

**Library Board of Trustees
Meeting Agenda
Feb. 21, 2023 at 6:30 p.m.
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

Topic: LBOT Finance Committee and Board Meeting
Time: Feb 21, 2023 06:15 PM Central Time

Join Zoom Meeting
<https://us02web.zoom.us/j/83348970814?pwd= SXI QbzR1YmtlNGJveTFldHVKM09SZz09>

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Passcode: 338716

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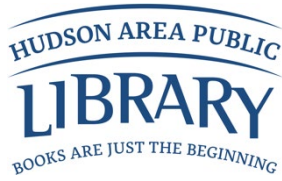
1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM:** Discussion and recommendation to approve December 2022 financial reports and recommend bill payment.
 1. Discussion and possible action on invoices that are not recurring expenditures or are not within the approved 2022 Budget, if any
 2. Discussion and possible action on regularly recurring expenditures that are within the approved 2022 Budget.
 3. Discussion and possible action on 2022 Year-to-Date Income Statement
 4. Discussion and possible action on 2021 and 2022 Budget Comparison
 5. Discussion and possible action on recommendation to pay monthly invoices, as presented on the Library Claims Form
4. **ACTION ITEM:** Discussion and recommendation to approve January and February expenditures as presented.
5. **Presentations:**
 1. *Friends of the Library*
 2. *Library Foundation*
6. **President's comments, reports, and municipal updates**
 1. *St. Joseph update*
 2. *Town of Hudson update*
 3. *Village of North Hudson update*
 4. *City of Hudson updates*
 5. *Hudson School District updates*
7. **Committee updates**
 1. *Policy and Personnel*
 2. *Finance*
8. **Director's Report**
 1. *Presentation of monthly report and statistics*
 2. *Director's report & update*

9. **DISCUSSION:** Day at the Capitol
10. **DISCUSSION:** Reserves update
11. **DISCUSSION AND POTENTIAL ACTION ITEM:** Approve annual report for DPI
12. **DISCUSSION AND POTENTIAL ACTION ITEM:** Collection development and management policy
13. **DISCUSSION AND POTENTIAL ACTION ITEM:** Position descriptions and staff structure
14. **DISCUSSION AND POTENTIAL ACTION ITEM:** Amended 2023 budget
15. **Future agenda items**
16. **ACTION ITEM:** Adjournment

Next meeting: March 21, 2023

Board of Trustees Members: Paul Berning (President), Susan Blank, Kimberly Osterhues, Rich O'Connor, Kristine McCarthy (Vice President), Barbara Peterson, Bryan Wells and Tracy Whiteley. Emailed to Joint Municipalities, Board Members, and media the week of Feb. 13, 2023.

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
December 20, 2022**

1. **Call to order at 6:30 p.m. by 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 (President), Kristine McCarthy (Vice President), Barb Peterson, Rich O'Connor, Kim Osterhues, Bryan Wells, Susan Blank, Tracy Whiteley.

Absent: Rich O'Connor, Bryan Wells, Kim Osterhues

Staff: Shelley Tougas

Visitors: None

2. Citizen Comments – None

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

Motion by Wells to approve consent agenda

Second by O'Connor

Discussion: None

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

4. **Presentations:**

Friends of the Library: No update

Hudson Area Library Foundation: Peterson reported the Foundation has surpassed its goal for the current annual appeal.

5. **President's comments, reports, and municipal updates**

President: No update

Town of Hudson: Blank reported the town passed its budget, which includes \$204,675 for the library.

Village of North Hudson: No update

Town of St. Joseph: No update

City of Hudson: No update

Hudson School District: Osterhues reported the district is continuing to study facility options. There is a potential for a referendum.

6. **Committee updates**

Policy and Personnel: Peterson reported the committee's work on the collection development policy. The next priorities: job descriptions, gift receipt policy and history room.

Finance: None

7. Director's Report

The director's written report was presented.

8. DISCUSSION: Dissolution and board changes

Tougas reported the city's transition to a third-class city means the library board will consist of 9 members in 2024.

9. DISCUSSION: Board YouTube video

Berning proposed that board members could be part of video discussing the books that influenced them. This could be recorded by River Channel or the library. Board members encouraged him to pursue the idea.

10. CLOSED SESSION: Pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or evaluation data of any public employee over which the governmental board has jurisdiction or exercises responsibility. *Director evaluation, compensation and assistant director input and evaluation.*

Motion by Peterson to go into closed session. (7:45 p.m.)

Second by O'Connor

ROLL CALL VOTE

Ayes: Peterson, O'Connor, Blank, Osterhues, Berning, Wells, McCarthy, Whiteley.

Nays: None

11. RECONVENE IN OPEN SESSION

Berning reconvened the meeting in open session at 8:35 p.m.

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

Motion by Peterson to approve the following: the director's evaluation, a 5 percent salary increase for the director and director goals

Second by Osterhues

Discussion: None

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

12. Future agenda items: Job descriptions

13. ACTION ITEM: Adjournment

Motion by O'Connor to adjourn at 8:40 p.m.

Second by Peterson

Discussion: None

Vote Taken: MOTION CARRIED – 8 Ayes/0 Nays

Respectfully Submitted,
Shelley Tougas

Monthly Expenditure Statement
December 31, 2022
Hudson Area Public Library

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
Personnel						
121	Full-Time	\$ 244,170	\$ 13,560	\$ 237,379	\$ 6,791	97%
125	Part-Time	\$ 311,249	\$ 20,944	\$ 248,748	\$ 62,500	80%
151	FICA	\$ 42,490	\$ 2,577	\$ 36,216	\$ 6,273	85%
152	WRS	\$ 26,763	\$ 1,758	\$ 25,791	\$ 972	96%
154	Health Insurance	\$ 91,400	\$ 4,093	\$ 83,657	\$ 7,743	92%
Personnel Total:		\$ 716,071	\$ 42,932	\$ 631,791	\$ 84,280	88%
Contractual Services						
212	Legal Services	\$ -	\$ -	\$ 1,220.00	\$ (1,220)	
213	Professional Services	\$ 14,700.00	\$ 1,250.00	\$ 15,104.00	\$ (404)	103%
216	IFLS Ops	\$ 47,500.00	\$ -	\$ 47,468.00	\$ 32	100%
217	IFLS Courier	\$ 3,500.00	\$ -	\$ 3,280.00	\$ 220	94%
225	Telephone	\$ 4,500.00	\$ 337.73	\$ 4,343.52	\$ 156	97%
249	Contract Maint.	\$ 400.00	\$ -	\$ 214.90	\$ 185	54%
294	Programming: Adults	\$ 7,000.00	\$ 570.83	\$ 5,593.96	\$ 1,406	80%
295	Programming: Children	\$ 20,000.00	\$ 471.60	\$ 20,768.28	\$ (768)	104%
298	Maint. Agmts / Leases	\$ 10,000.00	\$ 363.02	\$ 8,965.29	\$ 1,035	90%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services Total:		\$ 107,600.00	\$ 2,993.18	\$ 106,957.95	\$ 642.05	99%
Supplies & Expenses						
311	Postage	\$ 850	\$ 7	\$ 576	\$ 275	68%
312	Office Supplies	\$ 10,000	\$ -	\$ 8,399	\$ 1,601	84%
324	Memberships	\$ 250	\$ 115	\$ 445	\$ (195)	178%
326	Advertising	\$ -	\$ -	\$ 1,084	\$ (1,084)	0%
338	Staff Development	\$ 1,500	\$ -	\$ 1,644	\$ (144)	110%
339	Travel / Conferences	\$ 250	\$ -	\$ 350	\$ (100)	140%
396	Technology	\$ 8,000	\$ 768	\$ 7,477	\$ 523	93%
399	Activity Supplies	\$ 1,500	\$ -	\$ 1,555	\$ (55)	104%
Supplies & Expenses Total:		\$ 22,350	\$ 891	\$ 21,529	\$ 821	96%
Collection						
395	Books	\$ 47,000	\$ 4,535	\$ 49,306	\$ (2,306)	105%
397	Periodicals	\$ 7,000	\$ 25	\$ 4,841	\$ 2,159	69%
398	Audio-Visual	\$ 12,000	\$ 1,688	\$ 11,468	\$ 532	96%
Collection Total:		\$ 66,000	\$ 6,248	\$ 65,615	\$ 385	99%
Fixed Charges						
510	Workers Comp	\$ 850	\$ -	\$ 771	\$ 79	91%
511	Public Liability	\$ 2,000	\$ -	\$ -	\$ 2,000	0%
513	Public Officials	\$ 2,350	\$ -	\$ -	\$ 2,350	0%
517	Property Insurance	\$ 2,500	\$ -	\$ 2,568	\$ (68)	103%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 99,595	\$ 8,295	\$ 99,535	\$ 60	100%
Fixed Charges Total:		\$ 107,295	\$ 8,295	\$ 102,874	\$ 4,421	96%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improve	\$ -	\$ -	\$ 34,182.29	\$ -	
Capital Expenses Total:				\$ 34,182		Remaining
Total Expenditures		\$ 1,019,316	\$ 61,414	\$ 962,949	\$ 90,549	9%
%of Year Completed						100%

Year-to-Date Monthly Comps		Dec-22 Year to Date Comps			
		2021	2022	2021	2022
		Actual	Actual	YTD	YTD
Library Revenues	46710	\$ 160	\$ 633	\$ 7,061	\$ 11,703
City of Hudson	47301	\$ -	\$ -	\$ 364,366	\$ 364,365
Village of N. Hudson	47302	\$ -	\$ -	\$ 86,570	\$ 85,495
T. Hudson	47303	\$ -	\$ -	\$ 203,456	\$ 204,197
T. St. Joseph	47304	\$ -	\$ -	\$ 91,660	\$ 94,410
County Levy Act 120	47311	\$ -	\$ -	\$ 61,321	\$ 60,012
County Levy Act 420		\$ -	\$ -	\$ 11,196	\$ 9,756
Interest	48100	\$ -	\$ -	\$ 908	\$ -
Net Change	48120	\$ -	\$ -	\$ 750	\$ (139)
Grants	48500	\$ -	\$ -	\$ 52,150	\$ 105,599
Donations		\$ 45	\$ 507	\$ 307	\$ 512
Misc. Revenues	48600	\$ 17	\$ 234	\$ 564	\$ 36,095
Unrestricted Funds		\$ -	\$ -	\$ -	\$ -
		\$ 222	\$ 1,373	\$ 880,309	\$ 972,006
240.70.55.111					
Personnel Services		2021	2022	2021	2022
		Actual	Actual	YTD	YTD
	100				
Full-Time	121	\$ 17,604	\$ 13,560	\$ 179,666	\$ 237,379
Part-Time	125	\$ 16,378	\$ 20,944	\$ 204,855	\$ 248,748
FICA	151	\$ 2,505	\$ 2,577	\$ 28,589	\$ 36,216
WRS	152	\$ 1,775	\$ 1,758	\$ 19,766	\$ 25,791
Health Insurance	154	\$ 8,498	\$ 4,093	\$ 66,812	\$ 83,657
Personnel Totals		\$ 46,760	\$ 42,932	\$ 499,688	\$ 631,791
Contractual Services					
Legal Services	212	\$ -	\$ -	\$ 1,323.00	\$ 1,220.00
Professional Services	213	\$ 1,146.00	\$ 1,250.00	\$ 10,314.00	\$ 15,104.00
IFLS Ops	216	\$ -	\$ -	\$ 45,549.00	\$ 47,468.00
IFLS Courier / Self Check	217	\$ -	\$ -	\$ 3,010.00	\$ 3,280.00
Telephone	225	\$ 336.00	\$ 333.77	\$ 3,608.00	\$ 4,343.52
Contract Maintenance	249	\$ -	\$ -	\$ 77.00	\$ 214.90
Programming Adults	294	\$ 34.00	\$ 919.01	\$ 4,890.00	\$ 5,593.96
Programming Children	295	\$ 2,631.00	\$ 2,805.03	\$ 22,357.00	\$ 20,768.28
Maintenance Agmt/ Lease	298	\$ 311.00	\$ 573.64	\$ 4,996.00	\$ 8,965.29
Other Contract Services	299	\$ -	\$ -	\$ 63.00	\$ -
Contract Services Totals		\$ 4,458.00	\$ 5,881.45	\$ 96,187.00	\$ 106,957.95
Supplies & Expenses					
Postage	311	\$ 52	\$ 139	\$ 527	\$ 576
Office Supplies	312	\$ 43	\$ 1,662	\$ 7,263	\$ 8,399
Memberships	324	\$ 204	\$ -	\$ 724	\$ 445
Advertising	326	\$ 234	\$ 84	\$ 1,302	\$ 1,084
Staff Development	338	\$ -	\$ 705	\$ 649	\$ 1,644
Travel / Conferences	339	\$ -	\$ -	\$ -	\$ 350
Technology	396	\$ 121	\$ 249	\$ 4,089	\$ 7,477
Activity Supplies	399	\$ (11)	\$ -	\$ 7,381	\$ 1,555
Supplies / Expense Totals		\$ 643	\$ 2,839	\$ 21,935	\$ 21,529
Collection Materials					
Books	395	\$ 12,724	\$ 4,822	\$ 51,488	\$ 49,306
Periodicals	397	\$ 135	\$ 231	\$ 4,218	\$ 4,841
Audio Visual	398	\$ 2,492	\$ 560	\$ 16,881	\$ 11,468
Collection Totals:		\$ 15,351	\$ 5,613	\$ 72,587	\$ 65,615
Fixed Charges					
Workers' Compensation	510	\$ -	\$ -	\$ 678	\$ 771
Public Liability	511	\$ -	\$ -	\$ 1,332	\$ -
Public Officials	513	\$ -	\$ -	\$ 1,668	\$ -
Property Insurance	517	\$ -	\$ -	\$ 2,008	\$ 2,568
Unemployment	519	\$ -	\$ -	\$ -	\$ -
Occupancy Agreement	532	\$ 11,917	\$ 8,295	\$ 107,250	\$ 99,535
Fixed Charges Total:		\$ 11,917	\$ 8,295	\$ 112,936	\$ 102,874
Capital Expenses (storm)					
Furniture & Furnishings	812	\$ -	\$ -	\$ -	\$ 20,656
Other Repair & Improvements	829	\$ -	\$ -	\$ -	\$ 13,526
Capital Expenses Total:		\$ -	\$ -	\$ -	\$ 34,182
		2021	2022	2021	2022
Total Revenues		\$ 222	\$ 1,373	\$ 880,309	\$ 972,006
Less Operating Expenses		\$ 79,129	\$ 65,560	\$ 803,333	\$ 962,949
Balance (Deficit)		\$ (78,907)	\$ (64,186)	\$ 76,976	\$ 9,056

DIRECTOR'S REPORT – FEBRUARY 2023

Library Board of Trustees

Director meetings/events

Feb. 24 – Teen planning meeting
 Feb. 25 – Rotary
 Feb. 25 – Foundation/article meeting
 Feb. 26 – Staff meeting
 Feb. 30 – Star Observer
 Feb. 17 – Rotary
 Feb. 17 – IFLS workshop
 Feb. 3 – Hospital Foundation
 Feb. 4 – Hot Air Affair
 Feb. 7 – Day at the Capitol
 Feb. 8 – Foundation
 Feb. 9 – Policy and Personnel Committee
 Feb. 9 – Finance Committee special meeting
 Feb. 13 – Eau Claire Library tour
 Feb. 15 – City administrator
 Feb. 18 – 1K Books Before Kindergarten graduation
 Feb. 21 - Kiwanis

Adult volunteer update

We've been working hard to reach the number of hours adults volunteered at the library prior to the pandemic. Good news: we're generally surpassing those numbers. We're averaging 35-40+ hours weekly depending on the availability of our most active volunteer. They do special projects, program support, book mending and shelving. We'll have an update on teen volunteers soon.

