

**Hudson Area Public Library  
Library Board of Trustees  
Meeting Minutes  
February 21, 2023**

- 1. Call to order at 6:34 p.m. by McCarthy. 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: Kristine McCarthy (Vice President), Barb Peterson, Rich O'Connor, Bryan Wells, Tracy Whiteley. Paul Berning (President) arrived at 6:47 p.m. and began to preside over the meeting.

Absent: Susan Blank, Kim Osterhues

Staff: Shelley Tougas, Michelle Saifullah

- 2. Citizen Comments – None**

- 3. ACTION ITEM: Discussion and recommendation to approve Dec. 2022 financial reports and recommend bill payment**

Motion by Whiteley to approve action item 3, items 1-5.

Second by O'Connor

Discussion: Peterson questioned notes made in the income statement that don't accurately reflect the use of unrestricted funds. Staff will remove the notes.

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

- 4. ACTION ITEM: Discussion and recommendation to approve January and February expenditures as presented.**

Motion by Whiteley to approve

Second by O'Connor

Discussion: None

**Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays**

- 5. Presentations:**

**Friends of the Library:** No update

**Hudson Area Library Foundation:** Peterson discussed the Feb. 25 Storm Recovery Celebration and Open House

- 6. President's comments, reports, and municipal updates**

President Berning: The county is looking at some of its regular committees and considering whether some should be disbanded, including the library planning committee. The directors could continue to meet informally without using county staff.

Town of Hudson: None

Village of North Hudson: None

Town of St. Joseph: None

City of Hudson: The city will soon post notices that community members can apply to be members of the new library board.

Hudson School District: None

#### **7. Committee updates**

Policy and Personnel: Peterson reported the committee will be working on the gift receipt policy next.

Finance: None

#### **8. Director's Report**

The director's written report was presented.

#### **9. DISCUSSION: Day at the Capitol**

Tougas and staff member Camille Young attended Day at the Capitol. They met with staff from Sen. Stafsholt and Rep. Zimmerman's offices.

#### **10. DISCUSSION: Reserves update**

Staff will bring a report about unrestricted funds and information from the city audit to the March meeting.

#### **11. DISCUSSION AND POTENTIAL ACTION ITEM: Approval annual report for DPI**

Motion by Wells to approve the annual report

Second by O'Connor

Discussion: None

**Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays (Whiteley had to leave the meeting early.)**

#### **12. DISCUSSION AND POTENTIAL ACTION ITEM: Collection development and management policy**

Staff will bring a new version to the March meeting that includes text about the director reporting formal complaints to the board in the monthly director's report.

**No action taken.**

#### **13. DISCUSSION AND POTENTIAL ACTION ITEM: Position descriptions and staff structure**

Motion by Peterson that the board accept the recommendation of the Policy and Personnel Committee and approve the job descriptions as presented.

Second by McCarthy

Discussion: None

**Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays**

*Note: Whiteley had to leave the meeting early.*

#### **14. DISCUSSION AND POTENTIAL ACTION ITEM: Amended 2023 budget**

Motion by Wells to approve the amended 2023 budget

Second by O'Connor

Discussion: Tougas explained that the grant totals, received in early 2023, affected both revenue and expenditures. Additionally, increased traffic has resulted in the need for 10 additional hours for aides each week.

**Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays**

**15. Future agenda items: report on unrestricted funds**

**16. ACTION ITEM: Adjourn**

Motion by O'Connor to adjourn

Second by Wells

Discussion: None

**Vote Taken: MOTION CARRIED – 5 Ayes/0 Nays**

Respectfully Submitted,  
Shelley Tougas

**Monthly Expenditure Statement**  
**February 28, 2023**  
**Hudson Area Public Library**

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
<b>Personnel</b>						
121	Full-Time	\$ 278,439	\$ 21,419	\$ 61,263	\$ 217,176	22%
125	Part-Time	\$ 268,316	\$ 19,248	\$ 57,310	\$ 211,006	21%
151	FICA	\$ 41,827	\$ 3,045	\$ 8,873	\$ 32,954	21%
152	WRS	\$ 28,633	\$ 2,049	\$ 6,099	\$ 22,534	21%
154	Health Insurance	\$ 71,203	\$ 4,350	\$ 12,945	\$ 58,258	18%
<b>Personnel Total:</b>		\$ 688,418	\$ 50,112	\$ 146,491	\$ 541,927	21%
<b>Contractual Services</b>						
212	Legal Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000	
213	Professional Services	\$ 15,500.00	\$ 1,250.00	\$ 2,500.00	\$ 13,000	16%
216	IFLS Ops	\$ 47,500.00	\$ -	\$ 47,527.00	\$ (27)	100%
217	IFLS Courier	\$ 3,500.00	\$ -	\$ 2,400.00	\$ 1,100	69%
225	Telephone	\$ 4,600.00	\$ 338.88	\$ 677.76	\$ 3,922	15%
249	Contract Maint.	\$ 750.00	\$ -	\$ -	\$ 750	0%
294	Programming: Adults	\$ 5,000.00	\$ 415.25	\$ 1,302.87	\$ 3,697	26%
295	Programming: Children	\$ 23,000.00	\$ 293.57	\$ 846.99	\$ 22,153	4%
298	Maint. Agmts / Leases	\$ 10,500.00	\$ 1,537.62	\$ 2,147.28	\$ 8,353	20%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services Total:</b>		\$ 110,350.00	\$ 3,835.32	\$ 57,401.90	\$ 52,948.10	52%
<b>Supplies &amp; Expenses</b>						
311	Postage	\$ 800	\$ 3.65	\$ 145	\$ 655	18%
312	Office Supplies	\$ 10,000	\$ 113.65	\$ 239	\$ 9,761	2%
324	Memberships	\$ 1,500	\$ -	\$ -	\$ 1,500	0%
326	Advertising	\$ 500	\$ -	\$ -	\$ 500	0%
338	Staff Development	\$ 2,000	\$ 43.22	\$ 99	\$ 1,901	5%
339	Travel / Conferences	\$ 1,100	\$ 467.50	\$ 468	\$ 633	43%
396	Technology	\$ 9,000	\$ 72.73	\$ 1,043	\$ 7,957	12%
399	Activity Supplies/Tech renew	\$ 4,000	\$ -	\$ 147	\$ 3,853	4%
<b>Supplies &amp; Expenses Total:</b>		\$ 28,900	\$ 701	\$ 2,141	\$ 26,759	7%
<b>Collection</b>						
395	Books	\$ 60,000	\$ 4,176	\$ 7,455	\$ 52,545	12%
397	Periodicals	\$ 4,100	\$ 391	\$ 531	\$ 3,569	13%
398	Audio-Visual/Dig/books comb	\$ 21,000	\$ 36	\$ 751	\$ 20,249	4%
<b>Collection Total:</b>		\$ 85,100	\$ 4,603	\$ 8,736	\$ 76,364	10%
<b>Fixed Charges</b>						
510	Workers Comp	\$ 850	\$ -	\$ -	\$ 850	0%
511	Public Liability	\$ 2,400	\$ -	\$ -	\$ 2,400	0%
513	Public Officials	\$ 2,800	\$ -	\$ -	\$ 2,800	0%
517	Property Insurance	\$ 3,000	\$ -	\$ -	\$ 3,000	0%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 99,535	\$ 8,295	\$ 16,589	\$ 82,946	17%
<b>Fixed Charges Total:</b>		\$ 108,585	\$ 8,295	\$ 16,589	\$ 91,996	15%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improvemer	\$ -	\$ -	\$ -	\$ -	
<b>Capital Expenses Total:</b>				\$ -		Remaining
<b>Total Expenditures</b>		\$ 1,021,353	\$ 67,601	\$ 231,359	\$ 789,994	77%
<b>%of Year Completed</b>						100%

# DIRECTOR'S REPORT – MARCH 2023

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*Library Board of Trustees*

## **Storm Recovery Celebration and Open House**

We had a fantastic event on Feb. 25. Nancy Langness and I set the bar for success at 200. Our attendance was 250. Nancy is an incredible event planner. Staff did a great job of showcasing the space, services and resources. The volunteers were incredible. I had good attendance at my presentations – the second had an overflow crowd and the other two were nearly full.

