



**Revised Meeting Agenda of the Hudson Area Joint Library Board of Trustees
December 19, 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 November 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. **ACTION ITEM:** Request for approval of Library Director's 2018 Action Plan
 - d. **ACTION ITEM:** Request for approvals to publish Request for Proposals (RFP) for Architect / Space Planning Consultant
8. **ACTION ITEM:** Finance Committee Recommendation to Approve Expenditure of 2018 Hudson Area Library Foundation Grants in the amount of \$30,850
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 Copenbarger, Dave Ostby, Marion Shaw, (V. Pres.) Jim Schrock, and Barbara Peterson.

Emailed to Joint Municipalities and Board Members December 18, 2017: and Emailed to Media: December 18, 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. 305

***The Hudson Area Public Library is a center for lifelong learning,
where the community gathers and knowledge flows freely.***



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

1. Call to Order at 6:35 p.m. by O'Connor
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
Present: O'Connor, Berning, Copenbarger, Ostby, Peterson, Schrock
Absent: Marion Shaw, Curt Weese
Staff: Tina Norris, Director
Others: Joyce Law, Gloria Kramer

3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from September 19, 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: Ostby

Second by: Peterson

Discussion: NONE

Vote Taken: 6 Ayes 0 Nays MOTION APPROVED

4. Citizen Comments—
Gloria Kramer thanked the Board for getting the cross walk installed, and noted items that are still pending. Noted that the FOL had discussed a library coffee shop in previous years, and would love to see Sunday library hours. Encouraged everyone to shop Family Fresh and bring receipts to the Library.
5. Presentations by supporting organizations
 - a. Friends of the Library— President Joyce Law updated the Board on the Family Fresh receipts and noted that they are awaiting a \$1,000 check for having reached \$150,000 in receipts. Updated on book sale results and upcoming sale of FOL Book Bags. Law noted that FOL has discussed a coffee shop in the past, and it has been a community request on surveys in the past.
 - b. Library Foundation— Peterson provided an update on the Annual Appeal noting an error in which the appeal was mistakenly sent to Woodville residents, and that the Foundation is working to correct this error. Additionally, Peterson noted that the Foundation is developing an advocacy committee to create advocacy resources to help members speak out in support of the library.

6. President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.
Hudson: City passed resolution requesting full funding from the County for the Hudson Area Public Library; the Town of Hudson and the Village of North Hudson have passed the same resolution. All three sent the resolution to the County. City of Hudson funding is same as last year, which is still above the 3-year average; Town of Hudson reduced funding to 3-year average; Village of North Hudson reduce to 3-year average; and, the Town of St. Joseph maintained the same contribution level as in 2017.

7. **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

8. Action Item: Closed Session

The Library Board of the Hudson Area Joint Library will meet at approximately 6:30 p.m., or as soon thereafter as time permits, on Tuesday, November 21, 2017 in Room 219, Hudson Area Public Library, 700 1st Street, Hudson, Wisconsin, following the conclusion of consideration of the above portion of its regularly scheduled agenda, to vote on a motion to convene in closed session at said time and place for discussion / action relative to (1.) the termination of an employee; (2.) Consideration of 2018 annual compensation of employees, and; (3.) conduct the Library Director's annual evaluation.

A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. 19.85(1)(f), which is allowed for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and §19.85(1)(c), which allows governmental bodies to use closed sessions to interview candidates for positions of employment, to consider promotions of particular employees, to consider compensation of particular employees, and to conduct employee evaluations.

Upon conclusion of the closed session, the Library Board will convene in open session to consider its public agenda, including motion to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.

Motion to close session by Schrock; Second by Ostby. Roll call taken:

O'Connor -aye; Coppenbarger - aye; Peterson - Aye; Ostby - aye; Berning - aye; Schrock - aye
6 ayes 0 nays

9. **ACTION ITEM:** 2018 Wages
Motion by Berning to increase Library Assistant salaries by 2%; Library Director salary from \$62,829 to \$67,267; Associate Librarian from \$48,672 to 49,649; Children's Librarian from \$46,550 to 47,486; Library Clerks from \$10.81 - \$11.85; and, Library Aides from \$7.50 to \$8.50 effective January 1, 2018.
Second by: Peterson
Vote taken: 6 Ayes / 0 Nays MOTION APPROVED

10. **ACTION ITEM:** Library Directors Evaluation:
Motion by Peterson to approve Library Director's Evaluation with a rating of 4.4.
Second by Berning
Discussion: NONE
Vote Taken: 6 Ayes 0 Nays MOTION APPROVED

11. Other Business: None
12. Board comments and items for future agendas: None.
13. ACTION ITEM: Adjournment
Motion to adjourn by Ostby
Second by Berning
Vote taken: 6 Ayes 0 Nay
MOTION CARRIED

Respectfully Submitted,

Tina L. Norris

Tina L. Norris, Director

2017 Budget Overview	2017 Approved Budget	November	Year-to-date	Amount Remaining	% Remaining
Year-to-Date	plus additions				
REVENUES					
Library Revenue	\$ 36,000	\$ 3,833	\$ 30,408	\$ 5,592	16%
City of Hudson	\$ 347,310		\$ 347,310	\$ -	0%
Village of North Hudson	\$ 84,084		\$ 84,084	\$ -	0%
Town of Hudson	\$ 203,201	\$ -	\$ 203,201	\$ -	0%
Town of St. Joseph	\$ 86,374	\$ -	\$ 86,374	\$ -	0%
County Library Levy	\$ 60,912		\$ 60,622	\$ 290	0%
Other Revenue	\$ 1,500		\$ 9,310		0%
Grant Funds	\$ 41,334		\$ 42,229		
Total Revenues	\$ 860,715	\$ 3,833	\$ 863,537	\$ 5,882	1%
	Budget	November	Year-to-date	Amount Remaining	
EXPENDITURES					
Personnel	\$ 498,590	\$ 36,346	\$ 418,483	\$ 80,107	16%
Library Materials	\$ 92,086	\$ 6,660	\$ 74,858	\$ 17,228	19%
Contractual Services	\$ 105,402	\$ 2,280	\$ 91,918	\$ 13,485	13%
Supplies & Expenses	\$ 34,015	\$ 2,838	\$ 21,330	\$ 12,685	37%
Fixed Charges	\$ 146,116	\$ 11,462	\$ 132,619	\$ 13,497	9%
General Operating					
Expense Total	\$ 876,209	\$ 59,586	\$ 739,208	\$ 137,001	16%
Ending Balance	\$ (15,494)	\$ (55,754)	\$ 124,329		

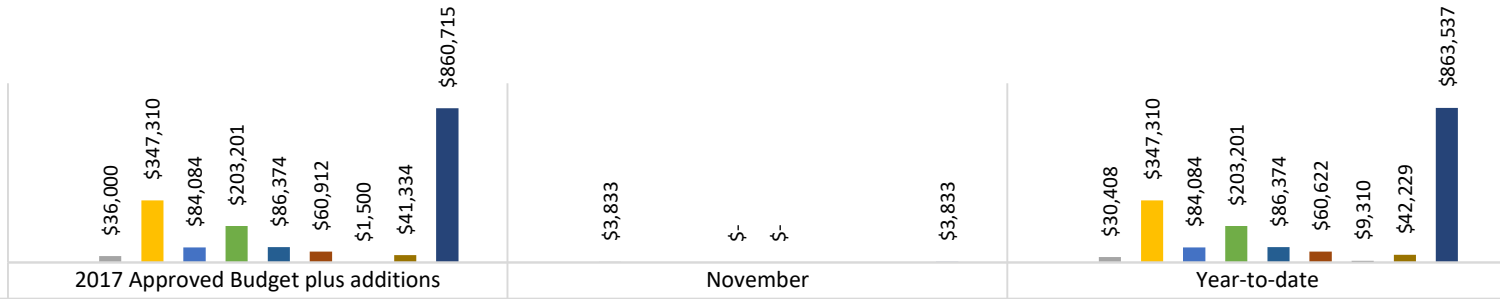
%of year: 91.67%

Notes:

Revenues from fines are down due to the inability to accept credit card payments for approximately 2.5 months. Upgrades to the credit card application were incompatible with the Library’s ILS and have been resolved.

This budget includes approved additions and expenditures for grants from the Friends of the Library and the Hudson Area Library Foundation.