Hot Air Affair

The library had a table at this year's Hot Air Affair. The organization picked the library to be the recipient of its proceeds from the prize drawing. The event was incredibly busy, and the balloons were able to launch Saturday afternoon. I dressed as Clifford the Big Red Dog, which resulted in lots of hugs, high fives, fist bumps and family photos.

Feb. 25 Storm Recovery Celebration and Open House (3 p.m. to 6 p.m.)

Thanks to Nancy Langness, the vice president of the Hudson Area Library Foundation, for her work on this event! I'm grateful for her organizational skills and enthusiasm.

We hope board members will be able to attend and possibly volunteer. Please bring your families and spread the word.

I also emailed invitations to members of the boards in the City of Hudson, the Village of North Hudson and the Towns of Hudson and St. Joseph.

Here are some of the activities we have planned:

- I'll do three presentations called "A Dark and Stormy Night" which tell the story of the storm and recovery. These will be in the conference room.
- There will be a display of the library's history related to the buildings: Carnegie, Fourth Street and First Street.
- There will be a screen running photos from programs supported by donors.
- Our history room volunteer coordinators will do tours of the room.
- We'll have a technology petting zoo in the area with the public computers, which will be cleared out. Items include the sewing machine, cricut, 3D printer, photo studio, virtual reality helmets, metal detector, etc. People can explore and try out the items.
- In the children's area, we'll be highlighting the new toys and sensory items as well as the new board book room.
- We'll have a "coming soon" stand at the teen area. The TAB kids will be making vision boards of their perfect space.
- In the adult section, we'll have the ball pit and kids' activities.
- In the storyroom, we'll have a musical chairs game.
- We have take-and-make kits to hand out by the bookstore, which the Friends will be highlighting.
- Food will be placed throughout to draw people around the building.
- We'll have an agenda/map to hand out that shows everything that's going on and where to find it.

Programming

Programming staff are busy preparing for the Storm Recovery Open House and Summer Reading. Program attendance has been good and the Children's Area is incredibly busy and popular. Word has spread about the Sensory Room and we have people coming from outside the Hudson community. Marley and Fergus, our "reading" dogs, are coming back to the library! Fergus will be here the first Saturday of each month and Marley on the third Saturdays.

Joan along with Gillian will be teaching craft programs each month. Joan's classes are always full! We've started up Tween/Teen Night again along with the Y. There were 18 very happy teens at the January event. There was laser tag and hide and seek in the stacks.

Library of Things

Our nontraditional collection is our grant-funded "Library of Things." We brainstormed a long time for a clever title but ultimately settled on Library of Things. That's the common name in libraries across the country. Our newest addition is three Rokus. These are going to be extremely popular. Each Roku has Disney+, Discovery+ and Paramount+. We also can download our movies onto the devices when new ones arrive.

Hudson Area Public Library Statistics Summary Jan-23

YTD Circulation Comparisons			Month to Month Comparisons			Library Visitors YTD	
	2022	2023	2022		2023	2022	2023
Physical Materials:	160,647	11,473	6,666	Physical CKO	11,473	59,442	6,169
Digital Materials:	57,562	5,387	4,913	Check-ins	9,634		
Total All Circulation:	218,209	16,860	2,405	Renewals	3,504		
			9,071	Total Physical Circ	14,977	Monthly Visitors	
% Physical Materials	73.62%	68.0%	5,245	Digital Circulation	5,387	2022	2023
% Digital Materials	26.4%	32.0%	14,316	Total All Circulation	20,364	2,949	6,169
New Patrons		New Patrons YTD		Proctoring-YTD		Cardholders	
2022	2023	2022	2023	2022	2023	Jan. 1 2023	6,926
88	145	1,306	145	11	1	Current	7,807
Technology Use YTD			Meeting Room Use				
	2022	2023		2022	2023		
Pharos	2,920	283	Monthly	47	436		
Wi-Fi	30,739	1,992	YTD	1,219	436		
Year-to Date	33,659	2,275					
Programming at the Library							
YTD Programs Held:		Monthly Comparisons					
2022	2023	Programs Held	2022	2023	Change		
350	22	Children	10	17	7		
		Teens / 'Tweens	-	2	2		
		Adult	3	2	(1)		
YTD Program Attendance:		Drop-in	1	1	-		
2022	2023	Totals:	14	22	8		
10,171	486	Attendance	2022	2023	Change		
Self Directed Activities 2023:		Children	112	323	211		
MTD	YTD	Teens / 'Tweens	0	26	26		
24	24	Adult	22	12	-10		
		Drop-in	88	125	37		
		Totals:	222	486	264		

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												11,473
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												9,634
Renewals													
2018	5,371	5,333	8,729	6,698	6,807	7,936	6,803	5,884	5,275	5,090	4,693	4,589	73,208
2019	4,850	4,521	5,202	5,155	4,378	4,506	6,292	5,414	4,557	4,896	4,637	4,666	59,074
2020	4,192	4,058	2,404	92	84	805	3,344	3,071	3,319	3,219	3,324	3,876	31,788
2021	4,113	4,156	4,676	4,262	3,952	4,160	4,758	4,937	1,290	535	1,229	2,023	40,091
2022	2,405	2,658	3,760	3,475	3,558	3,571	4,362	4,184	3,466	3,758	3,575	3,326	42,098
2023	3,504												3,504
Total Physical Circulation													
2018	18,637	18,327	24,882	20,800	22,207	27,386	25,312	23,714	18,802	18,959	17,982	16,028	253,036
2019	19,604	18,006	20,769	18,983	17,243	21,217	24,651	21,676	16,977	18,506	17,207	15,492	230,331
2020	17,513	17,017	9,689	1,082	3,089	4,301	11,513	12,532	12,071	11,832	12,060	12,101	124,800
2021	12,749	13,489	15,823	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	-	-	-	-	-	-	-	-	-	-	-	11,473
<i>2022-2023 increase / decrease</i>	2,402	(9,566)	(12,780)	(12,174)	(11,610)	(16,699)	(17,944)	(18,241)	(13,081)	(14,179)	(13,235)	(12,067)	(149,174)
Digital Circulation													
2018	3,625	3,424	3,781	3,455	3,531	3,589	3,890	3,737	3,591	3,539	3,433	3,536	43,131
2019	4,021	3,631	3,956	3,729	3,943	3,983	4,318	4,251	3,927	4,089	3,958	3,978	47,784
2020	4,213	3,911	4,316	4,914	5,044	5,034	5,041	4,704	4,471	4,359	4,150	4,273	54,430
2021	4,800	4,773	5,246	4,558	4,611	4,696	4,922	5,061	4,655	4,575	4,488	4,581	56,966
2022	5,245	4,172	5,000	4,742	4,811	4,971	5,104	4,998	4,673	4,723	4,641	4,482	57,562
2023	5,387												5,387
<i>2022-2023 increase / decrease</i>	142	(4,172)	(5,000)	(4,742)	(4,811)	(4,971)	(5,104)	(4,998)	(4,673)	(4,723)	(4,641)	(4,482)	(52,175)
Total Digital & Physical Circulation													
	16,860	-	-	-	-	-	-	-	-	-	-	-	16,860
% of Circulation Physical	53.8%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	952.8%
% of Circulation Digital	31.1%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	341.4%
Materials Statistics													
	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date

Items Borrowed													3,377	
	2023	3,377											3,377	
Items Loaned													2,801	
	2023	2,801											2,801	
Items Added													496	
	2023	496											496	
Technology Use														
		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
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											283	
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											1,992	
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	1	2	-	-	-	14
	2022	1	0	0	0	0	3	5	2	0	0	0	0	11
	2023	1											1	
Patron Statistics														
Visitors		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
	2018	8,678	9,559	10,858	9,757	9,958	13,025	13,214	12,023	10,750	10,525	8,843	9,765	126,955
	2019	13,007	9,265	11,314	10,123	10,576	14,388	13,254	11,994	10,765	11,757	9,241	9,016	134,700
	2020	11,254	9,832	5,983	-	-	-	2,346	2,825	2,362	2,146	2,268	2,299	41,315
	2021	2,184	2,398	2,990	2,686	3,192	5,752	5,784	5,908	2,441	-	-	-	33,335
	2022	2,949	3,661	4,549	4,639	4,761	5,677	6,264	6,551	4,983	5,299	5,393	4,716	59,442
	2023	6,169											6,169	
	Monthly Average 2023	6,169	6,169	6,169	6,169	6,169	6,169	6,169	6,169	6,169	6,169	6,169	6,169	6,169
	Days Open 2023	24											24	
	Daily Average 2023	257	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
New Patrons		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
	2018	83	74	73	103	141	174	127	134	92	87	82	78	1,248
	2019	126	87	130	126	90	217	147	99	85	91	73	75	1,346
	2020	104	106	56	19	26	29	50	47	52	38	62	44	633
	2021	44	57	46	34	52	156	141	99	74	25	27	22	777

HUDSON AREA PUBLIC LIBRARY CALENDAR of EVENTS

MAR
2023

THE FRONT DOOR IS OPEN AND REPAIRS ARE COMPLETE!

CALL 715.386.3101 OR EMAIL US AT HUDSONPL@HUDSONPUBLICLIBRARY.ORG FOR UPDATES.

FEBRUARY 27 - MARCH 4 / MON-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!

MARCH 4 / 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.

MARCH 4 / SATURDAY / 10:30 - 11:30 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.

MARCH 4 / SATURDAY / 12:30 - 2:30 PM : NASA DESIGN CHALLENGE
Grades 6+. Please register.

MARCH 6 / 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.

MARCH 7 & 9 / TUESDAY & THURSDAY / 6:00 - 7:30 PM : NASA DESIGN CHALLENGE
Grades 6+. Please register.

MARCH 10 / 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.

MARCH 13, 15 & 17 / MONDAY, WEDNESDAY & FRIDAY / 10:30 AM - 7:30 PM : TITANIC ESCAPE ROOM
Register at the youth services desk. This is an all ages, whole community event.

MARCH 14 / TUESDAY / 5:30 - 6:30 PM : SCIENCE GUY TUESDAYS
A fun, interactive, scientifically spectacular event! Ages 7-10. Supplies provided for the first 10 participants. No registration required.

MARCH 17 / FRIDAY / 1:00 & 4:00 PM : PJ DAY & MOVIE MATINEE
Come to the library for a movie and snacks on your day off from school! Everyone welcome. No registration required.

MARCH 18 / SATURDAY / 10:30 - 11:30 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.

MARCH 21 / TUESDAY / 6:30 - 8:00 PM : LIBRARY BOARD MEETING

MARCH 23 / THURSDAY / 6:30 - 8:00 PM : INDIAN COOKING
Ages 18+. Please register.

MARCH 27 / MONDAY / 6:00 - 8:00 PM : JUST CRAFTIN' AROUND - MANDALA STONES
We'll be painting mandala stones. Ages 16+. Please register.

MARCH 28 / TUESDAY / 5:30 - 6:30 PM : SCIENCE GUY TUESDAYS
A fun, interactive, scientifically spectacular event! Ages 7-10. Supplies provided for the first 10 participants. No registration required.

MARCH 30 / THURSDAY / 6:30 - 7:30 PM : AUTHOR VISIT - RACHAEL HANEL
Join us for an evening with Rachael Hanel, local Minnesota author of "Not the Camilla We Knew - One Woman's Path from Small Town America"

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.

REGISTER FOR A PROGRAM AT 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

STORYTIME BREAK MARCH 14 & 15

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
"REMARKABLY BRIGHT CREATURES"
BY SHELBY VAN PELT

BOOKMARKS BOOK CLUB
EVERY 3RD WEDNESDAY
10:30 - 11:30 AM
"THE SONG OF ACHILLES"
BY MADELINE MILLER



HUDSON AREA PUBLIC
LIBRARY
BOOKS ARE JUST THE BEGINNING

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

https://www.hudsonstarobserver.com/news/rotarians-build-clean-stoves-in-guatemala/article_4f189bf0-a7e8-11ed-bc03-735bfc535ff2.html

LOCAL NEWS

Rotarians build 'clean' stoves in Guatemala

Shelley Tougas

Published on Feb 9, 2023



A family treated Rotarians with soda after an afternoon of stove building. From right to left: John Duntley, Kerry Reis, Scott Quigley, Dayle Quigley, the Guatemalan host, Shelley Tougas, Kellie Burrows, Bill Fehrenbach and Rob Howard.

