

HUDSON AREA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING March 21, 2017

3/21/2017

Board Packet





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

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



Meeting Agenda of the Hudson Area Joint Library Board of Trustees
March 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:** ADJOURNMENT OF FEBRUARY 21, 2017 MEETING
4. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from January 17, 2017 Board meeting and of any intervening special meetings*
 - c. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2017 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2017 budget*
 - e. *Discussion and possible action on 2016 and 2017 budget comparison*
5. Citizen Comments
6. Presentations by supporting organizations
 - a. Friends of the Library
 - b. Library Foundation
7. **Possible ACTION ITEM:** President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.
8. **ACTION ITEM:** Director's Report, Statistics, and requests for action
 - a. Presentation of monthly report
 - b. Presentation of monthly statistics
 - c. Review of Completed Grants and Expenditures
 - d. Review of grant request submitted to the Hudson Hospital Foundation
 - e. **REQUEST FOR ACTION: Approval of 2016 Annual Report to State of Wisconsin**
9. **ACTION ITEM:** Finance Committee report
 - a. Recommend approval to expend Adult Programming grant of \$3,000 from Hudson Area Library Foundation;
 - b. Recommend approval to expend 1,000 Books before Kindergarten grant of \$700 from Hudson Area Library Foundation.
10. Other business
11. Board comments and items for future agendas
12. **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: March 14, 2017 and Emailed to Media: March 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

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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



**Hudson Area Joint Library Board of Trustees
 UNAPPROVED Meeting Minutes
 February 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 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 **NO QUORUM ESTABLISHED**

Library board present: Rich O'Connor, Barb Peterson, Katie Copperbarger, Curt Paul Berning

Members Absent: Marion Shaw, Dave Ostby, Jim Schrock, and Curt Weese

Library Staff present: Tina Norris, Director

Others present:

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 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: _____ **to approve January 17, 2017 minutes;**

Second by: _____

No Discussion

Vote Taken: _____

4. Citizen Comments: None
5. Presentations by supporting organizations
 - a. Friends of the Library:

 - b. Library Foundation:

*The Hudson Area Public Library is a center for lifelong learning,
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- 6. **ACTION ITEM:** President’s comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action—

ACTION TAKEN: NO ACTION REQUIRED

- 7. **ACTION ITEM:** Director’s Report, Statistics, and requests for action
 - a. Presentation of report (No Action requested)

 - b. Presentation of monthly statistics: Norris presented monthly statistics.
 - c. Overview of 2016 Annual Report to State of WI

NO QUORUM ESTABLISHED

- 8. Finance Committee Report: No Action required

9. Other business: None

10. Board comments and items for future agendas:

11. **ACTION ITEM:** Adjournment
ACTION TAKEN:
Motion by:
Second by:
Vote Taken:

