



Meeting Agenda of the Hudson Area Joint Library Board of Trustees
April 18, 2017, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016

1. Call to Order
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from March 21, 2017 Board meeting and of any intervening special meetings*
 - c. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2017 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2017 budget*
 - e. *Discussion and possible action on 2016 and 2017 budget comparison*
4. Citizen Comments
5. Presentations by supporting organizations
 - a. Friends of the Library
 - b. Library Foundation
6. President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.
7. Director's Report, Statistics, and requests for action
 - a. Presentation of monthly report
 - b. Presentation of monthly statistics
 - c. Presentation of Space Assessment and Recommendation
8. **ACTION ITEM:** Finance Committee report

Recommend approval to accept and expend the following grants from the Hudson Area

 - a. Library Foundation:
 - b. Adult Programming grant of \$2,000;
 - c. Summer Reading Program grant of \$5,000. and;
 - c. 1,000 Books before Kindergarten grant of \$700
9. Other business
10. Board comments and items for future agendas
11. **ACTION ITEM:** Adjournment

Board of Trustees Members: Rich O'Connor (Pres.), Curt Weese, Paul Berning, Katie Coppenbarger, Dave Ostby, Marion Shaw, (V. Pres.) Jim Schrock, and Barbara Peterson.

Emailed to Joint Municipalities and Board Members: April 12, 2017 and Emailed to Media: April 12, 2017

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. 105



**Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
March 21, 2017, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016**

1. Call to Order at 6:32 p.m. by SHAW
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
3. **ACTION ITEM:** ADJOURNMENT OF FEBRUARY 21, 2017 MEETING
Discussion: Shaw questioned how a meeting had been called to order without a quorum on February 21, 2017? Peterson explained that a meeting is first called to order, then a quorum is established; therefore, the meeting was called but no action could be taken and the meeting could not be adjourned.

ACTION TAKEN:

Motion to adjourn the February 21, 2017 Board Meeting by Berning

Second by: Peterson

Discussion:

Vote Taken: Motion Approved—4 Ayes (Berning, Coppenbarger, Peterson, Weese) 1 Nay (Shaw)

4. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from January 17, 2017 Board meeting and of any intervening special meetings*
 - c. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2017 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2017 budget*
 - e. *Discussion and possible action on 2016 and 2017 budget comparison*

ACTION TAKEN:

Motion to APPROVE the consent agenda by Peterson

Second by: Coppenbarger

Discussion: None

Vote Taken: Unanimously Approved (5Ayes / 0 Nay)

5. Citizen Comments—None
6. Presentations by supporting organizations
 - a. Friends of the Library—No Report
 - b. Library Foundation—Peterson gave a brief update noting the Foundation approved grants for Adult Programming enhancement and prizes for the *1,000 Books before Kindergarten* program at the February 22, 2017 meeting. Peterson, also noted that the Annual campaign was a success—donations increased by +25% and donors increased, as well. The Foundation now has 17 members and a new member orientation is being held on Wednesday, March 22, 2017 for new members.

7. **Possible ACTION ITEM:** President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.
Peterson gave a brief update on her report to the Town of St. Joseph and noted their interest in demographics of new cardholders.

8. **ACTION ITEM:** *Director's Report, Statistics, and requests for action: Norris provided an overview of the monthly report, monthly statistics, grants reports, and Hudson Hospital Foundation Grant Request.*
 - a. Presentation of monthly report
 - b. Presentation of monthly statistics—*Shaw asked about the increase in meeting room usage. Norris noted that there has been increased awareness about the rooms—including groups that are now using the rooms on a weekly basis for meetings, and increased programming usage.*
 - c. Review of Completed Grants and Expenditures—Peterson noted that MorningStar database is being used by St. Joseph residents.
 - d. Review of grant request submitted to the Hudson Hospital Foundation—Norris presented her request for a \$13,000 grant for the Library's Health Literacy Initiative. Shaw asked how much was available from the Hospital Foundation. Norris explained that she did not know the amount available. Shaw asked how many others were seeking the funds from the Hospital. Norris noted that the Hospital Foundation had selected the Little Free Libraries organization, as well as local schools (public and private), and the Hudson Area Public Library to receive funding from the 2016 wine tasting fundraising event. The grant amount should be available at the April 19 board meeting.
 - e. **REQUEST FOR ACTION: Approval of 2016 Annual Report to State of Wisconsin**
Norris provided an overview of the annual report data. Shaw questioned how the library increased cost per circulation from \$3.00 to \$3.25. Norris noted the increased expenditures due to grant funding received and additional open hours coupled with decreases in circulation numbers change the cost per circulation. Peterson explained that dropping circulation numbers plays a role in the cost per circulation increase. Shaw noted that it is a positive in regards to County funding.

ACTION TAKEN:**Motion to APPROVE the 2016 Annual Report to the State of Wisconsin by Peterson****Second by: Weese****Discussion:** No further discussion**Vote Taken: Unanimously Approved (5 Ayes / 0 Nays)**

9. **ACTION ITEM:** Finance Committee report—Berning noted that there was nothing out of the ordinary in the bills and recommended that the bills be paid.

Motion to APPROVE bills for payment by: Peterson**Second by: Weese****Discussion: None****Vote Taken: Unanimously Approved (5 Ayes / 0 Nays)**

- a. Recommend approval to expend Adult Programming grant of \$3,000 from Hudson Area Library Foundation; (moved to April agenda)

ACTION TAKEN: No Action Taken**Motion to APPROVE expending the Adult Programming grant of \$3,000 by****Second by:****Discussion:****Vote Taken:**

- b. Recommend approval to expend 1,000 Books before Kindergarten grant of \$700 from Hudson Area Library Foundation. (moved to April agenda)

ACTION TAKEN: No Action Taken
Motion to APPROVE grant of \$700 for the 1,000 Books before Kindergarten program by

Second by:

Discussion:

Vote Taken:

10. Other business: None
11. Board comments and items for future agendas: None
12. **ACTION ITEM:** Adjournment:

ACTION TAKEN:

Motion to adjourn by: Berning

Second by: Coppenbarger

Discussion: None

Vote Taken: Unanimously Approved (5 Ayes / 0 Nays)

Respectfully Submitted,

Tina L. Norris

Tina L. Norris
Director

FINANCIAL REPORT

April 18, 2017

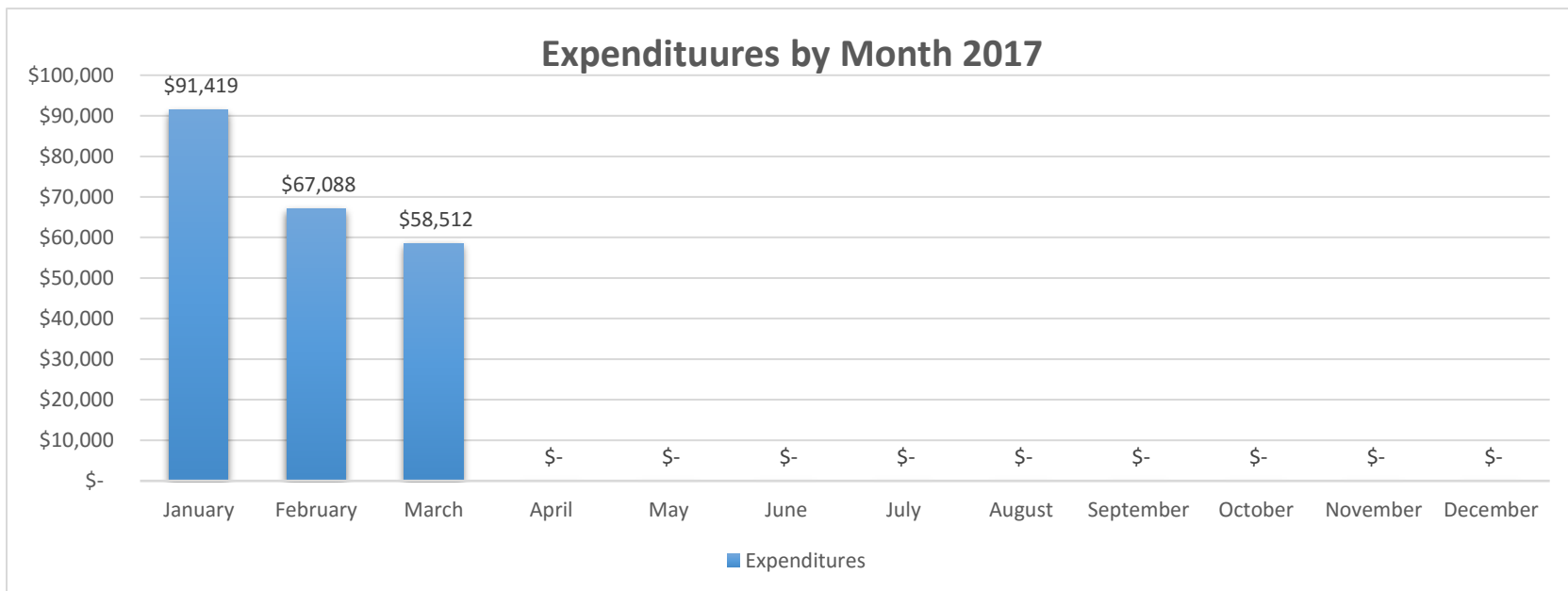
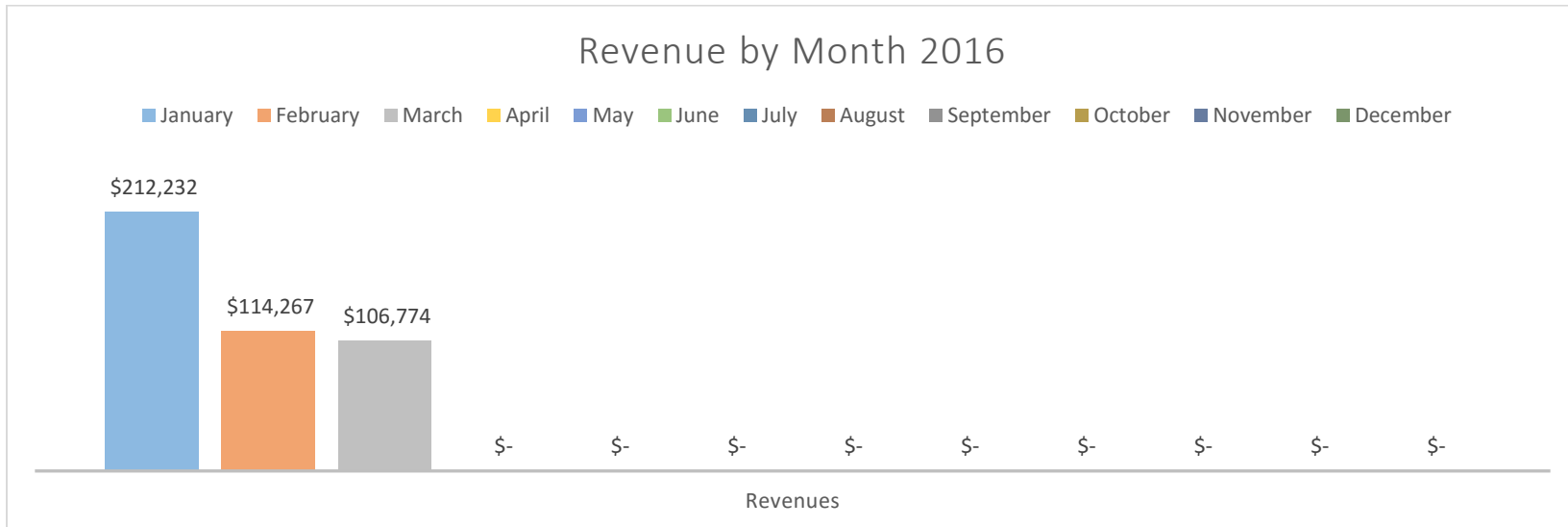
Financial Report for March 1 - 31, 2017