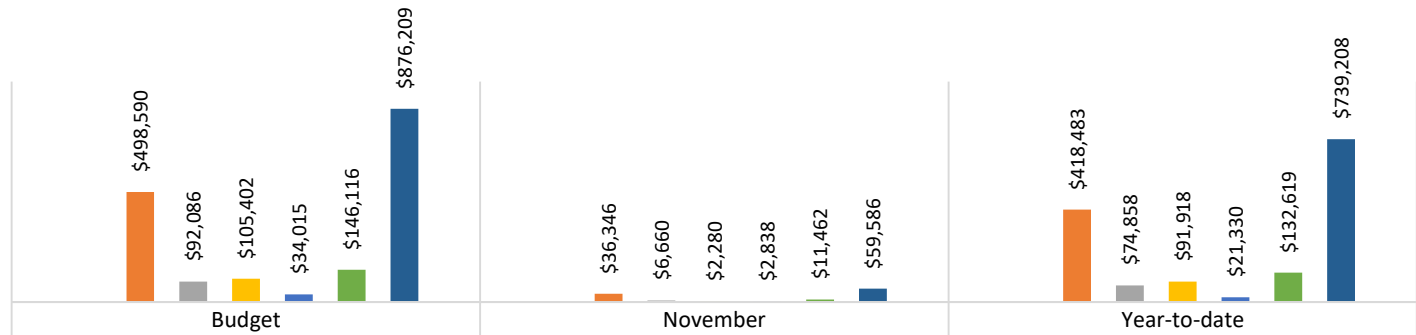
REVENUE



REVENUES

Library Revenue	\$36,000	\$3,833	\$30,408
City of Hudson	\$347,310		\$347,310
Village of North Hudson	\$84,084		\$84,084
Town of Hudson	\$203,201	\$-	\$203,201
Town of St. Joseph	\$86,374	\$-	\$86,374
County Library Levy	\$60,912		\$60,622
Other Revenue	\$1,500		\$9,310
Grant Funds	\$41,334		\$42,229
Total Revenues	\$860,715	\$3,833	\$863,537

EXPENDITURES



EXPENDITURES

Personnel	\$498,590	\$36,346	\$418,483
Library Materials	\$92,086	\$6,660	\$74,858
Contractual Services	\$105,402	\$2,280	\$91,918
Supplies & Expenses	\$34,015	\$2,838	\$21,330
Fixed Charges	\$146,116	\$11,462	\$132,619
General Operating Expense Total	\$876,209	\$59,586	\$739,208

2016-2017 Year-to-Date Comparison

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2017 Budget
			November		\$	%	
			2017	2016			
Revenue							
Library Revenues: Fees & Fines	46111	36,000	\$ 30,408	\$ 34,820	\$ (4,412)	-13%	84%
City of Hudson	47301	317,310	\$ 347,310	\$ 356,031	\$ (8,721)	-2%	109%
Village of N. Hudson	47302	84,084	\$ 84,084	\$ 84,475	\$ (391)		100%
Town of Hudson	47303	197,340	\$ 203,201	\$ 203,201	\$ -		103%
Town of St. Joseph	47304	86,374	\$ 86,374	\$ 85,546	\$ 828	1%	100%
General Govt. Revenue	47310	0	\$ -	\$ -	\$ -		
St. Croix County / Other Counties	47311	60,912	\$ 60,622	\$ 81,770	\$ (21,148)		100%
Other Counties	47311				\$ -		
Interest	48100	1,500	\$ 4,304	\$ 2,060	\$ 2,244	109%	287%
Net change in market value	48120		\$ 3,986	\$ 347	\$ 3,639		
Donations - Other	48500		\$ 42,229	\$ 101	\$ 42,128		
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ -	\$ -	\$ -		
Donation - Grant FOL	48563		\$ -	\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ 1,019	\$ 854	\$ 165		
Total Revenue		783,520	\$ 863,537	\$ 849,205	\$ 14,332	2%	110%
Staff Compensation							
Full Time Salaries	121	164,404	\$ 138,659	\$ 131,549	\$ 7,110	5%	84%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		
Part Time Salaries	125	205,166	\$ 174,339	\$ 175,457	\$ (1,118)	-1%	85%
Longevity	133	0	\$ -	\$ -	\$ -		
FICA	151	28,500	\$ 22,932	\$ 22,728	\$ 204	1%	80%
Pension	152	21,020	\$ 17,652	\$ 16,946	\$ 706	4%	84%
Health Insurance	154	79,500	\$ 64,900	\$ 71,097	\$ (6,197)	-9%	82%
Life Insurance	155	0	\$ -	\$ -	\$ -		
Staff Compensation Subtotal		498,590	\$ 418,483	\$ 417,777	\$ 706	0%	84%
General Operating Expenses							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 12,606	\$ 12,606	\$ -	0%	90%
IFLS-operating/maintenance	216	34,822	\$ 34,822	\$ 32,825	\$ 1,997	6%	100%
IFLS-addl courier/self check	217	2,512	\$ 2,540	\$ 2,512	\$ 28	1%	101%
IFLS-catalogging	218	24,726	\$ 15,094	\$ 12,775	\$ 2,319		61%
Telephone	225	1,200	\$ 2,842	\$ 640	\$ 2,202	344%	237%
Contracted Maint. & Repair	249	600	\$ 807	\$ -	\$ 807		135%
Programming - Adult	294	4,625	\$ 4,966	\$ 2,173	\$ 2,793	129%	107%
Programming - Children	295	4,545	\$ 8,458	\$ 2,887	\$ 5,571	193%	186%
Maintenance Agmt/Leases	298	9,000	\$ 9,782	\$ 8,550	\$ 1,232	14%	109%
Contract Services	299	1,500	\$ -	\$ 1,204	\$ (1,204)		0%
Postage	311	2,000	\$ 617	\$ 1,152	\$ (535)	-46%	31%
Office Supplies	312	7,100	\$ 3,649	\$ 3,643	\$ 6	0%	51%
Memberships	324	500	\$ 140	\$ 523	\$ (383)		28%
Advertising	326	350	\$ 125	\$ -	\$ 125		36%
Staff Development	338	1,600	\$ 2,204	\$ 1,151	\$ 1,053		138%
Maint & Repair Supplies	357	750	\$ 183	\$ 417	\$ (234)	-56%	24%
Books	395	66,000	\$ 52,798	\$ 57,630	\$ (4,832)	-8%	80%
Technology	396	18,679	\$ 13,717	\$ 3,660	\$ 10,057	275%	73%
Periodicals	397	6,000	\$ 5,833	\$ 4,728	\$ 1,105		97%
Audio-Visual	398	18,500	\$ 16,227	\$ 15,196	\$ 1,031	7%	88%
Activity Fund	399	1,000	\$ 695	\$ 735	\$ (40)		69%
Ins. Workers Comp.	510	1,100	\$ 784	\$ 850	\$ (66)	-8%	71%
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	\$ 1,850	\$ 1,520	\$ 330	22%	116%
Bld. Occupancy Exp.	532	139,766	\$ 126,212	\$ 126,225	\$ (13)	0%	90%
General Operating Subtotal		366,152	\$ 320,725	\$ 295,904	\$ 24,821	8%	88%
Total Operating Expenses		864,742	\$ 739,208	\$ 713,681	\$ 25,527	4%	85%
NET OPERATING REVENUE (EXPENSE)		-81,222	\$ 124,329	\$ 135,524	\$ (11,195)	-8%	

