city budget was passed.

School district: Dalluhn reported on construction progress in the district.

- 6. Committee Updates**

Policy and Personnel: Peterson reported the director' review is underway.

Finance: Wells said they had their meeting and bill payment was approved.

7. Director's Report

The written report was presented by Tougas. This report can be found in the LBOT packet dated 11/18/2025.

8. DISCUSSION: Transition of service for collection

Tougas updated the board on the library's collection budget and process since the closure of Baker & Taylor.

14. DISCUSSION AND POTENTIAL ACTION ITEM: 2026 Budget

Motion by Wells to approve the 2026 budget

Second by Klecker

Vote Taken: MOTION CARRIED - 8 Ayes/0 Nays

9. DISCUSSION: Year-end revenues and expenditures

Tougas discussed the status of the budget.

15. Future agenda items:

Meeting and Study Room Policy

Director review

16. Adjourn:

Motion to adjourn at 7:50 pm by O'Connor

Second by Peterson

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nay

Respectfully submitted,

Shelley Tougas

Monthly Expenditure Statement						
11/1/2025 - 12/12/2025						
Hudson Area Public Library						
Acct Code	Object Description	Budget w/ grants	DEC 1-12	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 482,916	\$ 18,582	\$ 459,446	\$ 23,469	95%
125	Part-Time	\$ 376,225	\$ 14,361	\$ 353,784	\$ 22,441	94%
151	FICA	\$ 65,724	\$ 2,476	\$ 61,297	\$ 4,427	93%
152	WRS	\$ 48,365	\$ 1,956	\$ 47,416	\$ 949	98%
154	Health Insurance	\$ 92,000	\$ 3,753	\$ 86,511	\$ 5,489	94%
Personnel Total:		\$ 1,065,230	\$ 41,127	\$ 1,008,454	\$ 56,776	95%
Contractual Services						
212	Legal Services	\$ -	\$ -	\$ -	\$ -	
213	Professional Services	\$ 15,500	\$ 1,250	\$ 15,000	\$ 500	97%
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	\$ -	\$ 6,124	\$ (124)	102%
295	Programming: Children	\$ 28,248	\$ 52	\$ 26,820	\$ 1,428	95%
298	Maint. Agmts / Leases	\$ 10,600	\$ -	\$ 10,605	\$ (5)	100%
299	Other Contract Services	\$ 13,656	\$ -	\$ 13,172	\$ 484	96%
Contractual Services Total:		\$ 135,325	\$ 1,302	\$ 132,101	\$ 3,224	98%
Supplies & Expenses						
311	Postage	\$ 950	\$ 4.47	\$ 706.87	\$ 243	74%
312	Office Supplies	\$ 10,000	\$ 468.88	\$ 9,483.45	\$ 517	95%
324	Memberships	\$ 950	\$ -	\$ 950.00	\$ -	100%
326	Advertising	\$ 600	\$ -	\$ 671.40	\$ (71)	112%
338	Staff Development	\$ 8,600	\$ -	\$ 7,034.24	\$ 1,566	82%
339	Travel / Conferences	\$ 2,800	\$ 2,861.92	\$ 3,706.47	\$ (906)	132%
396	Technology	\$ 19,043	\$ 1,027.68	\$ 19,191.99	\$ (149)	101%
399	Activity Supplies	\$ 4,500	\$ 589.71	\$ 2,351.63	\$ 2,148	52%
Supplies & Expenses Total:		\$ 47,443	\$ 4,953	\$ 44,096	\$ 3,347	93%
Collection						
395	Books	\$ 70,500	\$ 1,114	\$ 55,821	\$ 14,679	79%
397	Periodicals	\$ 4,900	\$ 30	\$ 3,813	\$ 1,087	78%
398	Audio-Visual	\$ 8,000	\$ 385	\$ 5,146	\$ 2,854	64%
	Digital Resources	\$ 1,300	\$ 1,300	\$ 1,300	\$ -	100%
Collection Total:		\$ 84,700	\$ 1,530	\$ 64,781	\$ 19,919	76%
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	\$ 90,000	\$ -	100%
Fixed Charges Total:		\$ 97,800	\$ 7,500	\$ 97,378	\$ 422	100%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improvements	\$ -	\$ -	\$ -	\$ -	
Capital Expenses Total:				\$ -		Remaining
Total Expenditures		\$ 1,430,498	\$ 56,411	\$ 1,346,810	\$ 83,688	6%
					%of Year Complete	96%