NO QUORUM ESTABLISHED

Respectfully Submitted,

Tina L. Norris

Tina L. Norris
Director

FINANCIAL REPORT

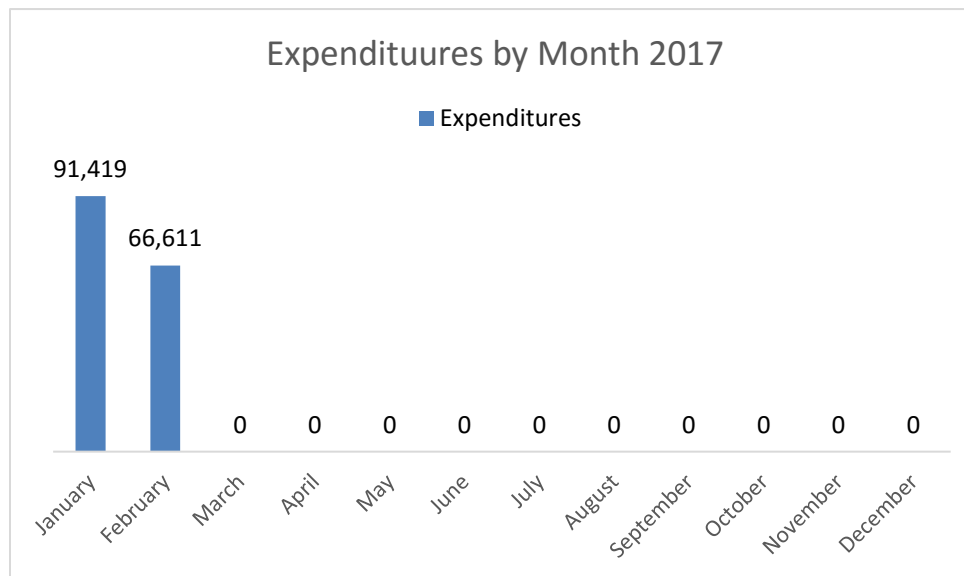
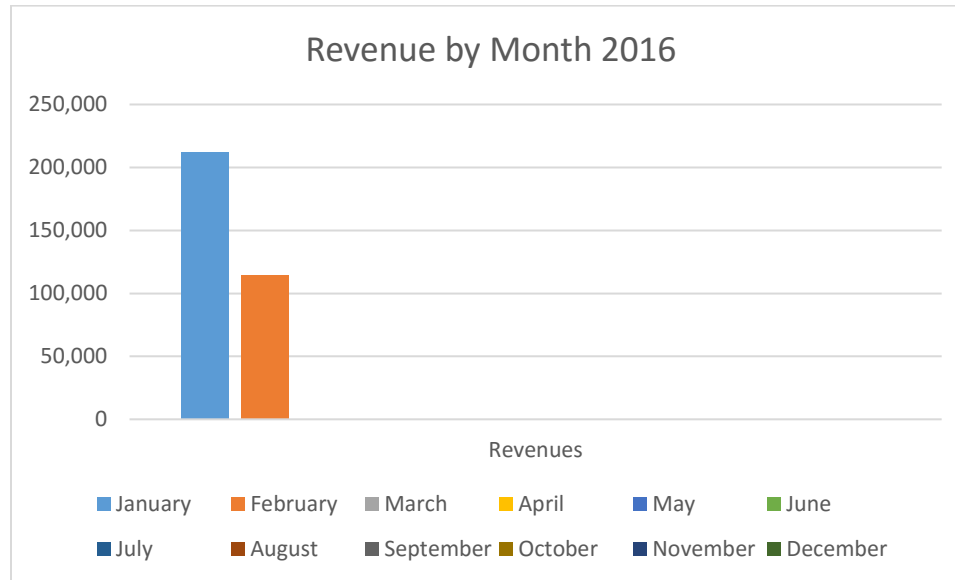
March 21, 2017

Financial Report for February 1-28, 2017

Tina Norris, Director

2017 Budget Overview	2017 Approved		February-17		Year-to-date		Amount Remaining		% Remaining	
Year-to-Date	Budget		February-17		Year-to-date		Amount Remaining		% Remaining	
REVENUES										
Library Revenue	\$	36,000	\$	3,453	\$	5,487	\$	30,513		85%
City of Hudson	\$	317,310	\$	-	\$	173,655	\$	143,655		45%
Village of North Hudson	\$	84,084	\$	43,187	\$	43,187	\$	40,897		49%
Town of Hudson	\$	197,340	\$	-	\$	-	\$	197,340		100%
Town of St. Joseph	\$	86,374	\$	-	\$	-	\$	86,374		100%
St. Croix County	\$	54,146	\$	54,186	\$	54,186	\$	(40)		0%
Other Counties	\$	6,766	\$	3,077	\$	6,436	\$	330		5%
Other Revenue	\$	1,500			\$	3,986				0%
Grant Funds			\$	10,365	\$	30,658				
Total Revenues	\$	783,520	\$	114,268	\$	317,595	\$	499,069		64%
		Budget		February-17		Year-to-date		Amount Remaining		
EXPENDITURES										
Personnel	\$	498,590	\$	37,024	\$	72,117	\$	426,473		86%
Library Materials	\$	90,500	\$	12,133	\$	13,745	\$	76,755		85%
Contractual Services	\$	97,557	\$	4,270	\$	42,928	\$	54,629		56%
Supplies & Expenses	\$	31,979	\$	1,710	\$	1,746	\$	30,233		95%
Fixed Charges	\$	146,116	\$	11,475	\$	27,495	\$	118,621		81%
General Operating										
Expense Total	\$	864,742	\$	66,612	\$	158,031	\$	706,711		82%
Ending Balance	\$	(81,222)	\$	47,656	\$	159,564	\$	(48,078)		