Tina Norris, Director

2017 Budget Overview Year-to-Date w/ adjustments	2017 Budget,	March-17	Year-to-date	Amount Remaining	% Remaining
REVENUES					
Library Revenue	\$ 36,000	\$ 2,473	\$ 7,960	\$ 28,040	78%
City of Hudson	\$ 347,310	\$ -	\$ 173,655	\$ 173,655	50%
Village of North Hudson	\$ 84,084	\$ -	\$ 43,187	\$ 40,897	49%
Town of Hudson	\$ 203,210	\$ 101,601	\$ 101,601	\$ 101,610	50%
Town of St. Joseph	\$ 86,374	\$ -	\$ -	\$ 86,374	100%
St. Croix County	\$ 54,146	\$ -	\$ 54,186	\$ (40)	0%
Other Counties	\$ 6,436	\$ -	\$ 6,436	\$ 0	0%
Other Revenue	\$ 1,500	\$ -	\$ 3,986	\$ (2,486)	-166%
Grant Funds	\$ 33,358	\$ 2,700	\$ 33,358	\$ -	
Total Revenues	\$ 852,418	\$ 106,774	\$ 424,368	\$ 428,050	50%
	Budget	March-17	Year-to-date	Amount Remaining	
EXPENDITURES					
Personnel	\$ 498,590	\$ 37,367	\$ 109,483	\$ 389,107	78%
Library Materials	\$ 90,500	\$ 4,544	\$ 18,289	\$ 72,211	80%
Contractual Services	\$ 104,838	\$ 2,684	\$ 45,580	\$ 59,259	57%
Supplies & Expenses	\$ 31,979	\$ 2,442	\$ 4,698	\$ 27,281	85%
Fixed Charges	\$ 146,116	\$ 11,475	\$ 38,970	\$ 107,146	73%
General Operating Expense					
Total	\$ 872,023	\$ 58,512	\$ 217,020	\$ 655,003	75%
Ending Balance	\$ (19,605)	\$ 48,262	\$ 207,349	\$ (19,605)	

25% of Year Complete; 75% Remaining

Notes: In order to provide an accurate picture of revenue and spending, this overview reflects actual revenues and approved / pending approval expenditures.



January - December 2017

Actual vs. Budget	Code	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual to Date	Amount Remaining	Percent Remaining
Revenue																	
Library Revenues: Fees & Fines	46111	36,000	2,034	3,453	2,473										7,960	-28,040	-78%
City of Hudson	47301	317,310	173,655	0	0										173,655	-143,655	-45%
Village of N. Hudson	47302	84,084		43,187	0										43,187	-40,897	-49%
Town of Hudson	47303	197,340	0	0	101,601										101,601	-95,740	-49%
Town of St. Joseph	47304	86,374			0										-	-86,374	-100%
General Govt. Revenue	47310	0			0										-	0	
St. Croix County	47311	54,146		54,186	0										54,186	40	0%
Other Counties	47311	6,436	3,359	3,077	0										6,436	0	0%
Interest	48100	1,500		0	0										-	-1,500	
Net change in market value	48120		3,986		0										3,986		
Donations - Other	48500		20,294	10,364	2,700										33,358	33,358	
Donation-Literacy Program	48561	0													-		
Donations - History Collection	48562	0													-	0	
Donation - Grant FOL	48563														-	0	
Miscellaneous Revenues	48600	0													-	0	
Total Revenue		783,190	203,328	114,267	106,774	0	0	0	0	0	0	0	0	0	424,368	-362,808	-46%
Staff Compensation																	
Full Time Salaries	121	164,404	9,355	12,429	13,077										\$ 34,862	-129,542	-79%
Overtime Salaries	122	0			0										\$ -	0	
Part Time Salaries	125	205,166	11,108	15,562	14,859										\$ 41,529	-163,637	-80%
FICA	151	28,500	1,495	2,047	2,043										\$ 5,585	-22,915	-80%
Pension	152	21,020	1,184	1,598	1,598										\$ 4,381	-16,639	-79%
Health Insurance	154	79,500	11,950	5,387	5,789										\$ 23,126	-56,374	-71%
Life Insurance	155	0	0												\$ -	0	
															\$ -	0	
Staff Compensation Subtotal		498,590	35,092	37,024	37,367	0	0	0	0	0	0	0	0	0	\$ 109,483	-389,107	-78%

January - December 2017

2016 Actual vs. Budget	Code	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual to Date	Amount Remaining	Percent Remaining
General Operating Expenses																	
Hudson Finance/Personnel Fee	213	14,027	1,146	1,146	1,146										3,438	10,589	75%
IFLS-operating/maintenance	216	34,822	34,822	0	0										34,822	0	0%
IFLS-addl courier/self check	217	2,512	2,540	0	0										2,540	-28	-1%
IFLS-catalogging	218	24,726	0	0	0										-	24,726	100%
Telephone	225	1,200	0	55	94										149	1,051	88%
Contracted Maint. & Repair	249	600		0	0										-	600	100%
Programming - Adult	294	4,625	150	2,041	550										2,741	1,884	41%
Programming - Children	295	4,545		180	433										613	3,932	87%
Maintenance Agmt/Leases	298	9,000		822	455										1,277	7,723	86%
Contract Services	299	1,500	0		0										-	1,500	100%
Postage	311	2,000	0	58	0										58	1,942	97%
Office Supplies	312	7,100		435	8										443	6,657	94%
Memberships	324	500	0	0	0										-	500	100%
Advertising	326	350	0	0	0										-	350	100%
Staff Development	338	1,600	0	0	6										6	1,594	100%
Maint & Repair Supplies	357	750	37	0	0										37	713	95%
Books	395	66,000	1,374	8,244	4,371										13,989	52,011	79%
Technology	396	18,679		1,454	2,371										3,825	14,854	80%
Periodicals	397	6,000	238	427	56										721	5,279	88%
Audio-Visual	398	18,500	0	3,462	117										3,579	14,921	81%
Activity Supplies	399	1,000		265	63										328	672	67%
Ins. Workers Comp	510	1,100	772		0										772	328	
Ins. Public Liab.	511	1,500	1,694		0										1,694	-194	-13%
Ins. Public Officials	513	2,150	2,079		0										2,079	71	3%
Ins. Property Ins.	517	1,600	0		0										-	1,600	100%
Bld. Occupancy Exp.	532	139,766	11,475	11,475	11,475										34,425	105,341	75%
General Operating Subtotal		366,152	56,327	30,064	21,146	0	0	0	0	0	0	0	0	0	107,537	258,615	71%
Total Expenses		864,742	91,419	67,088	58,512	0	0	0	0	0	0	0	0	0	217,020	647,722	75%
NET REVENUE (EXPENSE)		-81,552	111,909	47,179	48,261	0	0	0	0	0	0	0	0	0	207,349	(288,901)	
Less Donation Revenues			0	0	0	0									-	-	
Add Donation Expenditures			0	0	0	0									-	-	
OPERATING REV. (EXP)		-81,552	111,909	47,179	48,261	0	0	0	0	0	0	0	0	0	207,349	-288,901	

January - December 2017

Capital Expenditures		Budget	January	February	March	April									Actual to Date	Amount Remaining	Percent Remaining
Donations Cash Accounts	11381																
Cash Balance - beginnning															-		
Donation - Private Org/Ind	48500	13,566													13,566		
Interest earnings															-		
Less transfer to Library operating															-		
Less expenditures from donations															-		
Cash Balance - end		13,566	0	0	0	0									13,566		

History Collection Account	11385																
Cash Balance - beginnning															-		
Donations - History Collection	48562	164													164	164	
Interest Earned															-		
Less expenditures from donations															-		
Cash Balance - end		164	0	0	0	0									164		

Literary Account	11386																
Cash Balance - beginnning			0														
Donation-Literacy Program	48561	0	0	0	0	0									-		
Interest Earned																	
Less expenditures from donations																	
Cash Balance - end			0	0	0	0									-		