## **Library visits**

The library is incredibly busy, particularly with families. Storytimes are packed. We have a steady stream of families until about noon. That's when people head home for lunch and naps. It picks up in the afternoon, and Saturdays are busier than ever. Our number of visitors has nearly doubled.

Visitors in January/February 2022 (storm year): 6,610

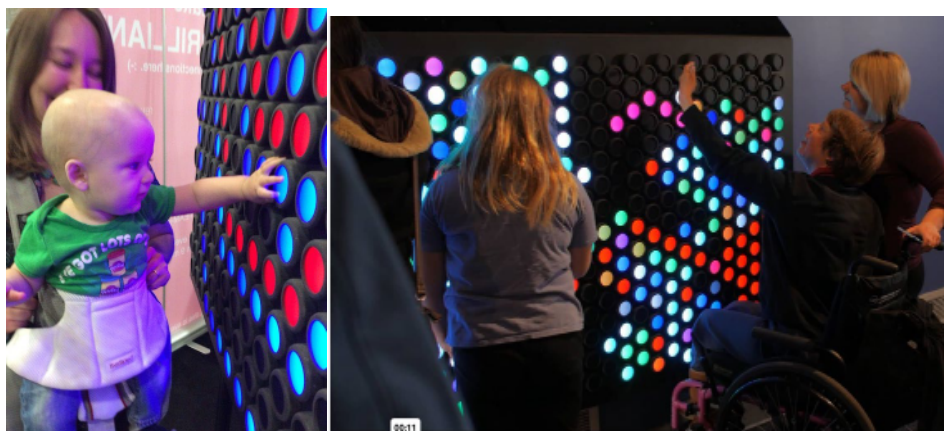
Visitors in January/February 2023: 12,400

## **Give Big**

The Hudson Area Library Foundation is taking the lead on Give Big, a fundraiser with contributors who match dollars from other donors. This year we'll be seeking donations for a Lite Bright Wall.

The wall provides educational and fun self-directed play in a collaborative space. It develops fine motor skills, helps the brain understand patterns, improves hand-eye coordination, aids sensory processing and fosters creativity.

There's great educational value and requires little if any staff time. Also, we're maxed out with space in the children's area. This Lite Bright attaches to a wall, which is a huge plus. Unlike the traditional, small Lite Bright from our childhoods, this is operated by moving the dials. There are no pegs, which makes it more accessible for smaller children and those with disabilities.



### **Applications for new library board**

The City Council could approve the postings for the new library board as early as this week. All board members are welcome to apply to return to the board. People from outside the municipality are welcome to apply as well. The board may have two members from outside the city boundaries. The school district also will continue to have a representative on the board. School district participation is part of state law.

### **Titanic Escape Room**

Before the pandemic, we designed and built our own escape room. We opened it during Christmas break of 2019. Plans to reopen it were dashed by the pandemic and then the storm. Finally, over spring break last week, we set it up. Turnout was tremendous. We added days and slots because of the waiting list, and we were still unable to accommodate the list.