Hudson Area Joint Library Budget

2017 Budget	Jan	Feb	March	April	May	June	July	August	September	October	November	December	Budget	Additions	Total	YTD	Remaining
Revenue																	
Library Revenues	2034.43	4153.8	2678.48	2040.38	2245.54	3619.87	2032.53	4365.86	2009.8	1866.22	3361.14		36,000		36,000	30408.05	5,592
City of Hudson	173,655.00							173,655.00					317,310	30000	347,310	347310	(30,000)
Village of North Hudson		43,187.00						40,897.00					84,084	0	84,084	84084	-
Town of Hudson			101,600.50						101,600.50				197,340	5861	203,201	203201	(5,861)
Town of St. Joseph		43,187.00						43,187.00					86,374	0	86,374	86374	-
St. Croix County		54,186.00											54,146	40	54,186	54186	(40)
Other Counties	3,358.56	3,077.00											6,766		6,766	6435.56	330
Interest			1,110.22			1,966.14			1,228.03				1,500	2804.39	4,304	4304.39	(2,804)
Gains/ Losses	3,986.10												-	3986.1	3,986	3986.1	(3,986)
Grants	20,294.00	10,000.00	2,700.00			5,000.00	3,390.00		650.00			150.00	-	42184	42,184	42184	(42,184)
Donations													-		-	0	-
Misc Revenues		364.88		74.93				47.82	16.98			44.77	0	549	549	549.38	(549)
Total Income	203,328	158,156	108,089	2,115	2,246	10,586	5,423	262,153	105,505	1,866	3,556	-	783,520	85,424.87	868945	863,022	5,922.39
Personnel																	
Full-Time	9,355	12,429	12,014	12,793	12,669	18,967	11,526	13,483	10,566	12,320	12,538		164,404		164,404	138,659	25,745
Overtime													-		-	-	-
Part-Time	11,108	15,562	15,923	15,050	15,769	23,763	14,929	13,850	17,141	16,126	15,119		205,166		205,166	174,339	30,827
Longevity													-		-	-	-
FICA	1,495	2,047	2,043	2,036	2,081	3,074	2,030	1,997	2,025	2,082	2,022		28,500		28,500	22,932	5,568
Retirement	1,184	1,598	1,598	1,601	1,612	2,413	1,608	1,513	1,505	1,522	1,498		21,020		21,020	17,652	3,368
Health Insurance	11,950	5,387	5,789	5,363	5,387	8,266	5,163	5,162	5,132	5,132	5,168		79,500		79,500	67,900	11,600
Life Insurance													-		-	-	-
Total Personnel	35,092	37,024	37,366	36,843	37,517	56,483	35,256	36,005	36,370	37,182	36,346	-	498,590	-	498,590	421,483	77,107
Contractual Services																	
Legal Services	-	-	-	-	-	-	-	-	-	-	-	-					
Professional Services	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146		14,027		14,027	12,606	1,421
IFLS Ops	34,822												34,822		34,822	34,822	-
IFLS Courier / Self-Check	2,540												2,512		2,512	2,540	(28)
IFLS Cataloging								15,094					24,726		24,726	15,094	9,632
Telephone		55	94	48	10	1,139	0	748	374		374		1,200		1,200	2,842	(1,642)
Contract Maintenance / Repair									807		0	0	600		600	807	(207)
Programming Adults	150	2,041	968	400	0	0	187	595	51	350	223		1,500	4821.56	6,322	4,966	1,356
Programming Children	-	181	1,270	727	881	1,741	485	568	2,146	955	340		2,000	8693.78	10,694	9,293	1,401
Maintenance Agree / Leases		526	455	124	1,049	296	2,988	549	3,030	253	565		9,000		9,000	9,835	(835)
Other Contract Services													1,500		1,500	-	1,500
Total Contract Services	38,658	3,949	3,932	2,444	3,086	4,322	4,806	18,701	7,554	2,704	2,648	-	91,887	13515.34	105,402	92,804	12,598
Supplies and Expenses																	
Postage	-	58	9	5	7	202	7	134		14	181		2,000		2,000	617	1,383
Office Supplies	275	7	8	343	1,190	819	258			165	570		7,100		7,100	3,636	3,464
Memberships											140		500		500	140	360
Advertising						6		1	12	102	129	-	350	103	453	250	203
Travel / Conferences			6		248			300	755	866	399		1,600	800	2,400	2,573	(173)

Maintenance / Repair Supplies	37			25	37		20	37		27	27		750		750	210	540
Technology		1,455	1,115		1,396	2,838	142	3,556	365		3,484		7,500	11,738	19,238	14,350	4,888
Program Supplies		201	63	84	97	36	65		336	6	6		1,000	573	1,573	894	679
Total Supplies & Expenses	312	1,722	1,202	457	2,974	3,900	492	4,028	1,607	1,179	4,795	-	20,800	13,215	34,015	22,670	11,345
-																	
Collection																	
Books	1,374	8,196	4,371	3,059	4,419	7,707	4,514	5,225	6,319	1,785	9,675		55,632	10,937	66,569	56,645	9,924
Periodicals	238	427	56	324	559	53	3,874		167	125	-		6,000	322	6,322	5,823	499
Audio / Visual	-	3,462	869	1,809	1,156	2,292	1,391	1,218	2,224	108	862		15,000	4,195	19,195	15,390	3,805
Total Collection	1,613	12,085	5,296	5,192	6,133	10,052	9,779	6,443	8,710	2,018	10,537	-	76,632	15,454	92,086	77,858	14,228
Fixed Charges																	
Workers Comp	772			12									1,100		1,100	784	316
Public Liability	1,694												1,500		1,500	1,694	(194)
Public Officials	2,079												2,150		2,150	2,079	71
Property Insurance	1,850												1,600		1,600	1,850	(250)
Unemployment													-		-	-	-
Lease	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,462		139,766		139,766	126,212	13,554
Total Fixed Charges	17,870	11,475	11,475	11,487	11,475	11,475	11,475	11,475	11,475	11,475	11,462	-	146,116	-	146,116	132,619	13,497
Total Expenses	93,545	66,255	59,271	56,423	61,186	86,232	61,808	76,652	65,716	54,558	65,788	-	834,025	42,184	876,209	747,434	128,775
Less Revenue	203,328	158,156	108,089	2,115	2,246	10,586	5,423	262,153	105,505	1,866	3,556	-	783,520	85,425	868,945	863,022	5,922.39
Balance	109,783	91,901	48,818	(54,308)	(58,940)	(75,646)	(56,386)	185,501	39,790	(52,692)	(62,232)	-	(50,505)	43,241	(7,264)	115,589	115,589



DIRECTOR'S REPORT & MONTHLY STATISTICS

November 1 -30, 2017

Respectfully Submitted by:
Tina Norris, Director
December 19, 2017

Director's Report November 2017

Hudson Area Public Library Director's Report

Director's News

Over the past month, I have been working with staff to assess our successes in 2017, determine areas for continued improvement, and to plan for the upcoming year. The Youth Services team has been meeting to develop an annual programming plan to ensure all members are working in tandem, with a shared vision of what it means to serve the youth in our community, and to ensure that we are serving all youth and their families.

Additionally, new guidelines for weeding and collection maintenance have been developed and provide to staff for implementation. I have met with the Technical Services team, which includes cataloguing, collection development and maintenance, ILLs, and materials billing, to begin developing plans for collection maintenance and revitalization in the upcoming year. This will be a very strategic process and include determining how we can make the collection more user friendly and ensure that we are marketing our collection to maximize usage—this will be done for all collections.

Planned improvements include the creation of biography sections, both Adult and Juvenile collections, relocating DVDs from the main level to the upper level, and eliminating the “Mystery” room and utilizing that room for juvenile / family media collection. We have received a grant for a revitalization project for the Children’s Department from the Friends of the Library, and the Youth Services team will be involved in planning and implementing that project. We will be looking at ways to ensure that the Children’s collection is being maintained regularly and determining ways to increase circulation.

Finally, I have written and reviewed the RFP for a space use consultant / architect and have included it in this packet for you approval. I have continued to work on the strategic plan goals and will provide an annual update along with my annual library report at the January 2018 Board meeting. I attended and gave a presentation to the Kiwanis group on December 5th. On December 7th, the City of Hudson replaced the library copiers. We have a new contract for copy lease and maintenance that is estimated to save approximately \$840 annually.

Circulation and Technology Update

Matthew has relocated his desk and is better able to supervise the circulation desk and provide staff and patrons with assistance. Matthew has been working with Bryan Watson, City of Hudson IT, to get the new printers up and running, and to ensure everyone gets adequately trained on their use. Matthew is completing an inventory of office supplies and compiling an end of year supply order.

Year-end tasks have been completed. These task include the annual database clean, which purges expired patrons from the database and allows the Library to keep accurate statistics on patron numbers. Other clean-up tasks include deleting bibliographic records for lost and damaged items – please note that deleting the bibliographic record does not remove the charges to patrons that may be associated with the item.

Collection Development

As mentioned above, those involved in collection development are working on plans for maintenance and improvement of the collection, new weeding guidelines, and project planning for 2018. The goals for 2018 include improved collection maintenance, more efficient and timely selection of materials, collection marketing to maximize usage, and make the collection user friendly.