Notes: The 2017 Approved Budget column reflects a deficit ending balance of (-\$81,222); however, this deficit reflects increased spending of grant funded items, but does not reflect the increase in revenue from the grant funding. The Amount Remaining column reflects an ending balance of (-\$48,078), which assumes all expense lines will be completely spent. Additionally, this number does not reflect increases in funding by the City of Hudson and the Town of Hudson. The current ending balance, when all revenues are included (City and Town of Hudson) is (-\$12,217); this balance still assumes all lines will be fully expended.



January - December 2017

Actual vs. Budget	Code	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual to Date	Amount Remaining	Percent Remaining
Revenue																	
Library Revenues: Fees & Fines	46111	36,000	2,034	3,453											5,487	-30,513	-85%
City of Hudson	47301	317,310	173,655	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											-	-197,340	-100%
Town of St. Joseph	47304	86,374													-	-86,374	-100%
General Govt. Revenue	47310	0													-	0	
St. Croix County	47311	54,146		54,186											54,186	40	0%
Other Counties	47311	6,436	3,359	3,077											6,436	0	0%
Interest	48100	1,500		0											-	-1,500	
Net change in market value	48120		3,986												3,986		
Donations - Other	48500		20,294	10,364											30,658	30,658	
Donation-Literacy Program	48561	0													-		
Donations - History Collection	48562	0													-	0	
Donation - Grant FOL	48563														-	0	
Miscellaneous Revenues	48600	0													-	0	
Total Revenue		783,190	246,515	71,080	0	0	0	0	0	0	0	0	0	0	317,595	-469,581	-60%
Staff Compensation																	
Full Time Salaries	121	164,404	9,355	12,429											\$ 21,784	-142,620	-87%
Overtime Salaries	122	0													\$ -	0	
Part Time Salaries	125	205,166	11,108	15,562											\$ 26,670	-178,496	-87%
FICA	151	28,500	1,495	2,047											\$ 3,542	-24,958	-88%
Pension	152	21,020	1,184	1,598											\$ 2,783	-18,237	-87%
Health Insurance	154	79,500	11,950	5,387											\$ 17,337	-62,163	-78%
Life Insurance	155	0	0												\$ -	0	
															\$ -	0	
Staff Compensation Subtotal		498,590	35,092	37,024	0	0	0	0	0	0	0	0	0	0	\$ 72,117	-426,473	-86%

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											2,292	11,735	84%
IPLS-operating/maintenance	216	34,822	34,822	0											34,822	0	0%
IPLS-addl courier/self check	217	2,512	2,540	0											2,540	-28	-1%
IPLS-catalogging	218	24,726	0	0											-	24,726	100%
Telephone	225	1,200	0	55											55	1,145	95%
Contracted Maint. & Repair	249	600		0											-	600	100%
Programming - Adult	294	4,625	150	2,041											2,191	2,434	53%
Programming - Children	295	4,545		206											206	4,339	95%
Maintenance Agmt/Leases	298	9,000		822											822	8,178	91%
Contract Services	299	1,500	0												-	1,500	100%
Postage	311	2,000	0	52											52	1,948	97%
Office Supplies	312	7,100		149											149	6,951	98%
Memberships	324	500	0	0											-	500	100%
Advertising	326	350	0	0											-	350	100%
Staff Development	338	1,600	0	0											-	1,600	100%
Maint & Repair Supplies	357	750	37	0											37	713	95%
Books	395	66,000	1,374	8,244											9,618	56,382	85%
Technology	396	18,679		1,244											1,244	17,435	93%
Periodicals	397	6,000	238	427											665	5,335	89%
Audio-Visual	398	18,500	0	3,462											3,462	15,038	81%
Activity Supplies	399	1,000		265											265	735	74%
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											22,950	116,816	84%
General Operating Subtotal		366,152	56,327	29,587	0	0	0	0	0	0	0	0	0	0	85,914	280,238	77%
Total Expenses		864,742	91,419	66,611	0	0	0	0	0	0	0	0	0	0	158,031	706,711	82%
NET REVENUE (EXPENSE)		-81,552	155,096	4,469	0	0	0	0	0	0	0	0	0	0	159,564	(241,116)	
Less Donation Revenues			0	0	0	0									-	-	
Add Donation Expenditures			0	0	0	0									-	-	
OPERATING REV. (EXP)		-81,552	155,096	4,469	0	0	0	0	0	0	0	0	0	0	159,564	-241,116	