## Hudson Area Public Library

Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
<b>Check-outs</b>														
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
<b>2023</b>		<b>11,473</b>	<b>10,028</b>											<b>21,501</b>
<b>Check-ins</b>														
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
<b>2023</b>		<b>9,634</b>	<b>10,019</b>											<b>19,653</b>
<b>Renewals</b>														
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
<b>2023</b>		<b>3,504</b>	<b>3,331</b>											<b>6,835</b>
<b>Total Physical Circulation</b>														
2018		18,637	18,327	24,882	20,800	22,207	27,386	25,312	23,714	18,802	18,959	17,982	16,028	253,036
2019		19,604	18,006	20,769	18,983	17,243	21,217	24,651	21,676	16,977	18,506	17,207	15,492	230,331
2020		17,513	17,017	9,689	1,082	3,089	4,301	11,513	12,532	12,071	11,832	12,060	12,101	124,800
2021		12,749	13,489	15,823	13,691	11,907	17,335	17,563	16,257	7,715	3,958	4,777	5,397	140,661
2022		9,071	9,566	12,780	12,174	11,610	16,699	17,944	18,241	13,081	14,179	13,235	12,067	160,647
<b>2023</b>		<b>11,473</b>	<b>13,359</b>											<b>24,832</b>
<b>2022-2023 increase / decrease</b>		<b>2,402</b>	<b>3,793</b>	<b>(12,780)</b>	<b>(12,174)</b>	<b>(11,610)</b>	<b>(16,699)</b>	<b>(17,944)</b>	<b>(18,241)</b>	<b>(13,081)</b>	<b>(14,179)</b>	<b>(13,235)</b>	<b>(12,067)</b>	<b>(135,815)</b>
<b>Digital Circulation</b>														
2018		3,625	3,424	3,781	3,455	3,531	3,589	3,890	3,737	3,591	3,539	3,433	3,536	43,131
2019		4,021	3,631	3,956	3,729	3,943	3,983	4,318	4,251	3,927	4,089	3,958	3,978	47,784
2020		4,213	3,911	4,316	4,914	5,044	5,034	5,041	4,704	4,471	4,359	4,150	4,273	54,430
2021		4,800	4,773	5,246	4,558	4,611	4,696	4,922	5,061	4,655	4,575	4,488	4,581	56,966
2022		5,245	4,172	5,000	4,742	4,811	4,971	5,104	4,998	4,673	4,723	4,641	4,482	57,562
<b>2023</b>		<b>5,387</b>	<b>4,836</b>											<b>10,223</b>
<b>2022-2023 increase / decrease</b>		<b>142</b>	<b>664</b>	<b>(5,000)</b>	<b>(4,742)</b>	<b>(4,811)</b>	<b>(4,971)</b>	<b>(5,104)</b>	<b>(4,998)</b>	<b>(4,673)</b>	<b>(4,723)</b>	<b>(4,641)</b>	<b>(4,482)</b>	<b>(47,339)</b>
<b>Total Digital &amp; Physical Circulation</b>		<b>16,860</b>	<b>18,195</b>											<b>35,055</b>
<b>% of Circulation Physical</b>		<b>53.8%</b>	<b>52.6%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>458.3%</b>
<b>% of Circulation Digital</b>		<b>31.1%</b>	<b>22.9%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>164.2%</b>
<b>Materials Statistics</b>														
January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date		







# HUDSON AREA PUBLIC LIBRARY CALENDAR *of* EVENTS

APR  
2023

## REPAIRS ARE COMPLETE!

CALL 715.386.3101 OR EMAIL US AT [HUDSONPL@HUDSONPUBLICLIBRARY.ORG](mailto:HUDSONPL@HUDSONPUBLICLIBRARY.ORG) FOR UPDATES.

### APRIL 1 / SATURDAY / 10:00 AM - 12:00 PM : K-KIDS - A SERVICE CLUB FOR KIDS

K-Kids is a member-led service group for kids in grades 3-6. Meeting at the Library.

### APRIL 1 / SATURDAY / 10:30 - 11:30 AM : SPRING BUNNY STORYTIME

Mr. Bunny and his Spring Storyteller friend are back to recount the adventure of one of his very first egg hunts in an interactive storytime. Everyone welcome.

### APRIL 1 / SATURDAY / 10:30 - 11:45 AM : READ WITH FERGUS

Families can sign up for 15-minute slots to read with Fergus, one of the library's reading dogs. Sign up at the youth services desk.

### APRIL 3-6 & 8 / MON-THUR & SAT / DURING OPEN HOURS : TODDLER & PRESCHOOL SENSORY ROOM

Bring the kids for our special sensory play time! We'll have dedicated space for digging, squishing, crawling & more!

### APRIL 7 / FRIDAY : CLOSED FOR GOOD FRIDAY

### APRIL 8 / SATURDAY / 10:30 AM - 12:30 PM : TWEEN & TEEN WAFFLE BAR BRUNCH

Grades 6+. Please register.

### APRIL 10 / MONDAY / 10:15 - 10:45 AM : MUSIC & MOVEMENT

A fun, free class with Miss Melissa from the Dancing House! Ages 2-5. Space limited. No registration required.

### APRIL 14 / FRIDAY / 4:30 - 5:30 PM : TEEN ADVISORY BOARD - T.A.B.

A group of teens committed to helping the Library and the Hudson community. New members always welcome.

