

**Library Board of Trustees  
Meeting Agenda  
Jan. 17, 2023 at 6:30 p.m.  
Hudson Area Public Library  
700 1<sup>st</sup> Street, Hudson WI 54016**

LBOT Finance Committee & Board Meeting  
Time: Jan 17, 2023 06:15 PM

Join Zoom Meeting  
<https://us02web.zoom.us/j/86825912685?pwd=bHJRNXpBT0s1eHlaeDZybysyU09ZQT09>

Meeting ID: 868 2591 2685  
Passcode: 998067

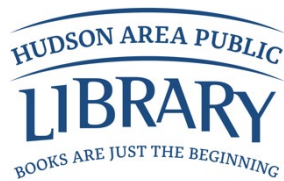
Find your local number:  
<https://us02web.zoom.us/u/kcK0hye6qw>

1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. **ACTION ITEM: Approval of Consent Agenda Items**
  1. *Approve meeting Agenda*
  2. *Disposition of Minutes from the prior board meeting and of any intervening special meetings.*
  3. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2022 Budget vs. Actual to Date*
  4. *Discussion and possible action on regularly recurring expenditures that are within the Board-approved 2022 budget*
  5. *Discussion and possible action on 2021 and 2022 budget comparison*
4. **Presentations:**
  1. *Friends of the Library*
  2. *Library Foundation*
5. **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*
6. **Committee updates and potential discussion on topics within the committee's charter**
  1. *Policy and Personnel*
  2. *Finance*
7. **Director's Report**
  1. *Presentation of monthly report and statistics*
  2. *Director's report & update*
8. **DISCUSSION AND POTENTIAL ACTION: Job descriptions**
9. **Future agenda items**
10. **ACTION ITEM: Adjournment**

Next meeting: February 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 Jan. 9, 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					
<b>Personnel</b>						
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%
<b>Personnel Total:</b>		\$ 716,071	\$ 42,932	\$ 631,791	\$ 84,280	88%
<b>Contractual Services</b>						
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	\$ -	\$ 4,684.71	\$ 2,315	67%
295	Programming: Children	\$ 20,000.00	\$ -	\$ 20,122.90	\$ (123)	101%
298	Maint. Agmts / Leases	\$ 10,000.00	\$ 363.02	\$ 8,965.29	\$ 1,035	90%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services Total:</b>		\$ 107,600.00	\$ 1,950.75	\$ 105,403.32	\$ 2,196.68	98%
<b>Supplies &amp; Expenses</b>						
311	Postage	\$ 850	\$ -	\$ 568	\$ 282	67%
312	Office Supplies	\$ 10,000	\$ -	\$ 8,207	\$ 1,793	82%
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	\$ 118	\$ 6,826	\$ 1,174	85%
399	Activity Supplies	\$ 1,500	\$ -	\$ 1,555	\$ (55)	104%
<b>Supplies &amp; Expenses Total:</b>		\$ 22,350	\$ 233	\$ 20,678	\$ 1,672	93%
<b>Collection</b>						
395	Books	\$ 47,000	\$ 2,789	\$ 47,560	\$ (560)	101%
397	Periodicals	\$ 7,000	\$ -	\$ 4,816	\$ 2,184	69%
398	Audio-Visual	\$ 12,000	\$ 1,662	\$ 11,382	\$ 618	95%
<b>Collection Total:</b>		\$ 66,000	\$ 4,451	\$ 63,758	\$ 2,242	97%
<b>Fixed Charges</b>						
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%
<b>Fixed Charges Total:</b>		\$ 107,295	\$ 8,295	\$ 102,874	\$ 4,421	96%
812	Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -	
829	Other Repair and Improver	\$ -	\$ -	\$ 33,403.67	\$ -	
<b>Capital Expenses Total:</b>				\$ 33,404		Remaining
<b>Total Expenditures</b>		\$ 1,019,316	\$ 57,916	\$ 957,908	\$ 94,812	9%
<b>%of Year Completed</b>						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
<b>240.70.55.111</b>					
		2021	2022	2021	2022
		Actual	Actual	YTD	YTD
<b>Personnel Services</b>	<b>100</b>				
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
<b>Contractual Services</b>					
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	\$ 4,684.71
Programming Children	295	\$ 2,631.00	\$ 2,805.03	\$ 22,357.00	\$ 20,122.90
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	\$ 105,403.32
<b>Supplies &amp; Expenses</b>					
Postage	311	\$ 52	\$ 139	\$ 527	\$ 568
Office Supplies	312	\$ 43	\$ 1,662	\$ 7,263	\$ 8,207
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	\$ 6,826
Activity Supplies	399	\$ (11)	\$ -	\$ 7,381	\$ 1,555
Supplies / Expense Totals		\$ 643	\$ 2,839	\$ 21,935	\$ 20,678
<b>Collection Materials</b>					
Books	395	\$ 12,724	\$ 4,822	\$ 51,488	\$ 47,560
Periodicals	397	\$ 135	\$ 231	\$ 4,218	\$ 4,816
Audio Visual	398	\$ 2,492	\$ 560	\$ 16,881	\$ 11,382
Collection Totals:		\$ 15,351	\$ 5,613	\$ 72,587	\$ 63,758
<b>Fixed Charges</b>					
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
<b>Capital Expenses (storm)</b>					
Furniture & Furnishings	812	\$ -	\$ -	\$ -	\$ 20,656
Other Repair & Improvements	829	\$ -	\$ -	\$ -	\$ 12,747
Capital Expenses Total:		\$ -	\$ -	\$ -	\$ 33,404
		2021	2022	2021	2022
<b>Total Revenues</b>		\$ 222	\$ 1,373	\$ 880,309	\$ 972,006
<b>Less Operating Expenses</b>		\$ 79,129	\$ 65,560	\$ 803,333	\$ 957,908
<b>Balance (Deficit)</b>		\$ (78,907)	\$ (64,186)	\$ 76,976	\$ 14,097