January - December 2017

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

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

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

HUDSON AREA LIBRARY
REVENUE EXPENDITURE COMPARISON

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2017 Budget
			February		\$	%	
			2017	2016			
Revenue							
Library Revenues: Fees & Fines	46111	36,000	\$ 5,487	\$ 3,297	\$ 2,190	66%	15%
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	\$ -	\$ 42,773	\$ (42,773)	-100%	0%
General Govt. Revenue	47310	0	\$ -	\$ -	\$ -		
St. Croix County	47311	54,146	\$ 54,186	\$ -	\$ 54,186		100%
Other Counties	47311	6,436	\$ 6,436	\$ 2,133	\$ 4,303	202%	100%
Interest	48100	1,500	\$ -	\$ 1,306	\$ (1,306)	-100%	0%
Net change in market value	48120		\$ 3,986	\$ -	\$ 3,986		
Donations - Other	48500		\$ 30,658	\$ -	\$ 30,658		
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ -	\$ -	\$ -		
Donation - Grant FOL	48563		\$ -	\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ -	\$ -	\$ -		
Total Revenue		783,190	\$ 317,595	\$ 405,540	\$ (87,945)	-22%	41%
Staff Compensation							
Full Time Salaries	121	164,404	\$ 21,784	\$ 21,110	\$ 674	3%	13%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		
Part Time Salaries	125	205,166	\$ 26,670	\$ 28,036	\$ (1,366)	-5%	13%
FICA	151	28,500	\$ 3,542	\$ 3,959	\$ (417)	-11%	12%
Pension	152	21,020	\$ 2,783	\$ 2,856	\$ (73)	-3%	13%
Health Insurance	154	79,500	\$ 17,337	\$ 17,376	\$ (39)	0%	22%
Life Insurance	155	0	\$ -	\$ -	\$ -		
Staff Compensation Subtotal		498,590	\$ 72,117	\$ 73,337	\$ (1,220)	-2%	14%
General Operating Expenses							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 2,292	\$ 2,292	\$ -	0%	16%
IPLS-operating/maintenance	216	34,822	\$ 34,822	\$ 32,825	\$ 1,997	6%	100%
IPLS-addl courier/self check	217	2,512	\$ 2,540	\$ 2,512	\$ 28	1%	101%
IPLS-catalogging	218	24,726	\$ -	\$ -	\$ -		0%
Telephone	225	1,200	\$ 55	\$ 83	\$ (28)	-34%	5%
Contracted Maint. & Repair	249	600	\$ -	\$ -	\$ -		0%
Programming - Adult	294	4,625	\$ 2,191	\$ 206	\$ 1,985	964%	47%
Programming - Children	295	4,545	\$ 206	\$ 405	\$ (199)	-49%	5%
Maintenance Agmt/Leases	298	9,000	\$ 822	\$ 615	\$ 207	34%	9%
Contract Services	299	1,500	\$ -	\$ -	\$ -		0%
Postage	311	2,000	\$ 52	\$ 426	\$ (374)	-88%	3%
Office Supplies	312	7,100	\$ 149	\$ 623	\$ (474)	-76%	2%
Memberships	324	500	\$ -	\$ -	\$ -		0%
Advertising	326	350	\$ -	\$ -	\$ -		0%
Staff Development	338	1,600	\$ -	\$ 580	\$ (580)		0%
Maint & Repair Supplies	357	750	\$ 37	\$ 17	\$ 20	117%	5%
Books	395	66,000	\$ 9,618	\$ 5,936	\$ 3,682	62%	15%
Technology	396	18,679	\$ 1,244	\$ 899	\$ 345	38%	7%
Periodicals	397	6,000	\$ 665	\$ -	\$ 665		11%
Audio-Visual	398	18,500	\$ 3,462	\$ 863	\$ 2,599	301%	19%
Activity Fund	399	1,000	\$ 265	\$ 37	\$ 228		26%
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	\$ 22,950	\$ 22,950	\$ -	0%	16%
General Operating Subtotal		366,152	\$ 85,914	\$ 75,991	\$ 9,923	13%	23%
Total Operating Expenses		864,742	\$ 158,031	\$ 149,328	\$ 8,703	6%	18%
NET OPERATING REVENUE (EXPENSE)		-81,552	\$ 159,564	\$ 256,212	\$ (96,648)	-38%	