Carlos Galvez

In Julianna's kitchen, a pot of dried corn bubbles over open flames. Her makeshift stove is a wood table fireproofed with layers of dried mud. For Guatemalan women like Julianna, the days begin and end with crackling flames that spew ash and blacken the corrugated metal walls.

Cooking is the primary job of indigenous women in the country's villages.

And it's killing them.



Carlos Galvez who came up with the idea for the stoves.

In January, Hudson Daybreak Rotarians traveled to Guatemala to build safer, high-efficiency stoves as part of an international collaboration. Open-fire cooking causes lung diseases and other health problems. Children are easily burned; and babies, swaddled against their mothers' backs, breathe smoke and ash into their developing lungs.

This health crisis connected the disparate worlds of Guatemala and Hudson nearly a decade ago, a story that began with a common vision, coincidental meetings and a Guatemalan Rotarian, Carlos Galvez, known in villages as "the stove man." Galvez has tirelessly pursued his vision to build "clean" stoves that improve health outcomes, reduce deforestation and save impoverished families money.

There are now roughly 7,000 of Galvez's "Chapina Bonita" stoves in villages across the country, a project financially and physically endorsed by Hudson Daybreak Rotarians. In 2017, members built the first Rotary-supported stoves on the ground in Guatemala.

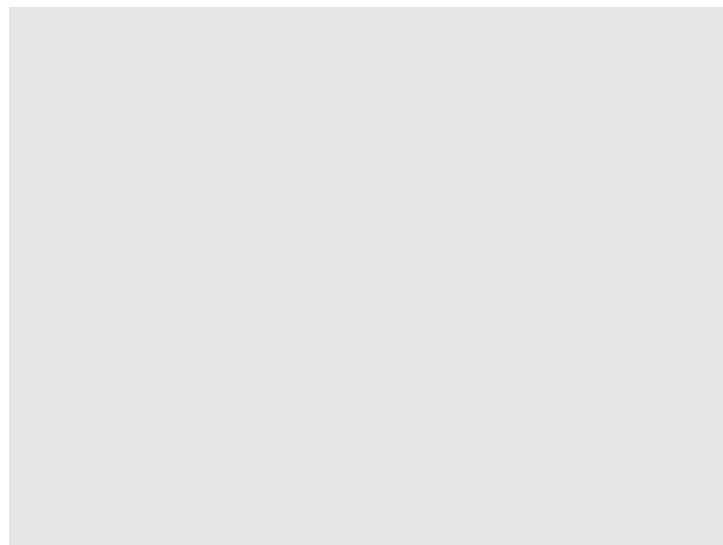
"This project is successful due to its personal champions," Hudson Daybreak Rotarian John Duntley said. "Carlos is the master champion who single handedly carries this project with multiple clubs supporting him."

January's Daybreak Rotary trip was the first stove-building venture since the pandemic halted travel. The team's members: Duntley (Hudson), Kellie Burrows (River Falls), Bill Fehrenbach (Hudson), Rob Howard (North Hudson), Kerry Reis (Hudson), Shelley Tougas (Hudson) and Dayle and Scott Quigley (St. Paul). Dayle Quigley is Rotary's District 5960 Governor.

The six-day trip included cultural experiences, but stove-building was the focus. Chapina Bonita stoves require 80-90 percent less wood, a huge cost savings for impoverished Guatemalans, some of whom spend 30 percent of their income – or more – on wood.

Although the stoves are relatively simple, the building process requires precise measurements, not to mention lifting, squatting and bending. Guided by Guatemalan masons Freddy and Victor, the Rotarians laid, spaced and leveled the concrete blocks forming the stove's base.

Clay bricks, slathered with thick mortar, were assembled in a pattern designed for efficient burning. Freddy and Victor measured and corrected any misalignments.



Traditional cooking involves open flames on stone or on wood tables fireproofed with layers of dried mud.

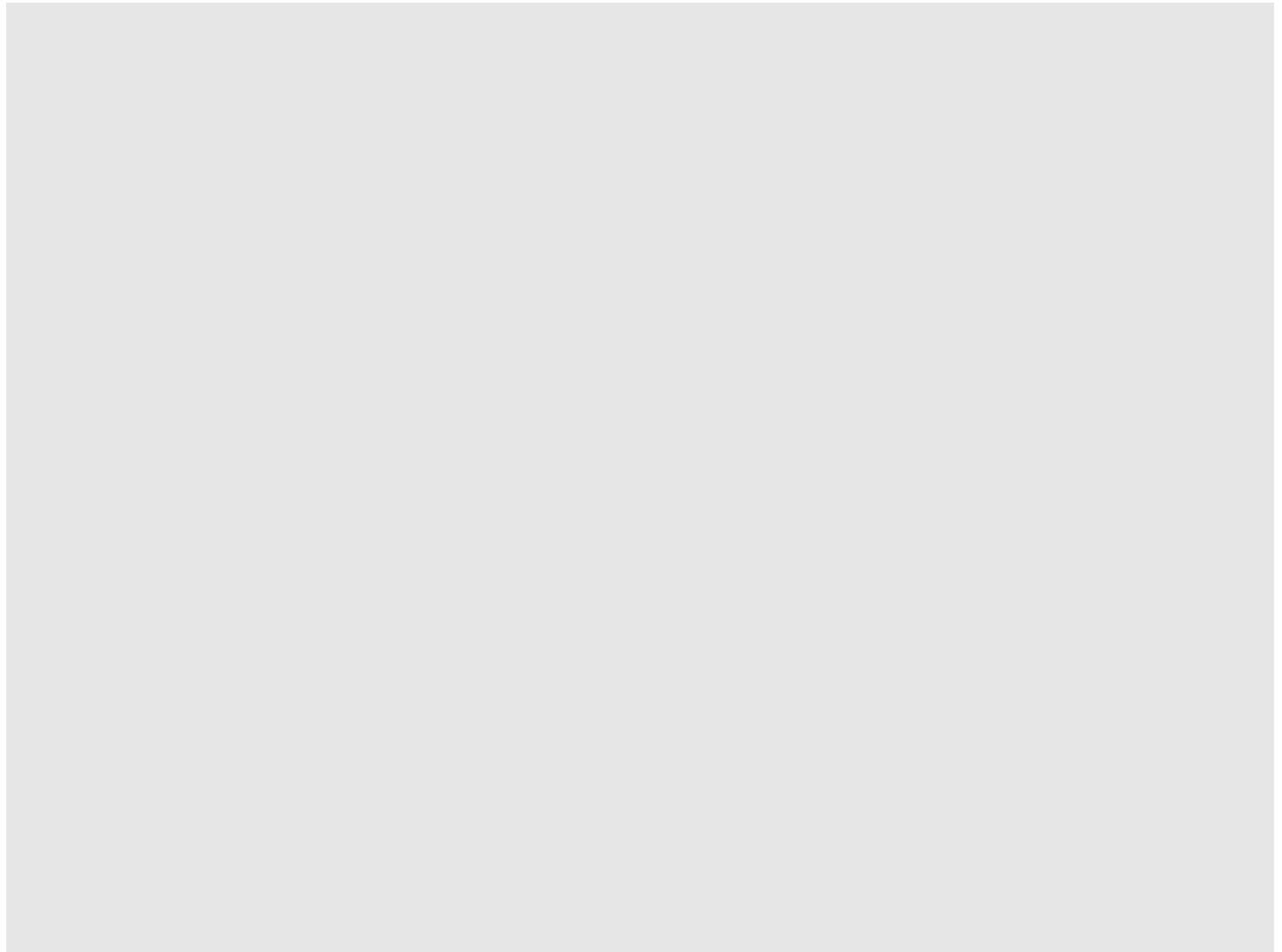
Shelley Tougas

“I’m a ¹⁹city girl and in no way, shape or form considered outdoorsy or even capable of building anything,” Burrows said. “As much as I love pushing myself out of my comfort zone, I thought I went too far this time. Turns out, I could handle it but not without the support of a team. It reminded me of my favorite Helen Keller quote: ‘Alone we can do so little, together we can do so much.’”

Hudson connection

About 20 years ago, Galvez was already seeking a stove solution. He’d built a successful business, owning and operating gas stations as well as a bubble-gum company; but the lives of rural Guatemalan women weighed heavily on his mind.

“There was a woman who cooked tortillas all day and sold them. She was deaf,” Galvez said. “When she went to the health center, she learned she was not deaf.”



Rotarians Kellie Burrows, Shelley Tougas and Rob Howard prepared mortar to build a stove, the second stove built in a large open cooking area shared by three families.

Carlos Galvez

Ash and debris from open-flame cooking had completely blocked her ear canals. That woman’s story had a positive outcome: The doctor cleared the blockage.

Not all women are that fortunate. They're plagued with ailments like vision problems, lung cancer, asthma, bronchitis and chronic obstructive pulmonary disease. More than 5,000 Guatemalan women die each year from illnesses directly linked to open-fire cooking.

At one point, Galvez thought he'd found a solution in solar ovens, but the plan quickly fizzled. Guatemala's wet season rendered them useless during parts of the year. And tortillas, Guatemala's staple food, don't cook properly in solar ovens.

He started trials of "rocket stoves," which worked well but were too small. Bigger versions were too expensive. Ultimately, he mixed engineering with women's feedback, and the new version was a hit.

"Fifteen days later, there were 27 families who wanted a stove," Galvez said.

But there weren't resources to build and give away hundreds (and eventually thousands) of stoves.

That's when Hudson residents Dr. Greg Young and Linda Robertson entered the picture.

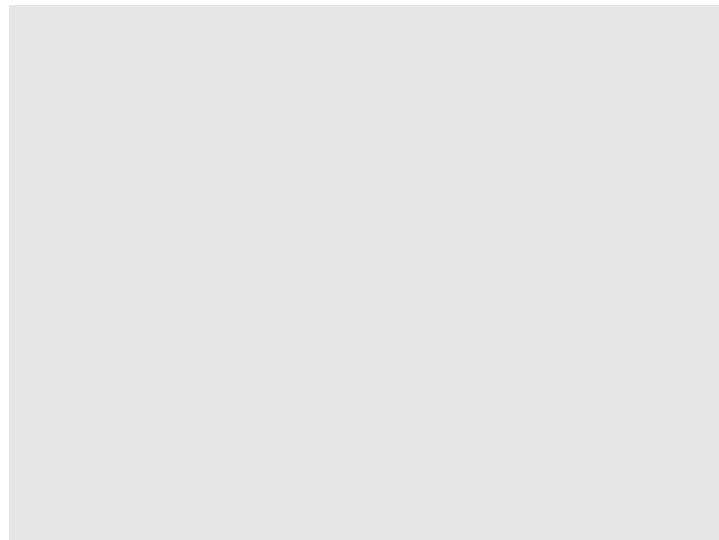
They'd landed in Guatemala through a St. Patrick's mission trip and immediately recognized the need for safer cooking practices. Internet sleuthing led them to Galvez, who showed them the stove.

"I figured I would never hear from them again," Galvez said.

He was thrilled to be wrong. Within a year, Hudson's Daybreak Rotary had organized financial support and readied a group to build stoves in villages. The project's financial structure requires families to pay \$100 – half the stove's cost. Not many can afford the chimney-and-flue version, which triples the expense, but families seem pleased with the basic version.

"There was pure joy on the women's faces as they watched us building their stoves," said Dayle Quigley, a Rotary district governor. "As soon as we finished, they'd immediately start their first fire."

Country of contrasts



With her infant son strapped to her back, a mother prepped her new stove for a test run as soon as Rotarians finished the job.

Shelley Tougas

Stoves are the central purpose of the Rotarians' service trips, but Galvez has a larger vision: educating visitors about Guatemala, its people and culture. World understanding is a core component of Rotary International's mission statement. After the stoves were built, Galvez guided Rotarians across Guatemala, calling his home "a country of contrasts."

Coastlines and mountains. Pines and palms. A new basketball court built next to ancient ruins. Village compounds, made of concrete and corrugated metal, only a short drive from Antigua, an affluent hot spot for destination weddings.

“Guatemala has a rich history, which gives me a broader appreciation for its culture,” Howard said. “Carlos opened a door for us, a door that we rarely give ourselves a chance to walk through.”

The town of San Raymundo honored the Rotarians during its festival. After a dinner party, the group was led to the town center to see fireworks, light and release lanterns made just for the team, and watch the “Dance of the Devil,” an astonishing performance involving a man with fireworks strapped to his back.

With Galvez as the driver, Rotarians had plenty of window time to see lush scenery, stunning architecture and plenty of unexpected moments—from a man walking his goat on a leash to restaurant parking lots with armed guards. Each town, village and city has its own personality, not surprising since Guatemala has 22 ethnic groups, many with Mayan-based language, not Spanish.

“It was such a joy getting to know Carlos,” Fehrenbach said. “We’d heard so much from other Rotarians about Carlos prior to the trip. He exceeded all the hype. Even though he has done this trip many times, he brought such energy and enthusiasm to all of us.”

Shelley Tougas is the director of the Hudson Area Public Library and a member of Daybreak Rotary.

https://www.hudsonstarobserver.com/opinion/columns/hudson-area-public-library-celebration-feb-25-celebrates-finishing-storm-repairs/article_a1c2ede4-a26e-11ed-83bf-47aae8801ff5.html

OPINION / **COLUMNS**

Hudson Area Public Library: Celebration Feb. 25 celebrates finishing storm repairs

Shelley Tougas

Published on Feb 1, 2023

23



Shelley Tougas is the Hudson Area Public Library's director.

File photo

Thank you.

Those two simple words are packed with heartfelt gratitude for the community's support during the library's trifecta of challenges: the funding crisis, pandemic and storm.

Library advocates have planned a special event to celebrate the completion of storm repairs and showcase the resources available to the community thanks to donors.