### APRIL 15 / SATURDAY / 10:30 - 11:45 AM : READ WITH MARLEY

Families can sign up for 15-minute slots to read with Marley, one of the library's reading dogs. Sign up at the youth services desk.

### APRIL 15 / SATURDAY / 11:00 AM - 12:00 PM : ARTEMIS LAUNCH PRESENTATION WITH CHRIS MICK

Everyone welcome. No registration required.

### APRIL 18 / TUESDAY / 6:30 - 8:00 PM : LIBRARY BOARD MEETING

### APRIL 22 / SATURDAY / 10:00 AM - 3:00 PM : LIBRARY REC ROOM

Come hang out in the Rec Room! There will be ping pong, board games and snacks. Everyone welcome.

### APRIL 24 - 29 / MON - SAT / DURING OPEN HOURS : FRIENDS OF THE LIBRARY BOOK SALE

Upstairs in the big conference room.

### APRIL 24 / MONDAY / 6:00 - 8:00 PM : JUST CRAFTIN' AROUND - CRICUT CANVAS TOTE BAGS

We'll be using the Cricut to customize canvas tote bags. Ages 16+. Please register.

### APRIL 25 / TUESDAY / 5:30 - WHILE SUPPLIES LAST : SCIENCE GUY TUESDAYS - FAMILY EDITION

Bring the whole family for some hands-on STEM fun with Mr. Chris! No registration required.

### APRIL 29 / SATURDAY / 10:30 - 11:30 AM : AUTHOR VISIT - "OH GOLLY, MISS TROLLEY" AUTHOR HAILIE JOHNSON

Local author Hailie Johnson is coming for a visit along with the Hudson Trolley! Everyone welcome.

LIBRARY  
PROGRAMS  
ARE ALWAYS  
FREE!

REGISTER FOR A PROGRAM AT [HUDSONPUBLICLIBRARY.ORG](http://HUDSONPUBLICLIBRARY.ORG) OR CALL 715.386.3101.

## HOURS

SUNDAY  
CLOSED

MONDAY - THURSDAY  
10:00 AM - 8:00 PM

FRIDAY  
10:00 AM - 6:00 PM

SATURDAY  
10:00 AM - 3:00 PM

## STORYTIMES

TODDLER TIME  
TUESDAYS | 10:15 - 10:45 AM

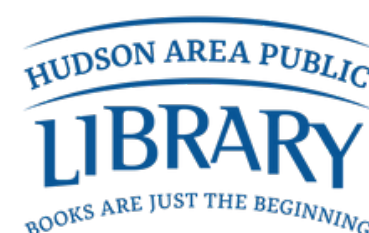
BABIES & BOOKS  
WEDNESDAYS | 10:15 - 10:45 AM

STORIES FOR ALL  
WEDNESDAYS | 11:15 - 11:45 AM

## BOOK CLUBS

NOVEL BUNCH BOOK CLUB  
EVERY 2ND WEDNESDAY  
6:30 - 7:30 PM  
"THE DICTIONARY OF LOST WORDS"  
BY PIP WILLIAMS

BOOKMARKS BOOK CLUB  
EVERY 3RD WEDNESDAY  
10:30 - 11:30 AM  
"CAN'T WE TALK ABOUT  
SOMETHING MORE PLEASANT"  
BY ROZ CHAST



THANK YOU TO ALL OUR COMMUNITY MEMBERS WHO SUPPORT  
THE HUDSON AREA LIBRARY FOUNDATION AND THE FRIENDS OF THE LIBRARY.

# Collection Development and Management

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**Approved by Board of Trustees:**

**Effective Date:**

**Revision / Review Date:**

## Purpose

The Hudson Area Public Library's Collection Development and Management Policy provides a framework to support the library's mission, vision and core values with regard to the materials available to the public.

### Mission

The Hudson Area Public Library connects people to information, services, culture, lifelong learning and each other.

### Vision

The Hudson Area Public Library fosters the spirit of exploration, the joy of learning, and the pursuit of knowledge for all.

### Core Value # 2

Freedom: the library provides open and free access to everyone, defends intellectual freedom, and rejects censorship.