## DIRECTOR'S REPORT – JANUARY 2023

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*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.



Hudson Area Public Library

Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	
<b>Check-outs</b>		2018	13,266	12,994	16,153	14,102	15,400	19,450	18,509	17,830	13,527	13,869	13,289	11,439	179,828
		2019	14,754	13,485	15,567	13,828	12,865	16,711	18,359	16,262	12,420	13,610	12,570	10,826	171,257
		2020	13,321	12,959	7,285	990	3,005	3,496	8,169	9,461	8,752	8,613	8,736	8,225	93,012
		2021	8,636	9,333	11,147	9,429	7,955	13,175	12,805	11,320	6,425	3,423	3,548	3,374	100,570
		<b>2022</b>	<b>6,666</b>	<b>6,908</b>	<b>9,020</b>	<b>8,699</b>	<b>8,052</b>	<b>13,128</b>	<b>13,582</b>	<b>14,057</b>	<b>9,615</b>	<b>10,421</b>	<b>9,660</b>	<b>8,741</b>	<b>118,549</b>
<b>Check-ins</b>		2018	12,303	12,771	15,258	14,669	14,220	17,791	18,773	18,539	14,420	14,490	13,087	11,980	178,301
		2019	13,108	13,381	15,053	14,514	13,619	13,745	18,230	17,816	13,092	13,836	12,354	12,308	171,056
		2020	12,297	12,798	6,163	232	3,567	5,104	7,995	6,777	7,931	7,422	6,380	5,812	82,478
		2021	6,064	6,930	8,246	9,436	8,539	10,618	11,893	12,201	7,124	5,405	5,279	4,864	96,599
		<b>2022</b>	<b>4,913</b>	<b>6,637</b>	<b>8,532</b>	<b>8,441</b>	<b>8,527</b>	<b>10,608</b>	<b>13,493</b>	<b>13,034</b>	<b>10,594</b>	<b>9,873</b>	<b>10,430</b>	<b>9,382</b>	<b>114,464</b>
<b>Renewals</b>		2018	5,371	5,333	8,729	6,698	6,807	7,936	6,803	5,884	5,275	5,090	4,693	4,589	73,208
		2019	4,850	4,521	5,202	5,155	4,378	4,506	6,292	5,414	4,557	4,896	4,637	4,666	59,074
		2020	4,192	4,058	2,404	92	84	805	3,344	3,071	3,319	3,219	3,324	3,876	31,788
		2021	4,113	4,156	4,676	4,262	3,952	4,160	4,758	4,937	1,290	535	1,229	2,023	40,091
		<b>2022</b>	<b>2,405</b>	<b>2,658</b>	<b>3,760</b>	<b>3,475</b>	<b>3,558</b>	<b>3,571</b>	<b>4,362</b>	<b>4,184</b>	<b>3,466</b>	<b>3,758</b>	<b>3,575</b>	<b>3,326</b>	<b>42,098</b>
<b>Total Physical Circulation</b>		January	18,637	18,327	24,882	20,800	22,207	27,386	25,312	23,714	18,802	18,959	17,982	16,028	253,036
		February	19,604	18,006	20,769	18,983	17,243	21,217	24,651	21,676	16,977	18,506	17,207	15,492	230,331
		March	17,513	17,017	9,689	1,082	3,089	4,301	11,513	12,532	12,071	11,832	12,060	12,101	124,800
		April	12,749	13,489	15,823	13,691	11,907	17,335	17,563	16,257	7,715	3,958	4,777	5,397	140,661
		May	9,071	9,566	12,780	12,174	11,610	16,699	17,944	18,241	13,081	14,179	13,235	12,067	160,647
		June	(3,678)	(3,923)	(3,043)	(1,517)	(297)	(636)	381	1,984	5,366	10,221	8,458	6,670	19,986
<b>Digital Circulation</b>		January	3,625	3,424	3,781	3,455	3,531	3,589	3,890	3,737	3,591	3,539	3,433	3,536	43,131
		February	4,021	3,631	3,956	3,729	3,943	3,983	4,318	4,251	3,927	4,089	3,958	3,978	47,784
		March	4,213	3,911	4,316	4,914	5,044	5,034	5,041	4,704	4,471	4,359	4,150	4,273	54,430