HUDSON AREA LIBRARY
REVENUE EXPENDITURE COMPARISON

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2017 Budget
			March		\$	%	
			2017	2016			
Revenue							
Library Revenues: Fees & Fines	46111	36,000	\$ 7,960	\$ 5,622	\$ 2,338	42%	22%
City of Hudson	47301	317,310	\$ 173,655	\$ 356,031	\$ (182,376)	-51%	55%
Village of N. Hudson	47302	84,084	\$ 43,187	\$ 42,238	\$ 949		51%
Town of Hudson	47303	197,340	\$ 101,601	\$ 101,650	\$ (50)		51%
Town of St. Joseph	47304	86,374	\$ -	\$ 42,773	\$ (42,773)	-100%	0%
General Govt. Revenue	47310	0	\$ -		\$ -		
St. Croix County	47311	54,146	\$ 54,186	\$ 77,352	\$ (23,166)		100%
Other Counties	47311	6,436	\$ 6,436	\$ 4,418	\$ 2,018	46%	100%
Interest	48100	1,500	\$ -	\$ 1,306	\$ (1,306)	-100%	0%
Net change in market value	48120		\$ 3,986	\$ -	\$ 3,986		
Donations - Other	48500		\$ 33,358	\$ -	\$ 33,358		
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ -	\$ -	\$ -		
Donation - Grant FOL	48563		\$ -	\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ -	\$ -	\$ -		
Total Revenue		783,190	\$ 424,368	\$ 631,390	\$ (207,022)	-33%	54%
Staff Compensation							
Full Time Salaries	121	164,404	\$ 34,862	\$ 32,958	\$ 1,904	6%	21%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		
Part Time Salaries	125	205,166	\$ 41,529	\$ 43,816	\$ (2,287)	-5%	20%
FICA	151	28,500	\$ 5,585	\$ 5,966	\$ (381)	-6%	20%
Pension	152	21,020	\$ 4,381	\$ 4,296	\$ 85	2%	21%
Health Insurance	154	79,500	\$ 23,126	\$ 23,154	\$ (28)	0%	29%
Life Insurance	155	0	\$ -	\$ -	\$ -		
Staff Compensation Subtotal		498,590	\$ 109,483	\$ 110,190	\$ (707)	-1%	22%
General Operating Expenses							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 3,438	\$ 3,438	\$ -	0%	25%
I/FLS-operating/maintenance	216	34,822	\$ 34,822	\$ 32,825	\$ 1,997	6%	100%
I/FLS-addl courier/self check	217	2,512	\$ 2,540	\$ 2,512	\$ 28	1%	101%
I/FLS-catalogging	218	24,726	\$ -	\$ -	\$ -		0%
Telephone	225	1,200	\$ 149	\$ 147	\$ 2	1%	12%
Contracted Maint. & Repair	249	600	\$ -	\$ -	\$ -		0%
Programming - Adult	294	3,500	\$ 2,741	\$ 300	\$ 2,441	814%	78%
Programming - Children	295	4,545	\$ 613	\$ 405	\$ 208	51%	13%
Maintenance Agmt/Leases	298	9,000	\$ 1,277	\$ 822	\$ 455	55%	14%
Contract Services	299	1,500	\$ -	\$ -	\$ -		0%
Postage	311	2,000	\$ 58	\$ 433	\$ (375)	-87%	3%
Office Supplies	312	7,100	\$ 443	\$ 623	\$ (180)	-29%	6%
Memberships	324	500	\$ -	\$ -	\$ -		0%
Advertising	326	350	\$ -	\$ -	\$ -		0%
Staff Development	338	1,600	\$ 6	\$ 390	\$ (384)		0%
Maint & Repair Supplies	357	750	\$ 37	\$ 54	\$ (17)	-32%	5%
Books	395	66,000	\$ 13,989	\$ 8,176	\$ 5,813	71%	21%
Technology	396	17,424	\$ 3,825	\$ 903	\$ 2,922	324%	22%
Periodicals	397	6,000	\$ 721	\$ -	\$ 721		12%
Audio-Visual	398	18,500	\$ 3,579	\$ 1,623	\$ 1,956	121%	19%
Activity Fund	399	1,000	\$ 328	\$ 124	\$ 204		33%
Ins. Workers Comp.	510	1,100	\$ 772	\$ 900	\$ (128)	-14%	70%
Ins. Public Liab.	511	1,500	\$ 1,694	\$ 250	\$ 1,444	578%	113%
Ins. Public Officials	513	2,150	\$ 2,079	\$ 2,052	\$ 27	1%	97%
Ins. Property Ins.	517	1,600	\$ -	\$ 1,520	\$ (1,520)	-100%	0%
Bld. Occupancy Exp.	532	139,766	\$ 34,425	\$ 34,425	\$ -	0%	25%
General Operating Subtotal		363,772	\$ 107,537	\$ 91,922	\$ 15,615	17%	30%
Total Operating Expenses		862,362	\$ 217,020	\$ 202,112	\$ 14,908	7%	25%
NET OPERATING REVENUE (EXPENSE)		-79,172	\$ 207,349	\$ 429,278	\$ (221,929)	-52%	

GFS
4/03/2017 11:27:47
LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2017 THROUGH MAR 31, 2017

	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
240 LIBRARY						
70 LIBRARY						
55111 LIBRARY						
PERSONAL SERVICES						
121 SALARY-WAGES FULL-TIME	164,404.00	0.00	13,077.38	34,861.87	129,542.13	21 --
122 SALARY-WAGES OVERTIME	0.00	0.00	0.00	0.00	0.00	0
125 SALARY-WAGES PART TIME	205,166.00	0.00	14,859.11	41,529.15	163,636.85	20 --
133 LONGEVITY	0.00	0.00	0.00	0.00	0.00	0
151 FICA	28,500.00	0.00	2,042.99	5,585.05	22,914.95	19 -
152 RETIREMENT	21,020.00	0.00	1,597.88	4,380.61	16,639.39	20 --
153 PENSION GASB 68	0.00	0.00	0.00	0.00	0.00	0
154 HEALTH INSURANCE	79,500.00	0.00	5,789.15	23,126.35	56,373.65	29 --
155 LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PERSONAL SERVICES	498,590.00	0.00	37,366.51	109,483.03	389,106.97	21 --
CONTRACTUAL SERVICES						
212 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
213 PROFESSIONAL SERV-AUDIT/ACCT	14,027.00	0.00	1,146.00	3,438.00	10,589.00	24 --
216 IFLS - OPERATING/MAINT	34,822.00	0.00	0.00	34,822.00	0.00	100 -----
217 IFLS - COURIER/SELF CHECK	2,512.00	0.00	0.00	2,540.00	28.00	101 -----
218 IFLS - CATALOGING	24,726.00	0.00	0.00	0.00	24,726.00	0
225 TELEPHONE	1,200.00	0.00	94.20	148.90	1,051.10	12 -
249 CONTRACTED MAINT & REPAIR	600.00	0.00	0.00	0.00	600.00	0
294 PROGRAMMING - ADULT	4,625.00	0.00	550.00	2,741.37	1,883.63	59 -----
295 PROGRAMMING - CHILDREN	4,545.00	489.24	432.51	613.29	3,442.47	24 --
298 MAINTENANCE AGMT & LEASES	9,000.00	172.00	454.72	980.72	8,191.28	8
299 OTHER CONTRACTUAL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0
TOTAL: CONTRACTUAL SERVICES	97,557.00	317.24	2,677.43	45,284.28	51,955.48	46 ----
SUPPLIES & EXPENSES						
311 POSTAGE	2,000.00	0.00	0.00	58.38	1,941.62	2
312 OFFICE SUPPLIES	7,100.00	0.00	8.42	432.58	6,667.42	6
324 MEMBERSHIPS & SUBSCRIPTIONS	500.00	0.00	0.00	0.00	500.00	0
326 ADVERTISING	350.00	0.00	0.00	0.00	350.00	0
338 TRAINING-STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
339 TRAVEL & CONFERENCES	1,600.00	0.00	6.31	6.31	1,593.69	0
357 MAINT & REPAIR SUPPLIES	750.00	25.41	0.00	36.88	687.71	8
392 BOOK PROCESSING	0.00	0.00	0.00	0.00	0.00	0
393 GRANTS-FOC ON ENGY/ANN MARIE	0.00	0.00	0.00	0.00	0.00	0
394 PROGRAMMING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
395 BOOKS	66,000.00	1,920.55	4,370.92	13,366.19	50,713.26	23 --
396 TECHNOLOGY	18,679.00	0.00	2,370.85	3,825.85	14,853.15	20 --
397 PERIODICALS	6,000.00	0.00	56.00	721.21	5,278.79	12 -
398 AUDIO-VISUALS	18,500.00	869.85	117.25	3,578.89	14,051.26	24 --
399 ACTIVITY SUPPLIES	1,000.00	83.94	63.47	264.72	651.34	34 ---
TOTAL: SUPPLIES & EXPENSES	122,479.00	2,899.75	6,993.22	22,291.01	97,288.24	20 --
FIXED CHARGES						
510 WORKERS COMPENSATION INS.	1,100.00	0.00	0.00	772.00	328.00	70 -----

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Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2017 THROUGH MAR 31, 2017

	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240	LIBRARY						
70	LIBRARY						
55111	LIBRARY						
	FIXED CHARGES						
511	PUBLIC LIABILITY	1,500.00	0.00	0.00	1,694.00	194.00-	112 -----!
513	PUBLIC OFFICIALS	2,150.00	0.00	0.00	2,079.00	71.00	96 -----
517	PROPERTY INS	1,600.00	1,850.00	0.00	0.00	250.00-	115 -----!
519	UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00	0
532	RENT	139,766.00	0.00	11,475.00	34,425.00	105,341.00	24 --
541	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0
543	AMORTIZATION - COLLECTIONS	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	FIXED CHARGES	146,116.00	1,850.00	11,475.00	38,970.00	105,296.00	27 --
	CAPITAL OUTLAY						
812	FURNITURE & FURNISHINGS	0.00	0.00	0.00	0.00	0.00	0
819	OTHER CAPITAL EXPENSE/SERVIC	0.00	0.00	0.00	0.00	0.00	0
822	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
829	REPAIR & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
	COST REALLOCATIONS						
902	UNFUNDED PENSION LIABILITY	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	COST REALLOCATIONS	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	LIBRARY	864,742.00	5,066.99	58,512.16	216,028.32	643,646.69	25 --
TOTAL:	LIBRARY	864,742.00	5,066.99	58,512.16	216,028.32	643,646.69	25 --
TOTAL:	LIBRARY	864,742.00	5,066.99	58,512.16	216,028.32	643,646.69	25 --