Please join us Saturday, Feb. 25, for the library's Storm Recovery Celebration and Open House from 3 p.m. to 6 p.m. The event is sponsored by the Hudson Area Library Foundation and the Afton House Inn. There's a slate of great activities planned.

The foundation is a separate organization that supports the library through donations, grants and advocacy. We're fortunate to also have a Friends of the Library group.

Together, these two support organizations have provided funds for the "extras" that make our library great, from our Library of Things to innovative technology to extra books. They've also been our lifeline throughout the funding crisis.

We changed our tagline to “books are just the beginning” to highlight the incredible resources funded mostly by donors: continuing education; art and culture; entertainment; and nontraditional checkout items like toys, household items and technology. We’re much more than books.

Featured activities include the following:

- Director Shelley Tougas will present “A Dark and Stormy Night” in Room 219 at 3:15 p.m., 4:15 p.m. and 5:15 p.m. The presentation tells the story of the storm and months of recovery, including stunning photos and video.
- A Technology Petting Zoo will showcase the donor-funded equipment available for use in the building or checkout. Try our virtual reality helmets and metal detector. See the 3-D printer, sewing machine, Cricut, photo studio and more.
- Tour the library’s history room, Friends of the Library bookstore and revamped children’s area with its repaired board book room and new toys. Get a sneak peek at major changes coming to the teen space.
- Kids can play games and do crafts. We’ll also have a limited number of take-and-make kits for children.
- Enjoy delicious appetizers, desserts and beverages catered by the Afton House Inn.

The storm was a terrible experience; but we found a big, bold silver lining in the storm clouds. The community rallied around our iconic building, the heart of the Hudson area community. We came together to support a community asset without political rancor or social media battles.

For staff, the library is our “home away from home.” We want residents in our communities (Hudson, North Hudson and the towns of St. Joseph and Hudson) to feel the same way.

It is, after all, your library.

You can follow library news on our website hudsonpubliclibrary.org and on social media, including Facebook, YouTube and Instagram.

Shelley Tougas is the director of the Hudson Area Public Library. Learn more at hudsonpubliclibrary.org.

DIRECTOR'S REPORT – JANUARY 2023

Library Board of Trustees

Director meetings

December 28 - Rotary
January 4 – Rotary
January 4 – Staff meeting
January 5 – Department head meeting
January 6 – Policy and Personnel Committee
January 6 – Policy and Personnel Committee Chair
January 7 – Rotary dinner
January 8 – Kiwanis dinner
January 10 – Foundation planning meeting
January 11 – Rotary
January 11 – Foundation
January 12-19 – Rotary service trip, Guatemala

Event

Please consider attending the Foundation/Afton House event Saturday, Feb. 25 from 3 p.m. to 6 p.m. The Storm Recovery Open House Celebration is open to all community members. There will be appetizers, desserts and beverages plus activities for families. I'll be doing three rotating presentations about the storm and the recovery. We'll have displays of the library's history plus our technology petting zoo. It would be wonderful to have board representation along with members of the Friends and Foundation.

The event is funded by the Foundation with support from the Afton House.

Staffing

We've implemented the new staff organization. We're conquering the learning curve and getting used to new schedules and duties. We also welcomed a new staff member, Jennifer Keene, who is processing books and doing the mending. She has many years of library experience. We're happy to have her! Jennifer is taking the role previously held by Gillian Hanke, who has moved upstairs as a library assistant dedicated to the youth services team.

Rotary mission trip

I am traveling to Guatemala Jan. 12-19 with a group of Hudson Rotarians. Our ongoing project there involves building brick ovens for cooking. Women in Guatemalan villages cook over open

fires inside their homes, which is a major health hazard. Additionally, the country is facing deforestation. Kids have to gather firewood each day to cook meals. The brick ovens use about 90 percent less wood and filter the ash and contaminants. We will also meet with the Rotary Club in Guatemala City and share some cultural experiences.

Michelle Saifullah, program and marketing director, and Jamie Smith, the new operations coordinator, are substituting for me.

Library Transition

I'll be meeting with the city administrator in early February to discuss the steps and process of transitioning to a municipal library. Look for substantive agenda items regarding this topic this spring.

https://www.hudsonstarobserver.com/news/2022-in-review-library-future-still-in-limbo/article_82c9a14c-8b78-11ed-9c93-637fe9edd334.html

LOCAL NEWS

2022 in Review: Library future still in limbo

written by Hannah Coyle

Published on Jan 3, 2023



It was years in the making, but the Hudson Area Joint Library was officially changed in 2022.



After three of the four partner municipalities voted to withdraw from their joint agreement over the summer, the city of Hudson will be left to determine the fate of the library, which serves a third of St. Croix County, in 2023.

It was discovered 10 years ago that the library was being shorted about \$415,000 annually. In the last few years, the municipalities have been working on finding a way to revive the solvency of the library.

The withdrawal of the partners will take effect Dec. 31, 2023, unless the city of Hudson accepts partners' plea to exit immediately. This comes after over a year of construction as the building recovered from a massive storm that swept the roof of the Lakefront Park beach house through the front windows.

In the meantime, the Hudson Area Library Foundation is looking to raise \$100,000 to keep the library afloat during 2023, since the shift will not happen until 2024. A funding gap is projected to occur from now until then.

A typical campaign by the foundation would bring in between \$40,000 and \$50,000 to support things like genealogy for adults, teen cooking classes or the beloved summer reading programs. The foundation has shifted its priorities as the joint area library will cease to exist as such and is en route to becoming a stand-alone city library.

2023 will bring numerous unknowns for the city of Hudson and the staff at the library as they work to figure out a plan moving forward.

The history

It all began 20 years ago when the Hudson Area Joint Library was formed to serve the residents of the city of Hudson, town of Hudson and village of North Hudson, with the town of St. Joseph joining shortly thereafter.

The goal written into the initial agreement was for the joint library to “substantially increase library funding.”

This seemingly well established plan went south 10 years in when it was discovered that the library was missing more than half of its revenue at the time.

“When the funding crisis exploded, the communities' governing boards voted to stop the payments in an effort to slow the bleeding,” library Director Shelley Tougas said.

The Wisconsin legislature intervened by enacting a new statute differentiating between municipal libraries and joint libraries.

Under the new legislation, municipalities of joint libraries could avoid funding the joint library at the otherwise state required standard level.

Though the legislation helped communities in a lot of ways, it devastated the library, Tougas said. The Hudson Area Public Library was never able to recover and neighboring libraries were harmed in the process as well.

Significant efforts to enact a solution started at the municipal level in 2021.

Proposed solutions

Instead of each municipality levying money for the joint library, the idea was that the levy would be done by the county.

Residents in the four municipalities that the library serves would see their city, town or village taxes go down and their county taxes go up.

It seemed like a brilliant solution, except no one could quite estimate the potential legal ramifications, because it had not yet been done. There was no precedent and there were no laws saying counties could or could not do something like this.

The city of Hudson, the town of Hudson and the town of St. Joseph voted to approve the agreement in the spring. However, when it got to the county board of supervisors, they couldn't come to a consensus on the proposal, sending the conversation back to committees to discuss, sending questions to legal councils and state departments for answers numerous times.

An alternate option the county proposed was for the city of Hudson to operate the library municipally.

“I believe we are stronger together,” Tougas told the Star Observer at the time.

At a certain point, it became too late when the partner municipalities did ultimately withdraw.

Tougas told the Hudson Common Council in August that she wished she had more to say on the impact of the withdrawals; however, at this point, she is not sure what that is.

Despite the great unknown, one thing has been made clear by Tougas – it does not matter what community you are a part of or where your address lies, you will always be part of the Hudson Library family.

The future of the library is yet to be seen.

Written By

Hannah Coyle

hcoyle@ourkemediagroup.com |

ANNUAL REPORT APPROVAL

Recommendation: Motion to approve the 2022 annual report.

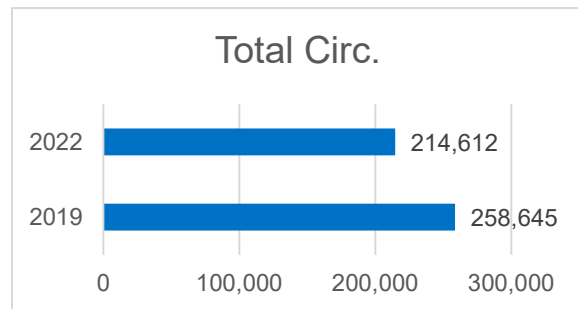
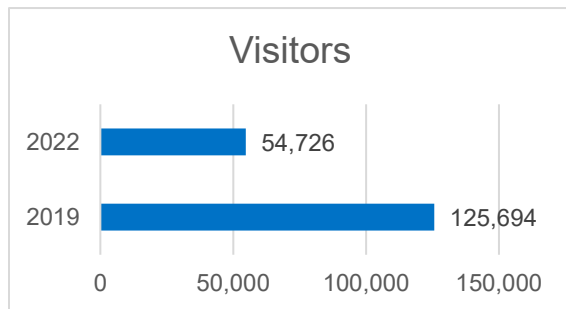
Background: Every library is required to submit an annual report to the state. The Department of Public Instruction compiles the data to track levels of service. Libraries can use the data to draw comparisons.

Notable trends

Visits and circulation

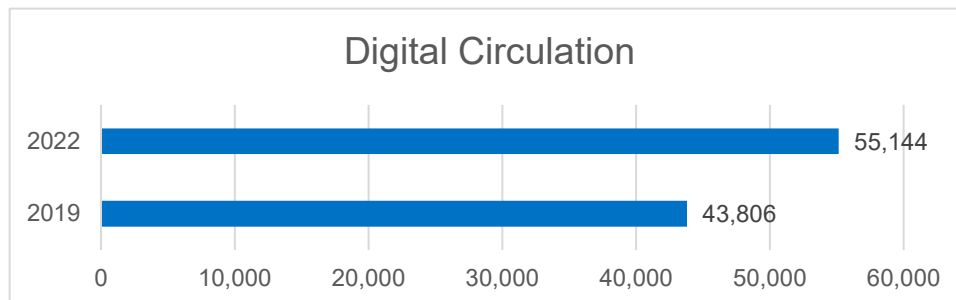
Visits are tracked by a door counter. We were closed for several months in 2021 – although we provided virtual and curbside services - but we opened the doors at the beginning of 2022. In-person visits in 2022 were down substantially. The children’s area was closed, the lobby wasn’t open consistently, and many people simply didn’t know we’d reopened. Pandemic concerns lingered.

However, you’ll see by circulation totals that people were using curbside service. The totals were down overall but not as much as expected relative to the drop in physical visits.



Digital circulation

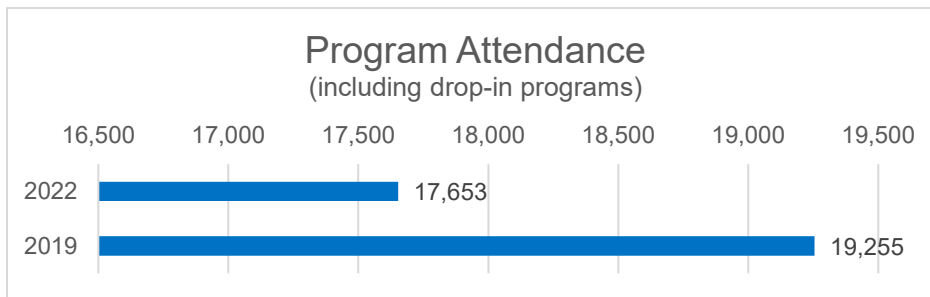
Not surprisingly, digital circulation has increased. IFLS provides our e-book offerings. E-books do not count in the formula that determines county funding (cost-per-circulation).



Programming

We are close to hitting the record attendance levels of 2019. Great news! If we add views of recorded programs, such as our YouTube programs, that's an additional 771 participants.

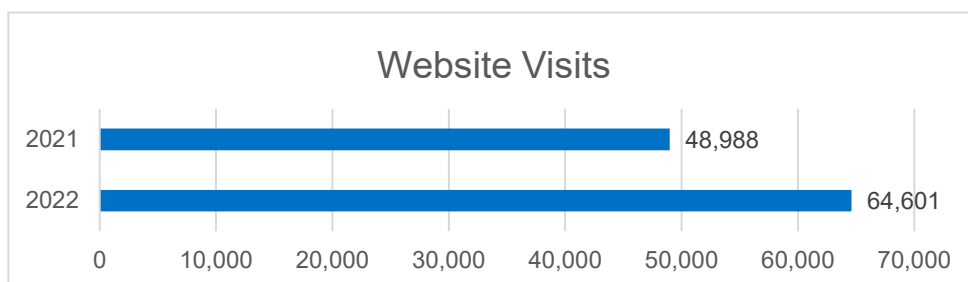
(Note: Drop-in programs are those events that don't require registration and are self-directed, such as the Sensory Room. We used to be able to count those as attendance if we tracked participation. The state has changed the definition. Drop-in and program attendance are combined here for the sake of comparison.)



Website visits

There was a substantial increase in website visits, which was somewhat unexpected. In 2021, we had the dual effects of the pandemic and storm; and more people were using the Internet vs. seeking out information and services in person.

We'll be unveiling a new site soon.