		April	4,800	4,773	5,246	4,558	4,611	4,696	4,922	5,061	4,655	4,575	4,488	4,581	56,966
		May	5,245	4,172	5,000	4,742	4,811	4,971	5,104	4,998	4,673	4,723	4,641	4,482	57,562
		June	445	(601)	(246)	184	200	275	182	(63)	18	148	153	(99)	596
<b>Total Digital &amp; Physical Circulation</b>		January	14,316	13,738	17,780	16,916	16,421	21,670	23,048	23,239	17,754	18,902	17,876	16,549	218,209
		February	15,621	14,617	17,912	16,708	15,886	18,917	19,665	18,427	14,397	15,595	14,631	13,664	190,065
		March	11,526	10,888	10,135	8,328	8,084	9,338	10,554	11,737	11,242	10,793	10,608	10,375	116,280
		April	9,021	9,746	13,971	13,166	12,515	17,709	17,917	16,199	12,617	12,387	11,859	11,869	137,433
		May	14,040	13,793	16,986	15,531	15,555	16,601	18,743	18,751	16,472	16,431	15,843	14,631	174,647
		June	13,865	13,387	15,163	14,032	14,039	14,034	14,034	14,034	13,092	13,836	12,354	12,308	171,056
		July	18,509	18,359	16,262	12,420	13,610	12,570	10,826	9,301	8,736	8,225	9,301	9,301	93,012
		August	17,830	16,262	12,420	13,610	12,570	10,826	9,301	8,736	8,225	9,301	9,301	9,301	93,012
		September	13,527	12,420	8,752	8,613	8,736	8,225	9,301	9,301	9,301	9,301	9,301	9,301	93,012
		October	13,869	13,610	8,613	8,736	8,225	9,301	9,301	9,301	9,301	9,301	9,301	9,301	93,012
		November	13,289	12,570	10,826	9,301	9,301	9,301	9,301	9,301	9,301	9,301	9,301	9,301	93,012
		December	11,439	10,826	8,225	8,736	8,225	9,301	9,301	9,301	9,301	9,301	9,301	9,301	93,012
		<b>2022</b>	<b>6,666</b>	<b>6,908</b>	<b>9,020</b>	<b>8,699</b>	<b>8,052</b>	<b>13,128</b>	<b>13,582</b>	<b>14,057</b>	<b>9,615</b>	<b>10,421</b>	<b>9,660</b>	<b>8,741</b>	<b>118,549</b>
<b>% of Circulation Physical</b>		2021	63.4%	69.6%	71.9%	72.0%	70.7%	77.1%	77.9%	78.5%	73.7%	75.0%	74.0%	70.4%	73.6%
		2022	36.6%	30.4%	28.1%	28.0%	29.3%	22.9%	22.1%	21.5%	26.3%	25.0%	26.0%	29.6%	26.4%
<b>Materials Statistics</b>		January	3,153	2,486	3,084	2,691	2,514	2,748	2,750	2,694	2,681	2,709	2,543	2,584	32,637
		February	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		March	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		April	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		May	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		June	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		July	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		August	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		September	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		October	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		November	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		December	3,410	3,070	3,738	3,592	2,692	3,115	3,218	2,851	3,365	3,086	2,969	2,790	37,896
		<b>2022</b>	<b>3,410</b>	<b>3,070</b>	<b>3,738</b>	<b>3,592</b>	<b>2,692</b>	<b>3,115</b>	<b>3,218</b>	<b>2,851</b>	<b>3,365</b>	<b>3,086</b>	<b>2,969</b>	<b>2,790</b>	<b>37,896</b>