Patron Services

Adult & Young Adult Services

December has been a busy month for programming. On December 15th, the Library hosted an etiquette and culture dinner for young adults. The group learned about proper etiquette, good manners, and why these things are important, while enjoying a fine meal.

On December 30th, local (and international best-selling) author, Maria Emmerich will be doing a Keto Talk and book signing. The 3rd Annual Winter Reading Program for Teens & Adults kicks-off on January 3 and will run through March 3. And, the Library's annual Community Health Fair will be happening on January 13th.

Children's Services

Santa stopped by the library from December 12 – 14, Gingerbread Houses were decorated for the holidays on December 12th, and the annual life-size Candyland was a great success.

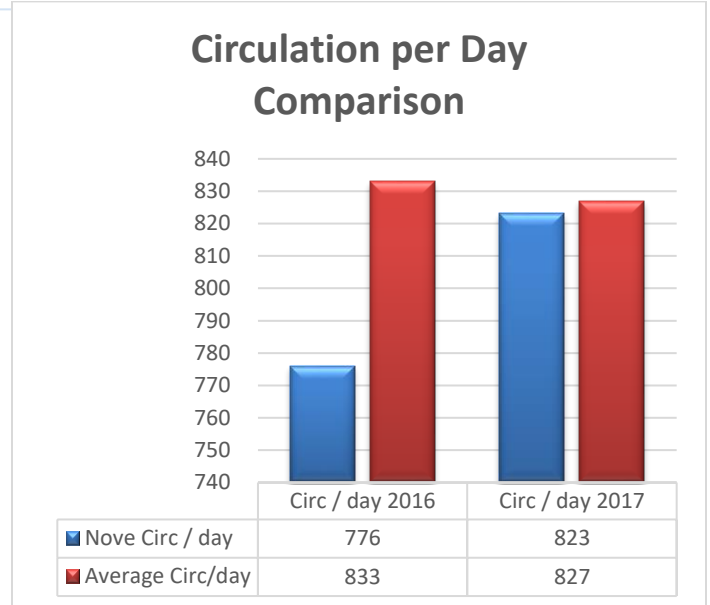
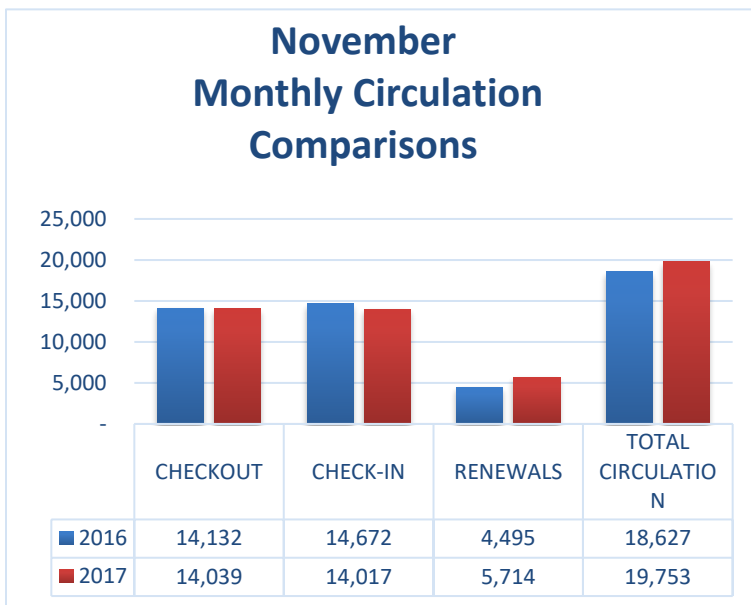
November 2017 Statistics

Statistical Summary

November	2017	2016	Year-to-date 2017
Check-outs	14,039	14,132	172,212
Check-ins	14,017	14,672	170,053
Renewals	5,714	4,495	58,615
Total Circulation	19,753	18,627	230,827
Items Borrowed	3,894	3,645	43,838
Items Loaned	4,035	4,137	43,730
New Patrons	81	52	1,104
Items Added	581	525	6,175
Pharos	815	954	12,128
Wireless	5,259	5,284	63,059
Digital Circulation	3,062	2,655	33,062
Website Visits	4,231	5,679	57,840
Facebook Posts	26	32	250
Facebook Likes	1,211	1062	11,337
Children's Programs	40		347
Children's Program Attendance	706	607	10,287
Teen Programs	7		62
Teen Program Attendance	38	62	339
Adult Programs	10		113
Adult Program Attendance	53	67	866
Meeting Room Usage	745	325	7,328
Visitors	9,024	9,401	117,625
Cardholders	16,758	15,814	16,758

Circulation Summary YTD 2017

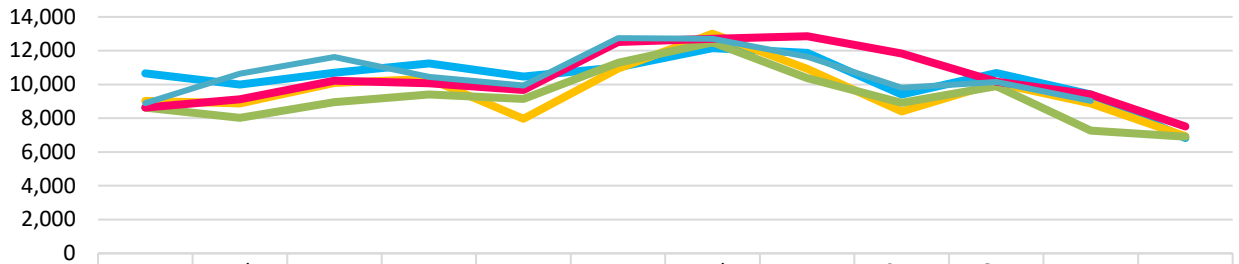
Yearly Circulation Activity



Library Visitors

	MONTHLY VISITOR	AVERAGE PER	NUMBER OF DAYS OPEN
January	8,896	356	25
February	10,641	443	24
March	11,629	410	27
April	10,447	433	24
May	9,942	382	26
June	12,743	400	26
July	12,708	440	25
August	11,639	410	27
September	9,805	392	25
October	10,151	390	26
November	9,024	376	24
December			

Comparison of Visitors 2013-2017

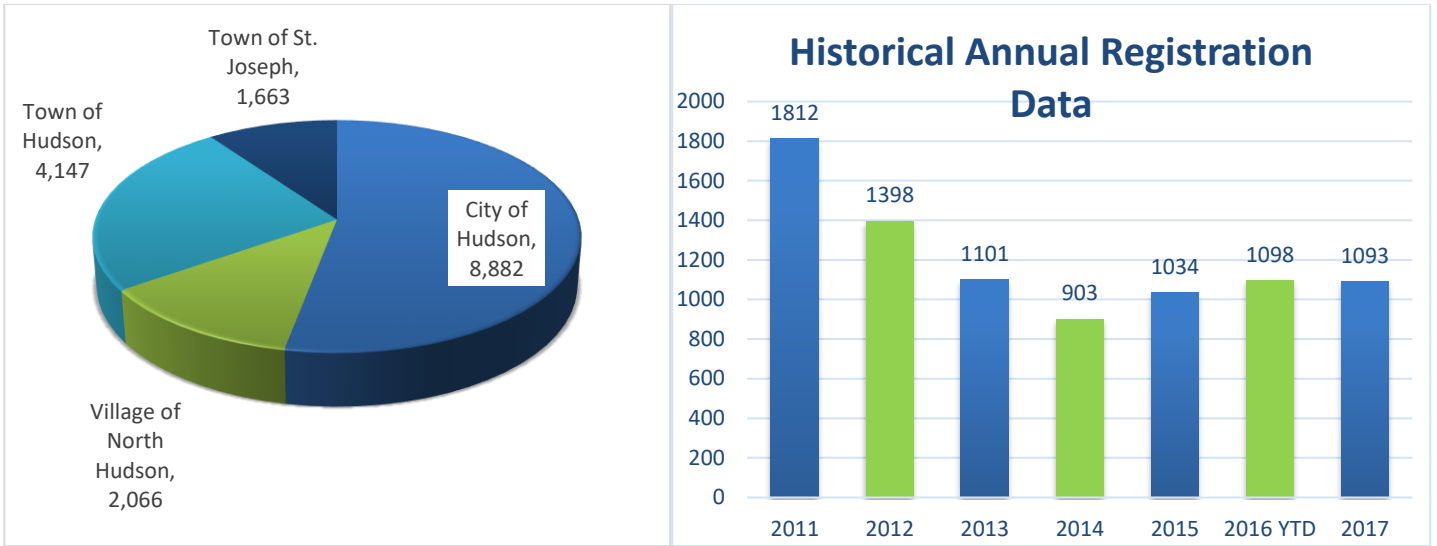


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10,671	9,399	6,826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883	6,935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	12,494	10,371	8,906	9,898	7,266	6,908
Visitor Counts 2016	8,627	9,125	10,228	10,064	9,678	12,519	12,702	12,856	11,823	10,173	9,401	7,513
Visitor Counts 2017	8,896	10,641	11,629	10,447	9,942	12,743	12,708	11,639	9,805	10,151	9,024	