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Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH MAR 31, 2017

	ANNUAL Revised Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	864,742.00	5,066.99	58,512.16	216,028.32	643,646.69	25 --
TOTAL NUMBER OF RECORDS PRINTED	48					

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LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2017 THROUGH MAR 31, 2017

	Adopted Budget	ANNUAL Revised Bdgt	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240 LIBRARY							
70 LIBRARY							
43261 FED GRANT-LIBRARY							
000 GENERAL DESCRIPTION	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: FED GRANT-LIBRARY	0.00	0.00	0.00	0.00	0.00	0	
PUBLIC CHARGES FOR SERVICES							
46111 COPIES - TAXABLE							
000 COPIES - TAXABLE	0.00	0.00	356.12	973.15	973.15-	9999	-----!!!!
TOTAL: COPIES - TAXABLE	0.00	0.00	356.12	973.15	973.15-	9999	-----!!!!
46119 MISC TAXABLE CHARGES							
000 MISC. TAXABLE CHARGES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: MISC TAXABLE CHARGES	0.00	0.00	0.00	0.00	0.00	0	
46710 LIBRARY FINES							
000 LIBRARY FINES	36,000.00	36,000.00	1,927.95	6,573.00	29,427.00	18	-
TOTAL: LIBRARY FINES	36,000.00	36,000.00	1,927.95	6,573.00	29,427.00	18	-
46713 LIBRARY RENTALS							
000 LIBRARY RENTALS	0.00	0.00	189.00	414.00	414.00-	9999	-----!!!!
TOTAL: LIBRARY RENTALS	0.00	0.00	189.00	414.00	414.00-	9999	-----!!!!
TOTAL: PUBLIC CHARGES FOR SERVICES	36,000.00	36,000.00	2,473.07	7,960.15	28,039.85	22	--
INTERGOVERNMENTAL CHARGES							
47105 FEDERAL GRANT-HUD							
000 FEDERAL GRANT-HUD	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: FEDERAL GRANT-HUD	0.00	0.00	0.00	0.00	0.00	0	
47301 CITY OF HUDSON							
000 CITY OF HUDSON	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: CITY OF HUDSON	0.00	0.00	0.00	0.00	0.00	0	
47302 VILLAGE OF NORTH HUDSON							
000 VILLAGE OF NORTH HUDSON	84,084.00	84,084.00	0.00	43,187.00	40,897.00	51	-----
TOTAL: VILLAGE OF NORTH HUDSON	84,084.00	84,084.00	0.00	43,187.00	40,897.00	51	-----
47303 TOWN OF HUDSON							
000 TOWN OF HUDSON	197,340.00	203,201.00	101,600.50	101,600.50	101,600.50	50	-----
TOTAL: TOWN OF HUDSON	197,340.00	203,201.00	101,600.50	101,600.50	101,600.50	50	-----
47304 TOWN OF ST JOSEPH							
000 TOWN OF ST. JOSEPH	86,374.00	86,374.00	0.00	0.00	86,374.00	0	
TOTAL: TOWN OF ST JOSEPH	86,374.00	86,374.00	0.00	0.00	86,374.00	0	
47310 GENERAL GOVERNMENT REVENUE							
000 LOCAL GOVERNMENT-GENERAL	0.00	0.00	0.00	43,187.00	43,187.00-	9999	-----!!!!
TOTAL: GENERAL GOVERNMENT REVENUE	0.00	0.00	0.00	43,187.00	43,187.00-	9999	-----!!!!
47311 COUNTY LIBRARY LEVY							

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Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2017 THROUGH MAR 31, 2017

	Adopted Budget	ANNUAL Revised Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	POSTED	REMAINING BALANCE	PCT	
240 LIBRARY									
70 LIBRARY									
INTERGOVERNMENTAL CHARGES									
47311 COUNTY LIBRARY LEVY									
000 COUNTY LIBRARY LEVY	60,912.00	60,912.00		0.00		60,621.56	290.44	99	-----
TOTAL: COUNTY LIBRARY LEVY	60,912.00	60,912.00		0.00		60,621.56	290.44	99	-----
TOTAL: INTERGOVERNMENTAL CHARGES	428,710.00	434,571.00	101,600.50			248,596.06	185,974.94	57	-----
MISCELLANEOUS REVENUES									
48100 INTEREST									
000 INTEREST	1,500.00	1,500.00		0.00		0.00	1,500.00	0	
TOTAL: INTEREST	1,500.00	1,500.00		0.00		0.00	1,500.00	0	
48120 NET CHANGE IN MARKET VALUE									
000 NET CHANGE IN MARKET VALUE	0.00	0.00		0.00		3,986.10	3,986.10-	9999	-----!!!!
TOTAL: NET CHANGE IN MARKET VALUE	0.00	0.00		0.00		3,986.10	3,986.10-	9999	-----!!!!
48400 INSURANCE REFUND									
000 INSURANCE REFUND	0.00	0.00		0.00		0.00	0.00	0	
TOTAL: INSURANCE REFUND	0.00	0.00		0.00		0.00	0.00	0	
48500 DONATIONS- PRIVATE ORG/IND									
000 DONATIONS-PRIVATE ORG/IND	0.00	15,294.00		2,700.00		33,358.88	18,064.88-	218	-----!!!!
TOTAL: DONATIONS- PRIVATE ORG/IND	0.00	15,294.00		2,700.00		33,358.88	18,064.88-	218	-----!!!!
48560 DONATION-SUMMER READ PROGRAM									
000 DONATION-SUMMER READ PROGRAM	0.00	0.00		0.00		0.00	0.00	0	
TOTAL: DONATION-SUMMER READ PROGRAM	0.00	0.00		0.00		0.00	0.00	0	
48561 DONATION-LITERACY PROGRAM									
000 DONATION-LITERACY PROGRAM	0.00	0.00		0.00		0.00	0.00	0	
TOTAL: DONATION-LITERACY PROGRAM	0.00	0.00		0.00		0.00	0.00	0	
48562 DONATIONS-HISTORY ROOM									
000 DONATION-HISTORY COLLECTION	0.00	0.00		0.00		0.00	0.00	0	
TOTAL: DONATIONS-HISTORY ROOM	0.00	0.00		0.00		0.00	0.00	0	
48563 FRIENDS OF LIBRARY PLEDGE									
000 FRIENDS OF LIBRARY PLEDGE	0.00	10,000.00		0.00		0.00	10,000.00	0	
TOTAL: FRIENDS OF LIBRARY PLEDGE	0.00	10,000.00		0.00		0.00	10,000.00	0	
48564 DONATIONS-BRIDGE THE GAP									
000 DONATION-BRIDGE THE GAP	0.00	0.00		0.00		0.00	0.00	0	
TOTAL: DONATIONS-BRIDGE THE GAP	0.00	0.00		0.00		0.00	0.00	0	
48600 MISCELLANEOUS REVENUES									
000 MISCELLANEOUS REVENUES	0.00	0.00		0.00		0.00	0.00	0	
TOTAL: MISCELLANEOUS REVENUES	0.00	0.00		0.00		0.00	0.00	0	
TOTAL: MISCELLANEOUS REVENUES	1,500.00	26,794.00	2,700.00			37,344.98	10,550.98-	139	-----!!!

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Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH MAR 31, 2017

	Adopted Budget	Revisd Bdgt	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
240 LIBRARY						
70 LIBRARY						
OTHER FINANCING SOURCES						
49210 TRANSFER FROM GENERAL FUND						
000 TRANSFER FROM GENERAL FUND	317,310.00	347,310.00	0.00	173,655.00	173,655.00	50 -----
TOTAL: TRANSFER FROM GENERAL FUND	317,310.00	347,310.00	0.00	173,655.00	173,655.00	50 -----
49220 TRANSFER FROM SPEC REV FD						
000 TRANSFER FROM SPEC REV FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: TRANSFER FROM SPEC REV FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER FINANCING SOURCES	317,310.00	347,310.00	0.00	173,655.00	173,655.00	50 -----
TOTAL: LIBRARY	783,520.00	844,675.00	106,773.57	467,556.19	377,118.81	55 -----
TOTAL: LIBRARY	783,520.00	844,675.00	106,773.57	467,556.19	377,118.81	55 -----

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Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH MAR 31, 2017

	Adopted Budget	Revisd Bdgt	ANNUAL AND IN PROCESS	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	783,520.00	844,675.00	106,773.57	467,556.19	377,118.81	55	-----

TOTAL NUMBER OF RECORDS PRINTED 24



DIRECTOR'S REPORT & MONTHLY STATISTICS

March 1 - 31, 2017

Respectfully Submitted by:
Tina Norris, Director
April 18, 2017

Director's Report April 18, 2017

News & Updates:

- Author Nickolas Butler will be here on June 1, 2017 to do a reading from his new book, *The Hearts of Men*. Please mark your calendars. This event is sponsored by a grant from the Hudson Area Library Foundation.
- I will be hosting a Staff Appreciation Breakfast on April 21, 2017. Attendance is voluntary and unpaid for this event. There will be a paid staff meeting and training session immediately following breakfast, and we will use schedule changes, so no additional staffing costs will be incurred.
- During the first 2 weeks of April, Library Aides and Library Clerks have participated in a workflow study that has been focused on processing of delivery items, pulling requested items, and shelving materials. The goal is to develop an efficient process for managing materials and getting items back on the shelf and into the hands of patrons as quickly and efficiently as possible. This study will be used when I begin working on Strategic Plan Goal 4: Enhance and Improve Library Services—creating a staffing plan. When completed, this plan will be presented to the Personnel & Policy Committee for input and recommendation to full Board.