## Collection development and management

Collection development and management includes the planning, selection, acquiring, cataloging, and weeding of the library's collections. Library materials in the collection include, but are not limited to, the following: books, periodicals, reference works, newspapers, microfilm, DVDs, music CDs, large-print materials, audio books, atlases, software, electronic content and nontraditional items (Library of Things).

## Objectives

The Hudson Area Public Library seeks to maximize the collection budget to provide a variety of materials, in multiple formats, that represent the wide range of ages, backgrounds, experiences, viewpoints, values, and interests in the local community. The library's collections reflect the broad range of viewpoints and cultures that exist in our world.

- The collection supports individuals seeking education, information, research, recreation, entertainment and cultural awareness.
- The collection includes diverse and inclusive materials that represent the broad range of human experiences throughout the world, including those from underrepresented communities.
- The collection includes an abundance of resources representing the greatest possible diversity of genres, ideas, and expressions.
- The collection does not exclude materials because of the origin, background, or views of those contributing to their creation.
- The collection does not exclude materials that some patrons might find objectionable, controversial, or unpopular.

- The collection is freely accessible to all library users, including minors.
  - Responsibility for children’s use of library materials lies with their parents or guardians. Library workers do not assume nor impose their judgment on the decisions of parents/guardians.

## Responsibility for Selection

Library staff members work collaboratively to acquire materials based on this policy. Final responsibility for materials selection rests with the Library Director who reports to and operates within the framework of policies developed by the library’s Board of Trustees.

## Selection Principles

Library staff members have a professional and ethical responsibility to defend the library user’s right to read, view, or listen to content protected by the First Amendment, regardless of the creator’s viewpoint or personal history.

Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.

The library does not knowingly discriminate in its materials selection.

The purchase of items is not an endorsement of their content.

## Selection Criteria

Items need not meet all of the following criteria. Some materials may be judged primarily on artistic merit, for example, while others are considered because of value or their ability to satisfy the recreational needs of the community. Items having widespread demand may or may not meet the standards in this policy. However, demand is a valid factor in selection, and it shall be considered an important factor in cases where there is a persistent local demand. If there is considerable topical interest in the subject and public desire to read and judge the book firsthand, a title may be included which is not considered accurate according to expert opinion.

### Selection considerations include:

- Public demand, interest, or need, including patron requests
- Suitability of subject and style for the intended audience
- Available resources and budget considerations
- Space limitations
- Relation to existing items in the collection
- Relation to existing items available in the MORE and WISCAT systems
- Evaluation and coverage from notable industry publications and resources
- Ease of use
- Equipment requirements
- Additional format considerations
- Technical support and training considerations

### Content considerations include:

- Authoritative sources

- Author's reputation, significance, and competence
- Comprehensiveness, clarity, and objectivity
- Cultural, literary, artistic, and historical importance
- Relevance and timeliness
- Representation of trends, movements, and genres
- Originality, artistic presentation, and technical quality
- Authenticity of characterizations, historical events and social settings

### Weeding/withdrawal of materials

The withdrawal of materials, also called weeding, is necessary to maintain a vital and up-to-date collection. Weeding or withdrawal of the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, no longer accurate, or no longer used may be removed from the collection.

### Minors: materials selection and collection access

Materials housed in the children's department are chosen for children from infancy to early adolescence. However, since reading levels and interests vary considerably, some over-lapping of titles between the adult, young adult, and children's collections will occur. Users of all ages are free to use either collection.

Basic to this philosophy is the children's right of free access to the library's entire collection. Children of the same age vary considerably in maturity and reading ability. Parents/guardians have different values and beliefs about the appropriateness of materials for their children. Responsibility for children's use of library materials lies with their parents or guardians. Library workers do not assume nor impose their judgment on the decisions of parents/guardians.

### Supplemental considerations

The Hudson Area Public Library endorses the Library Bill of Rights, Free Access to Libraries for Minors, the Freedom to View statements, and the Freedom to Read Statement of the American Library Association, all of which are included at the end of this policy and are intended to be a part of this policy statement.

### Patron objections

Library patrons who object to a particular item in the collection may submit a Request for Reconsideration of Library Material form, which is available at the library. The complainant's request shall be reviewed by the library director in relation to the library's mission and selection criteria. The director shall reply to all requests for reconsideration within thirty (30) days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

If the complainant has checked out the item in question, the review process will not begin until the item has been returned to the library.