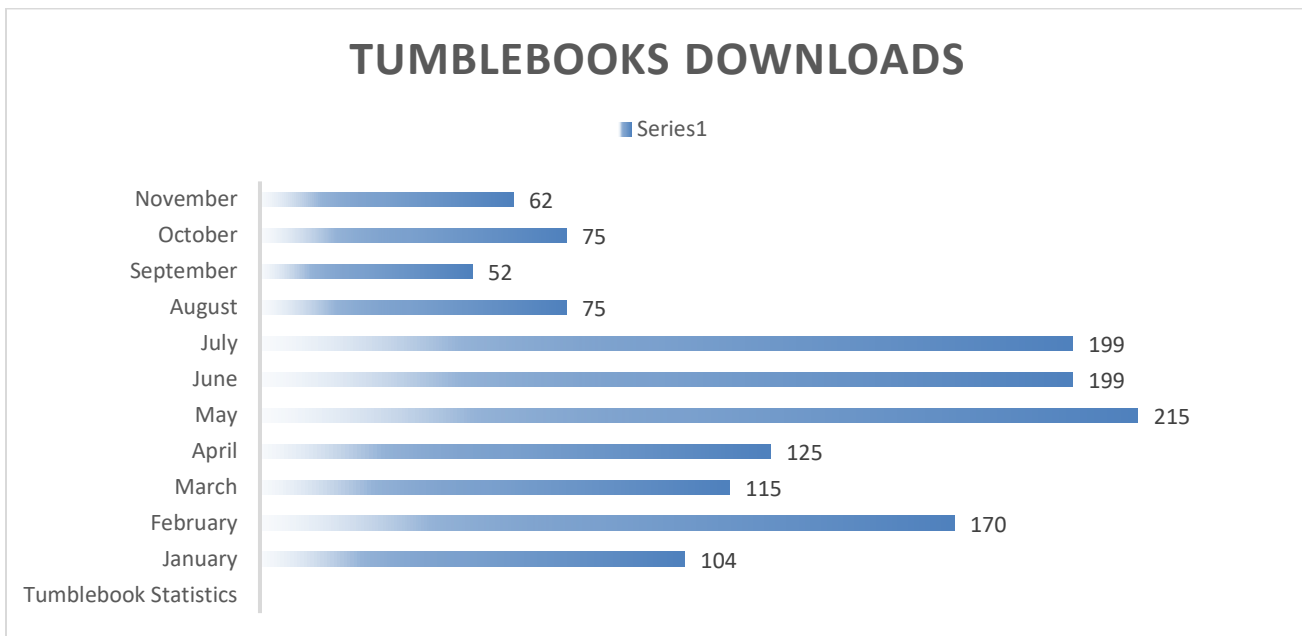
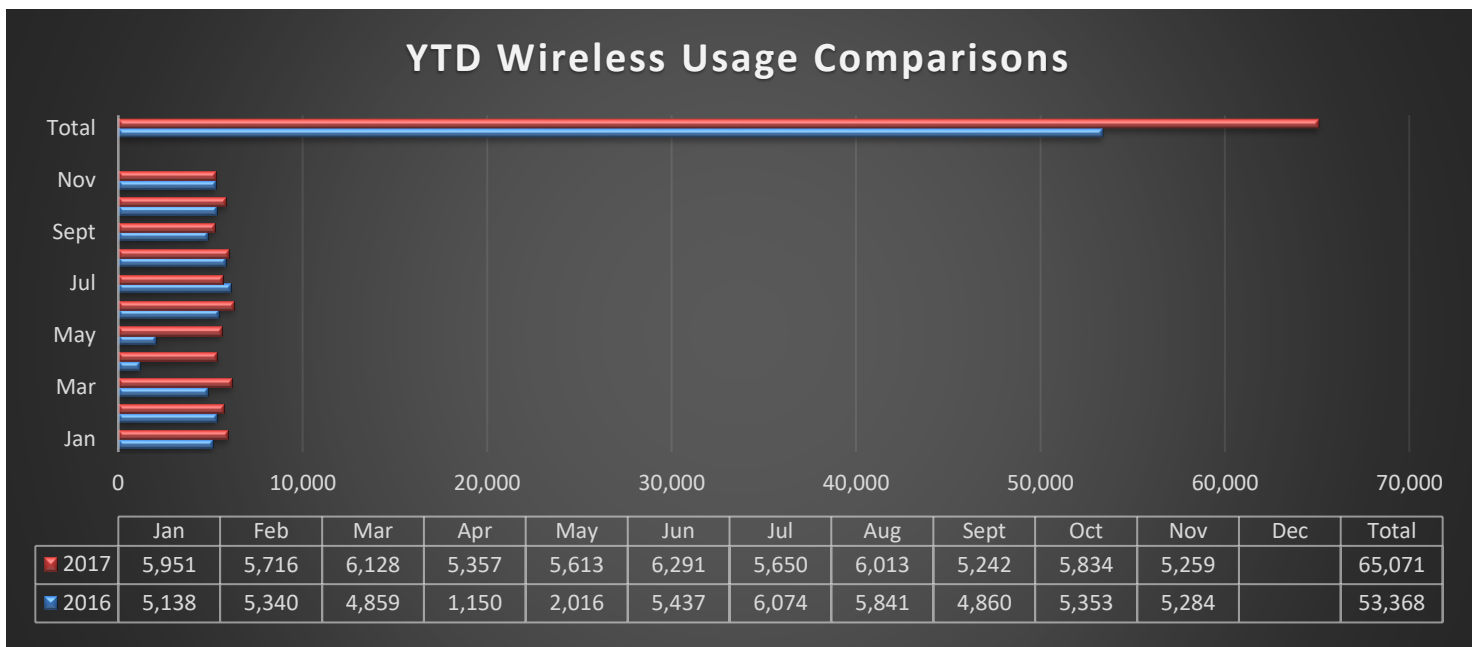
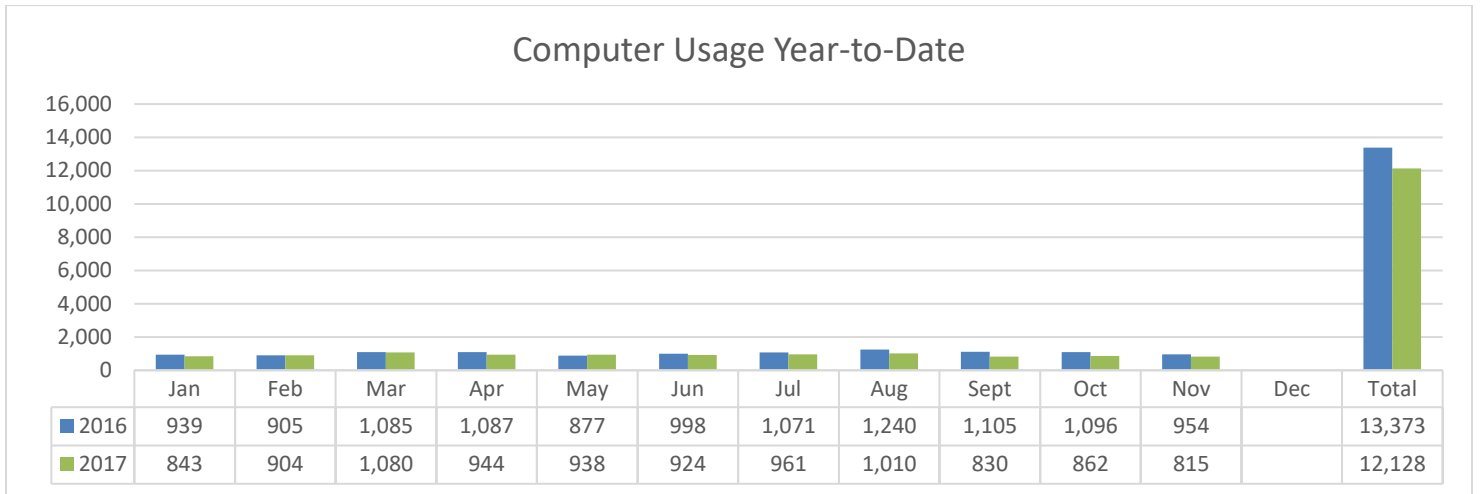
Visitor Counts & Library Card Holders by Municipality