Events at the Library:

- April 19: Bookmarks Book Club
- April 19: Adult Craft—String Art
- April 21: Celebrate Shakespeare's Birthday (Teens)
- April 22: Earth Day Scavenger Hunt (Teens)
- April 25: Job Center Wisconsin Presentation for Job Seekers
- April 26: *The Maltese Falcon* Film showing
- April 28: National Poetry Reading Day for Teens
- May 2: Career Services
- May 4: May the Fourth Be with You Program for Families
- May 5: Cinco de Mayo Event for Teens
- May 9: Maker Magic: Get Electrified for 4th – 8th graders
- May 11: Genealogy Class with Genealogist Lois Mackin
- May 13: Adult Craft: Card-making
- May 16: Bad Art Night for Teens
- May 18: Essential Oils 101 Workshop

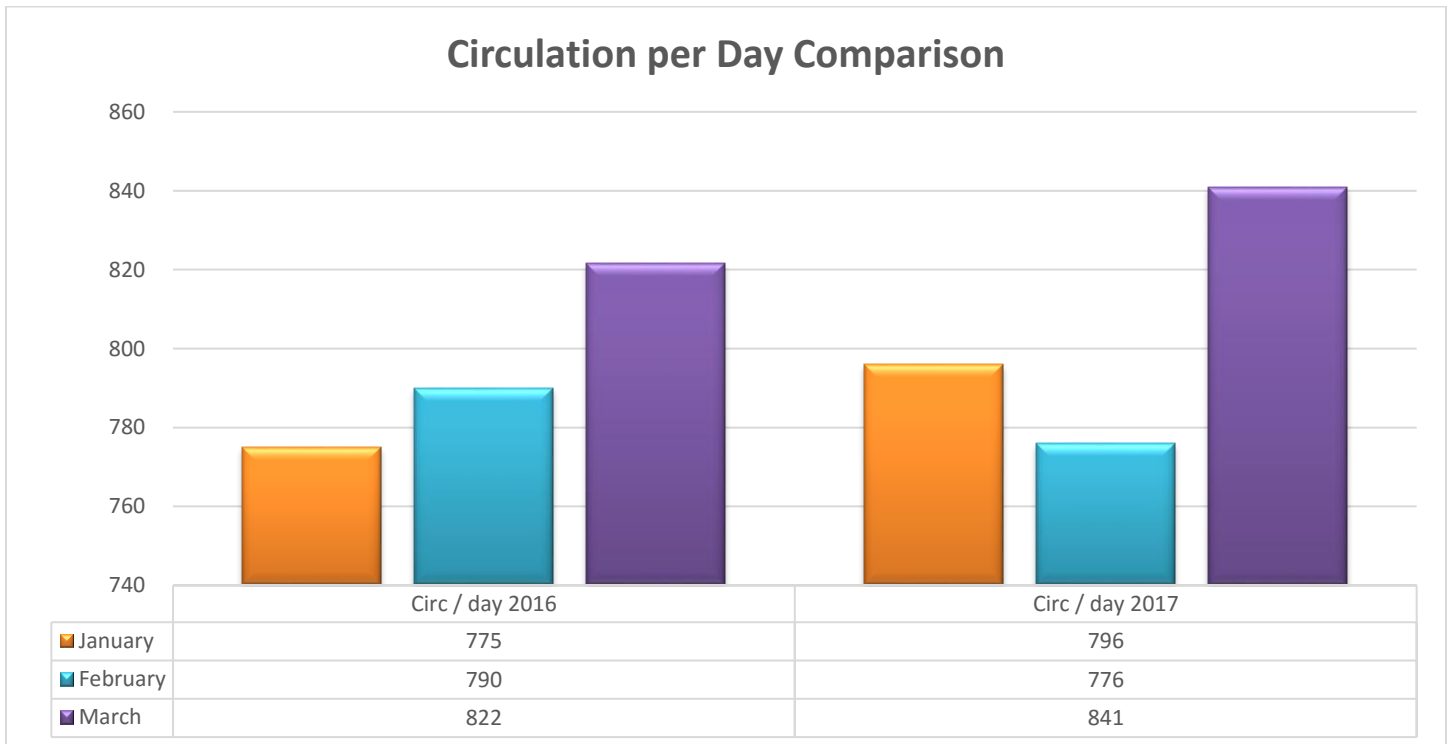
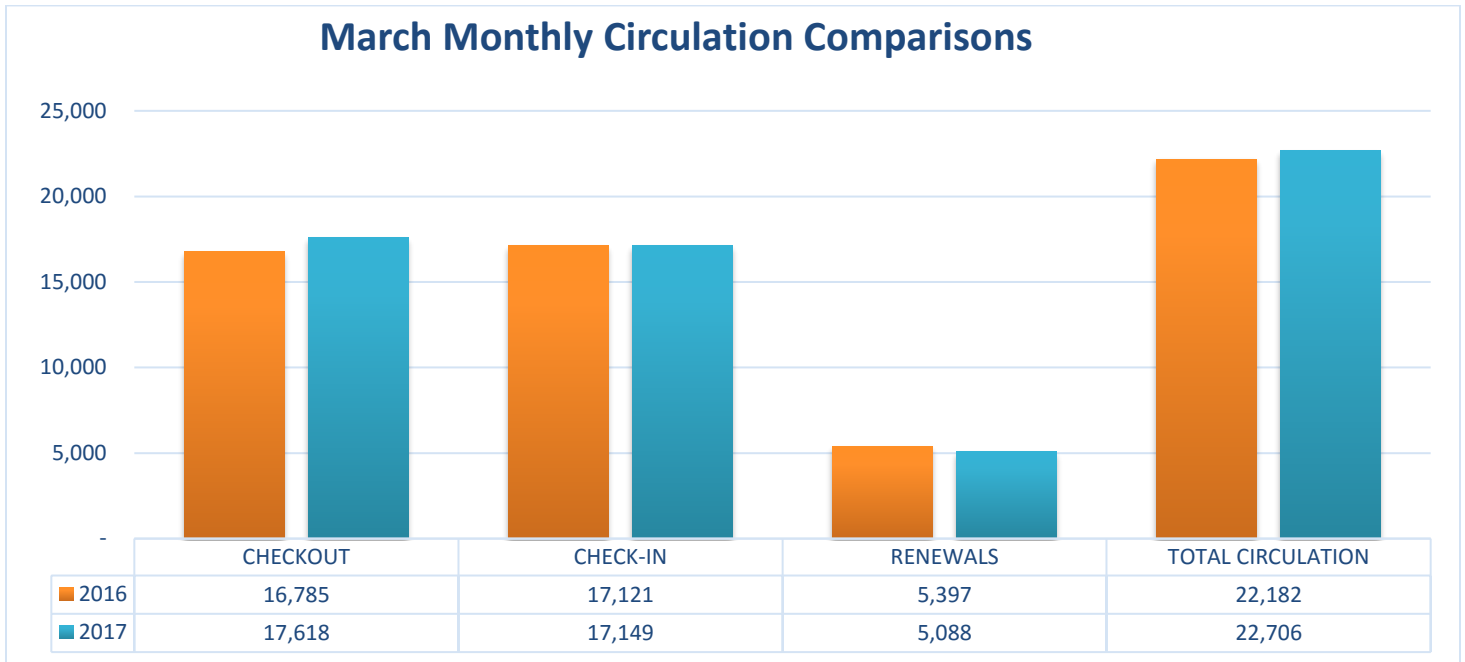
March 2017 Statistics

Statistical Summary for March 2017

March	2017	2016	Year-to-date 2017
Checkouts	14,133	14,639	29,514
Check-ins	13,667	13,993	27,338
Renewals	4,501	5,120	9,012
Total Circulation	18,634	19,759	38,526
Items Borrowed	3,783	3,904	8,137
Items Loaned	4,440	2,555	9,117
New Patrons	96	80	181
Items Added	617	496	919
Pharos	904	905	1,747
Wireless	5,716	5,340	11,667
Digital Circulation	2,781	2,706	6,033
Website Visits	6,680	6,374	14,518
Facebook Posts	35	37	69
Facebook Likes	1,095	903	2,163
Children's Programs	31	26	36
Children's Program Attendance	803	810	927
Teen Programs	8		19
Teen Program Attendance	22	86	75
Adult Programs	18		34
Adult Program Attendance	153	379	294
Meeting Room Usage	823	55	1,485
Visitors	10,641	9,125	19,537
Cardholders	15,972	15,814	15,972

Circulation Summary YTD 2017

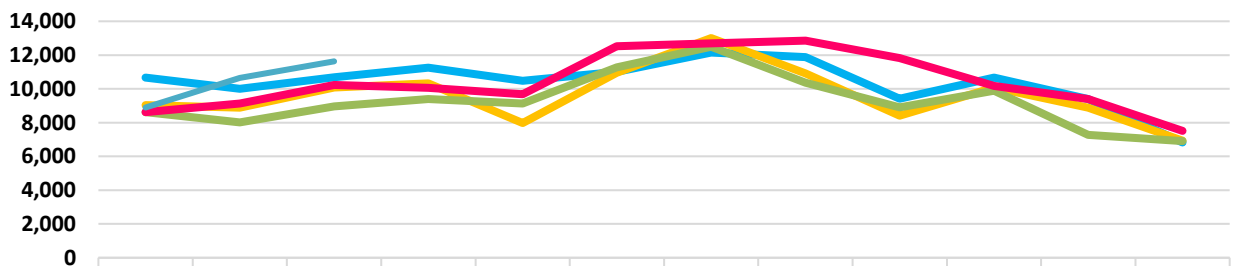
Yearly Circulation Activity



Library Visitors

	MONTHLY VISITOR COUNT	AVERAGE PER DAY	NUMBER OF DAYS OPEN
January	8,896	356	25
February	10,641	443	24
March	11,629	410	27
April			
May			
June			
July			
August			
September			
October			
November			
December			