DIRECTOR'S REPORT & MONTHLY STATISTICS

February 1 – 28, 2017

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

Director's Report March 21, 2017

News & Updates:

- 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.
- We are planning the 3rd Annual Ice Cream Social which will be held on Saturday, July 15, and the Splatter Sisters are scheduled to perform. As in previous years, the cost of the performance (and ice-cream / root beer / supplies) will be shared by the Library, Friends of the Library, and the Library Foundation. The Splatter Sisters cost is \$645 / or \$215 per entity.
- Equipment for the new *iLabs* is being ordered, and to date I have purchased a desktop 3-D printer, 2 iPad minis, a Button Maker, filament for the 3-D printer, and equipment for the photography maker kit. I am working on policies and waivers to be presented to the Personnel and Policy Committee in April (or May) and to the board for approval.
- Additional grant funding has been secured for Adult Programming enhancements, as well as program prizes for the *1,000 Books before Kindergarten* program.
- I have submitted a grant request to the Hudson Hospital Foundation for a Health Literacy Initiative partnership.

Events at the Library:

- Now – April 27: Story Times;
- March 13 – 18: The Big Read in Hudson: *The Maltese Falcon* Sculpture Exhibit on display at the Hudson Area Public Library
- March 28: Twin Cities Sisters in Crime Author Panel
- April 7: Learn @ the Library
- April 11: Urban Gardening Series: Small Space Gardening
- April 13: The Dangerous of Online Family Trees....and other Genealogy Pitfalls
- April 19: Adult Craft—String Art

February 2017 Statistics

Statistical Summary for February 2017

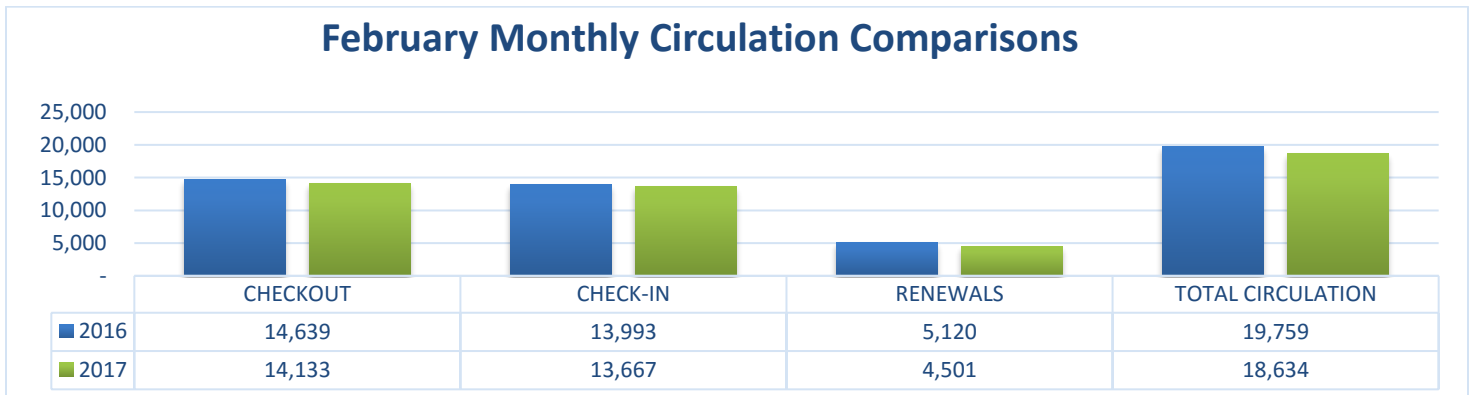
February	2017	2016	Year-to-date 2017
Checkouts	14,133	14,639	29,514
Check-ins	13,667	13,993	27,338
Renewals	4,501	5,120	9,012
Total Circulation	18,634	19,759	38,526
Items Borrowed	3,783	3,904	8,137
Items Loaned	4,440	2,555	9,117
New Patrons	96	80	181
Items Added	617	496	919
Pharos	904	905	1,747
Wireless	5,716	5,340	11,667
Digital Circulation	2,781	2,706	6,033
Website Visits	6,680	6,374	14,518
Facebook Posts	35	37	69
Facebook Likes	1,095	903	2,163
Children's Programs	31	26	36
Children's Program Attendance	803	810	927
Teen Programs	8		11
Teen Program Attendance	39	122	53
Adult Programs	18		34
Adult Program Attendance	153	379	294
Meeting Room Usage	823	55	1,485
Visitors	10,641	9,125	19,537
Cardholders	15,972	15,814	15,972