Expenditure Report

Personnel

- First payroll of December is included in the personnel totals
- We will spend more than average on part-time staff in December due to cleaning project and additional aide time for December programming (holiday party and escape room).
- We anticipate unused personnel funds which we will move into technology and/or programming following board approval. Amount unknown until temporary staff hours are finalized. Likely between \$14,000 and \$20,000.

Contractual Services

- We have received no bills for the new phone service for several months. Waiting for response from accounting.

Supplies & Expenses

- The FOL is sending final grant dollars for the conference/travel expenses. There will be no shortfall.
- The Nagel grant (\$5,000 sent via FOL) has been added to technology. The grant is to purchase technology for youth.
- Activity supplies will be spent on Library of Things and miscellaneous craft/art/STEM supplies.

Collection

- We are nearly caught up on collection spending. Our process was affected by the closure of Baker and Taylor. The 2025 collection budget will be fully spent no later than the end of February.

Revenue Report

Library Revenues 2025						
Account Number	Account	2025 Approved Budget	YTD Actual	Current Month	% Actual to Budget	Over / (Under) Budget
46710	Library Revenues	\$ 14,000	\$ 16,142	\$ 948	115%	\$ (2,142)
47301	City of Hudson	\$ 778,266	\$ 778,266	\$ -	100%	\$ -
47311	County Levy ACT 150	\$ 513,736	\$ 513,736	\$ -	100%	\$ -
	County Levy ACT 420	\$ 7,000	\$ 8,066	\$ -	115%	\$ (1,066)
48100	Interest	\$ 1,100	\$ -	\$ -	0%	\$ 1,100
48120	Net Change	\$ 1,000	\$ -	\$ -	0%	\$ 1,000
48500	Grants	\$ 79,000	\$ 89,276	\$ -	113%	\$ (10,276)
	Donation	\$ 500	\$ 650	\$ 335	130%	\$ (150)
48600	Misc. Revenues	\$ 1,500	\$ 1,941	\$ 70	129%	\$ (441)
	Unrestricted Funds	\$ 19,500		\$ -		\$ 19,500
	Total Revenues	\$ 1,415,602	\$ 1,408,078	\$ 1,353	99%	\$ 7,524

Unrestricted funds

- When UF are removed from calculations, the budgeted revenue is \$1,396,102. The library will have about \$13,000 in additional revenue. (December library revenues are not included in this table.) Staff plan to use this revenue for new items in Library of Things, replacement toys and furnishings in the youth department, software for computers in the teen area, replacing several staff office chairs, and touch screen “reception” monitors for both floors.

Other revenue

- We have not received amounts for interest or net change for 2025. We will ask the accounting department to put this revenue in the 2026 budget.
- Remaining FOL grant for travel/staff development is pending.

DIRECTOR'S REPORT

Library Board of Trustees

Baker and Taylor Transition

Staff are nearly caught up with collection spending and transition issues related to the closing of Baker and Taylor. There will be 2025 collection spending in January, but we're likely to close that gap no later than the end of February. Our account with Ingram is active. Staff is also purchasing through Amazon.

Circulation

As the year draws to a close, data indicates our library will be the second leading lender of books throughout the system. As of early December, the lending circulation was 43,020, which is about 10,000 more than the items we borrow. This is a turnaround from our history.