Items Added		2022	329	427	650	431	412	307	466	517	403	570	493	380	5,385
<b>Technology Use</b>															
<b>Pharos</b>															
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		
<b>2022</b>	<b>186</b>	<b>227</b>	<b>249</b>	<b>252</b>	<b>246</b>	<b>221</b>	<b>226</b>	<b>295</b>	<b>265</b>	<b>256</b>	<b>272</b>	<b>225</b>	<b>2,920</b>		
<b>Wireless</b>															
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		
<b>2022</b>	<b>2,504</b>	<b>2,309</b>	<b>2,475</b>	<b>2,556</b>	<b>1,777</b>	<b>2,693</b>	<b>3,414</b>	<b>3,003</b>	<b>3,039</b>	<b>2,698</b>	<b>2,386</b>	<b>1,885</b>	<b>30,739</b>		
<b>Proctoring Services</b>															
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		
<b>2022</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>		
<b>Patron Statistics</b>															
<b>Visitors</b>															
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		
<b>2022</b>	<b>2,949</b>	<b>3,661</b>	<b>4,549</b>	<b>4,639</b>	<b>4,761</b>	<b>5,677</b>	<b>6,264</b>	<b>6,551</b>	<b>4,983</b>	<b>5,299</b>	<b>5,393</b>	<b>4,716</b>	<b>59,442</b>		
<b>Monthly Average 2022</b>	<b>2,949</b>	<b>3,305</b>	<b>3,770</b>	<b>3,950</b>	<b>4,112</b>	<b>4,373</b>	<b>4,643</b>	<b>4,881</b>	<b>4,893</b>	<b>4,933</b>	<b>4,975</b>	<b>4,954</b>	<b>59,442</b>		
<b>Days Open 2022</b>	<b>20</b>	<b>24</b>	<b>27</b>	<b>22</b>	<b>25</b>	<b>26</b>	<b>25</b>	<b>27</b>	<b>23</b>	<b>25</b>	<b>22</b>	<b>21</b>	<b>24</b>		
<b>Daily Average 2022</b>	<b>147</b>	<b>153</b>	<b>168</b>	<b>211</b>	<b>190</b>	<b>218</b>	<b>251</b>	<b>243</b>	<b>217</b>	<b>212</b>	<b>245</b>	<b>225</b>	<b>207</b>		
<b>New Patrons</b>															
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		
<b>2022</b>	<b>88</b>	<b>98</b>	<b>94</b>	<b>107</b>	<b>124</b>	<b>222</b>	<b>144</b>	<b>114</b>	<b>96</b>	<b>73</b>	<b>96</b>	<b>50</b>	<b>1,306</b>		
<b>Curbside Services</b>															
Patron Pick-ups 2020	0	0	0	92	962	1197	501	357	376	347	311	344	4487		
Patron Pick-ups 2021	351	310	329	249	105	65	65	32	372	1071	988	991	4928		
Patron Pick-ups 2022	86	49	45	55	34	28	32	22	36	29	19	17	452		