Circulation Summary YTD 2017

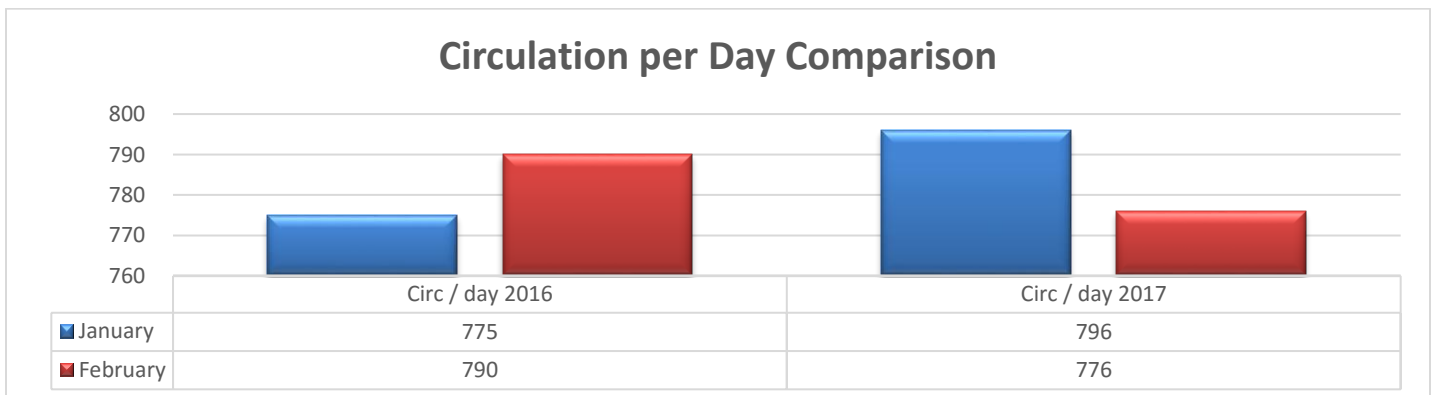
Yearly Circulation Activity

Hudson Area Public Library					
YEAR TO DATE CIRCULATION ACTIVITY					
	Checkouts 2016	Checkouts 2017	Check-ins	Renewals	Items Circulated
Jan	14,951	15,381	13,682	4,511	19,892
Feb	14,639	14,133	13,667	4,501	18,634
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	29,514	27,349	9,012	38,526