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	10,157	402

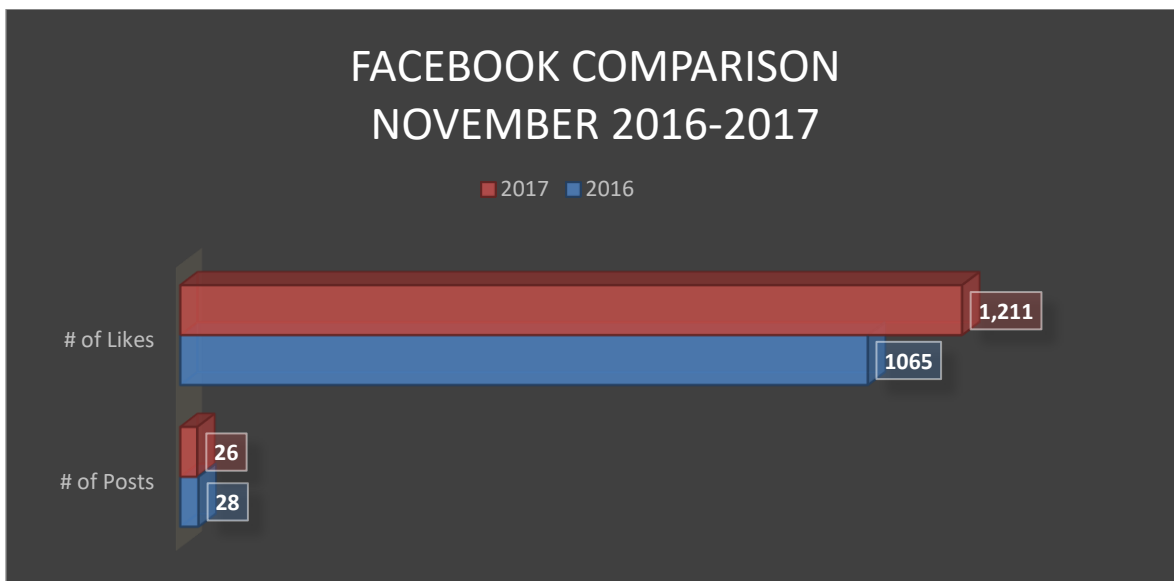
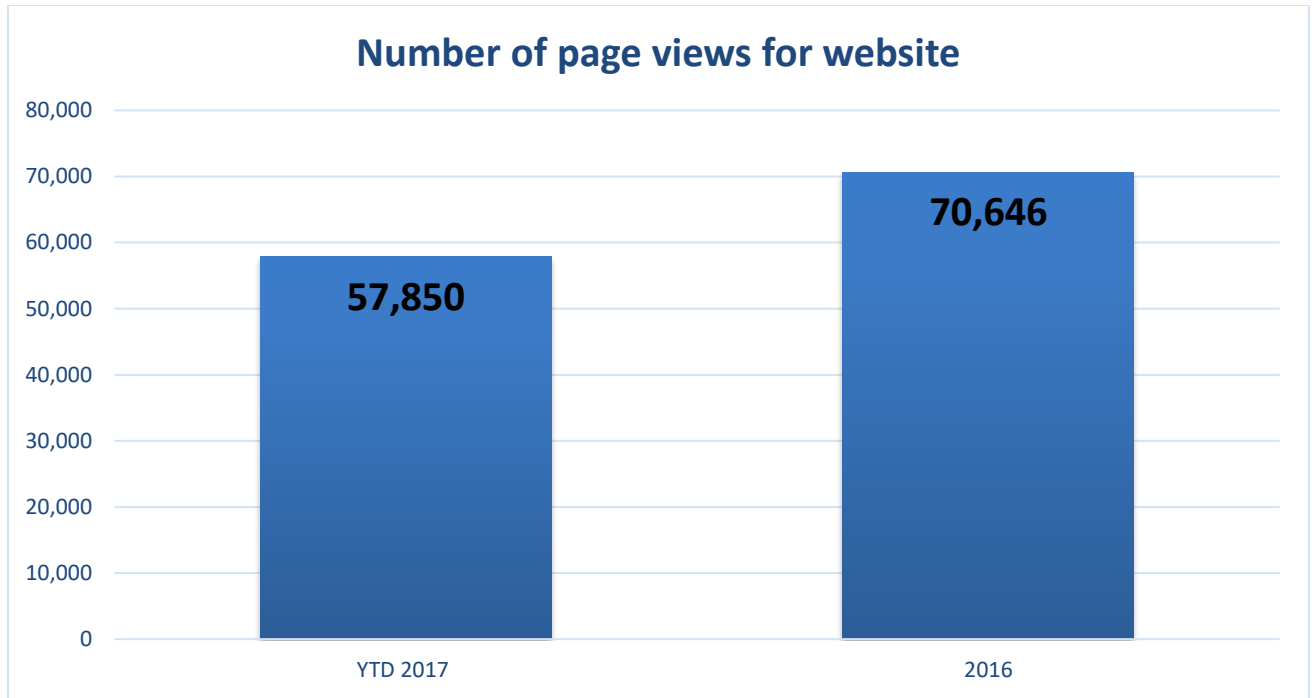
	City of Hudson	Village of North Hudson	Town of Hudson	Town of St. Joseph	Total	
2011	7,750	1,998	4,091	1,545	15,384	
2012	7,818	1,940	3,997	1,543	15,298	
2013	8,228	1,940	4,239	1,633	16,165	
2014	7,740	1,881	3,789	1,495	14,905	
2015	8,239	1,991	4,023	1,593	15,846	
2016	8,350	1,966	3,932	1,566	15,814	
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
	April	8,519	2,007	3,997	1,595	16,118
	May	8,567	2,020	4,028	1,599	16,214
	June	8,651	2,031	4,064	1,624	16,370
	July	8,700	2,044	4,089	1,640	16,473
	August	8,756	2,061	4,115	1,640	16,572
	September	8,805	2,063	4,127	1,647	16,642
	October	8,844	2,068	4,138	1,657	16,707
	November	8,882	2,066	4,147	1,663	16,758