# 14 HUDSON AREA PUBLIC LIBRARY CALENDAR of EVENTS

FEB  
2023

**THE FRONT DOOR IS OPEN AND REPAIRS ARE COMPLETE!**  
CALL 715.386.3101 OR EMAIL US AT [HUDSONPL@HUDSONPUBLICLIBRARY.ORG](mailto:HUDSONPL@HUDSONPUBLICLIBRARY.ORG) FOR UPDATES.

## JANUARY 3 - FEBRUARY 28 : SNOW MANY BOOKS ADULT WINTER READING PROGRAM

Grown ups should win prizes for reading too! Ages 18+

## JANUARY 30 - FEBRUARY 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!

## FEBRUARY 3-5 / FRIDAY-SUNDAY : HUDSON HOT AIR AFFAIR

## FEBRUARY 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.

## FEBRUARY 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.

## FEBRUARY 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.

## FEBRUARY 13 / 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.

## FEBRUARY 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.

## FEBRUARY 16 / THURSDAY / 1:00 - 2:00 PM : HOMESCHOOLER CRAFT & STEM

1st grade and up. No registration required.

## FEBRUARY 17 / FRIDAY / 4:30 - 5:30 PM : PALENTINE'S DAY CRAFT PROGRAM

Create something for the friends you love. Tweens and teens. Please register.

## FEBRUARY 18 / SATURDAY / 10:00 AM - 3:00 PM : FAMILY STEM SATURDAYS

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

## FEBRUARY 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.

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

## FEBRUARY 24 / 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.

## FEBRUARY 25 / SATURDAY / 3:00 - 6:00 PM : STORM RECOVERY OPEN HOUSE CELEBRATION

Come celebrate the end of repairs and our complete re-opening. There will be refreshments and activities for the whole family. Everyone welcome.

## FEBRUARY 27 / MONDAY / 6:00 - 8:00 PM : JUST CRAFTIN' AROUND

We'll be customizing coffee mugs with our new Cricut Mug Press. Ages 16+. Please register.

## FEBRUARY 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.

LIBRARY  
PROGRAMS  
ARE ALWAYS  
FREE!