E-materials

This year's budget included \$1,300 for additional e-books and e-audio books. Libraries generally contribute additional funds at the end of the year to IFLS to increase the collection. IFLS targeted our funds for titles that have high-demand holds from Hudson area patrons. Our contribution was enough to purchase 29 e-books and e-audiobooks, which is indicative of the cost of digital materials for libraries.

Wellness Event

I'm working with NAMI (National Association on Mental Illness) St. Croix Valley on a mental health wellness event for spring. I recently was appointed as an officer to the organization's board. We're connecting with potential partners in our community and would like to bring in a speaker regarding youth and mental health. The NAMI director and I have received about \$6,000 in grants for this event and other NAMI programs.

2025 Programming

In November, we surpassed last year's record attendance of about 27,000. Before December began, our attendance total was 29,120 with a total of 617 programs. Our calendar is always packed. Special events in December include Community Christmas Party, Wicked Escape Room, cookie exchange, kid yoga and library rec room—family and senior sessions.

November

Overview

Programs		Participants	
Total	62	Total	2221
Young Child (0-5)	20	Young Child (0-5)	304
Child (6-11)	6	Child (6-11)	449
Young Adult (12-18)	4	Young Adult (12-18)	32
Adult (19+)	18	Adult (19+)	232
General Interest (all ages)	14	General Interest (all ages)	1204
Self-directed activity	16	Self-directed activity	338

Year In Review

Totals

Programs		Participants	
Total	617	Total	29120
Young Child (0-5)	185	Young Child (0-5)	4760
Child (6-11)	90	Child (6-11)	8638
Young Adult (12-18)	61	Young Adult (12-18)	1020
Adult (19+)	172	Adult (19+)	1987
General Interest (all ages)	109	General Interest (all ages)	12715
Self-directed activity	196	Self-directed activity	8465

Hudson Area Public Library Statistics Summary

Nov-25

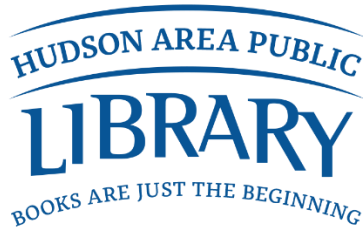
Circulation									
Comparisons YTD		2024		2025		Comparisons by Month		Library Visitors YTD	
	2024	2025	2024	2025	2024	2025	2024	2025	2025
Physical Materials:	173,360	186,120	Physical CKO	10,614	13,272	95,161	101,352		
Digital Materials:	66,940	72,972	Check-ins	10,730	10,313	Monthly Visitors			
Total All Circulation:	240,300	259,092	Renewals	3,441	3,394	2024	2025		
% Physical Materials	72.14%	71.8%	Total Physical Circ	14,055	16,666	7,782	8,606		
% Digital Materials	27.9%	28.2%	Digital Circulation	5,900	6,149				
			Total Circulation	19,955	22,815				
New Patrons YTD		New Patrons by Month		Proctoring YTD		Cardholders			
2024	2025	2024	2025	2024	2025	Jan. 1 2025	10,478		
1,438	1,344	109	81	18	30	Current	10,669		
Technology Use YTD		Meeting Room Use							
2024	2025	2024	2025	2024	2025				
Pharos	2,277	2,418	Monthly Room Use	244	258	Monthly Users	1620		
Wi-Fi	26,225	23,934	YTD	2,491	2755	YTD	14370		
Year-to Date	28,502	26,352				Monthly Users	1364		
						YTD	16453		
Programming									
YTD Programs		Monthly Comparisons							
2024	2025	Programs Held	2024	2025					
642	615	Young Child (0-5)		20					
		Child (6-11)	35	6					
YTD Program Attendance		YA (12-18)	9	4					
2024	2025	Adult (19+)	14	18					
24,854	29,107	Drop-in	7	14					
		Totals:	65	62					
Self Directed Activities 2025		Attendance		2024		2025			
MTD	YTD	Young Child (0-5)		304					
17	196	Child (6-11)	1345	449					
Self Directed Attendance 2025		YA (12-18)		90		32			
MTD	YTD	Adult (19+)	107	232					
950	8,465	Drop-in	272	1204					
		Totals:	1814	2221					
		Volunteer Hours							
		Monthly		107.25					
		Year to Date		1519.75					