Comparison of Visitors 2013-2017

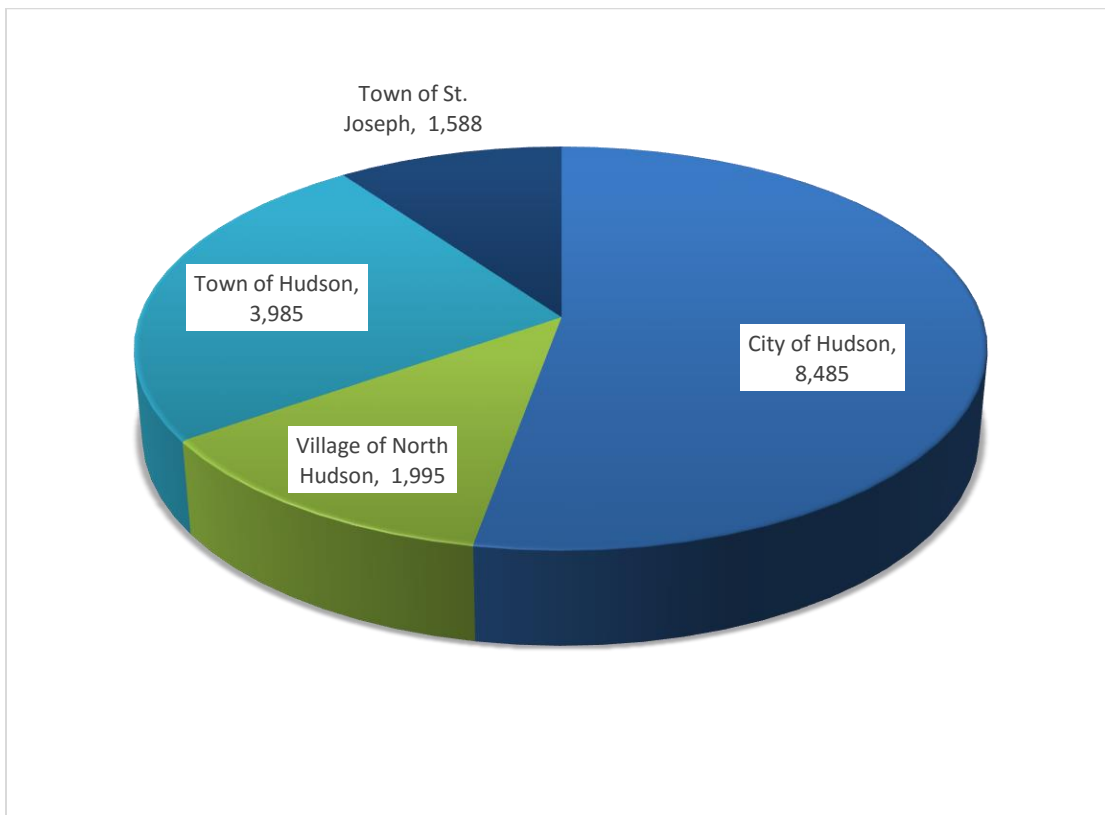


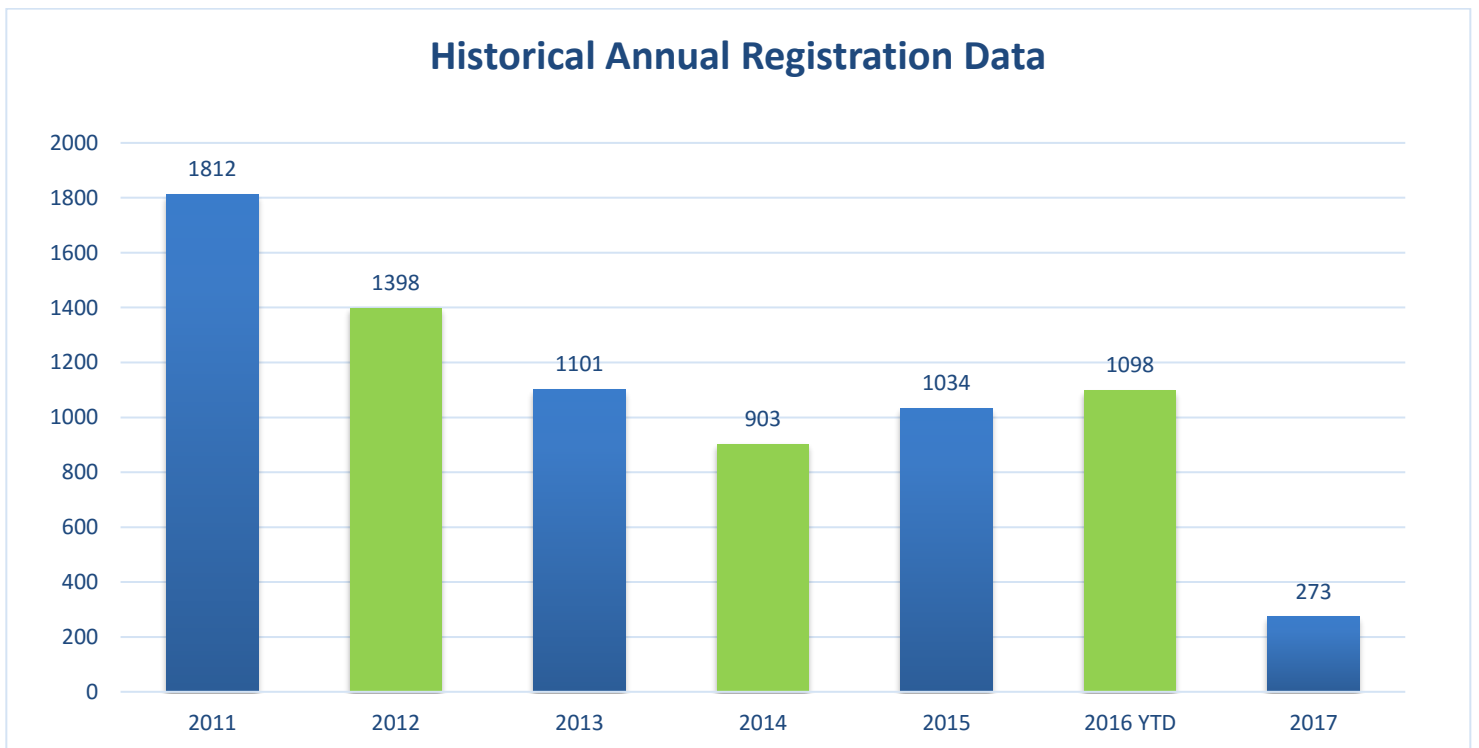
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10671	9399	6826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10081	8883	6935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	12,494	10,371	8,906	9898	7266	6908
Visitor Counts 2016	8,627	9,125	10,228	10,064	9,678	12,519	12,702	12,856	11,823	10,173	9401	7513
Visitor Counts 2017	8,896	10,641	11,629									

VISITORS	Monthly Average	Daily Average
2011 (April-December)	13,374	533
2012	11,902	502
2013	10,369	493
2014	10,206	493
2015	9,483	438
2016	10,392	415
2017	10,389	410

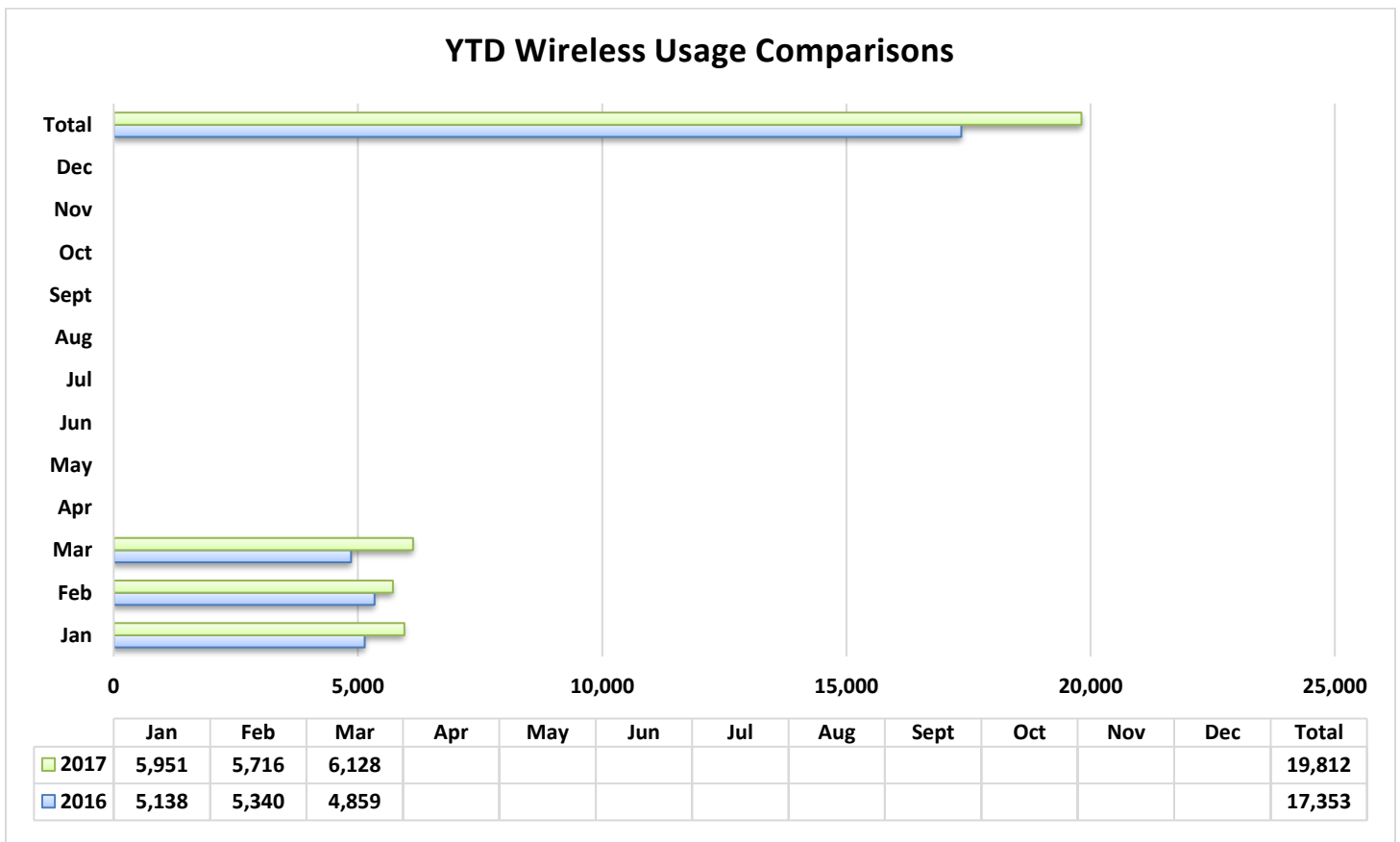
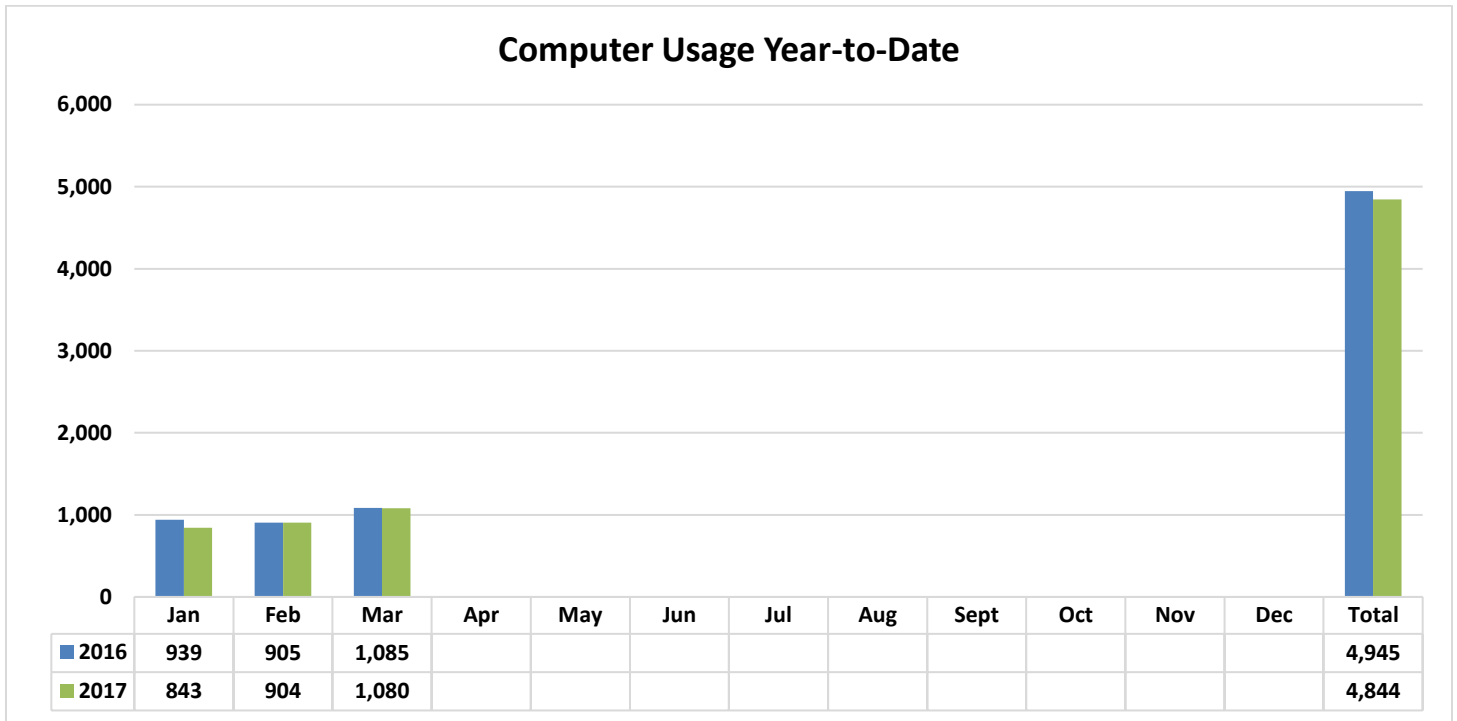
Cardholders by Municipality