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

## HOURS

SUNDAY  
CLOSED

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

FRIDAY  
10:00 AM - 6:00 PM

SATURDAY  
10:00 AM - 3:00 PM

## STORYTIMES

### IN THE STORYTIME ROOM

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

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

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

## BOOK CLUBS

NOVEL BUNCH BOOK CLUB  
EVERY 2ND WEDNESDAY  
6:30 - 7:30 PM  
"THE LOST APOTHECARY"  
BY SARAH PENNER

BOOKMARKS BOOK CLUB  
EVERY 3RD WEDNESDAY  
10:30 - 11:30 AM  
"FROM STRENGTH TO STRENGTH"  
BY ARTHUR C. BROOKS



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

HUDSON AREA PUBLIC  
LIBRARY  
BOOKS ARE JUST THE BEGINNING

[https://www.hudsonstarobserver.com/news/2022-in-review-library-future-still-in-limbo/article\\_82c9a14c-8b78-11ed-9c93-637fe9edd334.html](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](mailto:hcoyle@ourkemediagroup.com) |

## POSITION DESCRIPTIONS

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**Topic:** New job descriptions

**Recommendation:** Motion to approve Policy and Personnel Committee's recommendation to adopt the job descriptions as presented.

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**Background:** Staff have been working on revised job descriptions, and the recent reorganization required additional changes. The Policy and Personnel Committee reviewed and discussed the positions.

## 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.

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### **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.

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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.

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**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.

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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.

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**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.

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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.

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**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.

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**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.

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### **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.

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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.

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**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.

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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:

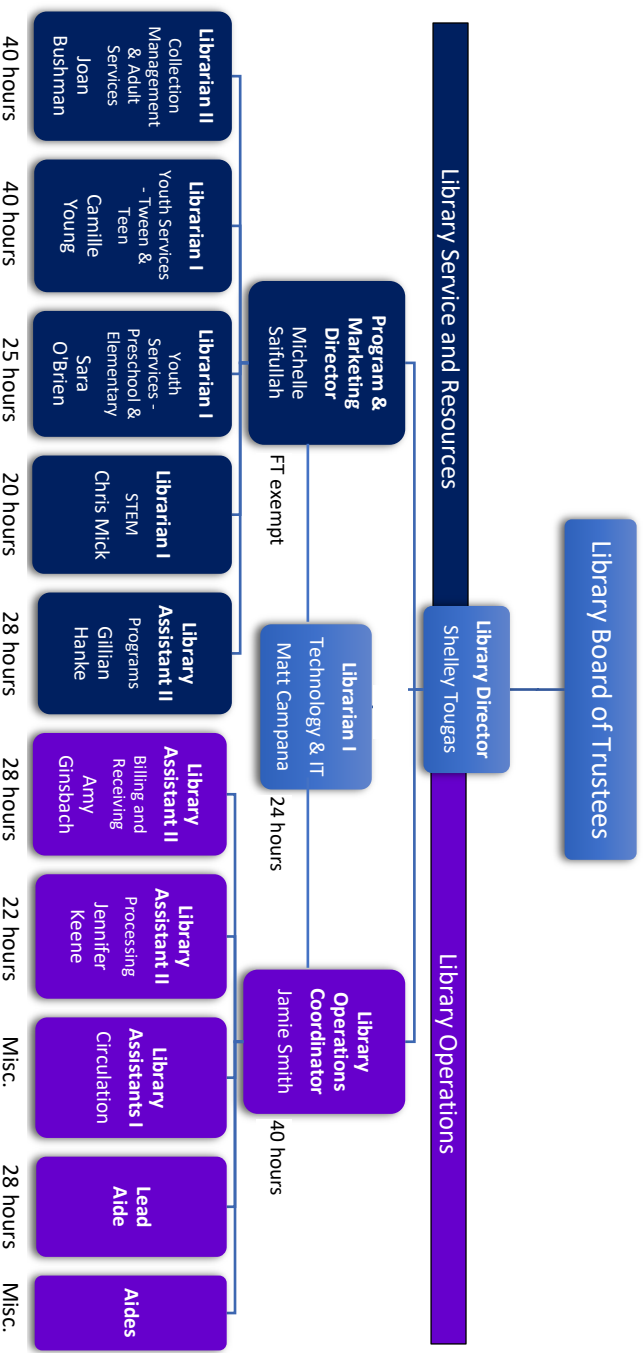
- Understand service and materials' requirements and ensure execution

**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.

# 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