**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Hudson Area Joint Library		2. Public Library System IFLS Library System			
3a. Head Librarian First Name Shelley	3b. Head Librarian Last Name Tougas	4a. Certification Grade Grade 1	4b. Certification Type Temporary	5. Certification Expiration Date 12/31/2022	
6a. Street Address 700 1st St.	6b. Mailing Address or PO Box 700 1st St.	7. City / Village / Town Hudson	8a. ZIP 54016	8b. ZIP4 1682	9. County St. Croix
10. Library Phone Number 7153863101	11. Fax Number (715)381-0468	12. Library E-mail Address of Director stougas@hudsonpubliclibrary.org			
13. Library Website URL www.hudsonpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? Yes				
20. Square Footage of Public Library 19,024	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	53		
19b. Number of winter weeks	52		
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year	52		
19f. Total hours per year for this location	2,756		

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	Yes
External Wi-Fi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
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Additional building closure and reopening dates, please describe



II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	49,800	4,217
2. Electronic Books <i>E-books</i>	176,505	
3. Audio Materials	2,797	83
4. Electronic Audio Materials <i>Downloadable</i>	73,048	
5. Video Materials	4,898	347
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> Cd-Roms/software, equipment, games, toys, electronics, kits, microform, pamphlets, books and CDs	385	
8a. Electronic Collections <i>Locally Owned or Leased</i>	2	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	24	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	89	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	78	

III. LIBRARY SERVICES				
1. Circulation Transactions		c. Circulation of Other Physical Items	2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	(subset of 1a.)	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
159,468	82,792	1,240	38,033	32,762
Method for Counting ILL Transactions Total ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)				
WISCAT				
Other (includes OCLC, manual tracking or other methods)				
3. Number of Registered Users		d. Overdue Fines	4. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count
7,794	1,166	8,960	No	Survey Week(s) 7,332
			5. Library Visits	
			a. Method	b. Annual Count
			Actual Count	54,726
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method
17	17	Actual Count	2,920	b. Annual Count
			Actual Count	30,739
8. Website Visits	9. Electronic Collection Retrieval			
64,601	a. Local	b. Other	c. Statewide	d. Total
	0	3,155	34	3,189
10. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
28,972	26,172	0	55,144	4,443

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	132	70	38	36	39	315
Total Attendance	3,334	782	204	504	4,524	9,348

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	132	70	38	29	39
Total Attendance	3,334	782	204	336	4,524
Number of Programs	287	48	308		
Total Attendance	3,885	5,288	9,180		

11i. Describe the library's in-person programs: Storytime, STEM & craft classes, community holiday events, author visits, various speakers.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	7	0	7	
Total Live Virtual Attendance	0	0	168	0	168	
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	106	0	106	

12g. Which platforms does the library use to host the library's live, virtual programs: Facebook and Zoom

12h. Describe the library's live, virtual programs: Community forums, interviews, genealogy, book club

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	6	0	6	23	35
Total Pre-Recorded Program Views	0	19	0	512	205	736

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube

13h. Describe the library's pre-recorded programs: Library use, STEM activities, interviews, tech how-to.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Paul	Berning	12 Fieldstone Bay	Hudson, WI	54016	Paullibraryemail@gmail.co
2. Susan	Blank	888 Chippewa Path	Hudson, WI	54016	supervisor3@townofhudson
3. Barbara	Peterson	1200 McKinley Drive	Hudson, WI	54016	barb.peterson.wildwood@g
4. Kimberly	Osterhues	436 Jack Pine Dr.	Hudson, WI	54016	osterhka@hudsonraiders.or
5. Richard	O'Connor	1813 Stonepine Bay	Hudson, WI	54016	mayor@hudsonwi.gov
6. Tracy	Whiteley	317 Station Ln N	Hudson, WI	54016	twhiteley@comcast.net
7. Kristine	McCarthy	920 Chippewa Path	Hudson, WI	54016	kmccarthy@hudsonpublicli
8. Bryan	Wells	35 Cliff Ridge Court	Hudson, WI	54016	BryanDWells HLibrary@pi
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

8

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Hudson	\$364,365
Town	Hudson	\$204,197
Town	St. Joseph	\$94,410
Village	North Hudson	\$85,495
Subtotal 1		\$748,467

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$60,012
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Barron	\$253		
Dunn	\$78		
Pierce	\$11,034		
Polk	\$560		
Subtotal 2b			\$11,925

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		

b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$0

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.	\$318,057
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7. All Other Operating Income	\$109,579
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8. Total Operating Income Add 1 through 7	\$1,248,040
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9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$747,046
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10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes
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VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$486,128		2. Employee Benefits Include maintenance, security, plant operations \$145,664		
3. Library Collection Expenditures				
a. Print Materials \$54,560	b. Electronic Materials \$11,138	c. Audiovisual Materials \$12,014	d. All Other Library Materials \$1,500	Subtotal 3 \$79,212
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider		Amount		Provider
IFLS/MORE Maintenance		\$35,416		
				Subtotal 4 \$35,416
5. Other Operating Expenditures				\$220,310
				6. Total Operating Expenditures Add 1 through 5 \$966,730
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other	insurance and donations related to storm repairs and replacements	\$38,723	\$33,403
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$38,723	Total Expenditure \$33,403

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year \$10,699

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$81,640	40.00	Librarian - Tech	Librn. no-MLS	\$12,480	12.00
Assistant Director	Librn. no-MLS	\$67,891	40.00				
Program/Marketing Director	Other	\$52,000	40.00				
Patron Services Coordinator	Other	\$29,484	28.00				
Librarian - Adult Services	Librn. no-MLS	\$42,640	40.00				
Librarian - Youth Services Tv	MLS (ALA)	\$29,484	28.00				
Librarian - Youth Services PK	Librn. no-MLS	\$27,378	26.00				
Librarian - STEM	Librn. no-MLS	\$21,060	20.00				

b. Other Paid Staff *See Instructions*

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Library Assistant	Other	\$85,779	114.00				
Library Aide	Other	\$46,153	93.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
2.00	4.00	6.00	5.18	11.18	

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			19,792
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	1,812	13,478	15,290
3. Circulation to Nonresidents Living in Another County in the Library System	2,078	1,543	3,621
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	0	0	0
5. Circulation to All Other Wisconsin Residents	127	6. Circulation to Persons from Out of the State	754
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Barron	38	f.	
b. Dunn	115	g.	
c. Pierce	1,096	h.	
d. Polk	206	i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i> Yes a. State TEACH line No b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant ? No
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile? Yes		

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	147	15	10
Total Self-Directed Activity Participation	5,991	1,622	541
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	3	4	179
Total Self-Directed Activity Participation	81	70	8,305
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Michelle	Saifullah	msaifullah@hudsonpubliclibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Michelle	Saifullah	msaifullah@hudsonpubliclibrary.org	



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Paul Berning	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Shelley Tougas	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

St. Croix

The Hudson Area Joint Library Board of Trustees hereby states that in 2022 the IFLS Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Paul Berning	

COMMENTS

SECTION_I

4b. Certification Grade Type

Permanent application sent and is pending--2023-02-01

5. Certification Expiration Date

Permanent certification application sent and is pending--2023-02-01

Standard total hours per year for this location

The difference between 2021 and 2022 is because we were closed several months in 2021 due to storm damage--2023-02-01

SECTION_II

6. Electronic Video Materials (downloadable)

Subscription discontinued.--2023-02-01

8b. Other Electronic Collections (purchased by library system or consortia)

EC_OTH was misreported in 2021. This total is correct for 2022.--2023-01-31

9. Total Electronic Collections (local, system, and statewide)

EC_OTH was misreported in 2021. This total is correct for 2022.--2023-01-31

Total Local and other databases

EC_OTH was misreported in 2021. This total is correct for 2022.--2023-01-31

SECTION_III

4a. Method Used to Count Reference Transactions

Sampling is accurate due to closure--2023-02-01

4b. Reference Transactions

Sampling is accurate due to closure--2023-02-01

5b. Library Visits

This is higher than previous year because the library was closed for a period of time in 2021 due to storm damage.--2023-02-01

Number of Uses (sessions) of Public Internet Computers

This is higher than previous year because the library was closed for a period of time in 2021 due to storm damage.--2023-02-01

SECTION_XIII

Is the head librarian certified at the appropriate grade level?

Certification application has been submitted and is pending--2023-02-01

Collection Development and Management

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.

If the complainant objects to the director's decision, they may contact the President of the Library Board of Trustees and ask the library board to review their Request for Reconsideration of Library Material form and the director's decision. Board members will evaluate the material and vote on whether to uphold or override the director's decision. The board's vote is final.

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.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

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

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

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

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

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by

the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ "[Privacy: An Interpretation of the Library Bill of Rights](#)," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ "[Libraries: An American Value](#)," adopted on February 3, 1999, by ALA Council.

⁵ "[Rating Systems: An Interpretation of the Library Bill of Rights](#)," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

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 complete 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:

 Add it to the Library's collection Shelve it elsewhere Remove from the Library 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 complete 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: _____

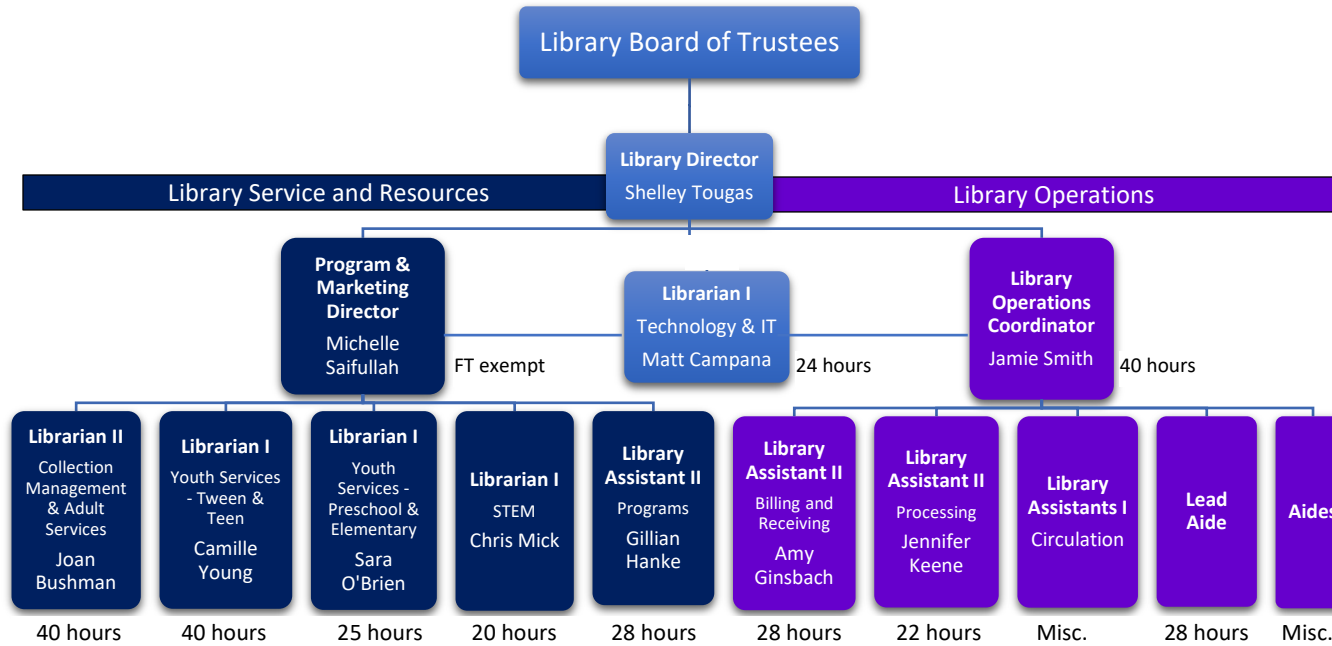
Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

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

Hudson Area Public Library



Library Assistants I: Jo Ann Dent, Sarah Eral, Annie Goldberg, Susan Jara, DavyAnn Lee, Monica Leo, Emelia Reynolds

Lead Aide: Jeff Stepen

Aides: Arianne Bowers, Lauren Carrier, Katherine Lunch, Andrew Sackett, Corine Schilling

LIBRARIAN II – Adult Services and Collection Management

Department: Library Service and Resources

Reports to: Library Director; Program and Marketing Director

The Librarian II – Adult Services and Collection Management position manages the library's process for developing and maintaining the collection, performs information and research services for library customers, plans and implement professional library projects, develops programs and supports patron engagement. Librarians may have an area of specialization.

Preferred qualifications:

A Master's degree in Library Science from an institution accredited by the American Library Association, or equivalent. Library experience preferred.

Minimum qualifications:

A Bachelor's degree and at least four years of experience in libraries, education, publishing or grant writing. Library experience preferred.

This position is currently full time, 40 hours weekly, eligible for full benefits

All library employees must pass a background check.

The Librarian II – Adult Services and Collection Management position exists to 1. manage the selection, acquisition, and maintenance of the collection, including physical materials, electronic materials and nontraditional items (Library of Things); and to 2. develop and implement the library's programming, resources and services for adults. The position requires knowledge in the following areas: literature and pop culture, literacy, budgeting, selection tools and practices, publishing trends, cataloging, collection maintenance and weeding strategies, adult interests, and adult learning styles.