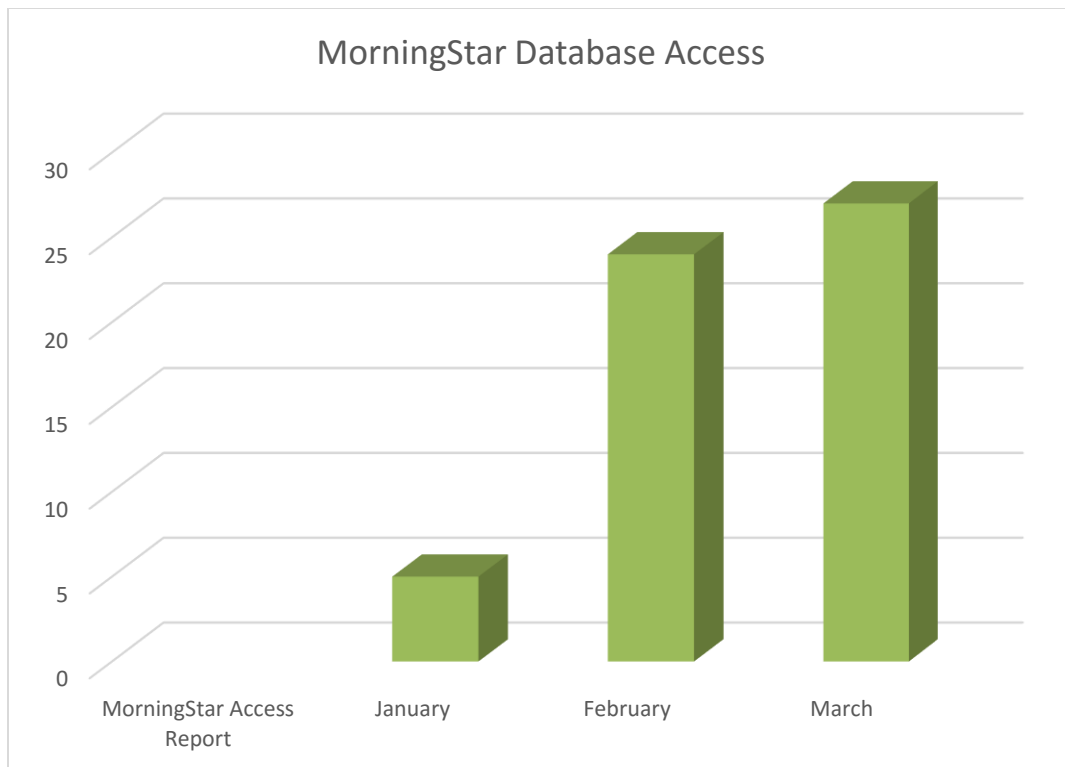
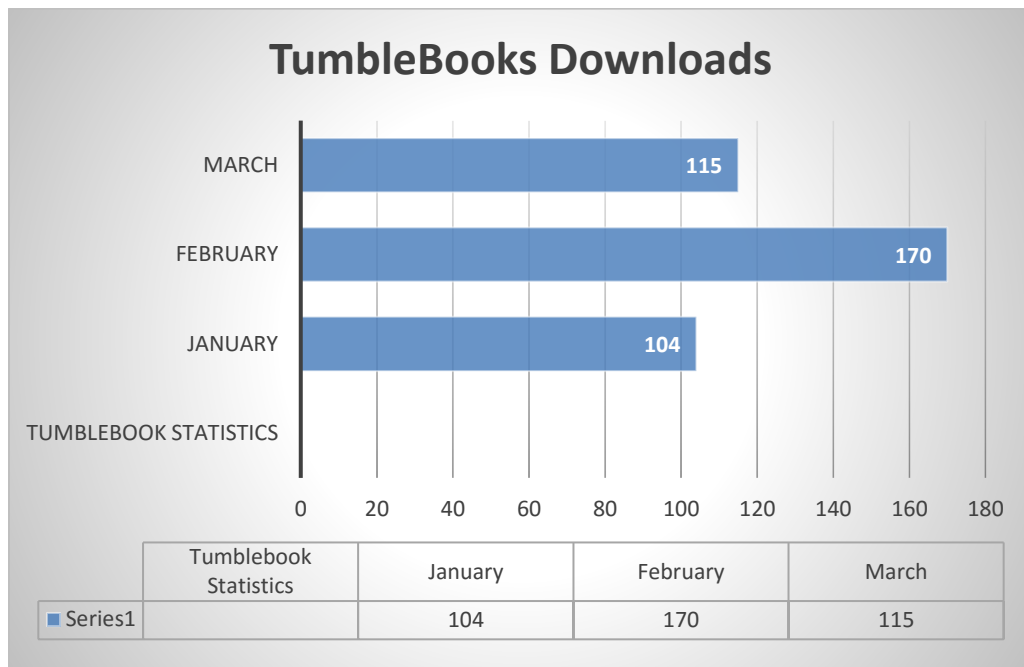
	City of Hudson	Village of North Hudson	Town of Hudson	Town of St. Joseph	Total	
2011	7,750	1,998	4,091	1,545	15,384	
2012	7,818	1,940	3,997	1,543	15,298	
2013	8,228	1,940	4,239	1,633	16,165	
2014	7,740	1,881	3,789	1,495	14,905	
2015	8,239	1,991	4,023	1,593	15,846	
2016	8,350	1,966	3,932	1,566	15,814	
2017	January	8,397	1,980	3,949	1,572	15,898
	February	8,443	1,992	3,958	1,579	15,972
	March	8,485	1,995	3,985	1,588	16,053