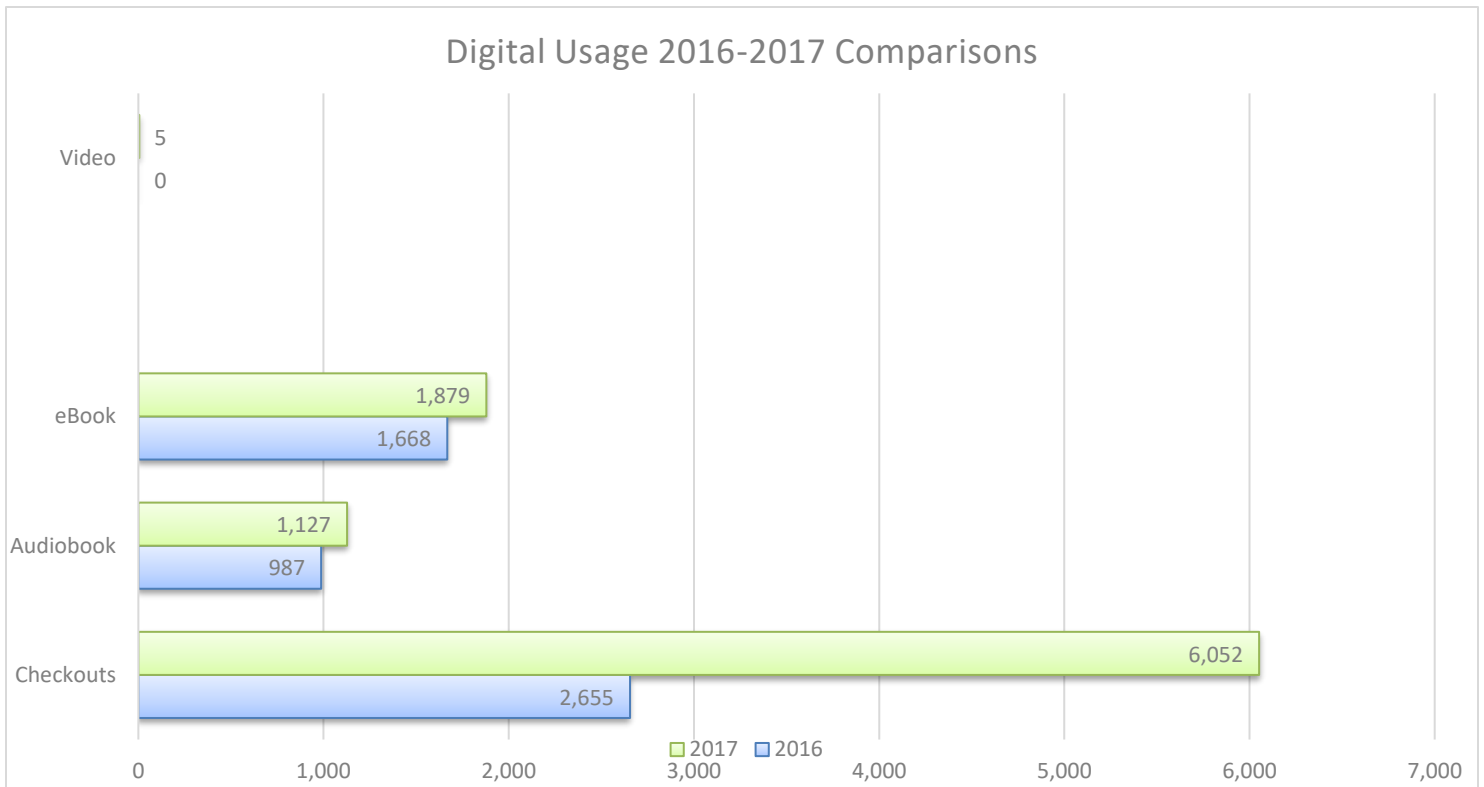
Technology Usage



Website & Facebook Statistics



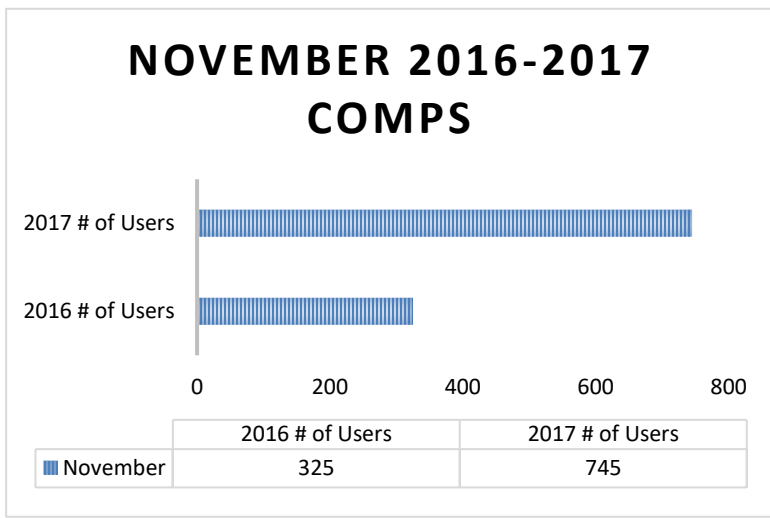
OverDrive Checkouts by Technology & Format



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			78
2017	0	2	4	4	5	13	8	6	8	2	1		52

Meeting Room Usage



2016 -2017 Meeting Room Comps	2016 # of Users	2017 # of Users
January	210	662
February	556	823
March	243	551
April	283	438
May	305	454
June	356	1115
July	395	998
August	402	482
September	352	419
October	375	641
November	325	745
December		
Total Year-to-Date	3,477	6,583

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	59	43	126	45	55	45	90	53		866
# of programs	15	16	12	12	9	12	5	6	8	8	10		113
Book Clubs	1	2	2	2	2	2	2	2	2	2	2		21

Children's Programming													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	5	31	41	39	32	37	39	40	2	41	40		347
Children Attending													
2016	0	532	591	482	1790	1232	806	696	29	813	607	429	8007
2017	85		633	526	1615	952	1119	675	142	517	459		6723
Adults Attending													
2016	0	278	317	232	112	370	372	185	18	381	299	175	2739
2017	39		366	273	118	351	649	314	91	313	247		
Total Attendance													
2016	0	810	908	714	1902	1602	1178	854	47	1194	906	604	10719
2017	124	803	999	799	1733	1303	1768	989	233	830	706		10287
Passive Programs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs		1		5	5	0	2	5	2	0	0	0	20
# of Participants		9		108	24	0	56	110	32	0	0	0	339

1YA Programming & Attendance													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016	33	122	86	43	43	37	58	51	49	54	62	46	684
2017	14	31	22	31	17	17	56	14	66	22	32		322
#Programs 2017	3	7	7	6	5	5	5	5	5	6	7		61
YA Volunteers & Hours													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
# Vols.	12	10	12	10	13	13	19	22	19	14	17		161
# of hrs	53	48.25	61	49.5	55.5	58	99.75	116	115.75	88.25	85		830
YA TAB Meetings & Attendance													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
Meetings	1	1	1	1	1	1	1	1	1	1	1		11
Attendance	10	8	2	9	4	4	8	5	8	5	6		69
YA Book Clubs													
2017					1	2	2	2	1	1	1	20	10

Request for Proposal

Library Space and Architectural Study

Hudson Area Joint Library

Introduction & Background

The Hudson Area Joint Library is seeking proposals from qualified library interior design and space planning consultants with knowledge of best practices in space utilization and architectural studies to develop conceptual designs and provide cost estimates for interior remodeling of the Hudson Area Joint Library, commonly referred to as the Hudson Area Public Library (HAPL or Library). The Library is seeking to evaluate the Library's spaces in order to more effectively serve the Hudson Area community in a dynamic and engaging library environment.

The Library, which is located in the City of Hudson, Wisconsin, is a joint municipal library serving the 32,000 residents of the four municipal partners—City of Hudson, Town of Hudson, Town of Saint Joseph, and the Village of North Hudson—located in Saint Croix County. The Library, which relocated to its current location in 2010, is housed in a building that formerly served as a corporate headquarters. The building is over 33,000 square feet; however, the Library shares the building with the Hudson Police Department. The Library occupies 19,032 square feet of the building. Optimization of space usage is imperative to effectively serving the Hudson Area community.

The remodel will focus on better, more effective and efficient space utilization, will serve to support current and future use, provide an environment for reading, research, enrichment, and community engagement. The remodel will allow the library to provide expanded opportunities for individuals and groups, offer 21st century technology, and inspire a quest for knowledge and life-long learning.

Description of the Library

The Library is located in downtown Hudson on a hill that overlooks the scenic Saint Croix River. The location is picturesque and visitors often comment on the beauty of the location. The building, which was built in the 1980s and reflects the modern style of that era, is a two-story building plus a basement. The Library occupies the entire second floor and two-thirds of the main-level. No basement space is available to the Library for use.

The Entrances

The main entrance, which shares a vestibule with the Hudson Police Department, is located behind the building and away from the street. The second entrance, which is more frequently used by visitors, is street-side and more visible. Inside the main entrance vestibule, there is a bulletin board for posting legal notices, meeting and public hearing notices, and other governmental postings. The second entrance vestibule offers a coat rack and Friends of the Library book carts with "free" books are located in this area.

The Main Level

The main level of the Library features an atrium, circulation desk, public computers, a small MakerSpace (iLab), administrative offices, storage room, staff workroom, book return closets (indoor and outdoor), bathrooms, and an area for patron holds. The main level is spacious but the space is not well utilized.