Competencies for all Library Services staff:

Communication:

- *Communicates effectively in writing and in person*
- *Communicates respectfully*
- *Demonstrates skills in public relations and promotion*

Patron Relationships:

- *Meets patrons' needs and builds authentic relationships*
- *Respects diverse voices, backgrounds, needs and interests*
- *Creates a welcoming and inclusive environment*

Personal Leadership:

- *Demonstrates professional demeanor and effective judgment*
- *Provides appropriate responses and direction to predictable and unpredictable situations*
- *Models accountable behaviors and interactions to create a foundation of trust*

- *Embraces change*
- *Seeks learning opportunities*
- *Demonstrates creativity*
- *Creates a positive and productive environment*

Knowledge:

- *Demonstrates knowledge of library services, research tools, policies and procedures*
- *Broad knowledge of literature and publishing trends*
- *Understands foundational principles of public libraries*
- *Demonstrates skills in technologies*
- *Demonstrates knowledge of cataloging, circulation procedures, and library software*
- *Embraces new and emerging technology, seeking learning opportunities and applying these skills appropriately*

Team Relationships:

- *Promotes team cohesiveness and accountability*
- *Inspires others through effective leadership*
- *Collaborates with others*
- *Shares expertise and talents*
- *Participates actively and productively in projects and meetings*

Essential functions:

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General operations:

- Provide excellent customer service to all patrons
- Prepare the library building and equipment for opening and closing; check all systems and building areas to ensure safety, security and functioning of equipment
- Explain basic Library policies, procedures and services such as requesting items, privacy of customer information, activities in the building, etc.
- Schedule meeting room use and ensure equipment is prepared for use
- Respond to requests for Library services: in-person, online and telephone
- Respond to requests for research and readers' advisory services
- Help customers learn catalog, database, mobile apps and internet search techniques
- Troubleshoot technical issues
- Maintain library services usage statistics
- Provide self-check-out, computer, printer and copier services information and instruction

Patron services:

- Use reference interview techniques to provide reference and readers advisory to adults and other patrons
- Create a welcoming and inclusive atmosphere
- Market library materials, programs and services using innovative tools such as book lists, displays, social media, bulletin boards, online LibGuides and subject pathfinders
- Connect patrons to appropriate community and/or school resources based on their needs

- Assist patrons with research techniques, database access and online search strategies

Programming and education:

- Develop, present and evaluate educational, cultural and recreational programs for adults
- Develop instructional videos and virtual programs for the library's Facebook page and YouTube channel or via technologies such as Zoom
- Develop and manage budget for adult programs
- Create self-directed activities for adults
- Create partnerships to deliver off-site adult programs
- Ensure programs and materials represent diverse voices, backgrounds, needs and interests
- Develop strategies to connect underserved/underrepresented community members with library services and resources
- Plan and implement the Winter Reading Program for adults
- Develop programming partnerships with outside organizations
- Ensure publicity is created for events

Team efforts:

- Collaborate in the development, budgeting and implementation of large, all-ages library events
- Identify opportunities in community events and groups to promote the library
- Collaborate with special projects
- Identify long-term needs and strategies for improved library service
- Support and assist in training of new staff and volunteers
- Preserve patron confidentiality
- Update circulation software, patron records and catalog as needed

Collection management:

- Oversee materials selection and curate materials (books, movies, music, video games, e-materials and nontraditional items) selected by Librarian I staff
- Select materials for adults
- Complete acquisition process and ensure materials are properly cataloged
- Work with Director to develop collection budget and ensure collection priorities are met
- Develop and implement weeding criteria and processes

Physical demands and working conditions

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear
 - Bend, twist, or reach
 - Balance or climb, on occasion
 - Push or pull wheeled library carts weighing up to 400 pounds
 - Lift or carry items weighing 50 pounds or less
 - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards
- Work is performed indoors with a minimum amount of outside work
- Work schedule may include evening and weekend hours, as necessary
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LIBRARIAN I – STEM

(STEM: Science, Technology, Engineering and Mathematics)

Department: Library Service and Resources

Reports to: Library Director; Program and Marketing Director

Librarian I positions perform information and research services for library customers, plan and implement professional library projects, develop all-ages programming, maintain the collection and support patron engagement. Librarians may have areas of specialization.

Preferred qualifications:

A Master's degree in Library Science from an institution accredited by the American Library Association, or equivalent. Library and STEM experience preferred.

Minimum qualifications:

A Bachelor's degree and at least two years of experience in libraries, education, technology systems, STEM-related fields or grant writing. Library and STEM experience preferred.

This position is currently part time, 20 hours weekly, eligible for partial benefits.

All library employees must pass a background check.

The Librarian I – Library Services (STEM) position exists to develop and implement the library's programming, resources and services related to STEM topics for community members of all ages and backgrounds. The position requires knowledge in the following areas: general literature; STEM concepts, current and emerging technologies, diverse learning styles, and generational differences related to STEM topics.

Competencies for all Library Service and Resources staff:

Communication:

- *Communicates effectively in writing and in person*
- *Communicates respectfully*
- *Demonstrates skills in public relations and promotion*

Patron Relationships:

- *Meets patrons' needs and builds authentic relationships*
- *Respects diverse voices, backgrounds, needs and interests*
- *Creates a welcoming and inclusive environment*

Personal Leadership:

- *Demonstrates professional demeanor and effective judgment*
- *Provides appropriate responses and direction to predictable and unpredictable situations*
- *Models accountable behaviors and interactions to create a foundation of trust*

- *Embraces change*
- *Seeks learning opportunities*
- *Demonstrates creativity*
- *Creates a positive and productive environment*

Knowledge:

- *Demonstrates knowledge of library services, research tools, policies and procedures*
- *Broad knowledge of literature and publishing trends*
- *Understands foundational principles of public libraries*
- *Demonstrates skills in technologies*
- *Demonstrates knowledge of cataloging, circulation procedures, and library software*
- *Embraces new and emerging technology, seeking learning opportunities and applying these skills appropriately*

Team Relationships:

- *Promotes team cohesiveness and accountability*
- *Inspires others through effective leadership*
- *Collaborates with others*
- *Shares expertise and talents*
- *Participates actively and productively in projects and meetings*

Essential functions:

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General operations:

- Provide excellent customer service to all patrons
- Prepare the library building and equipment for opening and closing; check all systems and building areas to ensure safety, security and functioning of equipment
- Explain basic Library policies, procedures and services such as requesting items, privacy of customer information, activities in the building, etc.
- Schedule meeting room use and ensure equipment is prepared for use
- Respond to requests for Library services: in-person, online and telephone
- Respond to requests for research and readers' advisory services
- Help customers learn catalog, database, mobile apps and internet search techniques
- Troubleshoot technical issues
- Maintain library services usage statistics
- Provide self-check-out, computer, printer and copier services information and instruction

Patron services:

- Use reference interview techniques to provide reference and readers advisory to patrons
- Create a welcoming and inclusive atmosphere
- Market library materials, programs and services using innovative tools such as book lists, displays, social media, bulletin boards, online LibGuides and subject pathfinders
- Assist patrons with troubleshooting technology issues and overcoming barriers to use
- Assist patrons with research techniques, database access and online search strategies

- Instruct patrons on use of STEM-related items in the Library of Things

Programming and education:

- Develop, present and evaluate STEM programs for all ages
- Develop instructional videos and virtual programs for the library's Facebook page and YouTube channel or via technologies such as Zoom
- Create opportunities for underrepresented populations to experience STEM activities and explore STEM careers
- Ensure programs and materials represent diverse voices, backgrounds, needs and interests
- Develop strategies to connect underserved/underrepresented community members with library services and resources
- Develop and manage budget for STEM programs, supplies and equipment
- Support STEM activities within the 10-week Summer Reading Program
- Coordinate STEM initiatives with community organizations and stakeholders
- Ensure publicity is created for events

Materials management:

- Select STEM-related materials for the collection (books, movies, music, video games, e-materials and nontraditional items)
- Lead the planning and budgeting for STEM items in the Library of Things
- Maintain and update an inventory of STEM activities and supplies for patrons' self-directed activities

Team efforts:

- Collaborate in the development, budgeting and implementation of large, all-ages library events
- Identify opportunities in community events and groups to promote the library
- Collaborate with special projects
- Identify long-term needs and strategies for improved library service
- Support and assist in training of new staff and volunteers
- Preserve patron confidentiality
- Update circulation software, patron records and catalog as needed

Physical demands and working conditions

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
 - Bend, twist, or reach;
 - Balance or climb, on occasion;
 - Push or pull wheeled library carts weighing up to 400 pounds;
 - Lift or carry items weighing 50 pounds or less;
 - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as a computer keyboard.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LIBRARIAN I – Youth Services (Preschool and Early Elementary)

Department: Library Service and Resources

Reports to: Library Director; Program and Marketing Director

Librarian I positions perform information and research services for library customers, plan and implement professional library projects, develop all-ages programming, maintain the collection and support patron engagement. Librarians may have an area of specialization.

Preferred qualifications:

A Master's degree in Library Science from an institution accredited by the American Library Association, or equivalent. Library experience preferred.

Minimum qualifications:

A Bachelor's degree and at least two years of experience in education, event planning, grant writing or communications. Library experience preferred.

This position is currently part time, 25 hours weekly, eligible for partial benefits.

All library employees must pass a background check.

The Librarian I – Youth Services (preschool and early elementary) position exists to develop and implement the library's programming, resources and services for youth from birth through early elementary. The position requires knowledge in the following areas: juvenile literature, best practices in early literacy, diverse needs and learning styles of children, stages of child development, and caregiver education.

Competencies:

Communication:

- *Communicates effectively in writing and in person*
- *Communicates respectfully*
- *Demonstrates skills in public relations and promotion*

Patron Relationships:

- *Meets patrons' needs and builds authentic relationships*
- *Respects diverse voices, backgrounds, needs and interests*
- *Creates a welcoming and inclusive environment*

Personal Leadership:

- *Demonstrates professional demeanor and effective judgment*

- *Provides appropriate responses and direction to predictable and unpredictable situations*
- *Models accountable behaviors and interactions to create a foundation of trust*
- *Embraces change*
- *Seeks learning opportunities*
- *Demonstrates creativity*
- *Creates a positive and productive environment*

Knowledge:

- *Demonstrates knowledge of library services, research tools, policies and procedures*
- *Broad knowledge of literature and publishing trends*
- *Understands foundational principles of public libraries*
- *Demonstrates skills in technologies*
- *Demonstrates knowledge of cataloging, circulation procedures, and library software*
- *Embraces new and emerging technology, seeking learning opportunities and applying these skills appropriately*

Team Relationships:

- *Promotes team cohesiveness and accountability*
- *Inspires others through effective leadership*
- *Collaborates with others*
- *Shares expertise and talents*
- *Participates actively and productively in projects and meetings*

Essential functions:

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General operations:

- Provide excellent customer service to all patrons
- Prepare the library building and equipment for opening and closing; check all systems and building areas to ensure safety, security and functioning of equipment
- Explain basic Library policies, procedures and services such as requesting items, privacy of customer information, activities in the building, etc.
- Schedule meeting room use and ensure equipment is prepared for use
- Respond to requests for Library services: in-person, online and telephone
- Respond to requests for research and readers' advisory services
- Help customers learn catalog, database, mobile apps and internet search techniques
- Troubleshoot technical issues
- Maintain library services usage statistics
- Provide self-check-out, computer, printer and copier services information and instruction

Patron services:

- Use reference interview techniques to provide reference and readers advisory to youth, their caregivers, and other patrons
- Create a welcoming and inclusive atmosphere

- Conduct library orientation tours for school groups and others
- Market library materials, programs and services using innovative tools such as book lists, displays, social media, bulletin boards, online LibGuides and subject pathfinders
- Connect families with appropriate community resources based on their needs

Programming and education:

- Develop research-based storytimes for a variety of ages, needs and interests
- Develop, present and evaluate educational, cultural, recreational and entertaining programs for youth and their families
- Develop instructional videos and virtual programs for the library's Facebook page and YouTube channel or via technologies such as Zoom
- Create self-directed activities for families
- Ensure programs and materials represent diverse voices, backgrounds, needs and interests
- Develop strategies to connect underserved/underrepresented families with library services and resources
- Educate caregivers regarding home-based literacy strategies
- Develop and manage budgets for youth programs
- Plan and implement a 10-week Summer Reading Program
- Coordinate literacy efforts with community organizations and stakeholders
- Develop programming partnerships with outside organizations
- Ensure publicity is created for events

Materials management

- Select juvenile materials for the collection (books, movies, music, e-materials and nontraditional items/Library of Things)
- Develop and implement a weeding plan for juvenile
- Maintain and update an inventory of educational and engaging toys for use in the library

Team efforts

- Collaborate in the development, budgeting and implementation of large, all-ages library events
- Identify opportunities in community events and groups to promote the library
- Collaborate with special projects
- Identify long-term needs and strategies for improved library service
- Support and assist in training of new staff and volunteers
- Preserve patron confidentiality
- Update circulation software, patron records and catalog as needed

Physical demands and working conditions

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
 - Bend, twist, or reach;
 - Balance or climb, on occasion;
 - Push or pull wheeled library carts weighing up to 400 pounds;
 - Lift or carry items weighing 50 pounds or less;
 - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.

- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LIBRARIAN I – Youth Services

(Tween and Teen)

Department: Library Service and Resources

Reports to: Library Director; Program and Marketing Director

Librarian I positions perform information and research services for library customers, plan and implement professional library projects, develop all-ages programming, maintain the collection and support patron engagement. Librarians may have an area of specialization.

Preferred qualifications:

A Master's degree in Library Science from an institution accredited by the American Library Association, or equivalent. Library experience preferred.

Minimum qualifications:

A Bachelor's degree and at least two years of experience in libraries, education, event planning, grant writing or communications. Library experience preferred.

This position is currently full time, 40 hours weekly, eligible for full benefits.

All library employees must pass a background check.

The Librarian I – Youth Services (tween and teen) position exists to develop and implement the library's programming, resources and services for youth from upper elementary through high school. The position requires knowledge in the following areas: middle grade and young adult literature; best practices in teen engagement; different learning styles, diverse needs/issues of adolescents; stages of adolescent development; and trends in adolescent culture, recreation, and entertainment.

