



**Meeting Agenda of the Hudson Area Joint Library Board of Trustees  
February 21, 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 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*
4. Citizen Comments
5. Presentations by supporting organizations
  - a. Friends of the Library
  - b. Library Foundation
6. **Possible ACTION ITEM:** President's comments, reports, and requests for action
  - a. Municipalities presentations update, discussion, and possible action.
7. **Possible ACTION ITEM:** Director's Report, Statistics, and requests for action
  - a. Presentation of monthly report
  - b. Presentation of monthly statistics
  - c. Overview of 2016 Annual Report to State of Wisconsin
8. **Possible ACTION ITEM:** Finance Committee report
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: February 14, 2017 and Emailed to Media: February 14, 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

***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**  
**January 17, 6:30 PM**  
**Hudson Area Public Library**  
**700 First Street, Hudson, WI 54016**

1. Call to Order at 6:30 p.m. by Rich 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

***Library board present: Rich O'Connor, Barb Peterson, Marion Shaw, Jim Schrock, Katie Copenbarger, Curt Weese, Paul Berning, Dave Ostby***

***Library Staff present: Tina Norris, Director***

***Others present: Joyce Law, LaVonne McCombie***

3. **ACTION ITEM:** Approval of Consent Agenda Items
  - a. *Approve meeting Agenda*
  - b. *Disposition of Minutes from December 20, 2016 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 2016 Budget vs. Actual to Date*
  - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
  - e. *Discussion and possible action on 2015 and 2016 budget comparison*

**ACTION TAKEN:**

**Motion by: Peterson to approve December 20, 2016 minutes;**  
**Second by: Ostby**  
**No Discussion**  
**Vote Taken: MOTION CARRIED**

4. Citizen Comments: None
5. Presentations by supporting organizations
  - a. Friends of the Library: Joyce Law—Family Fresh update \$1,000 received and that is going towards the Collection Enhancement grant of \$10,000; planning first pop-up sale in the lobby; plan is to sell just biography and history, Feb 21-23.
  - b. Library Foundation: Met on Wednesday, January 11, 2017; Peterson provided an update on the Foundation. Annual campaign is just about \$40,000 for 2016. Foundation sponsored reading program for \$5,000 for 2017. New board members have been added and working on a board orientation. Meeting on February 22, 2017. O'Connor added that the Foundation is doing very well, and mentioned that Library Strategies recommended a 10% increase in fundraising per year; and, at this point, we are about 16% over last year's annual campaign. Shaw noted that we ended with a budget surplus. Copenbarger asked if the Foundation pays vendor directly. Norris noted that in 2016, the Foundation paid vendors directly; but, in 2017, the Library will

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 where the community gathers and knowledge flows freely.***

receive grants and pay the vendors from the Library's budget.

Ostby question who ran the annual campaign in 2016. Peterson explained that the Foundation ran the 2016 Annual Campaign.

6. **ACTION ITEM:** President's comments, reports, and requests for action
- a. Municipalities presentations update, discussion, and possible action—No updates. Peterson noted that Norris presented to the St. Joseph Town Board.
  - b. County Board update, discussion and possible action. O'Connor requested pulling this item from the agenda.

**ACTION TAKEN: NO ACTION REQUIRED**

7. **ACTION ITEM:** Director's Report, Statistics, and requests for action
- a. Presentation of report (Action requested)  
Weese questioned the Morningstar subscription and who will pay for the annual subscription next year? Peterson noted that the Foundation did not make a long-term commitment; however, the expectation is that the Foundation will continue to pay. Weese stated his concern that taxpayers will be on the hook in the future. Weese asked a question regarding bringing cataloging back to the Hudson Area Joint Library. Norris noted that she will update the board closer to budget time.
  - b. Presentation of monthly statistics: Norris presented monthly statistics.
  - c. Overview of 2016 Annual Report to Municipalities
  - d. **REQUEST ITEM:** St. Croix Valley Historical Society Request: The St. Croix Valley Historical Society is looking for an exhibit space for the "Hudson Bank" sign. The Phipps is interested in assisting in the restoration, but would like it displayed in a public location. Weese stated this is a great idea, but would like it to have additional information, a plaque, etc to add to the history. Peterson asked about the permanence of the exhibit. McCombie stated that she didn't know what stipulations the Phipps might have, but she felt that it should be indefinitely displayed at the Library. This discussion is a preliminary step.

**ACTION TAKEN:**

**MOTION BY:** Peterson motioned that we agree to be the location where this historic stained glass window be on display for the community.

**SECOND BY:** Weese

**DISCUSSION:** Shaw noted that the need to determine ownership, insurance issues, and placement. Weese questioned whether the St. Croix Valley Historical Society has insurance? Shaw noted the importance of determining insurance and who covers what. Weese noted we could amend the motion. Peterson suggested amending the motion to include: contingent on the insurance. Ostby noted that the motion is fine as is, but going forward there will be more discussion.

**VOTE TAKEN: MOTION UNANIMOUSLY APPROVED**

8. **ACTION ITEM:** Finance Committee Report 2017 Revised Budget: Request made to make changes to budget. Ostby noted his objection to changing the budget or deviating from what was originally approved, instead he feels those changes should be reflected in the month-to-months changes. Ostby noted that Norris provided an excellent narrative demonstrating expenditure increases to allot for grants received. Weese asked about the increase by the City of Hudson. Ostby noted that we should hold the budget to what was approved in August (2016), then the revenue will increase and the expenditures will decrease. Weese noted his concern that this will affect 3-year averages, but Peterson and others noted that this was not the case. Ostby noted three items to revise. Ostby noted the requested changes. Weese and Shaw discussed books and locations of books. Norris noted this will be addressed in the near future, under the Strategic Plan. Weese would like to see the book collection grow. Shaw asked about the last sentence in the narrative: "the overall budget is reduced from a \$50,505 budget deficit to

a \$17,813". Norris responded to the question by stating the importance of demonstrating the harm done by the St. Croix County Board of Supervisors when they cut the Hudson Area Joint Library's funding by 30%. Berning noted it should be four items.

**ACTION TAKEN:**

**MOTION BY:** Ostby motioned the expenditures be increased to allow grant spending be authorized as follows: Books to \$66,000; AV to \$18,500; Technology \$17,424; and Adult Programming to \$3500. Weese stated that he would really like to see the number of books grow; Peterson added AV collection, as well. Shaw asked about the 5-year technology plan; Copenbarger noted the *iLabs* are separate from the Technology Plan.

**SECOND BY:** Peterson

**VOTE TAKEN: MOTION CARRIED (7 AYES; 1 NAY—Shaw)**

9. **ACTION ITEM:** Request by Ostby to correct minutes of September 20, 2016 meeting to reflect the following:
- a.) Item 4 should read as follows: Consideration to approve a market rate adjustment to salary of the Library Director. The current salary is \$56,097; the adjusted rate will be \$62,829.

**ACTION TAKEN:**

**Motion by:** Ostby to amend September 20, 2016 agenda

**Second by:** Shaw

**Vote Taken: MOTION UNANIMOUSLY CARRIED**

10. Other business: None
11. Board comments and items for future agendas:

Shaw asked if what schools are doing re: media centers does anyone have ideas about how this will affect the library.

12. **ACTION ITEM:** Adjournment

**ACTION TAKEN:**

**Motion by:** Ostby

**Second by:** Shaw

**Vote Taken: MOTION CARRIED**

Respectfully Submitted,

*Tina L. Norris*

Tina L. Norris  
Director

# FINANCIAL REPORT

February 2017

Financial Report for January 1-31, 2017

Tina Norris, Director

**2017 Budget Overview**

<b>Year-to-Date</b>	<b>Budget,</b>	<b>January-17</b>	<b>Year-to-date</b>	<b>Amount Remaining</b>	<b>% Remaining</b>
<b>REVENUES</b>					
City of Hudson	\$ 347,310	\$ 173,655	\$ 173,655	\$ 173,655	50%
Village of North Hudson	\$ 84,084	\$ 43,187	\$ 43,187	\$ 40,897	49%
Town of Hudson	\$ 203,201	\$ -	\$ -	\$ 203,201	100%
Town of St. Joseph	\$ 86,374	\$ -	\$ -	\$ 86,374	100%
St. Croix County	\$ 54,146	\$ -	\$ -	\$ 54,146	100%
Other Counties	\$ 6,766	\$ 2,262	\$ 2,262	\$ 4,504	67%
Library Revenue	\$ 36,000	\$ 2,034	\$ 2,034	\$ 33,966	94%
Other Revenue	\$ 1,500	\$ 3,986	\$ 3,986	\$ (2,486)	-166%
Grant Funds	\$ 30,294	\$ 30,294	\$ 30,294	\$ -	0%
<b>Total Revenues</b>	<b>\$ 849,675</b>	<b>\$ 255,418</b>	<b>\$ 255,418</b>	<b>\$ 594,257</b>	<b>70%</b>
	<b>Budget</b>	<b>January-17</b>	<b>Year-to-date</b>	<b>Amount Remaining</b>	
<b>EXPENDITURES</b>					
Personnel	\$ 498,590	\$ 35,092	\$ 35,092	\$ 463,498	93%
Library Materials	\$ 90,500	\$ 3,528	\$ 3,528	\$ 86,972	96%
Contractual Services	\$ 102,138	\$ 39,195	\$ 39,195	\$ 62,943	62%
Supplies & Expenses	\$ 30,774	\$ 65	\$ 65	\$ 30,709	100%
Fixed Charges	\$ 146,116	\$ 16,020	\$ 16,020	\$ 130,096	89%
<b>General Operating Expense</b>					
<b>Total</b>	<b>\$ 868,118</b>	<b>\$ 93,900</b>	<b>\$ 93,900</b>	<b>\$ 774,218</b>	<b>89%</b>
<b>Ending Balance</b>	<b>\$ (18,443)</b>	<b>\$ 161,518</b>	<b>\$ 161,518</b>	<b>\$ 762,758</b>	

8.3% of year complete

### Revenue by Month 2017

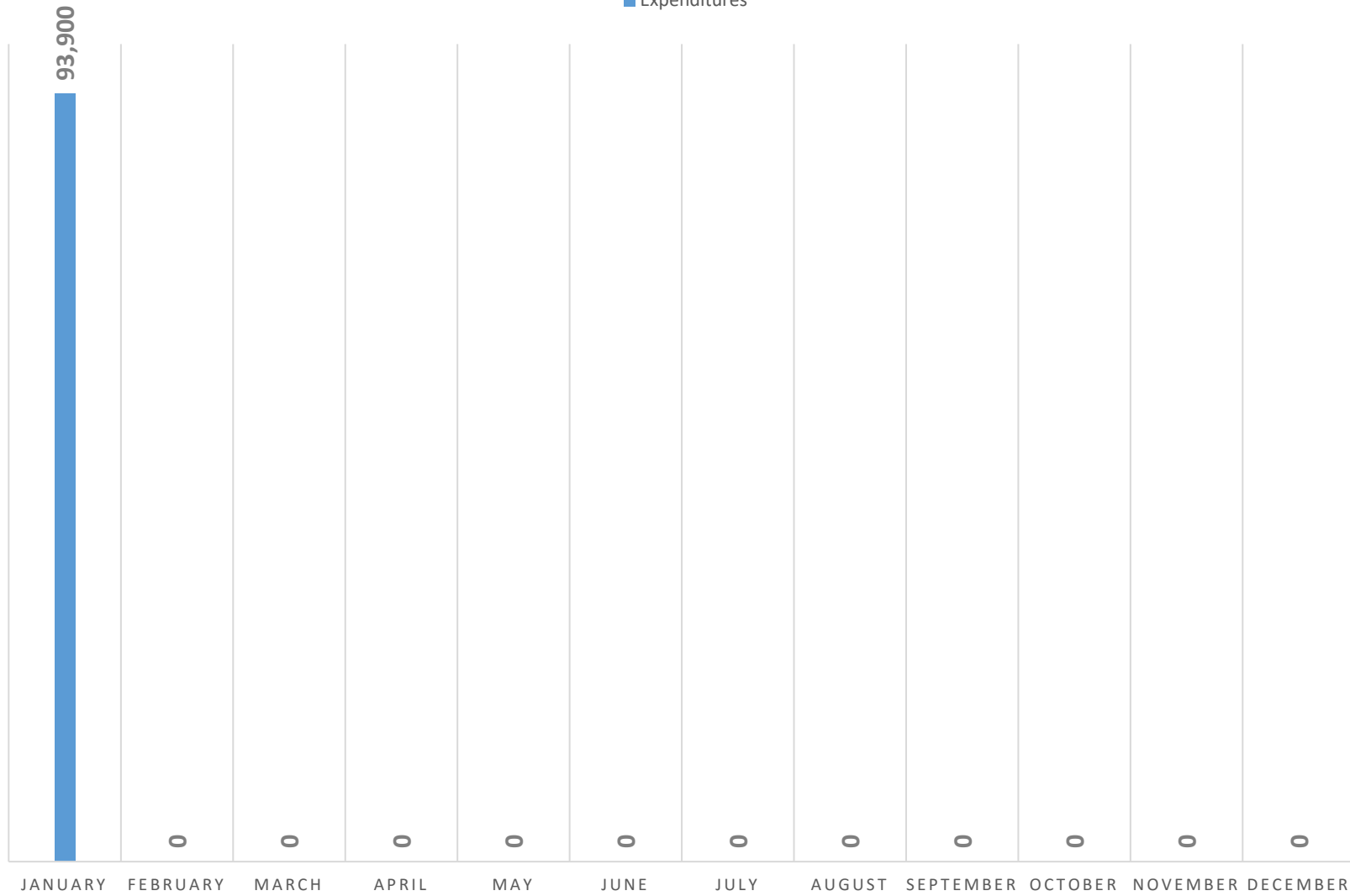
250,000  
200,000  
150,000  
100,000  
50,000  
0



	Revenues
January	212,232
February	0
March	0
April	0
May	0
June	0
July	0
August	0
September	0
October	0
November	0
December	0

### EXPENDITURES BY MONTH

■ 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
<b>Revenue</b>																	
Library Revenues: Fees & Fines	46111	36,000	2,034												2,034	-33,966	-94%
City of Hudson	47301	347,310	173,655												173,655	-173,655	-50%
Village of N. Hudson	47302	84,084													-	-84,084	-100%
Town of Hudson	47303	203,201													-	-203,201	-100%
Town of St. Joseph	47304	86,374													-	-86,374	-100%
General Govt. Revenue	47310	0													-	0	
St. Croix County	47311	54,146													-	-54,146	-100%
Other Counties	47311	6,766	2,262												2,262	-4,504	-67%
Interest	48100	1,500													-	-1,500	
Net change in market value	48120		3,986														
Gain/Loss on marketable investments	48200	0													-	0	
Donations - Other	48500	20,294	20,294												20,294	0	
Donation-Literacy Program	48561																
Donations - History Collection	48562	0													-	0	
Donation - Grant FOL	48563	10,000	10,000												10,000	0	
Miscellaneous Revenues	48600	0													-	0	
<b>Total Revenue</b>		<b>849,675</b>	<b>212,232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>208,245</b>	<b>-641,430</b>	<b>-75%</b>
<b>Staff Compensation</b>																	
Full Time Salaries	121	164,404	9,355												\$ 9,355	-155,049	-94%
Overtime Salaries	122	0													\$ -	0	
Part Time Salaries	125	205,166	11,108												\$ 11,108	-194,058	-95%
FICA	151	28,500	1,495												\$ 1,495	-27,005	-95%
Pension	152	21,020	1,184												\$ 1,184	-19,836	-94%
Health Insurance	154	79,500	11,950												\$ 11,950	-67,550	-85%
Life Insurance	155	0	0												\$ -	0	
															\$ -	0	
<b>Staff Compensation Subtotal</b>		<b>498,590</b>	<b>35,092</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 35,092</b>	<b>-463,498</b>	<b>-93%</b>

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
<b>General Operating Expenses</b>																	
Hudson Finance/Personnel Fee	213	14,027	1,146												1,146	12,881	92%
IFLS-operating/maintenance	216	34,822	34,822												34,822	0	0%
IFLS-addl courier/self check	217	2,540	2,540												2,540	0	0%
IFLS-catalogging	218	27,949	0												-	27,949	100%
Telephone	225	1,200	0												-	1,200	100%
Contracted Maint. & Repair	249	600													-	600	100%
Programming - Adult	294	4,625	150												150	4,475	97%
Programming - Children	295	4,545	11												11	4,534	100%
Maintenance Agmt/Leases	298	9,000	526												526	8,474	94%
Contract Services	299	1,500	0												-	1,500	100%
Postage	311	2,000	0												-	2,000	100%
Office Supplies	312	7,100	7												7	7,093	100%
Memberships	324	550	0												-	550	100%
Advertising	326	350	0												-	350	100%
Staff Development	338	1,600	0												-	1,600	100%
Maint & Repair Supplies	357	750	37												37	713	95%
Books	395	66,000	2,965												2,965	63,035	96%
Technology	396	18,679													-	18,679	100%
Periodicals	397	6,000	562												562	5,438	91%
Audio-Visual	398	18,500	0												-	18,500	100%
Activity Supplies	399	1,000	21												21	979	98%
Ins. Workers Comp	510	1,100	772												772	328	
Ins. Public Liab.	511	1,500	1,694												1,694	-194	-13%
Ins. Public Officials	513	2,150	2,079												2,079	71	3%
Ins. Property Ins.	517	1,600	0												-	1,600	100%
Bld. Occupancy Exp.	532	139,766	11,475												11,475	128,291	92%
<b>General Operating Subtotal</b>		369,453	58,808	0	0	0	0	0	0	0	0	0	0	0	58,808	310,645	84%
<b>Total Expenses</b>		868,043	93,900	0	0	0	0	0	0	0	0	0	0	0	93,900	774,143	89%
<b>NET REVENUE (EXPENSE)</b>		-18,368	118,331	0	0	0	0	0	0	0	0	0	0	0	114,345	(132,713)	
Less Donation Revenues			0	0	0	0									-	-	
Add Donation Expenditures			0	0	0	0									-	-	
<b>OPERATING REV. (EXP)</b>		-18,368	118,331	0	0	0	0	0	0	0	0	0	0	0	114,345	-132,713	

January - December 2017

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

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

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

**HUDSON AREA LIBRARY**  
**REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior		% of 2016 Budget
			January		Yr.		
			2017	2016	\$	%	
<b>Revenue</b>							
Library Revenues: Fees & Fines	46111	36,000	\$ 2,034	\$ 1,749	\$ 285	16%	6%
City of Hudson	47301	317,310	\$ 173,655	\$ 356,031	\$ (182,376)	-51%	55%
Village of N. Hudson	47302	84,084	\$ 43,187	\$ -	\$ 43,187		51%
Town of Hudson	47303	197,340	\$ -	\$ -	\$ -		0%
Town of St. Joseph	47304	86,374	\$ -	\$ -	\$ -		0%
General Govt. Revenue	47311	6,766	\$ 2,262	\$ -	\$ 2,262		33%
St. Croix County	47311	54,146	\$ -	\$ -	\$ -		0%
Interest	48100	1,500		\$ -			
Net Change in Market Value	48120		\$ 3,986	\$ -			
Investment	48200	0	\$ 20,294	\$ -	\$ 20,294		
Donations - Other	48500		\$ -	\$ -			
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ 10,000	\$ -	\$ 10,000		
Donations - Friends of the Library	48563			\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ -	\$ -	\$ -		
<b>Total Revenue</b>		<b>\$ 849,675</b>	<b>\$ 255,419</b>	<b>\$ 357,780</b>	<b>\$ (106,348)</b>	<b>-30%</b>	<b>30%</b>
<b>Staff Compensation</b>							
Full Time Salaries	121	164,404	\$ 9,355	\$ 9,426	\$ (71)	-1%	6%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		#DIV/0!
Part Time Salaries	125	205,166	\$ 11,108	\$ 12,248	\$ (1,140)	-9%	5%
FICA	151	28,500	\$ 1,495	\$ 1,964	\$ (469)	-24%	5%
Pension	152	21,020	\$ 1,184	\$ 1,415	\$ (231)	-16%	6%
Health Insurance	154	79,500	\$ 11,950	\$ 11,447	\$ 503	4%	15%
Life Insurance	155	0	\$ -	\$ -	\$ -		
<b>Staff Compensation Subtotal</b>		<b>498,590</b>	<b>\$ 35,092</b>	<b>\$ 36,500</b>	<b>\$ (1,408)</b>	<b>-4%</b>	<b>7%</b>
<b>General Operating Expenses</b>							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 1,146	\$ 1,146	\$ -	0%	8%
IFLS-operating/maintenance	216	34,822	\$ 34,822	\$ 32,825	\$ 1,997	6%	100%
IFLS-addl courier/self check	217	2,540	\$ 2,540	\$ 2,512	\$ 28	1%	100%
IFLS-catalogging	218	27,949	\$ -	\$ -	\$ -		0%
Telephone	225	1,200	\$ -	\$ 43	\$ (43)	-100%	0%
Contracted Maint. & Repair	249	600	\$ -	\$ -	\$ -		0%
Programming - Adult	294	4,625	\$ 150	\$ 155	\$ (5)	-3%	3%
Programming - Children	295	4,545	\$ 11	\$ 405	\$ (394)	-97%	0%
Maintenance Agmt/Leases	298	9,000	\$ 526	\$ 209	\$ 317	152%	6%
Contract Services	299	1,500	\$ -	\$ 124	\$ (124)	-100%	0%
Postage	311	2,000	\$ -	\$ 414	\$ (414)	-100%	0%
Office Supplies	312	7,100	\$ 7	\$ 760	\$ (753)	-99%	0%
Memberships	324	550	\$ -	\$ -	\$ -		0%
Advertising	326	350	\$ -	\$ -	\$ -		0%
Staff Development	338	1,600	\$ -	\$ 190	\$ (190)		0%
Maint & Repair Supplies	357	750	\$ 37	\$ -	\$ 37	#DIV/0!	5%
Books	395	66,000	\$ 2,965	\$ 2,172	\$ 793	37%	4%
Technology	396	18,679	\$ -	\$ 899	\$ (899)	-100%	0%
Periodicals	397	6,000	\$ 562	\$ -	\$ 562		9%
Audio-Visual	398	18,500	\$ -	\$ 695	\$ (695)	-100%	0%
Activity Fund	399	1,000	\$ 21	\$ -	\$ 21		2%
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	\$ 11,475	\$ 11,475	\$ -	0%	8%
<b>General Operating Subtotal</b>		<b>369,453</b>	<b>\$ 58,808</b>	<b>\$ 58,746</b>	<b>\$ 62</b>	<b>0%</b>	<b>16%</b>

**HUDSON AREA LIBRARY  
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2016 Budget
			January		\$	%	
			2017	2016			
<b>Total Operating Expenses</b>		868,043	\$ 93,900	\$ 95,246	\$ (1,346)	-1%	11%
<b>NET OPERATING REVENUE (EXPENSE)</b>		-18,368	\$ 161,518	\$ 262,534	\$ (105,002)	-40%	



# DIRECTOR'S REPORT & MONTHLY STATISTICS

January 1-31, 2016

Respectfully Submitted by:  
Tina Norris, Director  
February 21, 2017

## ***Director's Report February 21, 2017***

### **News & Updates:**

- Wisconsin Annual Library Report is complete and attached for your review.
- We have received grant funds from the Foundation and the Friends of the Library, and those checks have been deposited. I have included for your review final grant reports for the grants that have been received and have been expended.
- Summer Reading Program plans are well underway. We plan to have community programs on Tuesdays at 1 PM beginning June 13 and ending July 25. There will be no program on July 4. The 3<sup>rd</sup> Annual Ice Cream Social will be held on Saturday, July 15, and the Splatter Sisters are scheduled to perform, if approved by the Library Foundation and Friends of the Library. The cost of the performance, as well as the supplies will be shared by the Library, Friends of the Library, and the Library Foundation.
- I completed a final grant report and submitted it to the St. Croix Valley Foundation for the 2016 Health & Wellness Grant.

### **Upcoming Events:**

- February 22: Master Gardner Presentation: Container Gardening;
- February 25: Tell-a-Fairy Tale Day;
- February 27: Table Top Games in the Lobby
- March 2: Thunder Willow Scarf Pin Craft Program
- March 3: American Girl Book Club & Learn @ the Library w/ Matthew
- March 4 & 18: SCORE Workshop-Simple Steps to Start Your Business
- March 4: A Great Day for Seuss—Celebrating Read Across America
- March 6 & 8: Lego Mindstorms Drop-in and learn
- March 8: Lego Challenge
- March 9: Genealogy: More than Names—Using the U.S. Census
- March 11: Lego Scavenger Hunt
- March 14: Urban Gardening Series: Raising Backyard Chickens
- March 18: A Touch of Ireland—Irish Dance Troupe

## January 2017 Statistics

### Statistical Summary for January

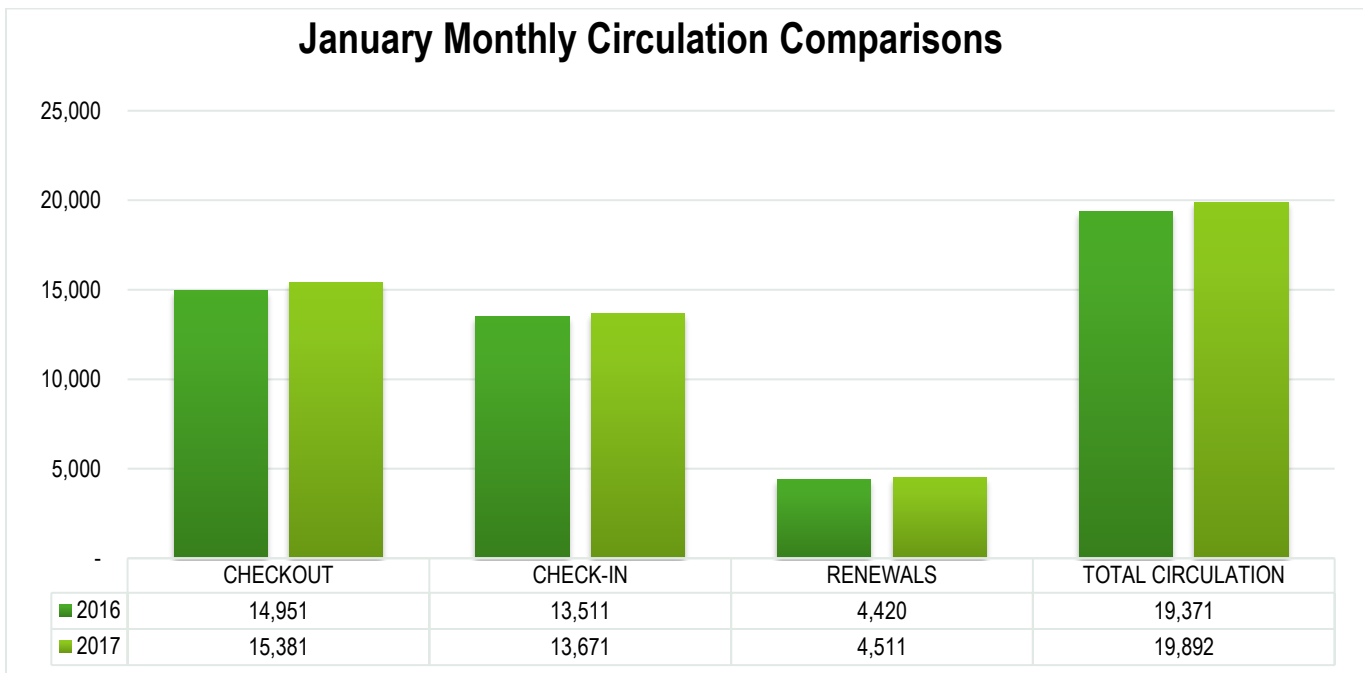
January	2017	2016	Year-to-date 2017
Checkouts	15,381	14,951	15,381
Check-ins	13,671	13,511	13,671
Renewals	4,511	4,420	4,511
<b>Total Circulation</b>	<b>19,892</b>	<b>18,127</b>	<b>19,892</b>
Items Borrowed	4,354	4,287	4,354
Items Loaned	4,677	2,731	4,677
New Patrons	85	63	85
Items Added	302	500	302
Pharos	843	939	843
Wireless	5,951	5,138	5,951
Digital Circulation	3,252	2,787	3,252
Website Visits	7,838	5,138	7,838
Facebook Posts	34	31	34
Facebook Likes	1,068	877	1,068
Children's Programs	5	0	5
Children's Program Attendance	124	0	124
Teen Programs	3		3
Teen Program Attendance	14	33	14
Adult Programs	16	1	16
Adult Program Attendance	125	7	125
Meeting Room Usage	662	210	662
Visitors	8,896	8,627	8,896
Cardholders	15,898	15,895	15,898



### Circulation Summary YTD 2016

Hudson Area Public Library					
YEAR TO DATE CIRCULATION ACTIVITY					
	Checkouts 2016	Checkouts 2017	Check-ins	Renewals	Items Circulated
Jan	14,951	15,381	13,671	4,511	19,892
Feb	14,639				
Mar	16,785				
Apr	14,821				
May	12,388				
Jun	20,820				
Jul	20,120				
Aug	19,699				
Sep	15,121				
Oct	14,359				
Nov	14,132				
Dec	12,167				
Totals	190,002	15,381	13,671	4,511	19,892

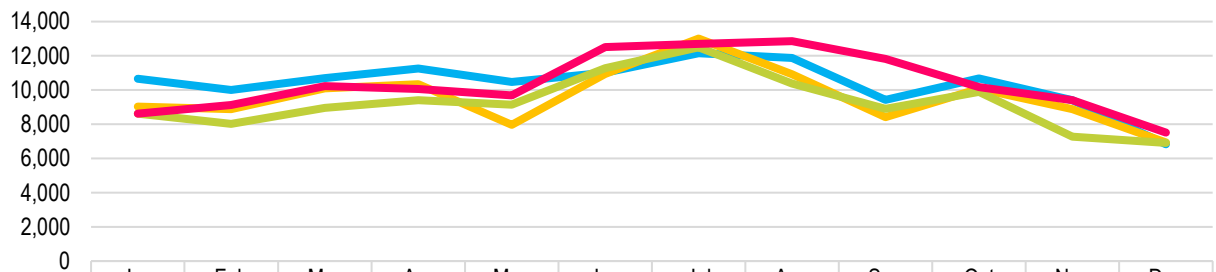
### Yearly Circulation Activity



# Library Visitors

	MONTHLY VISITOR COUNT	AVERAGE PER DAY	NUMBER OF DAYS OPEN
January	8,896	343	26
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Comparison of Visitors 2013-2017



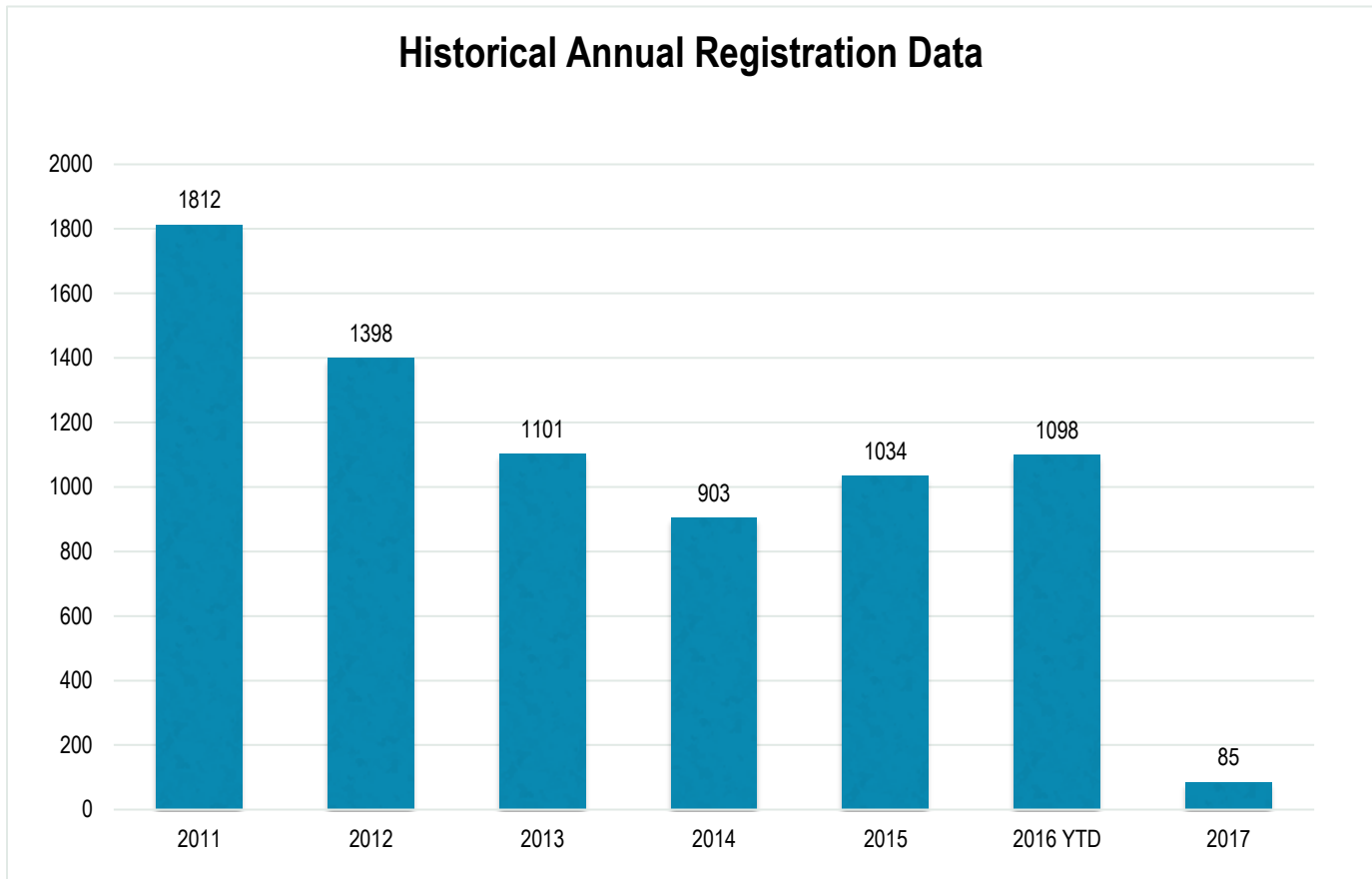
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10,671	9,399	6,826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883	6,935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	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 County 2017	8,896											

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	8,896	342

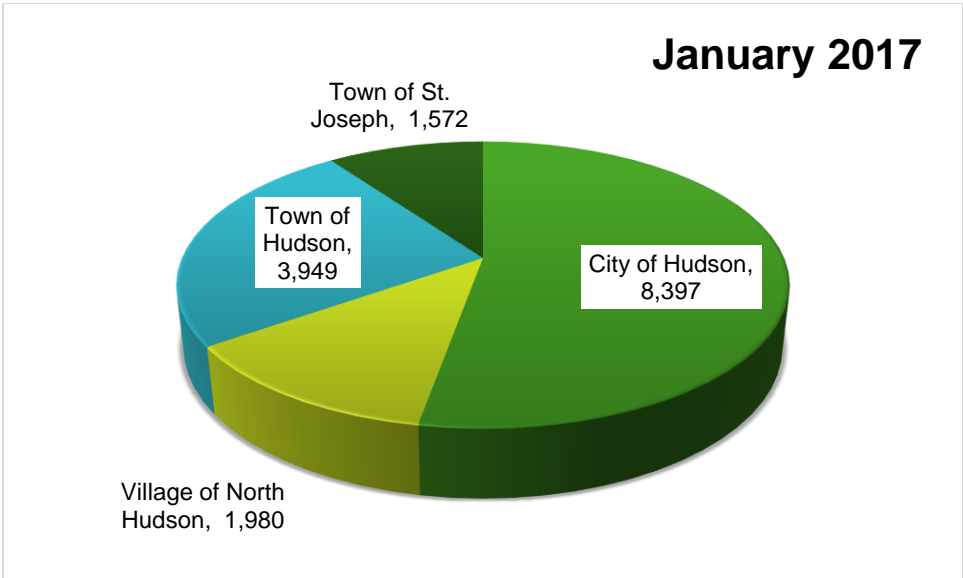
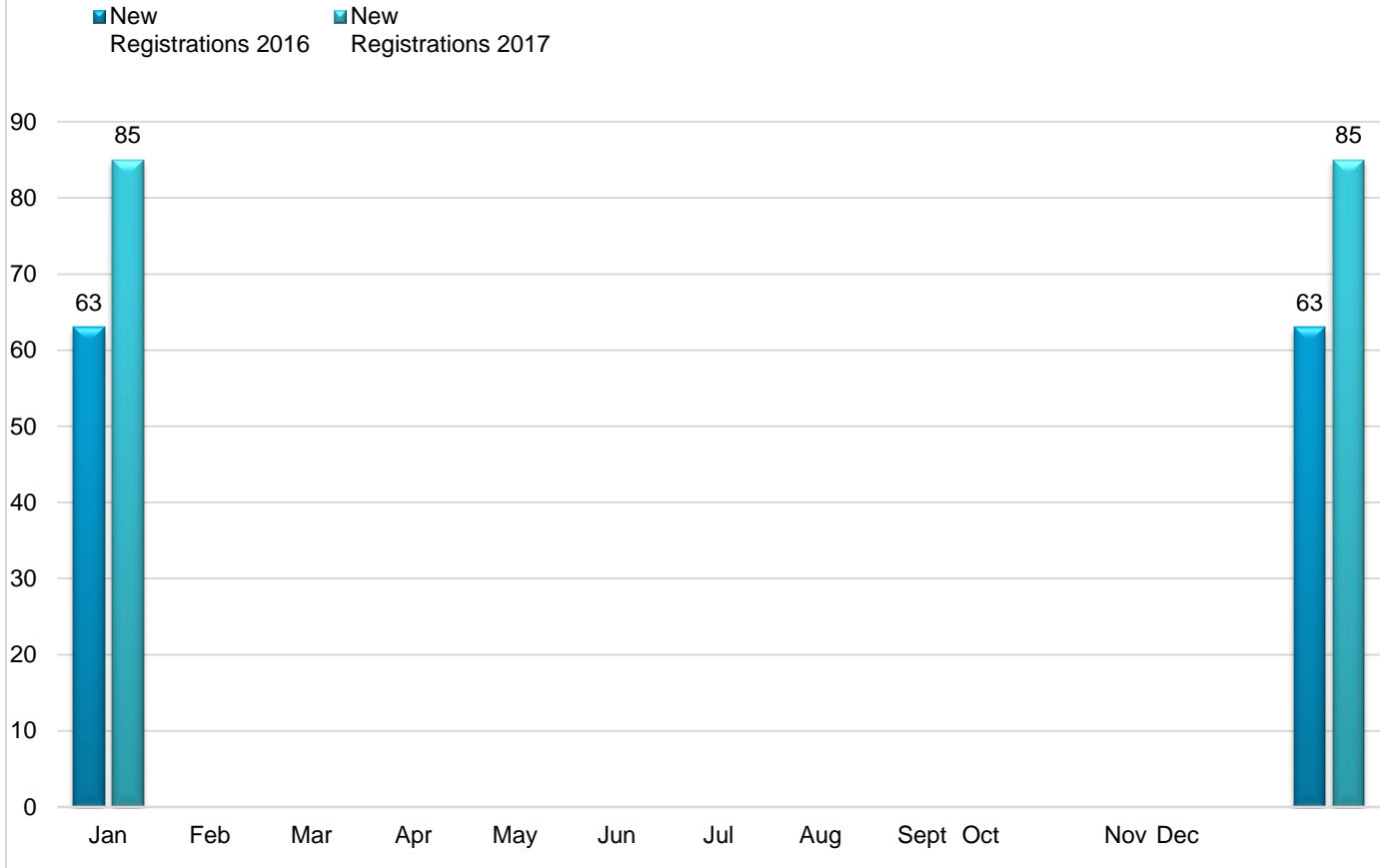
**Cardholders by Municipality**

	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					
	March					
	April					
	May					
	June					
	July					
	August					
	September					
	October					
	November					
	December					

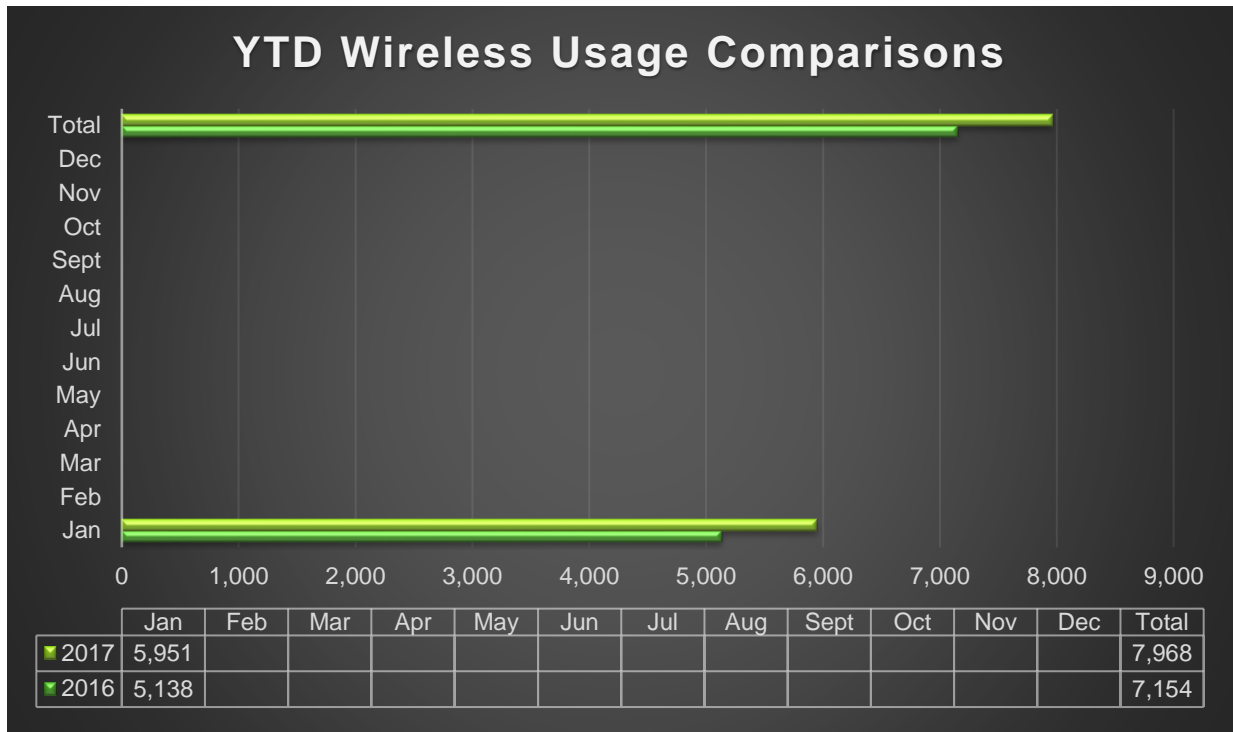
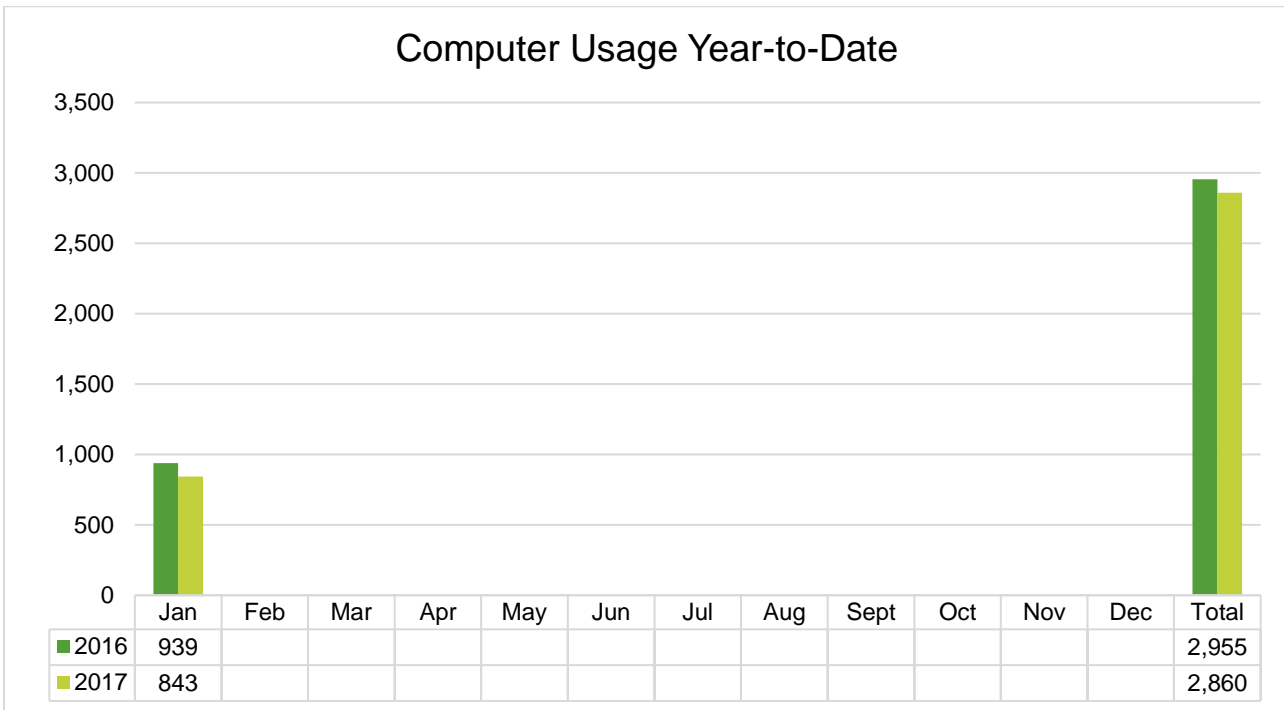
**Historical Annual Registration Data**



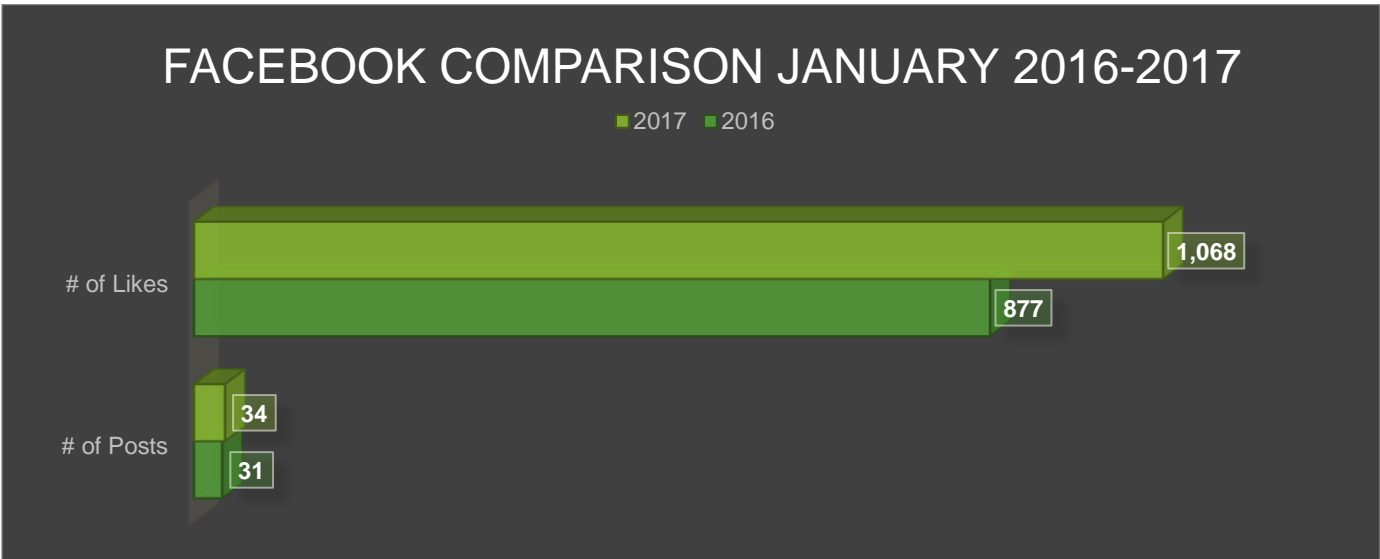
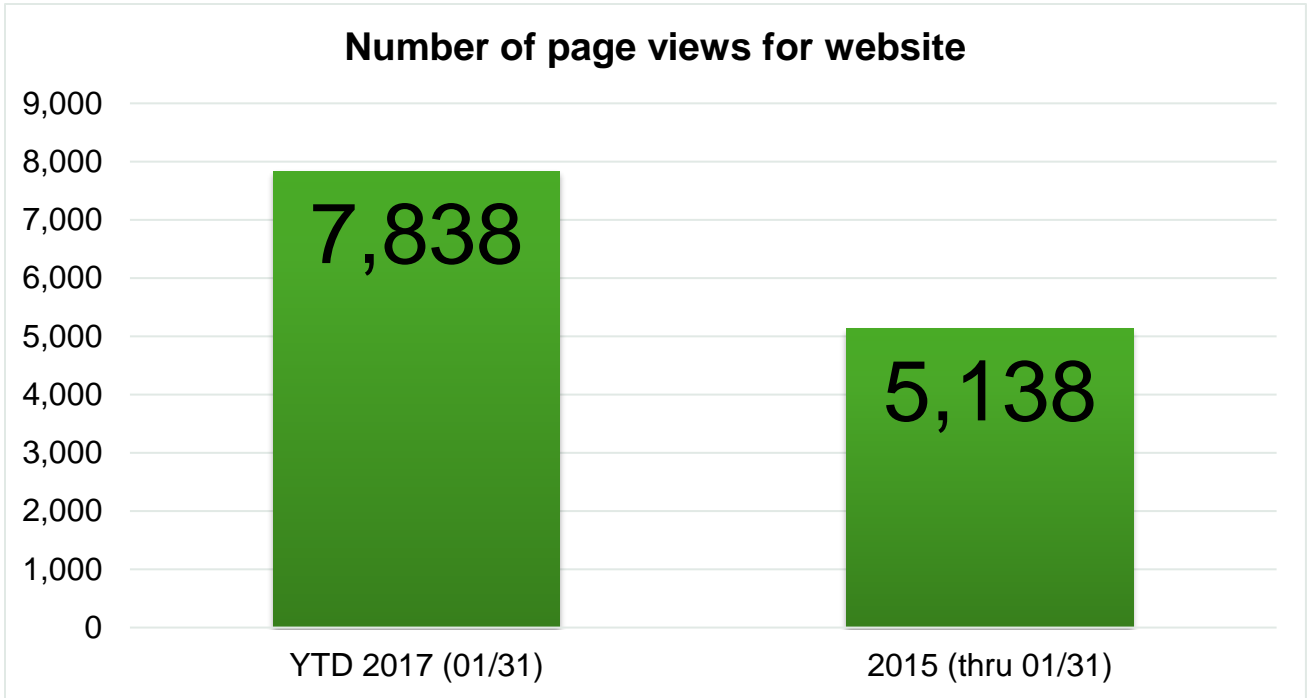
### New Registrations



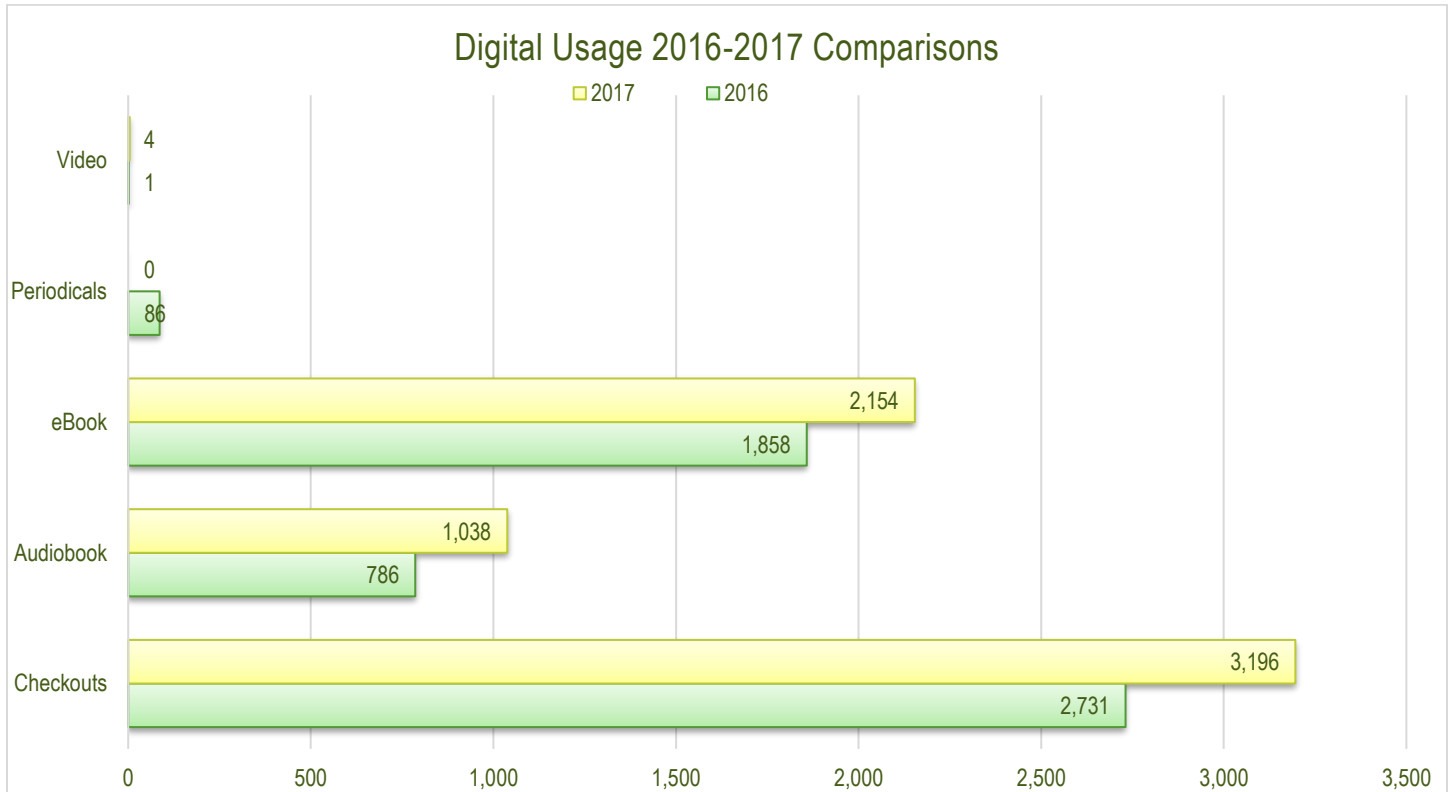
## Technology Usage



# Website & Facebook Statistics



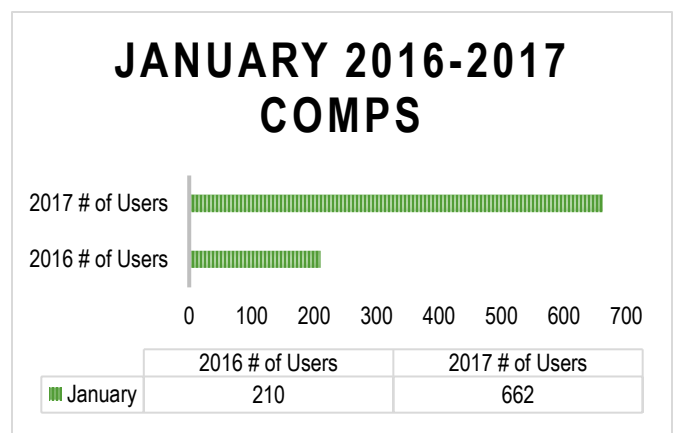
## OverDrive Checkouts by Technology & Format



## 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												

2016 Meeting Room Use	Avg. Uses / Day	# of Users
January	25	662
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Total Year-to-Date</b>		<b>662</b>



## Programming Statistics

YA 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												14
YA Volunteers & Hours													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
# Vols.	12												12
# of hrs.	53												53
YA TAB Meetings & Attendance													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
Meetings	1												1
Attendance	10												10
YA Book Clubs													
2017													0

Teen

*Programs*

<b>January</b>	Exploring Space (cancelled due to ice storm); Hack-a-Banana; Regression Session
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	
<b>October</b>	
<b>November</b>	
<b>December</b>	



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

\*Adult count is for adults attending story times with children.

Passive Programs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	1												1
# of Participants	9												9

2017 Adult Programs	# of Programs
<i>January</i>	Career Services; Learn @ the Library; SCORE Business Workshop; Vegan Soups Class; 1-on-1 Tech Help; Miyazaki Film Festival; Hands-on Pain Relief Workshop; Genealogy 101; Tech Tuesdays; Stitch Night; Paper Play; Button Tree Craft; Game Night for Teens & Adults

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												126
# of programs	15												15
Book Clubs	1												1



**INSTRUCTIONS:** Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2016 are due to the DPI Division for Libraries and Technology no later than March 1, 2017.

I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8. Electronic Collections <i>Locally Owned or Leased</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

**III. LIBRARY SERVICES**

1. Circulation Transactions a. Total Circulation			b. Children's Materials		2. Interlibrary Loans a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
3. Number of Registered Users a. Resident			b. Nonresident		c. TOTAL		4. Reference Transactions a. Method	
							b. Annual Count	
							5. Library Visits a. Method	
							b. Annual Count	
6. Uses of Public Internet Computers a. Method			b. Annual Count		7. Uses of Public Wireless Internet a. Method		b. Annual Count	
							8a. Local Electronic Collection Retrievals	
							8b. Total Electronic Collection Retrievals	
9. Uses of Electronic Materials by Users of Your Library a. E-Books								
			b. E-Audio		c. E-Video		d. Total Uses of Electronic Materials	
							e. Uses of Children's Electronic Materials	
10. Programs and Program Attendance Annual Count							11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access		
Number of Programs								
Total Attendance								

**IV. LIBRARY GOVERNANCE**

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

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members <i>Include vacancies in this count</i>	
--	--

**V. LIBRARY OPERATING REVENUE**

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

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

Municipality Type	Name	Amount

		Subtotal 1
--	--	------------

2. County

a. Home County Appropriation for Library Service

Subtotal 2a	
-------------	--

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

		Subtotal 2b
--	--	-------------

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

		Subtotal 3
--	--	------------

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

Program or Project	Amount

		Subtotal 4
--	--	------------

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

Name	Amount	Name	Amount

		Subtotal 5
--	--	------------

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

7. All Other Operating Income

8. Total Operating Income *Add 1 through 7*

9. What is the 2017 annual appropriation provided by your governing body/bodies for your public library?

10. Was your library's municipality exempt from the county library tax for 2016? *Wis. Stat. s. 43.64(2)*

**VI. LIBRARY OPERATING EXPENDITURES**

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

- |  |   |
|--|---|
| 1. Salaries and Wages <i>Include maintenance, security, plant operations</i> | 2. Employee Benefits <i>Include maintenance, security, plant operations</i> |
|--|---|

3. Library Collection Expenditures

- |                    |                         |                          |                                |               |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|
| a. Print Materials | b. Electronic Materials | c. Audiovisual Materials | d. All Other Library Materials | e. Subtotal 3 |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
<b>Subtotal 4</b>			

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

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

1. Capital Income and Expenditures by Source of Income.

*Do not report any expenditures reported above. Provide a brief description of any expenditures.*

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

**IX. TRUST FUNDS**

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

1. Total Amount of Other Funds at End of Year

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

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County				
3. Circulation to Nonresidents Living in Another County in Your System				
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

**XII. TECHNOLOGY**

1. Does your library provide wireless Internet access for patrons' mobile devices?	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation	4. Does your library use door counters?
--	---	---	---

**XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES**

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings				
	Total Unduplicated Individuals Involved				
	Number of Other Literacy Offerings				
	Total Unduplicated Individuals Involved				
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities				
	Total Drop-in Activity Participation				

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name                      b. Last Name                      c. Email Address



**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

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

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

**XV. CERTIFICATION**

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

President, Library Board of Trustees Signature 	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

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

County

The \_\_\_\_\_ Board of Trustees hereby states that in 2016, the  
*Name of Public Library*

\_\_\_\_\_  
*Name of Public Library System / Service*

Indicate with an X one of the following two statements.

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

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

\* The statement **may** be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

**CERTIFICATION**

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

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

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
➤		



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	<b>COMMENTS</b>	
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