The Second Floor

The second floor of the Library is home to the Children's Area, Young Adult room, the magazine reading area, the Adult collection, and the History Room. The Children's Area includes a story time room, a family bathroom, a storage room, two staff offices, and three small rooms—Children's Mystery Room (contains the mystery collection), the Parent-Teacher Resource Room, and the Tree House room (reading area).

Additionally, the second floor has a large "Board" room located at the very top of the stairs. This room is a focal point, but the room no longer offers current technology and needs updating. Several smaller rooms are used for small group meetings or individual studying.

Next, the second floor houses the Friends of the Library Book Store and workroom. The area surrounding the bookstore and work room, often, is filled with Friends of the Library book carts, as well as storage of tables and chairs. This can create congestion in this area. Also, the public bathrooms are located in this area, as well as the Community Bulletin Board.

Finally, located on the second floor is a very large staff room with a kitchen and a small balcony with views of the river. Currently, the room is used in a variety of manners. The room is used for staff breaks, by the Friends of the Library for overflow and storage, and Library staff do use the room for some Library programming.

Project Characteristics

The selected consultant will evaluate existing spaces at the Hudson Area Public Library and provide recommendations for improved space utilization including, but not limited to, reconfiguration of the Library's spaces to include the Children and Young Adult areas and collection, public computers, seating, quiet study areas, Adult collection spaces, public meeting spaces, programming and community use space, and staff workspaces and offices. The design should be cost-effective, make use of existing features, shelving, and furniture, as feasible and desirable. Elements of design should include multi-use spaces, centrally located and visible information / circulation desk, improved workspaces conducive to efficient workflows, updated technology and media, meeting rooms that function as collaborative spaces with updated media and technology, storage space, and consolidation of the Friends of the Library spaces.

The consultant will provide recommendations for improvements and an implementation plan to alter, remodel, redesign, redecorate, and refurnish the Library space within a two-year period. The process will include seeking input from the communities served.

Proposal Requirements

Please include the following information:

- Name and address of firm
- Principals of the firm
- A statement of the firm’s experience and qualifications to meet the requirements of the Hudson Area Joint Library as outlined herein.
 - General overview and history of your company
 - Number of years in business
 - Location of business headquarters
 - Type of business
- Resumes and / or background descriptions including relevant experience of the proposed project staff
- Description of previous experience with library interior design and space planning and architectural studies related to libraries:
 - Provide a list of 3 projects with similar scope and size, preferably public libraries, include the following information:
 - Project name and location
 - Project dates of performance and / or completion
 - Customer name, contact person, and contact email or phone number. (By providing such references you agree that neither the Hudson Area Joint Library, nor the clients referenced shall have any liability regarding the provision of such references or the Hudson Area Joint Library’s use of such references in making selections under this request for proposals.)
 - Project type (remodel, expansion) and description of concepts used
 - Square footage involved
 - Estimated and completed costs.
- Description of Methodology—Detail the firms proposed approach to work, as outlined herein.
 - Include a description of how the firm will approach the project and gather information, conduct research and observe existing workflows and practices;
 - How the firm will measure efficiencies;
 - Approach to working with staff and soliciting community input.
- Proposed Project Plan—Detail the firm’s proposed project plan, as aligned with the firm’s approach to the required work.
 - Describe how the firm will approach the project and gather information to develop the designs. Include onsite visits, research, staff interviews, community input, and observation periods.
 - Provide a commitment to complete design and space planning, including detailed cost estimates and initial plans by December 1, 2018
- Fees: The fee structure shall be written in the proposal and stated in figures. The Hudson Area Joint Library is exempt from sales tax and this shall be taken into consideration.

- Total Consultant Cost: Cost quotes and payment terms should be included for all services; HAPL will not reimburse proposers for any costs involved in the preparation and submission to this RFP or in the preparation for or participation in any subsequent demonstrations and meeting prior to selection.

Terms and Conditions

1. This RFP does not obligate HAPL to accept or obligate HAPL to contract for any expressed or implied services.
2. HAPL reserves the right to reject any and all proposals.
3. HAPL shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.
4. HAPL reserves the right to request any proposer to provide clarification of its proposal or to supply additional materials deemed necessary to assist in assessment of proposals.
5. All proposals and submissions shall become the property of HAPL upon receipt and may be used by HAPL in the selection of a proposer and may be incorporated into any final agreement between HAPL and the proposer submitting the proposal.
6. Hudson Area Joint Library is an "Equal Opportunity Employer".
7. If a firm is selected, but does not execute a signed written agreement within 60 days, the Library reserves the right to award any contract to the next most qualified firm.

Selection Criteria

The Hudson Area Joint Library will evaluate proposals and select a firm based on the following criteria:

- Appropriate expertise for this type of project;
- Demonstrated experience, including reference responses;
- Knowledge of regulations and best practices related to this project;
- Compliance with proposal request;
- The approach and ability of the firm to perform the required service;
- Fee proposal.

Award of Contract

HAPL reserves the right to reject all proposals in the best interest of the Library.

HAPL shall have a period of 120 calendar days after opening of the proposals to award a contract or reject all proposals.

Proposed Timetable

January 15, 2018	RFP Released
March 19, 2018	RFP Responses due by 5:00 p.m. Central Time (CT)
March 20-23, 2018	Review of Proposals
March 27-29, 2018	Notify short list of firms selected
April 9-12, 2018	Site visits to Library and interviews
May 2018	Selection of final firm; Library Board, staff, and public input
August 1, 2018	Initial design plans and cost estimates
September – October 2018	Public meetings / input
December 1, 2018	Final design plans and cost estimates due

Director's 2018 Action Planning

1. Provide Annual Review of Library, Strategic Plan Update, and Funding Report to Joint Municipal partners. Initiate discussions with individual municipal council / board members to discuss these reports and advocate for and promote the value of the Library to the communities served.

Action to be taken:

- a.) Report completed and disseminated by February 28, 2018.
- b.) Schedule and hold meetings with board / council members throughout 2018.

2. Final Implementation and Assessment of the 2015 – 2018 Strategic Plan Complete

Action Items:

- a.) Goal 3: Strategy 2—Build partnerships with other community organizations
 - Action: Establish 1 new PR partner by June 30, 2018.
- b.) Goal 3: Strategy 3—Evaluate 2017 Marketing and Communications Plan and present report / assessment to board by March 31, 2018.
 - Action: Complete comprehensive assessment of marketing and communication plan.
 - Action: Present report / assessment to Library Board by March 31, 2018.
- c.) Goal 4: Strategy 3: Assess and Improve the Library's website and virtual spaces
 - Action: Presentation of Website redesign project and request for funding to Hudson Area Library Foundation (December 2017);
 - With board approval and funding secured, begin implementation of website redesign project by February 1, 2018.
 - Project complete by June 30, 2018.
- d.) Goal 4: Strategy 4: Maximize awareness and use of the History Room in partnership with the St. Croix Historical Society.
 - Action: Complete assessment of current use and state of History Room;
 - Action: Meet with Historical Society leadership to develop potential partnership opportunities.
 - Action: Present report to Library Board by June 30, 2018.
- e.) Goal 5: Strategy 1—with new leadership, identify the skills needed for the next generation of Library staff.
 - Action: Create a future staffing plan, including basic job descriptions, functions, skills need, and projected FTE. Complete by June 30, 2018

3. Strategic Plan for 2018 – 2021 developed in collaboration with Hudson Area Joint Library staff, Library Board, Library Foundation, Friends of the Library, and input from Joint Municipal partners, and the community at-large. Completed by November 30, 2018.

Action Items:

- Building on the 2015 – 2018 Strategic Plan accomplishments create a dynamic strategic plan that will provide a roadmap focused on the future.
 - Collect, review, and analyze comparative data—usage statistics, funding, annual report data.
 - Create a narrative telling the Library’s story—where we are now.
 - With internal staff conduct a community mapping survey to determine potential candidates for a strategic planning committee.
 - Establish a strategic planning committee comprised of Library Board members (1-2), Foundation and Friends of the Library representatives, library staff members, representatives from key community partners, representatives from joint municipal partners, and representatives from the community-at-large.
 - Conduct internal and external library services assessments (SWOT analysis, surveys)
 - Conduct a community needs survey.
 - Compile all data collected and report to Strategic Planning Committee
 - Strategic Planning Committee reviews data report and determines strategic initiatives, action plans, desired outcomes, and measures of success.