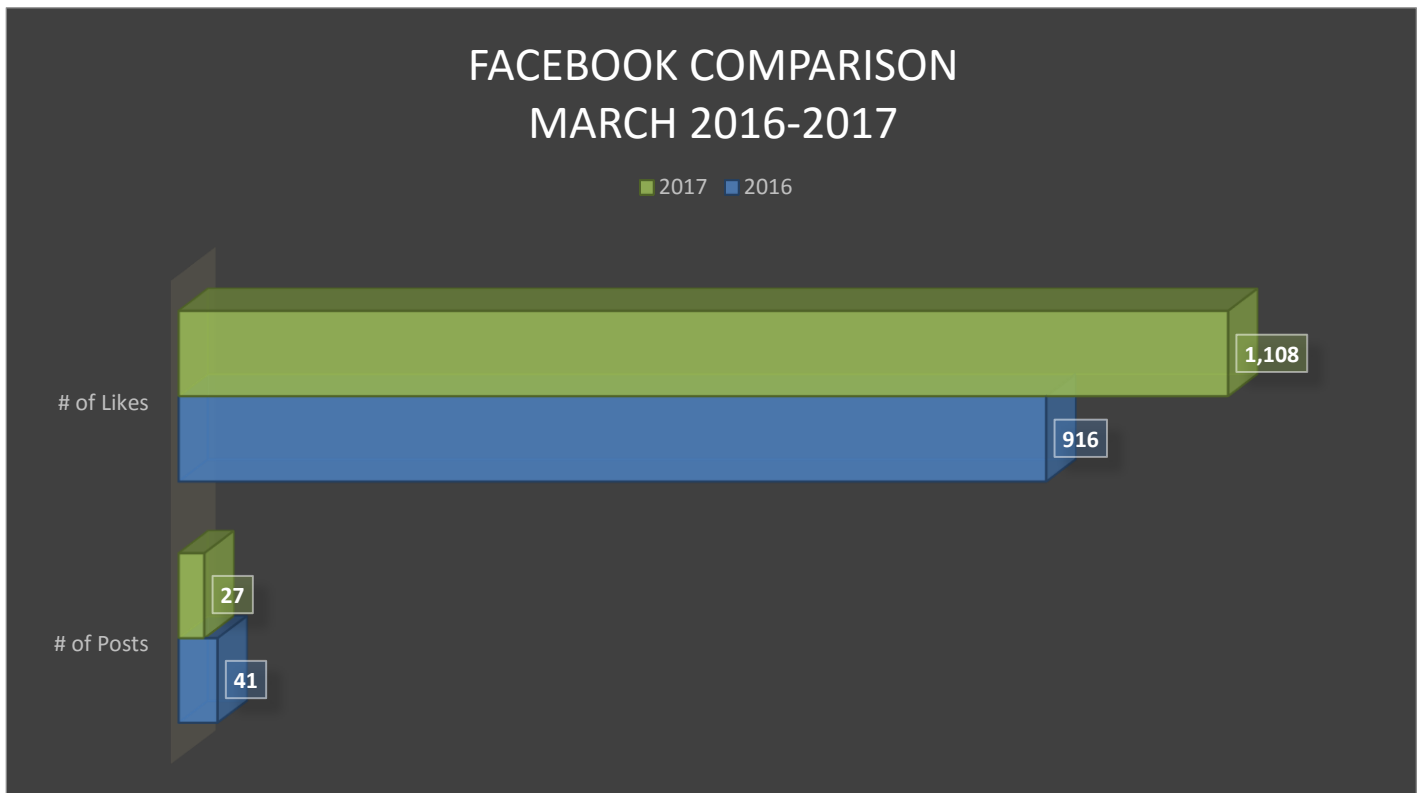
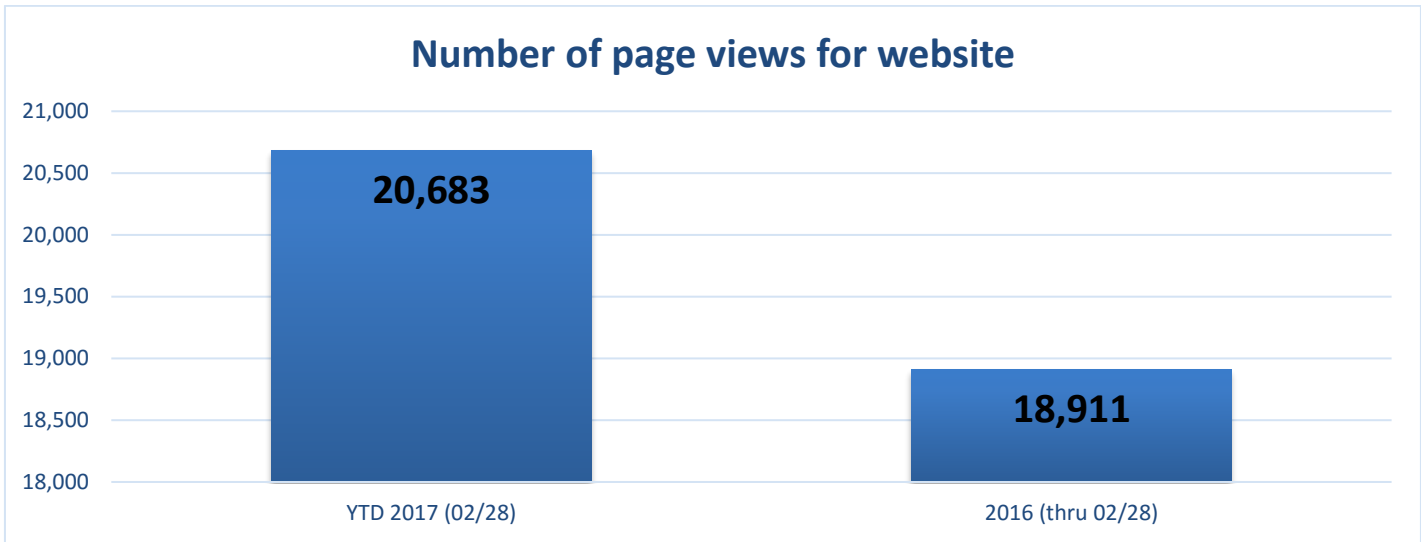


Technology Usage

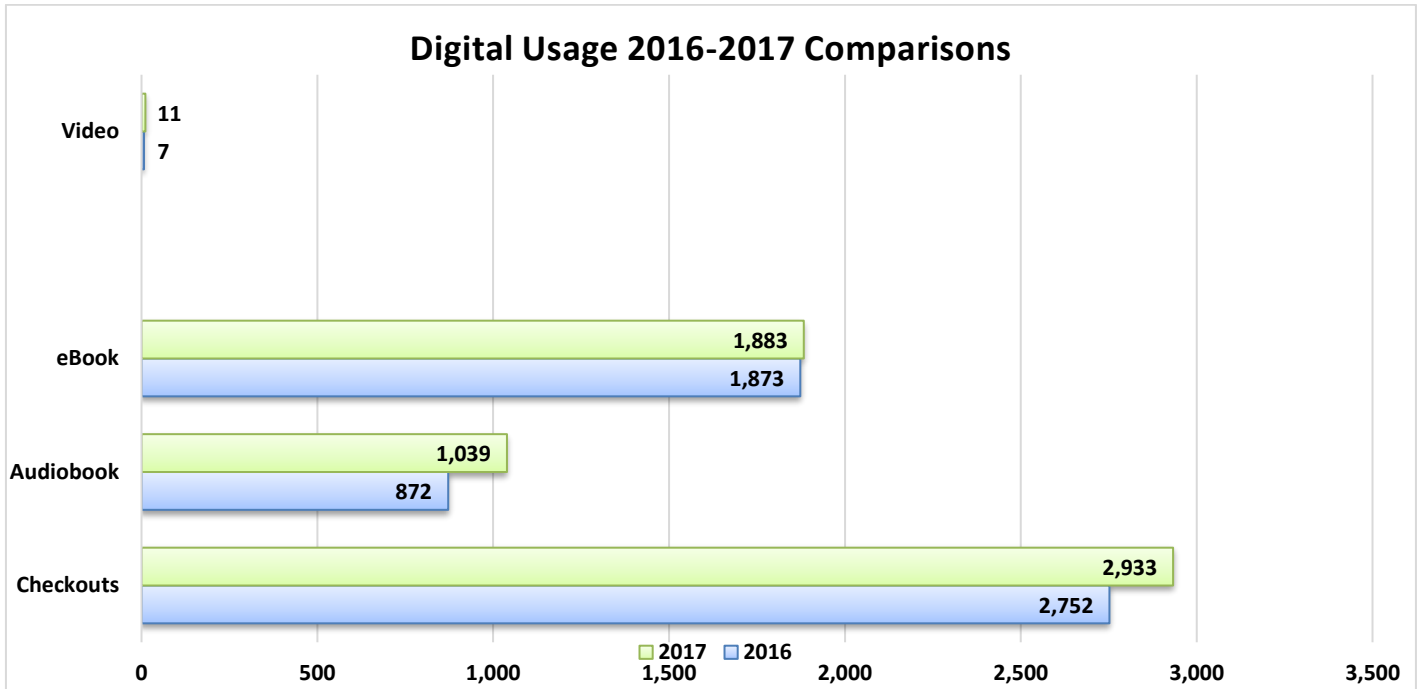




Website & Facebook Statistics



OverDrive Checkouts by Technology & Format



Proctoring Services

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTALS
2016	0	14	12	13	9	8	6	2	6	8	6	6	90
2017	0	2	4										6

Meeting Room Usage

2016 -2017 Meeting Room Comps	2016 # of Users	2017 # of Users
January	210	662
February	556	823
March	243	551
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total Year-to-Date	1009	2036

Programming Statistics

Adult Programming													
Attendance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016	7	379	49	44	176	46	256	205	34	40	67	17	1320
2017	126	153	71										350
# of programs	15	16	12										43
Book Clubs	1	2	2										5

Children's Programming													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	5	31	41										77
Children Attending													
2016	0	532	591	482	1790	1232	806	696	29	813	607	429	8007
2017	85		633										718
Adults Attending													
2016	0	278	317	232	112	370	372	185	18	381	299	175	2739
2017	39		366										
Total Attendance													
2016	0	810	908	714	1902	1602	1178	854	47	1194	906	604	10719
2017	124	803	999										1926
Passive Programs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	1		5										6
# of Participants	9		108										117

Requests for Recommendation / Action

The Library Director requests acceptance of the following Hudson Area Library Foundation Grants:

1. Adult Program Enhancement Grant: \$2,000
2. Summer Reading Program Grant: \$5,000
3. *1,000 Books before Kindergarten* Grant: \$700

Additionally, the Library Director is requesting approval to exceed the 2017 Budget to allow for the expenditure of grant funds as follows:

1. Adult Programs allow additional \$2,000 for Adult Program grant;
2. Adult Programs allow additional \$1588 for Summer Reading Program grant;
3. Children's Programs allow additional \$3412 for Summer Reading Program grant;
4. Children's Programs allow additional \$700 for *1,000 Books before Kindergarten* grant.