Competencies for all Library Services staff:

Communication:

- *Communicates effectively in writing and in person*
- *Communicates respectfully*
- *Demonstrates skills in public relations and promotion*

Patron Relationships:

- *Meets patrons' needs and builds authentic relationships*
- *Respects diverse voices, backgrounds, needs and interests*
- *Creates a welcoming and inclusive environment*

Personal Leadership:

- *Demonstrates professional demeanor and effective judgment*
- *Provides appropriate responses and direction to predictable and unpredictable situations*

- *Models accountable behaviors and interactions to create a foundation of trust*
- *Embraces change*
- *Seeks learning opportunities*
- *Demonstrates creativity*
- *Creates a positive and productive environment*

Knowledge:

- *Demonstrates knowledge of library services, research tools, policies and procedures*
- *Broad knowledge of literature and publishing trends*
- *Understands foundational principles of public libraries*
- *Demonstrates skills in technologies*
- *Demonstrates knowledge of cataloging, circulation procedures, and library software*
- *Embraces new and emerging technology, seeking learning opportunities and applying these skills appropriately*

Team Relationships:

- *Promotes team cohesiveness and accountability*
- *Inspires others through effective leadership*
- *Collaborates with others*
- *Shares expertise and talents*
- *Participates actively and productively in projects and meetings*

Essential functions:

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General operations:

- Provide excellent customer service to all patrons
- Prepare the library building and equipment for opening and closing; check all systems and building areas to ensure safety, security and functioning of equipment
- Explain basic Library policies, procedures and services such as requesting items, privacy of customer information, activities in the building, etc.
- Schedule meeting room use and ensure equipment is prepared for use
- Respond to requests for Library services: in-person, online and telephone
- Respond to requests for research and readers' advisory services
- Help patrons learn the catalog, database, mobile apps and internet search techniques
- Troubleshoot technical issues
- Maintain library usage statistics
- Provide self-check-out, computer, printer and copier services information and instruction

Patron services:

- Use reference interview techniques to provide reference and readers advisory to adolescents, their caregivers, and other patrons
- Create a welcoming and inclusive atmosphere
- Conduct library orientation tours for school groups and others

- Market library materials, programs and services using innovative tools such as book lists, displays, social media, bulletin boards, online LibGuides and subject pathfinders
- Connect patrons to appropriate community and/or school resources based on their needs
- Assist adolescents with grade-appropriate research techniques, database access and online search strategies
- Incorporate effective technology and communication strategies to promote the library to adolescents

Programming and education:

- Develop, present and evaluate educational, cultural, recreational and entertaining programs for adolescents
- Develop instructional videos and virtual programs for the library's Facebook page and YouTube channel or via technologies such as Zoom
- Create self-directed activities for adolescents
- Create opportunities for adolescents to engage in safe, fun and healthy social activities
- Ensure programs and materials represent diverse voices, backgrounds, needs and interests
- Develop strategies to connect underserved/underrepresented adolescents with library services and resources
- Develop and manage budgets for youth programs
- Plan and implement a 10-week Summer Reading Program
- Coordinate adolescent initiatives with community organizations and stakeholders
- Develop programming partnerships with outside organizations
- Ensure publicity is created for events
- Recruit and organize tween and teen volunteers
- Serve as advisor to the Teen Advisory Board and K-Kids/Builders Club Programs

Materials management

- Select youth materials for the collection (books, movies, music, video games, e-materials and nontraditional items)
- Develop and implement a weeding plan for youth materials
- Maintain and update an inventory of educational activities (art, tech, board games, etc.) and related supplies for adolescents
- Receive and process library materials

Team efforts

- Collaborate in the development, budgeting and implementation of large, all-ages library events
- Identify opportunities in community events and groups to promote the library
- Collaborate with special projects
- Identify long-term needs and strategies for improved library service
- Support and assist in training of new staff and volunteers
- Preserve patron confidentiality
- Update circulation software, patron records and catalog as needed

Physical demands and working conditions

- While performing the duties of this position the employee may be required to:

- Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear
- Bend, twist, or reach
- Balance or climb, on occasion
- Push or pull wheeled library carts weighing up to 400 pounds
- Lift or carry items weighing 50 pounds or less
- Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards
- Work is performed indoors with a minimum amount of outside work
- Work schedule may include evening and weekend hours, as necessary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LIBRARIAN I – Technology

Department: Library Service and Resources

Reports to: Library Director; Program and Marketing Director

Librarian I positions perform information and research services for library customers, plan and implement professional library projects, develop all-ages programming, maintain the collection and assist with patron engagement. Librarians may have an area of specialization or additional responsibilities that support operations.

Preferred qualifications:

A Master's degree in Library Science from an institution accredited by the American Library Association, or equivalent. Library and technology experience preferred.

Minimum qualifications:

A Bachelor's degree and at least two years of experience in libraries, education, technology/computer/software systems or grant writing. Library and technology experience preferred.

This position is currently part time, 24 hours weekly, eligible for partial benefits.

All library employees must pass a background check.

The Librarian I – Library Service and Resources (Technology) position exists to 1. develop and implement the library's programming, resources and services related to technology for community members of all ages and backgrounds and 2. support the library's internal technology needs. The position requires knowledge in the following areas: information technology, applications, communication devices, online resources, current and emerging technologies, learning styles, and generational differences related to technology.

Competencies for all Library Service and Resources staff:

Communication:

- *Communicates effectively in writing and in person*
- *Communicates respectfully*
- *Demonstrates skills in public relations and promotion*

Patron Relationships:

- *Meets patrons' needs and builds authentic relationships*
- *Respects diverse voices, backgrounds, needs and interests*
- *Creates a welcoming and inclusive environment*

Personal Leadership:

- *Demonstrates professional demeanor and effective judgment*
- *Provides appropriate responses and direction to predictable and unpredictable situations*
- *Models accountable behaviors and interactions to create a foundation of trust*

- *Embraces change*
- *Seeks learning opportunities*
- *Demonstrates creativity*
- *Creates a positive and productive environment*

Knowledge:

- *Demonstrates knowledge of library services, research tools, policies and procedures*
- *Broad knowledge of literature and publishing trends*
- *Understands foundational principles of public libraries*
- *Demonstrates skills in technologies*
- *Demonstrates knowledge of cataloging, circulation procedures, and library software*
- *Embraces new and emerging technology, seeking learning opportunities and applying these skills appropriately*

Team Relationships:

- *Promotes team cohesiveness and accountability*
- *Inspires others through effective leadership*
- *Collaborates with others*
- *Shares expertise and talents*
- *Participates actively and productively in projects and meetings*

Essential functions:

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General operations:

- Provide excellent customer service to all patrons
- Prepare the library building and equipment for opening and closing; check all systems and building areas to ensure safety, security and functioning of equipment
- Explain basic Library policies, procedures and services such as requesting items, privacy of customer information, activities in the building, etc.
- Schedule meeting room use and ensure equipment is prepared for use
- Respond to requests for research and readers' advisory services
- Respond to requests for Library services: in-person, online and telephone
- Help customers learn catalog, database, mobile apps and internet search techniques
- Troubleshoot technical issues
- Maintain library services usage statistics
- Provide self-check-out, computer, printer and copier services information and instruction

Patron services:

- Use reference interview techniques to provide technology support and assistance to patrons
- Create a welcoming and inclusive atmosphere
- Provide technology instruction for patrons with a range of experience and technical skills
- Troubleshoot technology issues in the library's bank of public computers
- Assist patrons with research techniques, database access and online search strategies
- Instruct patrons on use of technology and equipment in the Library of Things

- Demonstrate sensitivity and respect for the range of technical skills and experiences of patrons

Programming and education:

- Develop, present and evaluate technology programs for all ages
- Assist librarians in incorporating technology into programs and activities
- Plan events and strategies to showcase and demonstrate the library's technical services, resources, and equipment.
- Develop instructional videos and virtual programs for the library's Facebook page and YouTube channel or via technologies such as Zoom
- Ensure programs and materials represent diverse voices, backgrounds, needs and interests
- Develop strategies to connect underserved/underrepresented community members with library services and resources
- Support technology activities within the 10-week Summer Reading Program
- Conduct outreach with community organizations and stakeholders to identify community technology gaps and needs
- Develop offsite technology programs for community groups
- Market the library's technology, equipment and services

Materials management:

- Select technology-related materials for the collection (books, movies, music, video games, e-materials and nontraditional items/Library of Things)
- Lead the planning and budgeting for technology in the Library of Things
- Maintain and update an inventory of the library's computers and other technical equipment available for use in the building

Team efforts:

- Collaborate in the development, budgeting and implementation of large, all-ages library events
- Identify opportunities in community events and groups to promote the library
- Collaborate with special projects
- Identify long-term needs and strategies for improved library service
- Support and assist in training of new staff and volunteers
- Preserve patron confidentiality
- Update circulation software, patron records and catalog as needed

IT functions:

- Coordinate and align duties with the City of Hudson IT department and the IFLS IT department
- Develop, implement, and update a library equipment and technology plan and budget
- Ensure equipment is maintained and prepared for use at meetings and programs
- Maintain and update technology as needed
- Train staff in new technologies

Physical demands and working conditions

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
 - Bend, twist, or reach;

- Balance or climb, on occasion;
- Push or pull wheeled library carts weighing up to 400 pounds;
- Lift or carry items weighing 50 pounds or less;
- Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LIBRARY ASSISTANT I

Department: Library Operations

Reports to: Library Director; Operations Coordinator

This position is responsible for providing high-quality customer service and performing circulation tasks.

Minimum qualifications:

A high school diploma or equivalent and previous customer service experience. Library experience preferred.

Background check is required for all library staff.

Library Assistants are part time and may be eligible for partial benefits depending on number of hours worked.

Competencies for all Library staff:

Communication:

- *Communicates effectively in writing and in person*
- *Communicates respectfully*
- *Demonstrates skills in public relations and promotion*

Patron Relationships:

- *Meets patrons' needs and builds relationship*
- *Respects diverse voices, backgrounds, needs and interests*
- *Creates a welcoming and inclusive environment*

Personal Leadership:

- *Demonstrates professional demeanor and effective judgment*
- *Provides appropriate responses and direction to predictable and unpredictable situations*
- *Models accountable behaviors and interactions to create a foundation of trust*
- *Embraces change*
- *Seeks learning opportunities*
- *Demonstrates creativity*
- *Creates a positive and productive environment*

Knowledge:

- *Demonstrates knowledge of library services, research tools, policies and procedures*
- *Broad knowledge of literature and publishing trends*
- *Understands foundational principles of public libraries*
- *Demonstrates skills in technologies*
- *Demonstrations knowledge of cataloging, circulation procedures, and library software*
- *Embraces new and emerging technology, seeking learning opportunities and applying these skills appropriately*

Team Relationships:

- *Promotes team cohesiveness and accountability*
- *Inspires others through effective leadership*
- *Collaborates with others*
- *Shares expertise and talents*
- *Participates actively and productively in projects and meetings*

Essential functions:

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The position requires knowledge in the following areas: basic computer systems, word processing, Internet use, and office equipment

Patron services:

- Perform general circulation tasks, such as checking materials in and out, inspecting materials for damage, processing holds, registering new patrons, and collecting fines and fees
- Provide self-check-out, computer, printer and copier services information and instruction
- Explain basic Library policies, procedures and services such as requesting items, privacy of customer information, activities in the building, etc.
- Help customers learn catalog, database, mobile apps and internet search techniques
- Complete opening and closing tasks
- Provide directional assistance to patrons, and refers patrons to appropriate personnel for reference questions and assistance
- Answer phone and respond to emails
- Other duties as assigned

Physical demands and working conditions

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
 - Bend, twist, or reach;
 - Required to balance or climb, on occasion;
 - Push or pull wheeled library carts weighing up to 400 pounds;
 - Lift or carry items weighing 50 pounds or less;
 - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Library Operations Coordinator

Department: Library Operations

Reports to: Library Director

The Operations Coordinator oversees circulation workflow, activities, and staff; trains adult volunteers; and coordinates the library's human resources and accounting duties with the City of Hudson.

Minimum qualifications:

A Bachelor's degree and at least two years of experience in libraries, human resources support positions or accounting support positions. Library experience preferred.

This position is currently full time (non-exempt), 40 hours weekly, eligible for full benefits.

All library employees must pass a background check.

The Operations Coordinator position exists to oversee all aspects, activities, and staff in circulation/patron services; trains adult volunteers; and works with the City of Hudson to complete human resources tasks. The position requires knowledge in the following areas: payroll, databases, workflow optimization, customer service, technology and library processes.

Competencies for all Patron Services staff:

Communication:

- *Communicates effectively in writing and in person*
- *Communicates respectfully*
- *Demonstrates skills in public relations and promotion*

Patron Relationships:

- *Meets patrons' needs and builds relationship*
- *Respects diverse voices, backgrounds, needs and interests*
- *Creates a welcoming and inclusive environment*

Personal Leadership:

- *Demonstrates professional demeanor and effective judgment*
- *Provides appropriate responses and direction to predictable and unpredictable situations*
- *Models accountable behaviors and interactions to create a foundation of trust*
- *Embraces change*
- *Seeks learning opportunities*
- *Demonstrates creativity*
- *Creates a positive and productive environment*

Knowledge:

- *Demonstrates knowledge of library services, research tools, policies and procedures*
- *Broad knowledge of literature and publishing trends*
- *Understands foundational principles of public libraries*
- *Demonstrates skills in technologies*
- *Demonstrates knowledge of cataloging, circulation procedures, and library software*
- *Embraces new and emerging technology, seeking learning opportunities and applying these skills appropriately*

Team Relationships:

- *Promotes team cohesiveness and accountability*
- *Inspires others through effective leadership*
- *Collaborates with others*
- *Shares expertise and talents*
- *Participates actively and productively in projects and meetings*

Essential functions:

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General operations:

- Prepare the library building and equipment for opening and closing; check all systems and building areas to ensure safety, security and functioning of equipment
- Explain basic Library policies, procedures and services such as requesting items, privacy of customer information, activities in the building, etc.
- Respond to requests for Library services: in-person, online and telephone
- Help customers learn catalog, database, mobile apps, and internet search techniques
- Troubleshoot technical issues
- Maintain library services usage statistics
- Provide self-check-out, computer, printer, and copier services information and instruction

Internal operations:

- Complete payroll in coordination with City human resources staff
- Complete procedures and documents for new and departing employees in coordination with City human resources staff.
- Track and enter invoices into accounting software
- Track and enter receivables into accounting software

Patron services:

- Enthusiastically greet and establish rapport with patrons and lead circulation in executing this behavior
- Answer questions about library programs, services, resources and policies
- De-escalate patron conflict and solve problems; refer issues to Library Director or Program and Marketing Director when appropriate
- Provide technical assistance and exemplary frontline customer service

- Update and maintain the patron database and protect patron privacy
- Manage circulation of materials for library collections, maintaining optimal efficiency and accuracy
- Oversee book processing and mending
- Oversee billing for damaged and missing items
- Support the Librarian II – Collection Manager with collection maintenance
- Direct and evaluate circulation services workflow to continually improve work processes.
- Prepare circulation reports
- Order and manage inventory for the library's bulk office and circulation purchases.