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	11,216	9,878	127,670	
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	11,624	10,313	128,973	
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	3,920	3,394	40,588	
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	15,136	13,272	167,528	
		2024-2025 Increase / decrease	(959)	(528)	(3,643)	(2,469)	(1,428)	227	620	(29)	2,599	561	(783)	(12,760)	(18,592)
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	6,574	6,149	(6,032)	70,833
<i>2024-2025 Increase / decrease</i>													
	464	62	(25)	261	45	425	685	512	464	741	249	(6,032)	(2,149)
Total Digital & Physical Circulation	21,455	20,556	19,191	19,493	20,075	24,957	25,894	23,835	21,764	21,710	19,421	-	238,351
% of Circulation Physical	67.8%	46.5%	66.6%	62.5%	57.8%	66.9%	69.3%	76.5%	60.1%	65.3%	68.1%	#DIV/0!	67.4%
% of Circulation Digital	24.4%	20.3%	26.1%	24.3%	24.0%	19.9%	19.7%	21.0%	21.5%	21.8%	23.9%	#DIV/0!	24.2%
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	3,097	2,572	3,781	31,781
Items Loaned	2025	4,343	3,751	5,328	4,521	3,400	3,499	3,211	3,181	3,697	3,325	3,135	41,391
Items Added	2025	608	509	473	600	431	604	555	458	294	370	491	5,393
Technology Use													
Pharos	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
2018	696	765	872	826	807	838	837	882	745	850	690	560	9,368
2019	659	581	754	775	740	701	710	807	615	728	605	561	8,236
2020	654	609	287	-	-	-	109	115	111	109	98	99	2,191
2021	108	97	130	106	114	217	215	249	126	-	-	-	1,362
2022	186	227	249	252	246	221	226	295	265	256	272	225	2,920
2023	283	292	421	290	200	211	219	208	223	170	182	179	2,878
2024	200	190	204	220	212	206	201	218	208	225	193	170	2,447
2025	207	195	198	222	231	203	225	287	196	236	218	218	2,418
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	2,071	1,714	1,714	23,934
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	6	3	2	6	2	6	30
Patron Statistics													

Visitors	2025												#DIV/0!	#DIV/0!
	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	11,181	8,926	8,542	11,815	8,606		101,352	
Monthly Average 2025	7,943	7,809	8,197	8,241	8,248	8,714	9,066	9,049	8,992	9,275	9,214	9,214	101,352	
Days Open 2025	29	28	30	28	27	25	26	26	25	28	26	26	27	
Daily Average 2025	274	274	299	299	307	442	430	343	342	422	331	#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	145	108	97	110	81		1,344	
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	



Patron Services

Meeting and Study Room Use

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 purpose of this policy is to ensure equitable access to meeting rooms for members of the public and to establish guidelines for appropriate use.

Attachment: Code of Conduct Policy

Available Rooms

The Library has two small study/work rooms (205 and 206), one small meeting room (216) and a conference room (219). Rooms may be closed to the public for use by the Library and/or its support organizations (Friends of the Hudson Area Library and Hudson Area Library Foundation). Walk-in use is allowed if a room is not reserved.

Room Reservation Guidelines for Rooms 216 & 219

- 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. Violations may result in the loss of the current room reservation and potential restrictions or bans on future reservations.
- 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.
- Use is limited to once a week per group with a time limit of four hours.
- Requests can be made by phone or in person.

Meeting Room Rules of Use

- Meetings and events may be private. If a meeting or event is promoted as a public gathering, access cannot be denied unless an individual is violating the Library's Code of Conduct Policy.
- When not reserved or used for Library purposes, 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 damage.
- 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. Users must not state nor imply that an event or meeting is endorsed,

sponsored, co-sponsored, or approved by the Library. Users cannot use the Library's logo in their marketing.

- All patrons must follow the Library Code of Conduct Policy while using Library meeting rooms

Prohibited Uses

- Any purpose which may interfere with the regular operation of the Library;
- Meetings or events held outside of regular Library hours unless sponsored by the Library or a Library-approved organization;
- Recitals or parties;
- 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;
- Admission or participation fees, except for Library fundraising events;
- Smoking, vaping and alcohol use;
- 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) or other such activities that charge the participants a fee;
- 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.

Walk-in Use

- If not reserved, rooms 205, 206, 216 are available for use on a first-come, first-served basis.
- Rooms may be used for up to two hours. Extensions may be granted if no one is waiting.

- Walk-in requests can be made at the Information desks located on the second floor of the Library.
- With pre-approval, employers and job placement agencies may use rooms 205, 206 and 216 to conduct job interviews.
- All patrons must follow the Library Code of Conduct Policy while using Library study rooms.

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, the City of Hudson, and volunteers from any claims of loss, damages, or injuries arising in any way out of the use of this equipment.



Library Operations and Services

Library Cards

Approved by Board of Trustees: July 19, 2016

Effective Date: July 19, 2016

Revisions:

Purpose:

The purpose of this policy is to establish requirements for obtaining and using a Hudson Area Public Library.

Library Cards

Eligibility Requirements

Any Wisconsin resident is eligible for a library card. Out of state residents may apply for a library card but will be charged a \$25 annual card fee.

All persons who wish to register for a library card can apply in person or online, but must be present to receive it. Adults must provide proof of identification and current residency. A physical photo ID is required. Examples of acceptable photo ID are as follows: a state issued driver's license or ID; military ID, or a U.S. passport. Adults who do not possess an ID with current name and address may provide an ID and another valid form of current address verification, such as a utility bill, bank statement or checkbook with the individual's name and current address.

Parents may register their children ages 3+ years. Children must be present to receive a library card, and parents must provide their photo ID and proof of residency for the child.

Once the application is completed and all requirements are met, then a library card will be issued. Library cards must be signed before use. The library cardholder's signature affirms that the patron has agreed to be responsible for all borrowed materials and the accuracy of their personal information provided to the Library.

Temporary Housing

Patrons living in temporary housing within the state of Wisconsin, such as a treatment facility or a congregate living facility, may receive a library card with borrowing limitations. These patrons must show a physical photo ID.

Patrons who are part of the Safe at Home housing program must provide proof of enrollment in the program (i.e., a letter or form) but do not need to show ID or proof of address.

Borrowers' Responsibility

A Library cardholder may borrow circulating material, including books, DVDs, CDs, audiobooks, kits, and magazines. The Library is not responsible for any damage caused to personal equipment used to play items.

The cardholder is responsible for the following:

- Return, in good condition, all borrowed materials;
- Pay fees incurred for overdue, damaged, or lost materials;
- Report immediately a lost or stolen library card;
- Report any name, address, phone number, and email address changes;
- Pay all charges incurred as the result of the borrower lending the card or library materials to another individual who has damaged the items or fails to return them.

Parents or guardians of a library cardholder agree to be responsible for the above and to instruct their child regarding the responsibilities and usage of his or her library card.

Renewing a Library Card

Library cards are renewed every year on the patron's birthday. To update a library card, patrons may contact the library in person, by phone, or email.

Lost Library Cards

A patron who loses their library card should notify the Library immediately. The cost to replace a library card is \$1.00.

Card-in-Hand

All patrons must have a card-in-hand or proper identification, as previously defined, to check out library materials. No one is allowed to check out materials on the card of an adult (defined in Wisconsin's library statutes as age 16 or older) without that adult's card-in-hand, card number, or prior consent given and noted in the adult patron's library account record.

Minors under the age of 16 who do not have their card or an ID may verbally verify their personal information to check out a maximum of five items at a time.