### Notes about the collection

#### Textbooks

Providing textbooks and curriculum material is generally held to be the responsibility of the schools, regardless of whether the setting is a private school, public school or home school. Materials will not be purchased for the sole purpose of supporting a curriculum. Textbooks will be considered for the collection

when they supply the best or only information on a specific topic.

#### Local history resources

The library has a History Room with St. Croix County and Hudson historical materials, including microfilm of the local newspaper.

#### Genealogy

Anyone with a MORE member library card has free access to the library's genealogy resources, as well as materials available at the library. Users wishing to research individual families are referred to the Area Research Center at the UW-River Falls or the State Historical Society. Another resource for genealogical research is the St. Croix County Historical Society.

#### Materials: forms and formats

The library must be responsive to the increased need for non-print materials. Materials in these formats and other new formats must be evaluated in terms of the library's budget, space and in their usefulness in meeting the needs of the users.

#### Readers with vision limitations

For individuals who are limited by eyesight, the library maintains a collection of large print books, as well as audio books available on CD and electronic formats. The user may order additional materials from the Wisconsin Talking Book and Braille Library.

#### Interlibrary Loan

The library is a member of the MORE consortium, which consists of all libraries in the IFLS system. Libraries in this consortium share a common integrated library catalog. Patrons may place holds on items owned by other libraries in the consortium and those items will be delivered to the library as they become available. Because of limited budget, space, and age of the item requested, the library is not able to purchase all materials that are requested. Therefore, the state union catalog called "WISCAT" is used to obtain materials that are beyond the scope of the Hudson Area Public Library and MORE libraries.

#### [Supplemental statements endorsed by this policy](#)

#### *Freedom to Read Statement*

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be

"protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and



ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one,*

*the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.*

### *Freedom to View Statement*

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

### *Library Bill of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

### *Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights*

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.<sup>1</sup> Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>2</sup> Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.<sup>3</sup>

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."<sup>4</sup> Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.<sup>5</sup>

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup> *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

<sup>2</sup> *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

<sup>3</sup> [“Privacy: An Interpretation of the \*Library Bill of Rights\*,”](#) adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

<sup>4</sup> [“Libraries: An American Value,”](#) adopted on February 3, 1999, by ALA Council.

<sup>5</sup> [“Rating Systems: An Interpretation of the \*Library Bill of Rights\*,”](#) adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Request for reconsideration of library materials: publications

To request a reconsideration of an item from the Hudson Area Public Library's collection, please complete this form and return to the Library Director. The director shall reply to all requests for reconsideration within thirty (30) days of receipt of the request. Refer to the Collection Development and Management Policy for information regarding the reconsideration process.

**For publications, complete the following:**

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Format (book, audio, electronic, etc.): \_\_\_\_\_

Call number or location in library: \_\_\_\_\_

Please state the action you wish taken on this item:

- |   |   |
|---|---|
| <input type="checkbox"/> Add it to the Library's collection | <input type="checkbox"/> Shelf it elsewhere |
| <input type="checkbox"/> Remove from the Library            | <input type="checkbox"/> Other (specify):   |

Reason for the request:  
*(You may attachment a statement)*

Have you (read, viewed, listened) to the entire work?

If not, then which parts?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Optional) I am acting as a spokesperson for the following group or association:

Request for reconsideration of library materials: other items

To request reconsideration of an item (other than a publication) from the Hudson Area Public Library, please complete this form and return to the Library Director. The director shall reply to all requests for reconsideration within thirty (30) days of receipt of the request. Other items include, but are not limited to: virtual resources; video games; nontraditional items from the Library of Things; and items for use in the building, such as toys. Refer to the Collection Development and Management Policy for information regarding the reconsideration process.

**Complete the following:**

Name/description of the item: \_\_\_\_\_

Location in library: \_\_\_\_\_

Please state the action you wish taken on this item:

Add this item to the library

Change the location of the item

Remove from the Library

Other (specify):

Reason for request:

*(You may attach a statement)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Optional) I am acting as a spokesperson for the following group or association: