



**Meeting Agenda of the Hudson Area Joint Library Board of Trustees July 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 June 20, 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
8. **ACTION ITEM: Election of Officers**
9. **ACTION ITEM: Committee Appointments**
10. **ACTION ITEM: 2018 Shared Services Option**
11. **ACTION ITEM:** Finance Committee report
 - a. Recommend approval to expend Hudson Area Library Foundation grants for Children's programming in the amount of \$1,840
 - b. Recommend approval to expend Hudson Area Library Foundation grant for Young Adult programming in the amount of \$1,500
 - c. Recommendation to pay the June bills
12. Other business
13. Board comments and items for future agendas
14. **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: and Emailed to Media:

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 Minutes *ANNUAL MEETING*
June 20, 2017, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016**

1. Call to Order at 6:30 p.m. by Dave Ostby
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
Present: Berning, Coppenbarger, Ostby, Peterson, and Schrock. Staff present: Tina Norris, Director. Board members absent: Rich O'Connor, Marion Shaw, and Jim Curt Weese.
Others present: Joyce Law Friends of the Library
3. **ACTION ITEM:** Adjournment of the May 16, 2017 meeting.
ACTION TAKEN:
Motion to approve May 16, 2017 meeting by: Berning
Second by: Schrock
Discussion: NONE
Vote taken: 5 Ayes; 0 Nays MOTION APPROVED
4. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from April 18, 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 consent agenda by: Berning
Second by: Peterson
Discussion: NONE
Vote taken: 5 Ayes; 0 Nays MOTION APPROVED
5. Citizen Comments None
6. Presentations by supporting organizations
 - a. Friends of the Library: Joyce Law provided an update on FOL activities including the Family Fresh receipt update, annual membership appeal, and the new Friends of the Library logo.
 - b. Library Foundation: Ice Cream Social to be held on July 15th. Fireworks watching event for top 2016 Annual Campaign donors will be held on July 2 in the staff lounge.
7. President's comments, reports, and requests for action: NO REPORT
 - a. Municipalities presentations update, discussion, and possible action.
8. Director's Report, Statistics, and requests for action: Reports presented, no requests for action

9. **ACTION ITEM:** Annual Meeting Business
- a. Set Board meeting schedule for 2017-2018: The Board will continue to meet on the thrid Tuesday of each month at 6:30 p.m.
 - b. **ACTION ITEM:** Committee appointments and election of officers-moved to July meeting.
 - b. Establish 2018 Budget Timeline: Draft budget to presented to Finance Committee at July meeting; presentation to full board for vote will take place in August 2017.
10. **ACTION ITEM:** Finance Committee report
- a. **Recommend approval to expend \$5,000 grant from the Hudson Hospital Foundation**
ACTION TAKEN:
Motion to approve expenditure of the Hudson Hospital Foundation grant, as outlined in the grant by: Peterson
Second by: Berning
Discussion: None.
Vote taken: 5 Ayes; 0 Neyes; Motion Approved
 - b. Recommend payment of June bills.
ACTION TAKEN:
Motion to approve payment of bills by: Peterson
Second by: Coppenbarger
Discussion: None
Vote taken: 5 Ayes; 0 Neyes; Motion Approved
11. Other business: Reminder about the Ice Cream Social on July 15
12. Board comments and items for future agendas: Barb Peterson noted the upcoming Artful Garden tour.
13. **ACTION ITEM:** Adjournment
ACTION TAKEN:
Motion to adjourn by: Berning
Second by: Peterson
Vote Taken: UNANIMOUS Approval; MOTION CARRIED

Respectfully Submitted,

Tina L Norris

Tina L. Norris
Director

FINANCIAL REPORT

July 18, 2017

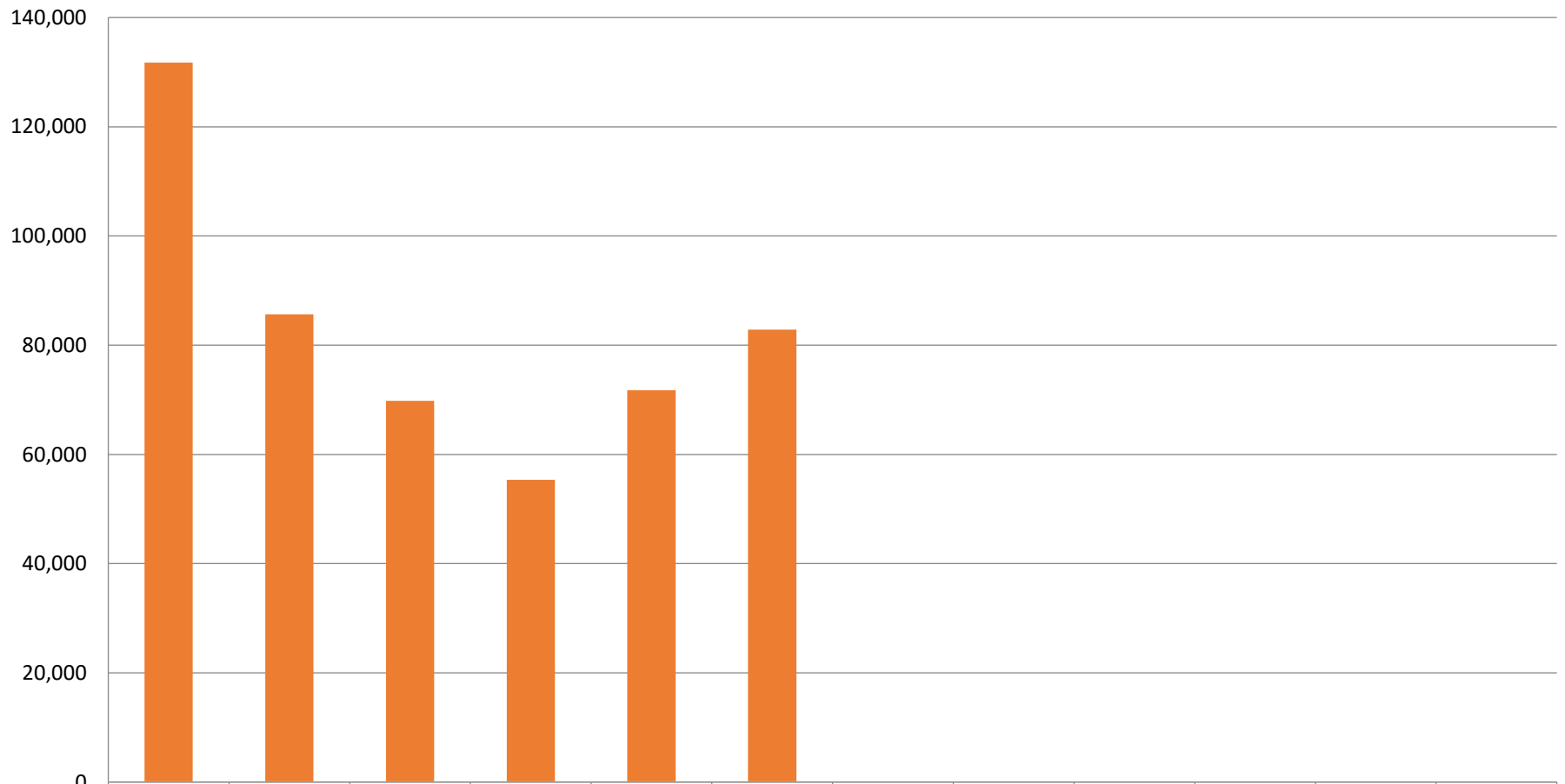
Financial Report for June 1 - 30, 2017

Tina Norris, Director

2017 Budget Overview Year-to-Date	2017 Working Budget	June-17	Year-to-date	Amount Remaining	% Remaining
REVENUES					
Library Revenue	\$ 36,000	\$ 2,649	\$ 15,456	\$ 20,544	57%
City of Hudson	\$ 347,310	\$ -	\$ 173,655	\$ 173,655	50%
Village of North Hudson	\$ 84,084	\$ -	\$ 43,187	\$ 40,897	49%
Town of Hudson	\$ 203,201	\$ -	\$ 101,601	\$ 101,601	50%
Town of St. Joseph	\$ 86,374	\$ -	\$ 43,187	\$ 43,187	50%
St. Croix County	\$ 54,146	\$ -	\$ 54,186	\$ (40)	0%
Other Counties	\$ 6,436	\$ -	\$ 6,436	\$ 0	0%
Other Revenue	\$ 1,500	\$ -	\$ 5,536	\$ -	0%
Grant Funds	\$ 41,334	\$ -	\$ 41,334	\$ -	0%
Total Revenues	\$ 860,385	\$ 2,649	\$ 484,577	\$ 379,844	44%
	Budget	June-17	Year-to-date	Amount Remaining	
EXPENDITURES					
Personnel	\$ 498,590	\$ 52,173	\$ 236,015	\$ 262,575	53%
Library Materials	\$ 89,626	\$ 11,063	\$ 34,927	\$ 54,699	61%
Contractual Services	\$ 108,097	\$ 3,772	\$ 55,841	\$ 52,256	48%
Supplies & Expenses	\$ 30,724	\$ 4,141	\$ 11,806	\$ 18,918	62%
Fixed Charges	\$ 146,116	\$ 11,475	\$ 75,245	\$ 70,871	49%
General Operating Expense					
Total	\$ 873,153	\$ 82,624	\$ 413,834	\$ 459,319	53%
Ending Balance	\$ (12,768)	\$ (79,974)	\$ 70,743		

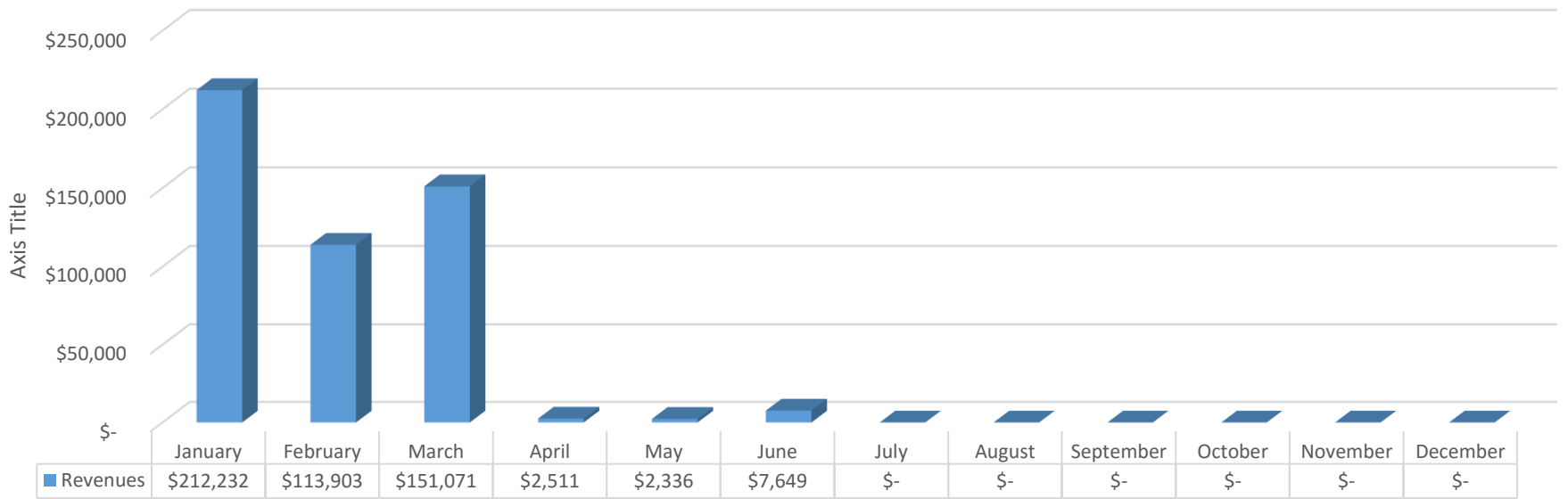
Notes: In order to provide an accurate picture of revenue and spending, this overview reflects actual revenues and expenditures that have been approved or are pending approval.

Expendituures by Month 2017



	January	February	March	April	May	June	July	August	September	October	November	December
Expenditures	131,727	85,677	69,806	55,352	71,753	82,871	0	0	0	0	0	0

Revenues



January - December 2017

Actual vs. Budget	Code	Budget	Approved/ Actual	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	2,511	2,336	2,649							15,456	-20,544	-57%
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				43,187										43,187	-43,187	-50%
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	1,110										1,110	-390	
Net change in market value	48120			3,986		0										3,986		
Donations - Other	48500			20,294	10,000	2,700			5,000							37,994	37,994	
Donation-Literacy Program	48561	0														-		
Donations - History Collection	48562	0														-	0	
Donation - Grant FOL	48563															-	0	
Miscellaneous Revenues	48600	0					1		438							440	440	
Total Revenue		783,190		203,328	113,903	151,071	2,511	2,336	7,649	0	0	0	0	0	0	481,237	-305,939	-39%
Staff Compensation																		
Full Time Salaries	121	164,404		9,355	12,429	11,834	12,973	12,669	17,657							\$ 76,917	-87,487	-53%
Overtime Salaries	122	0				0										\$ -	0	
Part Time Salaries	125	205,166		11,108	15,562	15,922	15,050	15,769	23,763							\$ 97,174	-107,992	-53%
FICA	151	28,500		1,495	2,047	2,043	2,036	2,081	3,074							\$ 12,777	-15,723	-55%
Pension	152	21,020		1,184	1,598	1,598	1,601	1,612	2,413							\$ 10,006	-11,014	-52%
Health Insurance	154	79,500		11,950	5,387	5,789	5,363	5,387	5,266							\$ 39,141	-40,359	-51%
Life Insurance	155	0		0												\$ -	0	
																\$ -	0	
Staff Compensation Subtotal		498,590		35,092	37,024	37,186	37,023	37,517	52,173	0	0	0	0	0	0	\$ 236,015	-262,575	-53%

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	1,146	1,146	1,146							6,876	7,151	51%
IPLS-operating/maintenance	216	34,822	34,822	0	0	0	0	0							34,822	0	0%
IPLS-addl courier/self check	217	2,512	2,540	0	0	0	0	0							2,540	-28	-1%
IPLS-catalogging	218	24,726	0	0	0	0	0	0							-	24,726	100%
Telephone	225	1,200	0	55	94	48	10	1,139							1,345	-145	-12%
Contracted Maint. & Repair	249	600		0	0	0		0							-	600	100%
Programming - Adult	294	4,625	150	2,041	910	458		0							3,559	1,066	23%
Programming - Children	295	4,545		180	1,270	727	881	1,191							4,249	296	7%
Maintenance Agmt/Leases	298	9,000		822	159	124	1,049	296							2,450	6,550	73%
Contract Services	299	1,500	0		0										-	1,500	100%
Subtotal Contract Services		97,557	38,658	4,244	3,579	2,502	3,086	3,772	0	0	0	0	0	0	55,841	41,716	
Postage	311	2,000	0	58	0		0	195							253	1,747	87%
Office Supplies	312	7,100		435	8		1,190	819							2,452	4,648	65%
Memberships	324	500	0	0	0			0							-	500	100%
Advertising	326	350	0	0	0			6							6	344	98%
Staff Development	338	1,600	0	0	6			248							254	1,346	84%
Maint & Repair Supplies	357	750	37	0	0		37	248							321	429	57%
Technology	396	18,679		1,454	2,371		1,396	2,838							8,059	10,620	57%
Activity Supplies	399	1,000		265	63		97	36							461	539	54%
Subtotal: Supplies & Expenses		31,979	37	2,212	2,449	0	2,720	4,388	0	0	0	0	0	0	11,806	20,173	
Books	395	66,000	1,374	8,244	4,371		4,419	7,707							26,115	39,885	60%
Periodicals	397	6,000	238	427	56		0	559							1,279	4,721	79%
Audio-Visual	398	18,500	0	3,462	117		1,156	2,797							7,532	10,968	59%
Subtotal: Library Materials		90,500	1,612	12,132	4,544	0	5,575	11,063	0	0	0	0	0	0	34,927	55,573	
Ins. Workers Comp	510	1,100	772		0		0	0							772	328	
Ins. Public Liab.	511	1,500	1,694		0		0	0							1,694	-194	-13%
Ins. Public Officials	513	2,150	2,079		0		0	0							2,079	71	3%
Ins. Property Ins.	517	1,600	0		0	1,850		0							1,850	-250	-16%
Bld. Occupancy Exp.	532	139,766	11,475	11,475	11,475	11,475	11,475	11,475							68,850	70,916	51%
Subtotal: Fixed Expenditures		146,116	0	16,020	11,475	11,475	13,325	11,475	11,475	0	0	0	0	0	75,245	70,871	
General Operating Subtotal		366,152	96,634	48,652	32,620	18,329	34,236	30,698	0	0	0	0	0	0	280,393	85,759	23%
Total Expenses		864,742	131,727	85,677	69,806	55,352	71,753	82,871	0	0	0	0	0	0	516,408	348,334	40%
NET REVENUE (EXPENSE)		-81,552	71,601	28,226	81,265	-52,841	-69,418	-75,221	0	0	0	0	0	0	(35,171)	(46,381)	
Less Donation Revenues			0	0	0	0									-	-	
Add Donation Expenditures			0	0	0	0									-	-	
OPERATING REV. (EXP)		-81,552	71,601	28,226	81,265	-52,841	-69,418	-75,221	0	0	0	0	0	0	(35,171)	-46,381	

**HUDSON AREA LIBRARY
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2017 Budget
			June		\$	%	
			2017	2016			
Revenue							
Library Revenues: Fees & Fines	46111	36,000	\$ 15,456	\$ 17,630	\$ (2,174)	-12%	43%
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	\$ 43,187	\$ 42,773	\$ 414	1%	50%
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	\$ 5,272	\$ 1,164	22%	100%
Interest	48100	1,500	\$ 1,110		\$ 1,110	#DIV/0!	74%
Net change in market value	48120		\$ 3,986	\$ 1,306	\$ 2,680		
Donations - Other	48500		\$ 37,994	\$ 61	\$ 37,933		
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ -	\$ -	\$ -		
Donation - Grant FOL	48563		\$ -	\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ 440	\$ -	\$ 440		
Total Revenue		783,190	\$ 481,237	\$ 644,313	\$ (163,076)	-25%	61%
Staff Compensation							
Full Time Salaries	121	164,404	\$ 76,917	\$ 70,602	\$ 6,315	9%	47%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		
Part Time Salaries	125	205,166	\$ 97,174	\$ 88,248	\$ 8,926	10%	47%
FICA	151	28,500	\$ 12,777	\$ 11,926	\$ 851	7%	45%
Pension	152	21,020	\$ 10,006	\$ 8,790	\$ 1,216	14%	48%
Health Insurance	154	79,500	\$ 39,141	\$ 40,718	\$ (1,577)	-4%	49%
Life Insurance	155	0	\$ -	\$ -	\$ -		
Staff Compensation Subtotal		498,590	\$ 236,015	\$ 220,284	\$ 15,731	7%	47%
General Operating Expenses							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 6,876	\$ 6,876	\$ -	0%	49%
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	\$ -	\$ -	\$ -		0%
Telephone	225	1,200	\$ 1,345	\$ 384	\$ 961	250%	112%
Contracted Maint. & Repair	249	600	\$ -	\$ -	\$ -		0%
Programming - Adult	294	4,625	\$ 3,559	\$ 579	\$ 2,980	515%	77%
Programming - Children	295	4,545	\$ 4,249	\$ 893	\$ 3,356	376%	93%
Maintenance Agmt/Leases	298	9,000	\$ 2,450	\$ 1,804	\$ 646	36%	27%
Contract Services	299	1,500	\$ -	\$ -	\$ -		0%
Postage	311	2,000	\$ 253	\$ 663	\$ (410)	-62%	13%
Office Supplies	312	7,100	\$ 2,452	\$ 2,063	\$ 389	19%	35%
Memberships	324	500	\$ -	\$ 65	\$ (65)		0%
Advertising	326	350	\$ 6	\$ -	\$ 6		2%
Staff Development	338	1,600	\$ 254	\$ 390	\$ (136)		16%
Maint & Repair Supplies	357	750	\$ 321	\$ 79	\$ 242	307%	43%
Books	395	66,000	\$ 26,115	\$ 25,237	\$ 878	3%	40%
Technology	396	18,679	\$ 8,059	\$ 2,917	\$ 5,142	176%	43%
Periodicals	397	6,000	\$ 1,279	\$ 300	\$ 979		21%
Audio-Visual	398	18,500	\$ 7,532	\$ 3,837	\$ 3,695	96%	41%
Activity Fund	399	1,000	\$ 461	\$ 263	\$ 198		46%
Ins. Workers Comp.	510	1,100	\$ 772	\$ 850	\$ (78)	-9%	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	\$ 1,850	\$ 1,520	\$ 330	22%	116%
Bld. Occupancy Exp.	532	139,766	\$ 68,850	\$ 68,850	\$ -	0%	49%
General Operating Subtotal		366,152	\$ 177,819	\$ 155,209	\$ 22,610	15%	49%
Total Operating Expenses		864,742	\$ 413,834	\$ 375,493	\$ 38,341	10%	48%
NET OPERATING REVENUE (EXPENSE)		-81,552	\$ 67,403	\$ 268,820	\$ (201,417)	-75%	



DIRECTOR'S REPORT & MONTHLY STATISTICS

June 1 - 30, 2017

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

Director's Report July 18, 2017

News & Updates:

- Summer Reading Program is going very well. Although registration numbers are down, actual participation rates are up. This is most likely due to more accurate counts for registration—for example, in the past it was easy for a person to sign up more than once—and in the past we often had people sign up but never participate in the program. Attendance at our weekly programs continues to beat our expectations!
- On Friday, June 30, 2017 the Hudson Bank sign was hung in the Library's atrium. The St. Croix County Historical Society and the Hudson Area Public Library hosted an unveiling reception on Friday, July 7 to officially unveil the beautiful sign. Please be sure you look for the sign when you visit the Library!
- The Library will be participating in a number of this year's *Riverfest* Events. And, the Library will be participating in the annual National Night Out event on Tuesday, August 1st.
- I will be attending a Leadership Development training conference hosted by the Wisconsin Department of Instruction on August 16-18. There is no cost to the Library for my attendance.

Events at the Library:

- July 13: Writing Your Family History
- July 15: 3rd Annual Ice Cream Social
- July 18: Waterbugs to the Rescue
- July 19 & August 10: Young Writers' Workshop
- July 21: Middle School Book Club
- July 22: Ragamuffin Raccoon
- July 25: Mad Science MN
- July 27: Book Club for Boys
- July 29: Christmas in July
- August 1: Carpenter Nature Center
- August 3: Folk Tales of the World Book Club for kids—*Stone Soup*
- August 5: Summer Reading Program Finale: Cultural Fair
- August 10: Finding Women Ancestors w/ Lois Abromitis Mackin, PhD
- August 8: Craft Time—Learn to Knit
- August 9: Teen Chef Challenge—Healthy Desserts
- August 12: Dorm Room Cooking

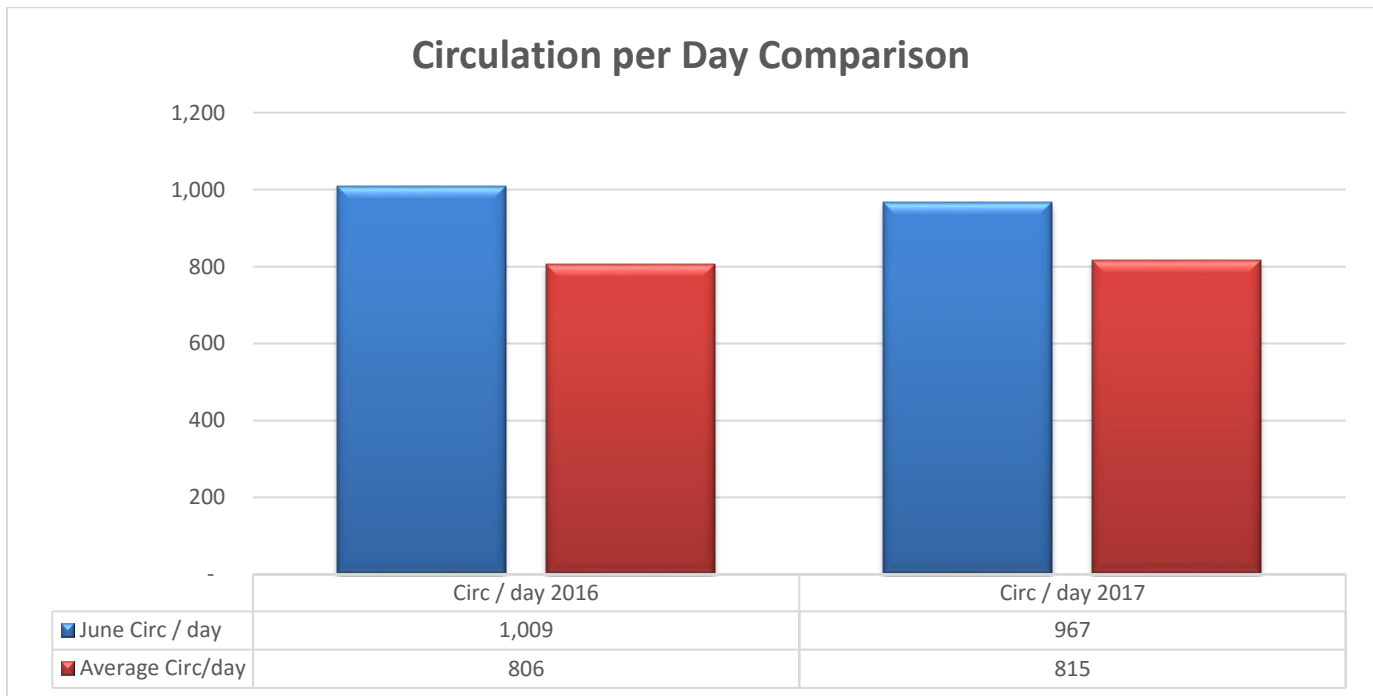
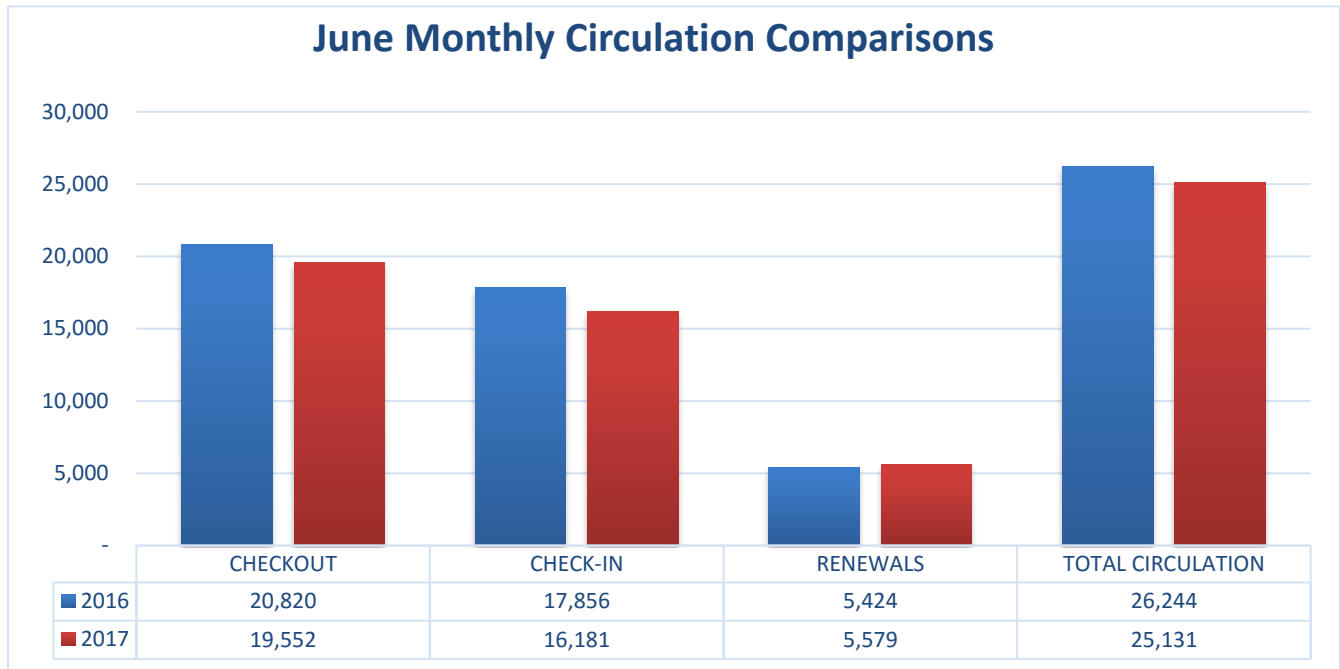
July 2017 Statistics

Statistical Summary for July 2017

June	2017	2016	Year-to-date 2017
Check-outs	19,552	20,820	94,365
Check-ins	16,181	17,846	89,984
Renewals	5,579	5,424	29,611
Total Circulation	25,131	26,244	123,976
Items Borrowed	4,089	4,248	28,407
Items Loaned	2,771	2,466	27,902
New Patrons	180	207	808
Items Added	674	621	4,190
Pharos	924	998	6,557
Wireless	6,291	5,437	41,347
Digital Circulation	2,938	2,834	20,692
Website Visits	5,704	7,447	41,186
Facebook Posts	22	50	134
Facebook Likes	1,159	984	5,592
Children's Programs	37		144
Children's Program Attendance	1302	1602	4,027
Teen Programs	17		41
Teen Program Attendance	37	58	111
Adult Programs	12		85
Adult Program Attendance	126	46	548
Meeting Room Usage	1115	305	4,043
Visitors	12,743	9,678	54,356
Cardholders	16,370	16,153	16,370

Circulation Summary YTD 2017

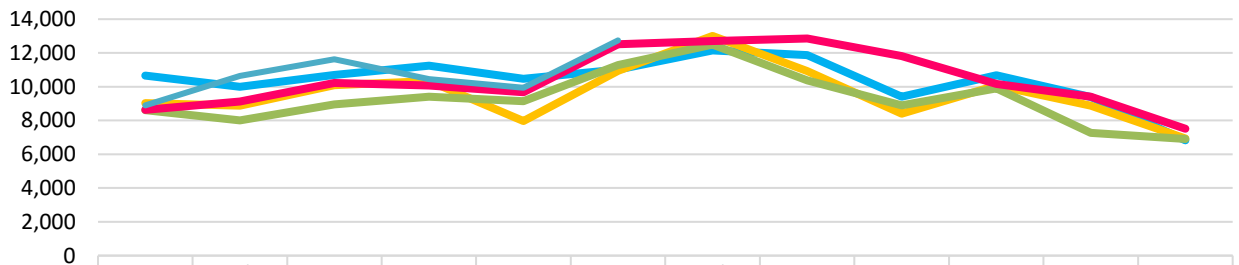
Yearly Circulation Activity



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	10,447	433	24
May	9,942	382	26
June	10,492	400	26
July			
August			
September			
October			
November			
December			

Comparison of Visitors 2013-2017

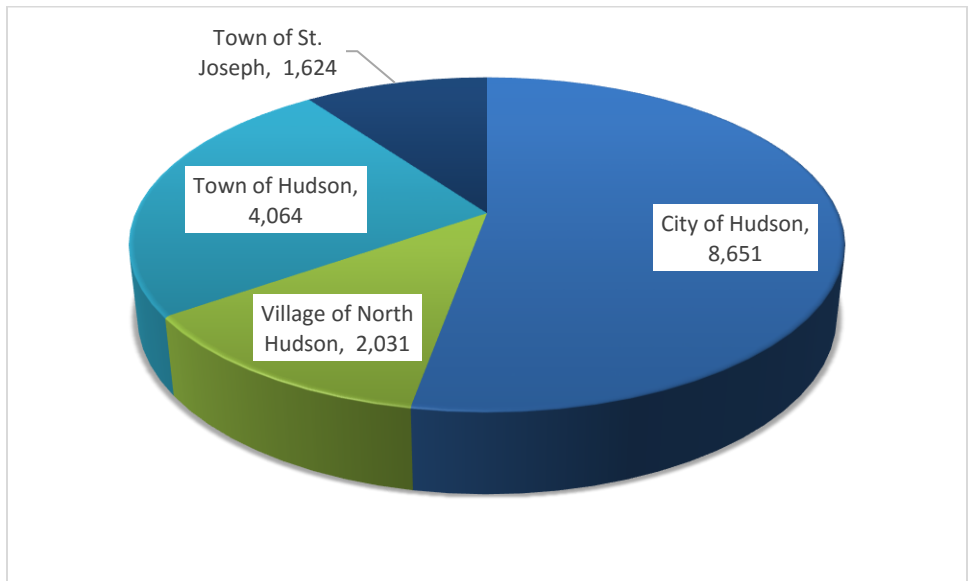


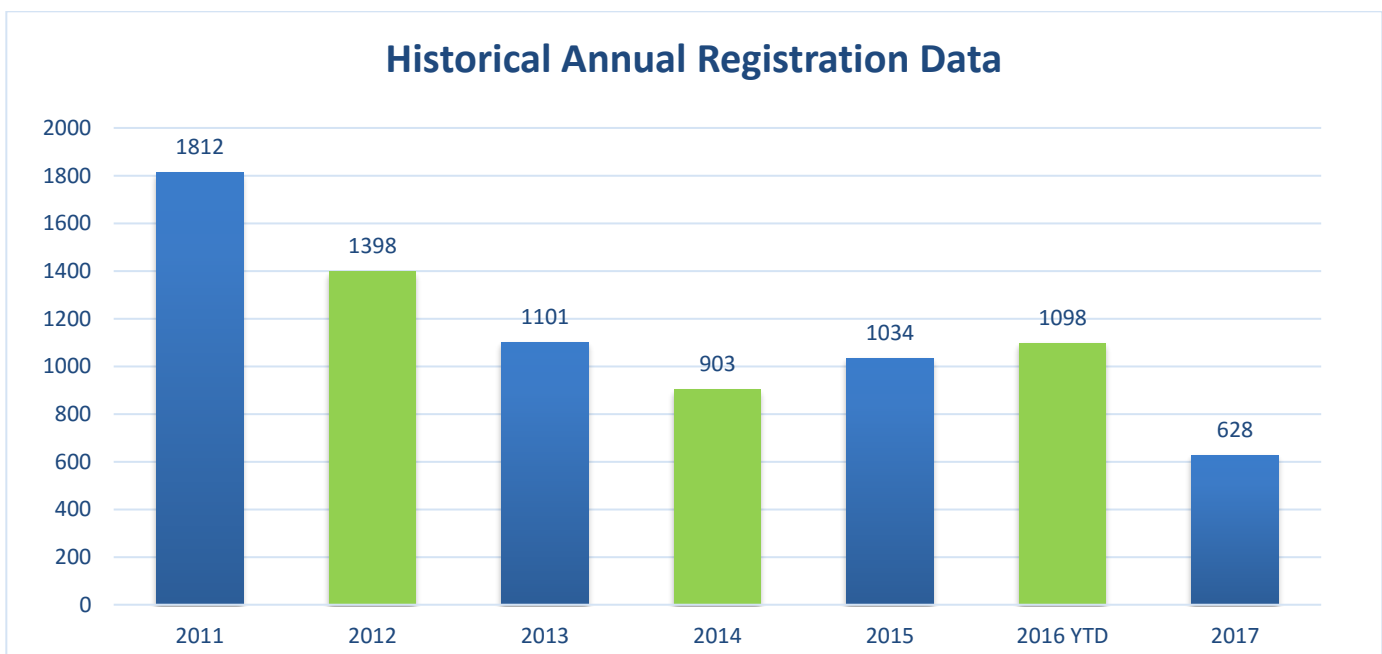
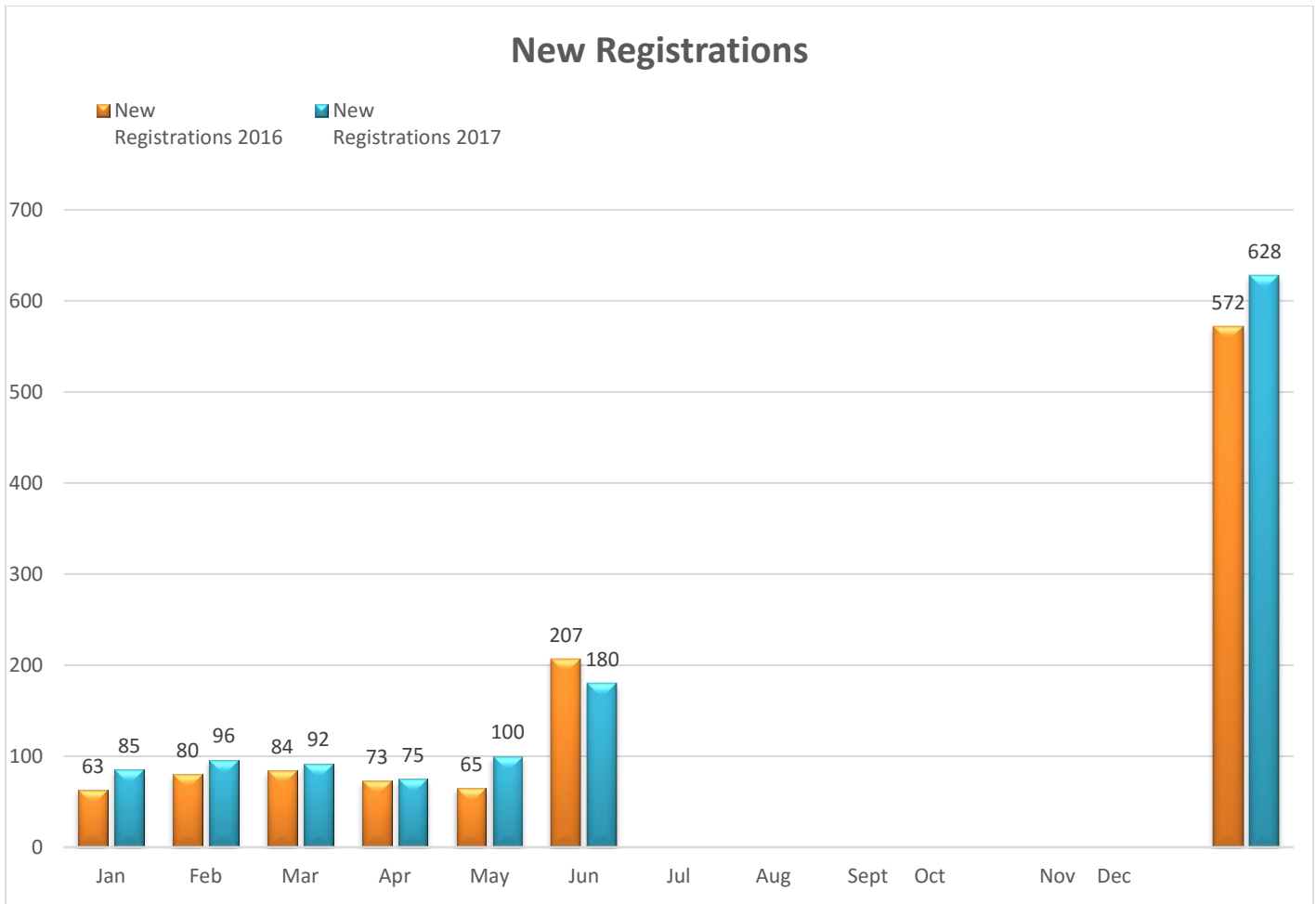
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10,671	9,399	6,826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883	6,935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	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 Counts 2017	8,896	10,641	11,629	10,447	9,942	12,743						

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	10,392	402

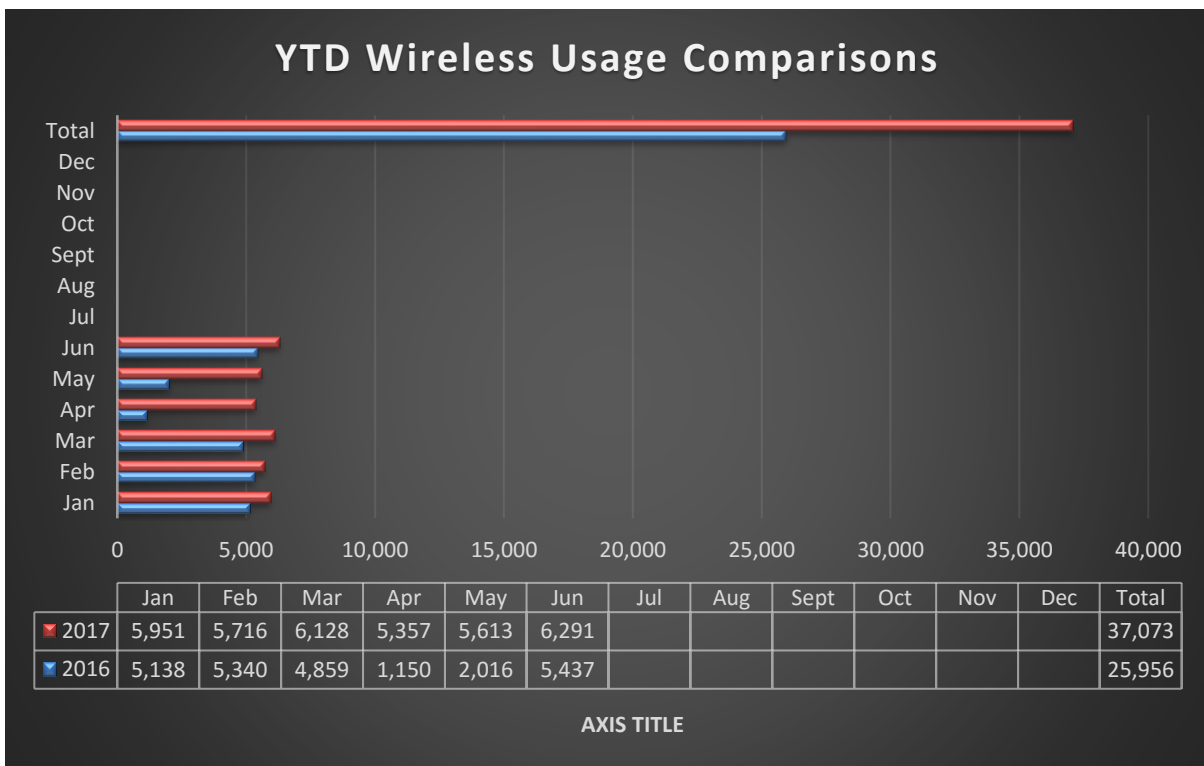
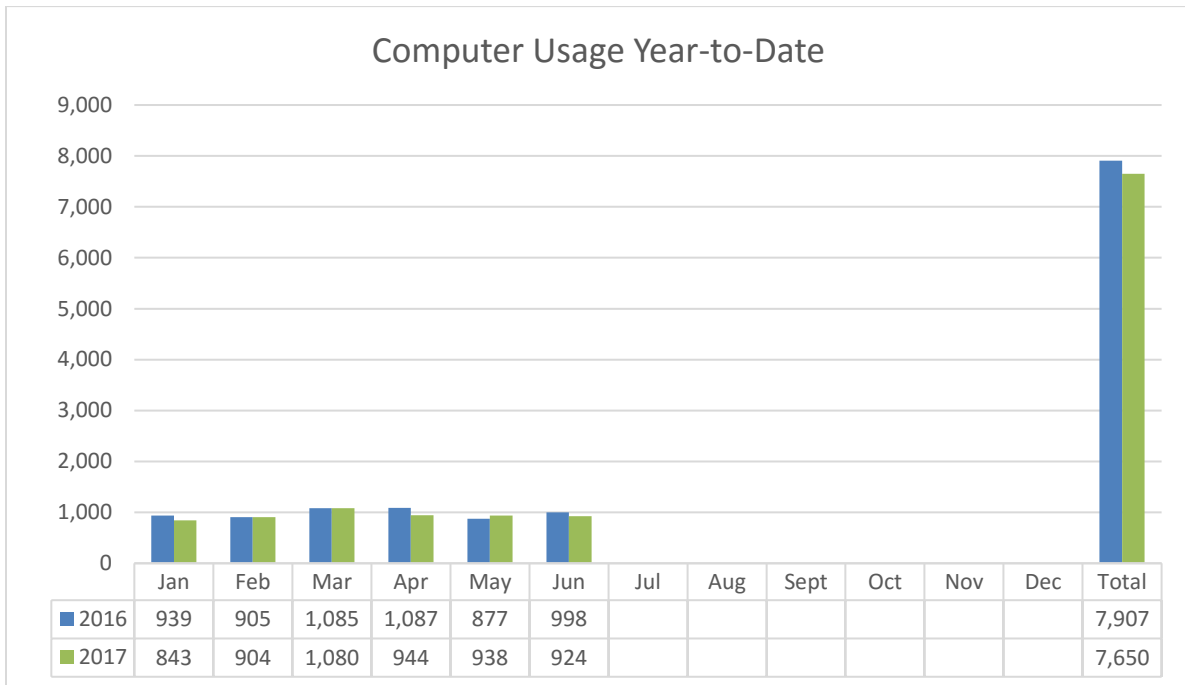
Cardholders by Municipality

	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
	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

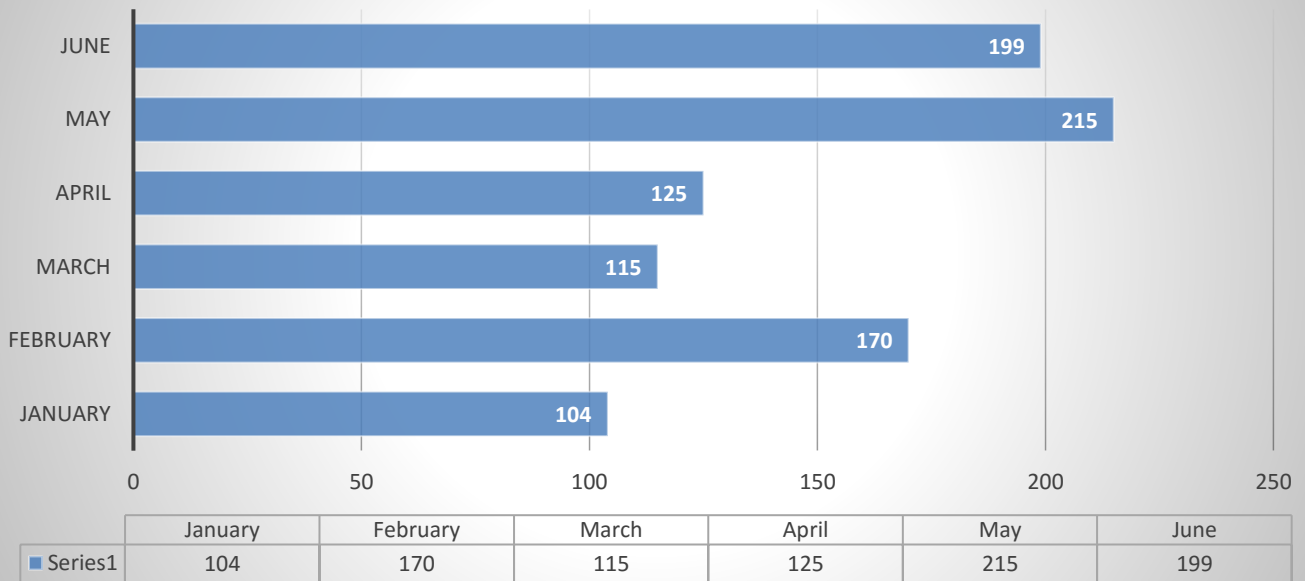




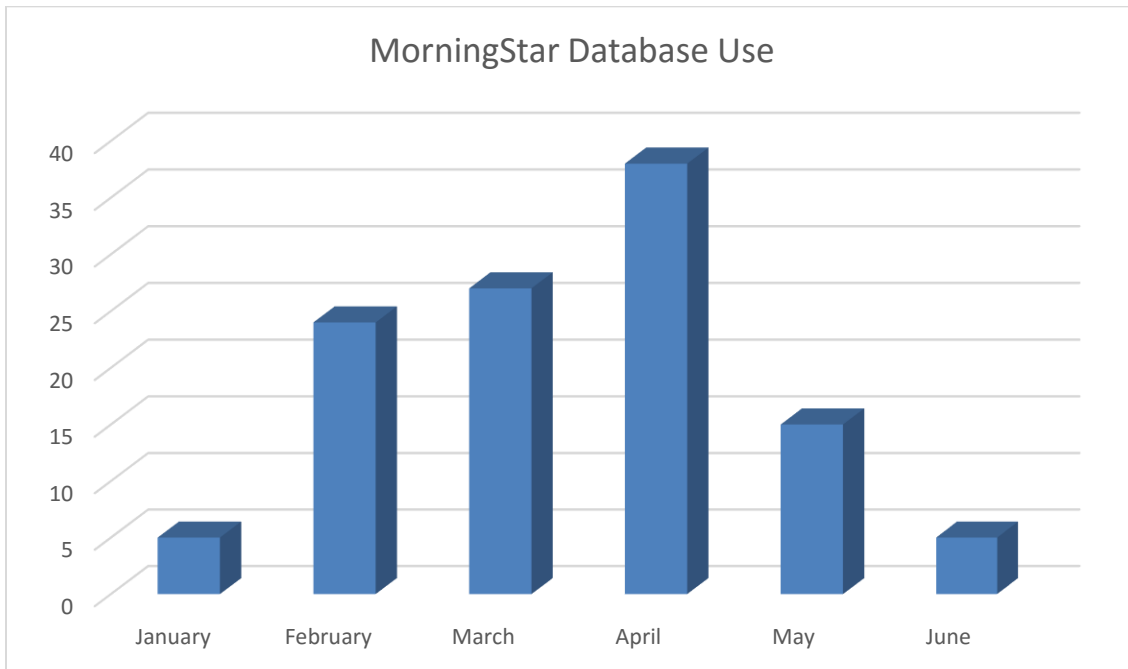
Technology Usage



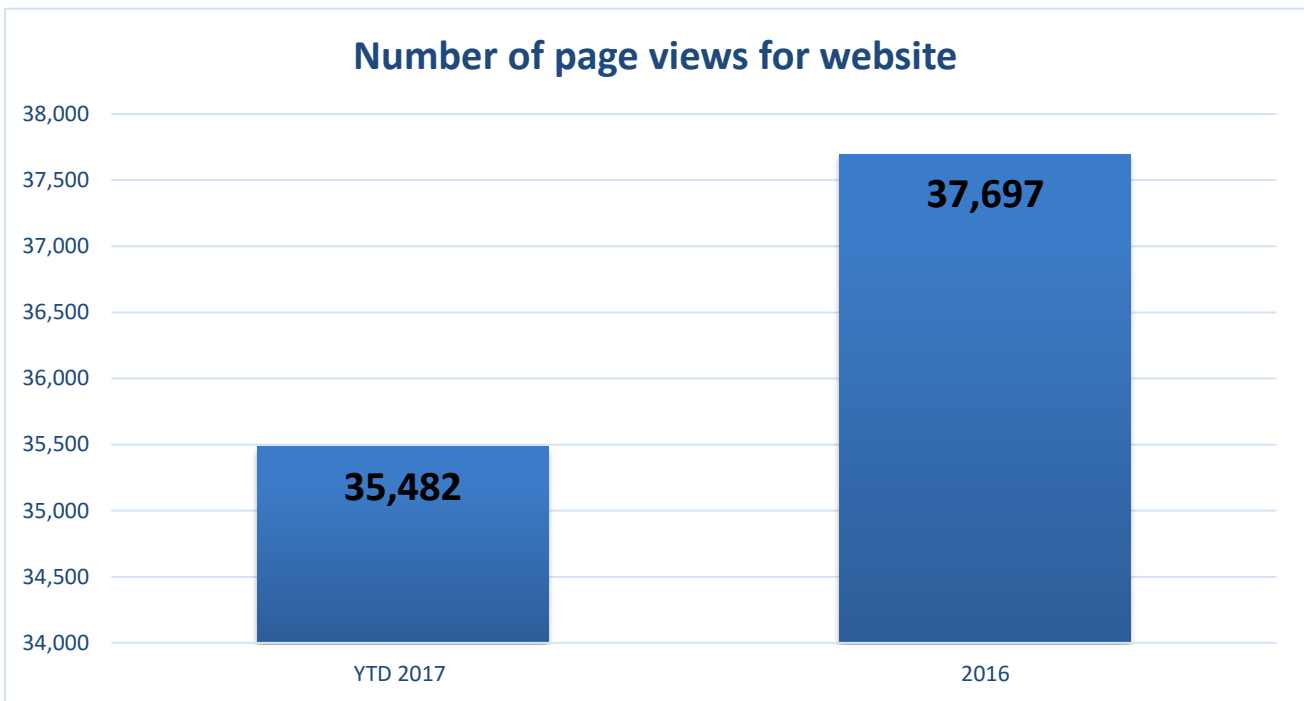
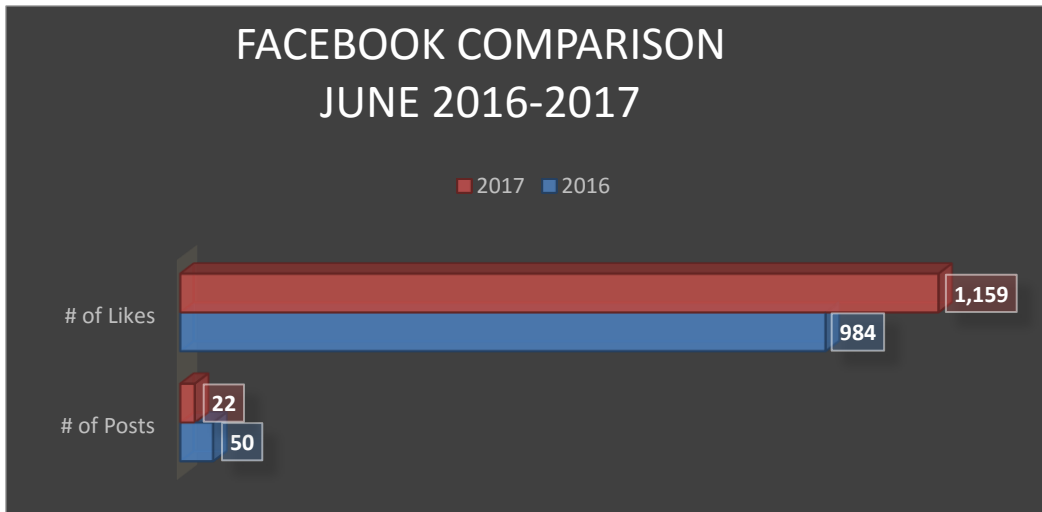
TumbleBooks Downloads



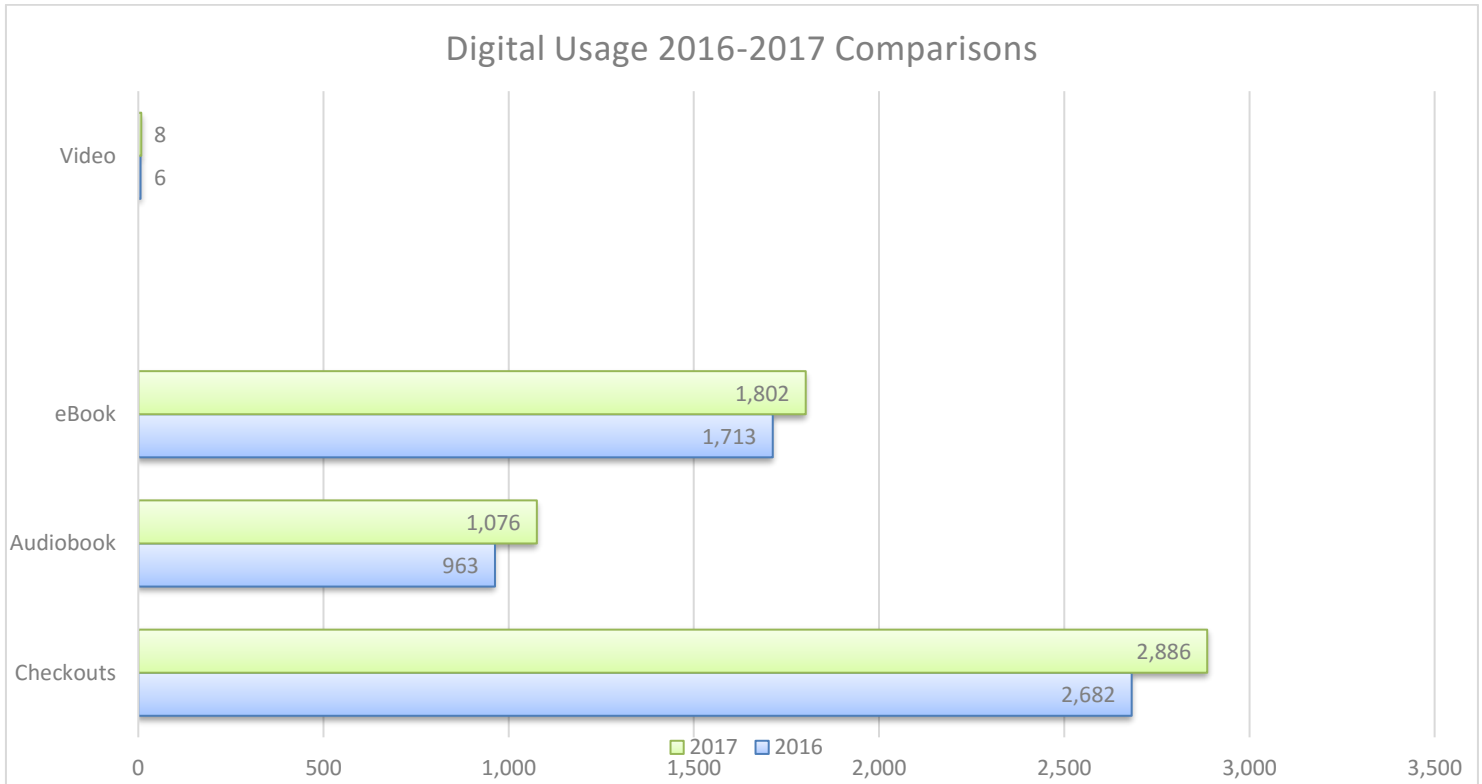
MorningStar Database Use



Website & Facebook Statistics



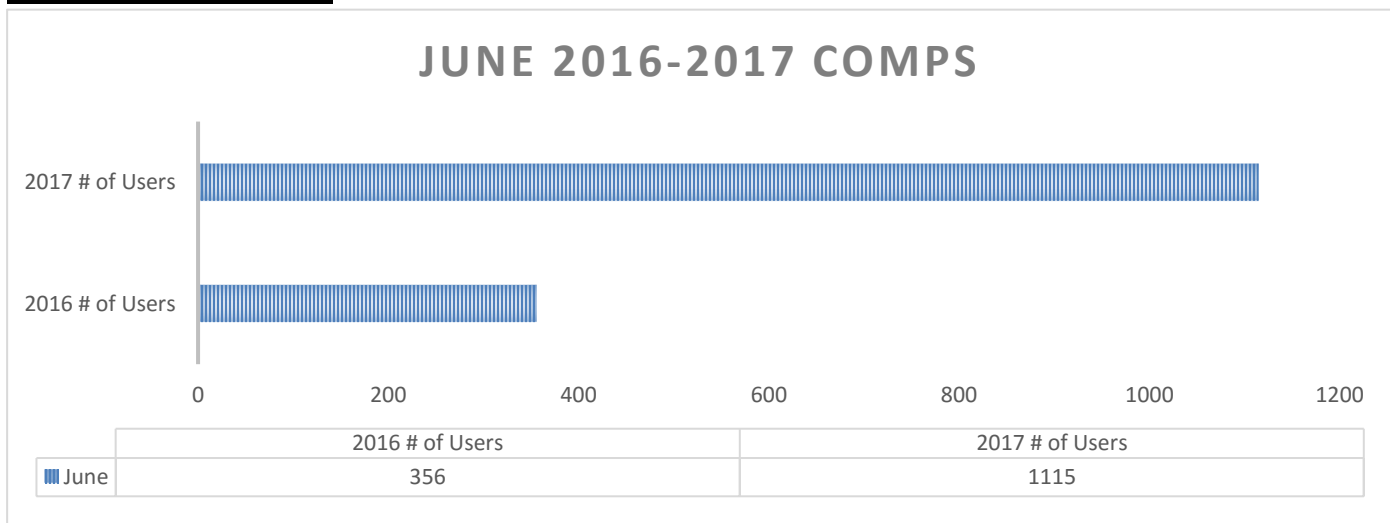
OverDrive Checkouts by Technology & Format



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							28

Meeting Room Usage



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							578
# of programs	15	16	12	12	9	12							76
Book Clubs	1	2	2	2	2	2							11

Children's Programming													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	5	31	41	39	32	37							185
Children Attending													
2016	0	532	591	482	1790	1232	806	696	29	813	607	429	8007
2017	85		633	526	1615	952							3811
Adults Attending													
2016	0	278	317	232	112	370	372	185	18	381	299	175	2739
2017	39		366	273	118	351							
Total Attendance													
2016	0	810	908	714	1902	1602	1178	854	47	1194	906	604	10719
2017	124	803	999	799	1733	1303							5761
Passive Programs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	1		5	5	0	2							13
# of Participants	9		108	24	0	56							197

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	31	22	31	17	17							132
#Programs 2017	3	7	7	6	5	5							33
YA Volunteers & Hours													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
# Vols.	12	10	12	10		13							57
# of hrs	53	48.25	61	49.5		58							269.75

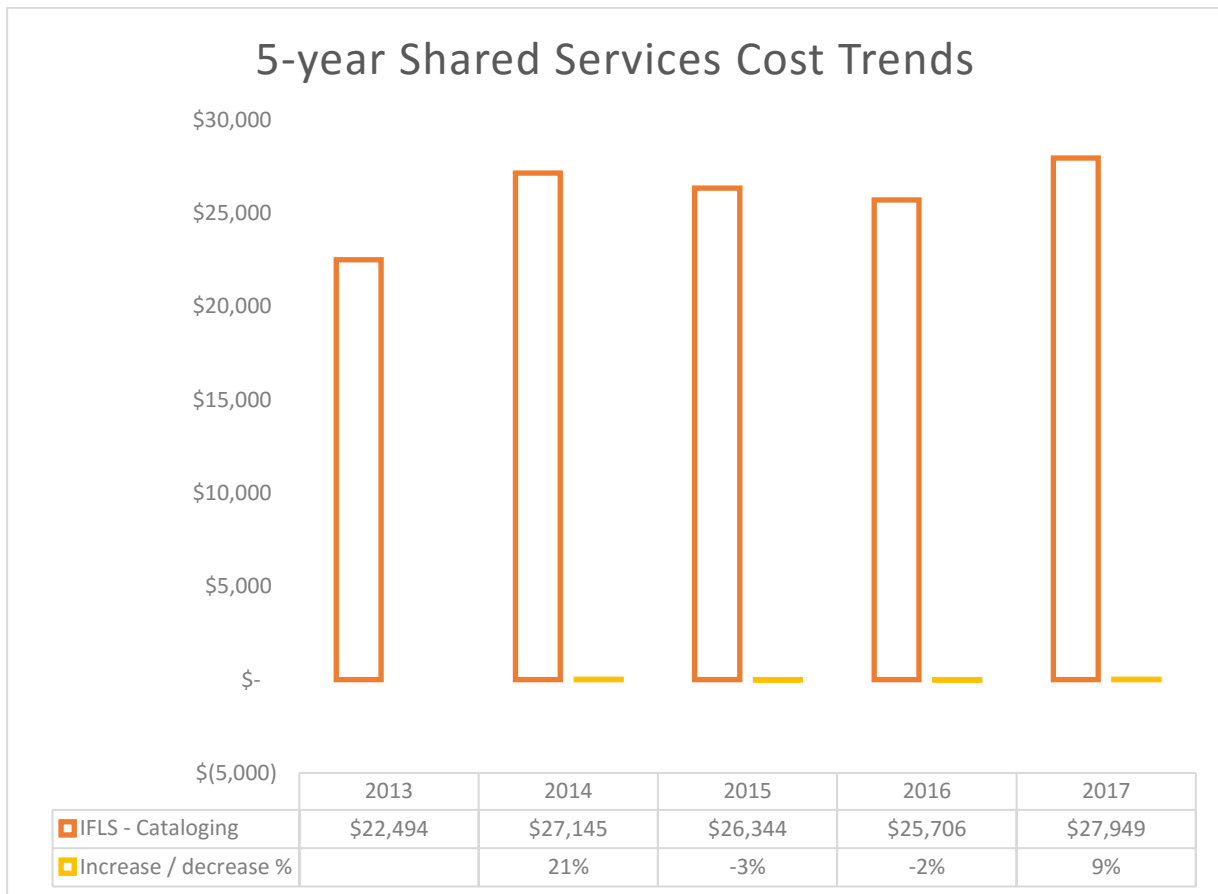
YA TAB Meetings & Attendance													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
Meetings	1	1	1	1	1	1							6
Attendance	10	8	2	9	4	4							37
YA Book Clubs													

Purpose of Study

Upon receipt of the 2017 IFLS Shared Services Agreement a cost benefit analysis was requested and has been conducted to determine the cost-effectiveness of maintaining the shared services contract versus onsite cataloging of materials.

The Cost of Participation vs. the Cost of Onsite Cataloging

Shared services provide HAJL with cataloging and material processing services, as well as processing supplies. HAJL compensates IFLS for personnel and supply costs. In 2016 the Shared Service Agreement reflected a charge of \$23,691 for personnel and an estimated charge of \$1750 for supplies. The total charge for 2016 is estimated to be \$25,441. In 2017, the cost for personnel is \$27,949 and supply costs are estimated at \$1858, for a total charge of \$29,807. This reflects an increase of 17% over 2016 costs. The cost for 2018 have not been released yet. However, there has been an average increase of 6% over the past 5 years.



The 2018 shared services cost data is not available at this time, therefore the comparison will use the 5 –year average increase of 6% for comparison. This is a conservative assumption. The assumed cost of 2018 shared services is \$29,625.94 versus a cost of \$29,175.17 for onsite cataloging. Initially, this cost difference appears minimal; however, the additional non-monetary benefits of onsite cataloging are not reflected in those numbers. For example, additional personnel, albeit designated for cataloging, provides the Library with flexibility during times when staff would like to take vacation or when someone is out sick. Added staff allows the Library to target much need projects that do not always get done in a timely manner, such as collection maintenance and repairing materials. Finally, cataloging onsite is an opportunity to get new materials on our shelves much faster, because the materials arrive here in Hudson and are cataloged here in Hudson they do not need to wait to be processed and then shipped via delivery courier. These are all valuable benefits to the Hudson community.

Shared services have benefited the Hudson Area Public Library by providing professional cataloging services, but the Hudson Area Public Library now has a trained cataloger on staff and those talents and skills should be utilized. Additionally training is available from IFLS to ensure the cataloger is up-to-date on MORE’s cataloging standards, and this training will be requested.

Benefits	Shared Services	Onsite @ Hudson
Professional Cataloging	X	X
Flexibility in Staffing		X
\$ stay local		X
Materials arrive faster		X
Materials available to patron faster		X
Cost Effectiveness		X

Conclusion

While shared services do provide some benefit, such as professional cataloging, the Hudson Area Public Library and the Hudson Area community would be better served by providing onsite cataloging.