Supervision:

- Train circulation staff and adult volunteers
- Schedule and supervise circulation staff
- Work with Library director to hire, complete performance evaluations, and manage performance issues of circulation staff
- Communicate and interpret library policies and procedures for staff
- Serve as manager-in-charge of facility when needed

Physical demands and working conditions

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear
 - Bend, twist, or reach
 - Balance or climb, on occasion
 - Push or pull wheeled library carts weighing up to 400 pounds
 - Lift or carry items weighing 50 pounds or less
 - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards
- Work is performed indoors with a minimum amount of outside work
- Work schedule may include evening and weekend hours, as necessary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Program and Marketing Director

Department: Library Service and Resources

Reports to: Library Director

The Program and Marketing Director is responsible for 1. developing and implementing strategies to increase the community's awareness of library services, programs and resources and 2. Developing, coordinating and supervising the library's programming and outreach efforts. This an exempt position that requires flexibility in scheduling.

Preferred qualifications:

A Master's degree in Library Science from an institution accredited by the American Library Association, or equivalent. Supervisory and library experience required.

Minimum qualifications:

A Bachelor's degree and at least four years of experience in libraries, marketing, public relations, communications, community education or event planning with supervisory experience. Library experience preferred.

This position is currently full time (exempt), 40 hours, eligible for full benefits.

All library employees must pass a background check.

The Program and Marketing Director manages the library's programs, outreach and marketing efforts; supervises the Library Services staff; and substitutes for the Library Director. The position requires knowledge in the following areas: leadership; budgeting; marketing practices and evaluation, software and technology related to design, publication and printing; communications planning; social media strategies; and trends in libraries and education.

Competencies for all Library Service and Resources staff:

Communication:

- *Communicates effectively in writing and in person*
- *Communicates respectfully*
- *Demonstrates skills in public relations and promotion*

Patron Relationships:

- *Meets patrons' needs and builds relationship*
- *Respects diverse voices, backgrounds, needs and interests*
- *Creates a welcoming and inclusive environment*

Personal Leadership:

- *Demonstrates professional demeanor and effective judgment*
- *Provides appropriate responses and direction to predictable and unpredictable situations*
- *Models accountable behaviors and interactions to create a foundation of trust*
- *Embraces change*
- *Seeks learning opportunities*
- *Demonstrates creativity*
- *Creates a positive and productive environment*

Knowledge:

- *Demonstrates knowledge of library services, research tools, policies and procedures*
- *Broad knowledge of literature and publishing trends*
- *Understands foundational principles of public libraries*
- *Demonstrates skills in technologies*
- *Demonstrates knowledge of cataloging, circulation procedures, and library software*
- *Embraces new and emerging technology*

Team Relationships:

- *Promotes team cohesiveness and accountability*
- *Inspires others through effective leadership*
- *Collaborates with others*
- *Shares expertise and talents*
- *Participates actively and productively in projects and meetings*

Essential functions:

The Program and Marketing Director substitutes for the Library Director and must be prepared to make executive decisions and represent the Library at community meetings, the Library Board meetings, City Council meetings and meetings of the Library's support organizations (Friends of the Library and Hudson Area Library Foundation).

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Marketing:

- Create, maintain and expand the library's brand
- Provide editorial direction, design, production and distribution of all publications, print and electronic
- Ensure website is optimized and oversee content creation and management
- Regularly review external and internal communications policies and develops or suggests revisions as needed
- Assist Library Director with written materials for publications and interactive presentations for public speaking engagements
- Assist Library Director and support organizations with advocacy goals

Programs, events and services:

- Develop programs and services to meet the needs of targeted communities

- Work with community groups to plan, market, and implement joint events and projects
- Oversee librarians' outreach efforts and community partnerships
- Propose, administer and monitor grant funds for library materials, programs and special projects
- Create resources in real and virtual environments to provide multiple opportunities for teaching information literacy skills and other identified education outcomes
- Provide innovative library programs and outreach services
- Use metrics and statistics to assess the effectiveness of programs and services

Supervision:

- Manage program budget and grant funds
- Supervise Library Services staff, including training and appropriate scheduling to meet service needs and effectively manage all programs and events
- Work with the Library Director on hiring and discipline
- Conduct annual performance reviews with Library Director
- Build team spirit and model appropriate team behavior, values, and commitment to organizational mission
- Support an environment of collaboration and creativity for the Library Services team
- Positively reflect the library's mission, vision, and core values to staff and the public
- Provide a safe and inclusive environment for all patrons

General operations:

- Understand operations procedures and ensure execution

Patron services and materials management:

- Understand service and materials' requirements and ensure execution

Physical demands and working conditions

- While performing the duties of this position the employee may be required to:
 - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear
 - Bend, twist, or reach
 - Balance or climb, on occasion
 - Push or pull wheeled library carts weighing up to 400 pounds
 - Lift or carry items weighing 50 pounds or less
 - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards
- Work is performed indoors with a minimum amount of outside work
- Work schedule may include evening and weekend hours, as necessary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AMENDED 2023 BUDGET

Recommendation: Approve amended 2023 budget

Background: New grants and fundraising totals are reflected in the amended budget in addition to a salary increase and new hours for aides based on increased traffic and circulation.

Amended expenditures

PERSONNEL		
Full-Time	\$	278,439
Part-Time	\$	268,316
FICA	\$	41,827
WRS	\$	28,633
Health Insurance	\$	71,203
Personnel Totals:	\$	688,418
		\$20,000 "Friends Fridays"
CONTRACTUAL SERVICES		
Legal Services	\$	5,000
Professional Services	\$	15,500
IFLS Ops	\$	47,500
IFLS Courier / Self Check	\$	3,500
IFLS Catalog	\$	-
Telephone	\$	4,600
Contract Maintenance	\$	750
Programming Adults	\$	5,000
Programming Youth/Community	\$	23,000
	\$	-
Maintenance / Lease Agmts	\$	10,500
Other Contract Services	\$	-
Contractual Services Total	\$	115,350
		\$26,000 Petersen estate
		\$2,000 Foundation programs
		\$24,300 Foundation operations
SUPPLIES & EXPENSES		
Postage	\$	800
Office Supplies	\$	10,000
Memberships	\$	1,500
Advertising	\$	500
Staff Development	\$	2,000
Travel / Conferences	\$	1,100
Teen space upgrades	\$	18,200
Technology	\$	9,000
Activity Supplies/tech renew	\$	4,000
Supplies & Expenses Total	\$	47,100
		\$18,200 Petersen estate
		\$28,900 Foundation operations
COLLECTION MATERIALS		
Books	\$	60,000
Periodicals	\$	4,100
Audio Visual	\$	11,000
Books/Digital Resources	\$	10,000
Collection Total	\$	85,100
		\$82,350 Foundation collection
		\$1,500 Petersen estate
		\$1,250 additional grants
FIXED CHARGES		
Workers' Compensation	\$	850
Public Liability	\$	2,400
Public Officials	\$	2,800
Property Insurance	\$	3,000
Unemployment	\$	-
Operating agreement	\$	99,535
Fixed Charges Total	\$	108,585
Municipal/County	\$	830,627
Other non-grant revenue	\$	9,500
Total grants	\$	204,426
Total revenue	\$	1,044,553
Total expenditures	\$	1,044,553

Amended expenditures and amended revenue

PERSONNEL		2023 Budget: Revenue			
		Revenue: no grants		Revenue: grants	
Full-Time	\$ 278,439	Library Revenues	\$ 9,000	\$	9,000
Part-Time	\$ 268,316	City of Hudson	\$ 364,365	\$	364,365
FICA	\$ 41,827	Village of North Hudson	\$ 85,954	\$	85,954
WRS	\$ 28,633	Town of Hudson	\$ 203,398	\$	203,398
Health Insurance	\$ 71,203	Town of St. Joseph	\$ 91,390	\$	91,390
Personnel Totals:	\$ 688,418	County Levy: ACT 150	\$ 73,595	\$	73,595
CONTRACTUAL SERVICES		ACT 420	\$ 11,925	\$	11,925
Legal Services	\$ 5,000	Interest	\$ -	\$	-
Professional Services	\$ 15,500	Net Change in Market Value	\$ -	\$	-
IFLS Ops	\$ 47,500	Grants*			
IFLS Courier / Self Check	\$ 3,500	Friends		\$	20,000
IFLS Catalog	\$ -	Foundation		\$	137,476
Telephone	\$ 4,600	Petersen Teen Space		\$	18,200
Contract Maintenance	\$ 750	Petersen YA Collection		\$	1,500
Programming Adults	\$ 5,000	Petersen Program		\$	26,000
Programming Youth/Community	\$ 23,000	Additional grants		\$	1,250
	\$ -	Miscellaneous Revenues	\$ 500	\$	500
Maintenance / Lease Agmts	\$ 10,500	Unrestricted Funds	\$ -	\$	-
Other Contract Services	\$ -	Sub-total: Other non-grant revenue	\$ 9,500	\$	9,500
Contractual Services Total	\$ 115,350	Sub-total: Municipal/County	\$ 830,627	\$	830,627
SUPPLIES & EXPENSES		Sub-total Grant Revenue	\$ -	\$	204,426
Postage	\$ 800	Total revenue		\$	1,044,553
Office Supplies	\$ 10,000				
Memberships	\$ 1,500				
Advertising	\$ 500				
Staff Development	\$ 2,000				
Travel / Conferences	\$ 1,100				
Teen space upgrades	\$ 18,200				
Technology	\$ 9,000				
Activity Supplies/tech renew	\$ 4,000				
Supplies & Expenses Total	\$ 47,100				
COLLECTION MATERIALS					
Books	\$ 60,000				
Periodicals	\$ 4,100				
Audio Visual	\$ 11,000				
Books/Digital Resources	\$ 10,000				
Collection Total	\$ 85,100				
FIXED CHARGES					
Workers' Compensation	\$ 850				
Public Liability	\$ 2,400				
Public Officials	\$ 2,800				
Property Insurance	\$ 3,000				
Unemployment	\$ -				
Operating agreement	\$ 99,535				
Fixed Charges Total	\$ 108,585				
Municipal/County	\$ 830,627				
Other non-grant revenue	\$ 9,500				
Total grants	\$ 204,426				
Total revenue	\$ 1,044,553				
Total expenditures	\$ 1,044,553				

Amended expenditures

PERSONNEL	
Full-Time	\$ 274,768
Part-Time	\$ 262,898
FICA	\$ 41,131
WRS	\$ 28,314
Health Insurance	\$ 71,203
Personnel Totals:	\$ 678,314
CONTRACTUAL SERVICES	
Legal Services	\$ 5,000
Professional Services	\$ 15,000
IFLS Ops	\$ 47,500
IFLS Courier / Self Check	\$ 3,500
IFLS Catalog	\$ -
Telephone	\$ 4,600
Contract Maintenance	\$ 750
Programming Adults/Comm.	\$ 5,500
Programming Children	\$ 19,000
	\$ -
Maintenance / Lease Agmts	\$ 10,500
Other Contract Services	\$ -
Contractual Services Total	\$ 111,350
SUPPLIES & EXPENSES	
Postage	\$ 800
Office Supplies	\$ 8,000
Memberships	\$ 1,500
Advertising	\$ 200
Staff Development	\$ 1,000
Travel / Conferences	\$ 250
Maintenance Supplies	\$ -
Technology	\$ 7,000
Activity Supplies/tech renew	\$ 4,000
Supplies & Expenses Total	\$ 22,750
COLLECTION MATERIALS	
Books	\$ 50,000
Periodicals	\$ 2,000
Audio Visual	\$ 8,000
Books/Digital Resources	\$ 10,000
Collection Total	\$ 70,000
FIXED CHARGES	
Workers' Compensation	\$ 850
Public Liability	\$ 2,200
Public Officials	\$ 2,600
Property Insurance	\$ 3,000
Unemployment	\$ -
Lease	\$ 99,595
Fixed Charges Total	\$ 108,245
Revenue	\$ 839,566
Grants	\$ 91,450
UR used/added	\$ -
Operating grants	\$ 59,643
Expenditure Total	\$ 990,659

Approved expenditures

PERSONNEL	
Full-Time	\$ 278,439
Part-Time	\$ 268,316
FICA	\$ 41,827
WRS	\$ 28,633
Health Insurance	\$ 71,203
Personnel Totals:	\$ 688,418
CONTRACTUAL SERVICES	
Legal Services	\$ 5,000
Professional Services	\$ 15,500
IFLS Ops	\$ 47,500
IFLS Courier / Self Check	\$ 3,500
IFLS Catalog	\$ -
Telephone	\$ 4,600
Contract Maintenance	\$ 750
Programming Adults	\$ 5,000
Programming Youth/Community	\$ 23,000
	\$ -
Maintenance / Lease Agmts	\$ 10,500
Other Contract Services	\$ -
Contractual Services Total	\$ 115,350
SUPPLIES & EXPENSES	
Postage	\$ 800
Office Supplies	\$ 10,000
Memberships	\$ 1,500
Advertising	\$ 500
Staff Development	\$ 2,000
Travel / Conferences	\$ 1,100
Teen space upgrades	\$ 18,200
Technology	\$ 9,000
Activity Supplies/tech renew	\$ 4,000
Supplies & Expenses Total	\$ 47,100
COLLECTION MATERIALS	
Books	\$ 60,000
Periodicals	\$ 4,100
Audio Visual	\$ 11,000
Books/Digital Resources	\$ 10,000
Collection Total	\$ 85,100
FIXED CHARGES	
Workers' Compensation	\$ 850
Public Liability	\$ 2,400
Public Officials	\$ 2,800
Property Insurance	\$ 3,000
Unemployment	\$ -
Operating agreement	\$ 99,535
Fixed Charges Total	\$ 108,585
Municipal/County	\$ 830,627
Other non-grant revenue	\$ 9,500
Total grants	\$ 204,426
Total revenue	\$ 1,044,553
Total expenditures	\$ 1,044,553