February Monthly Circulation Comparisons



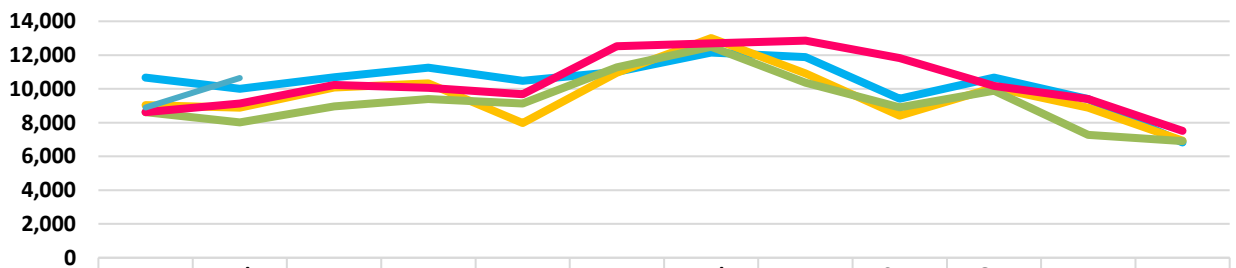
Circulation per Day Comparison



Library Visitors

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

Comparison of Visitors 2013-2017

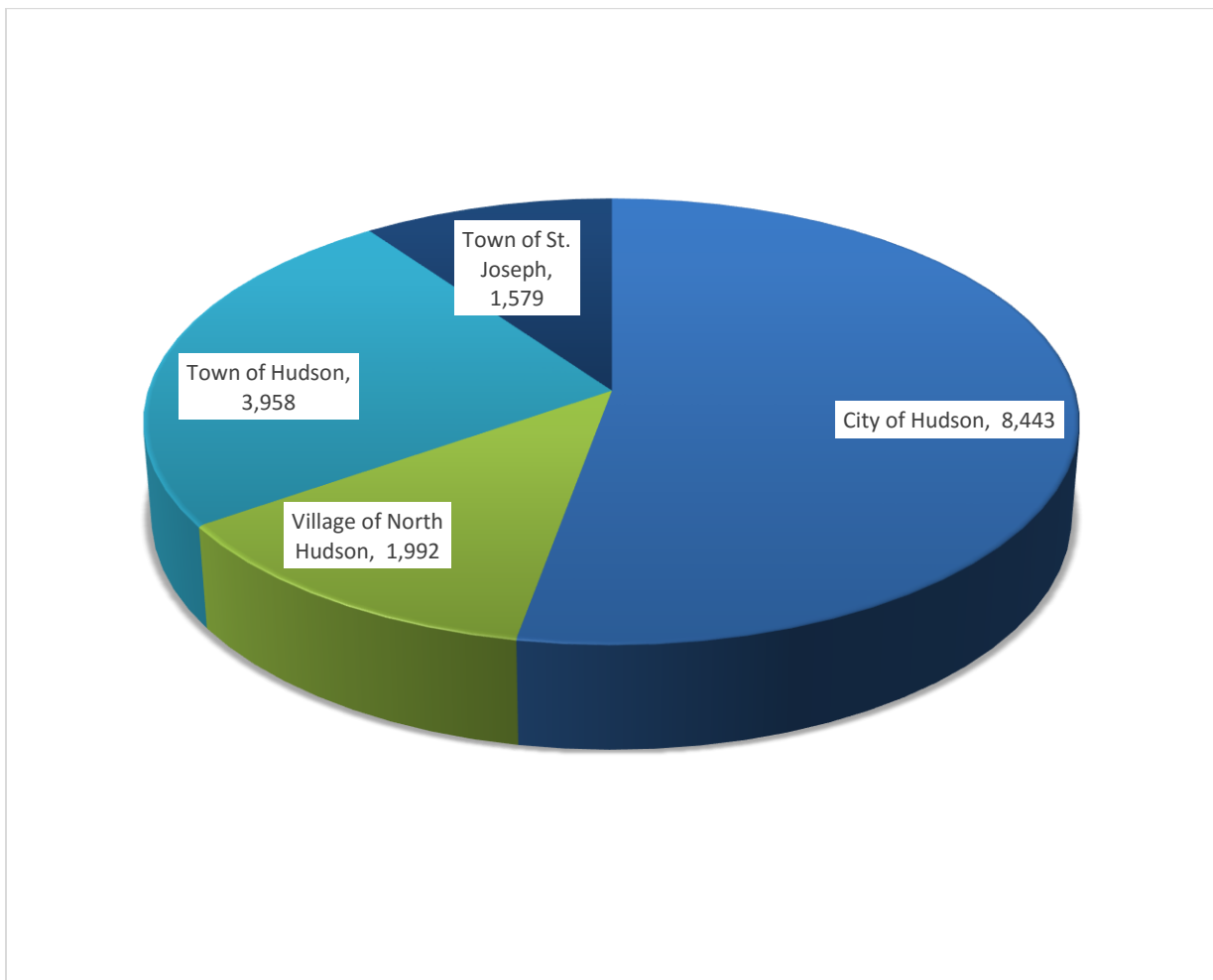


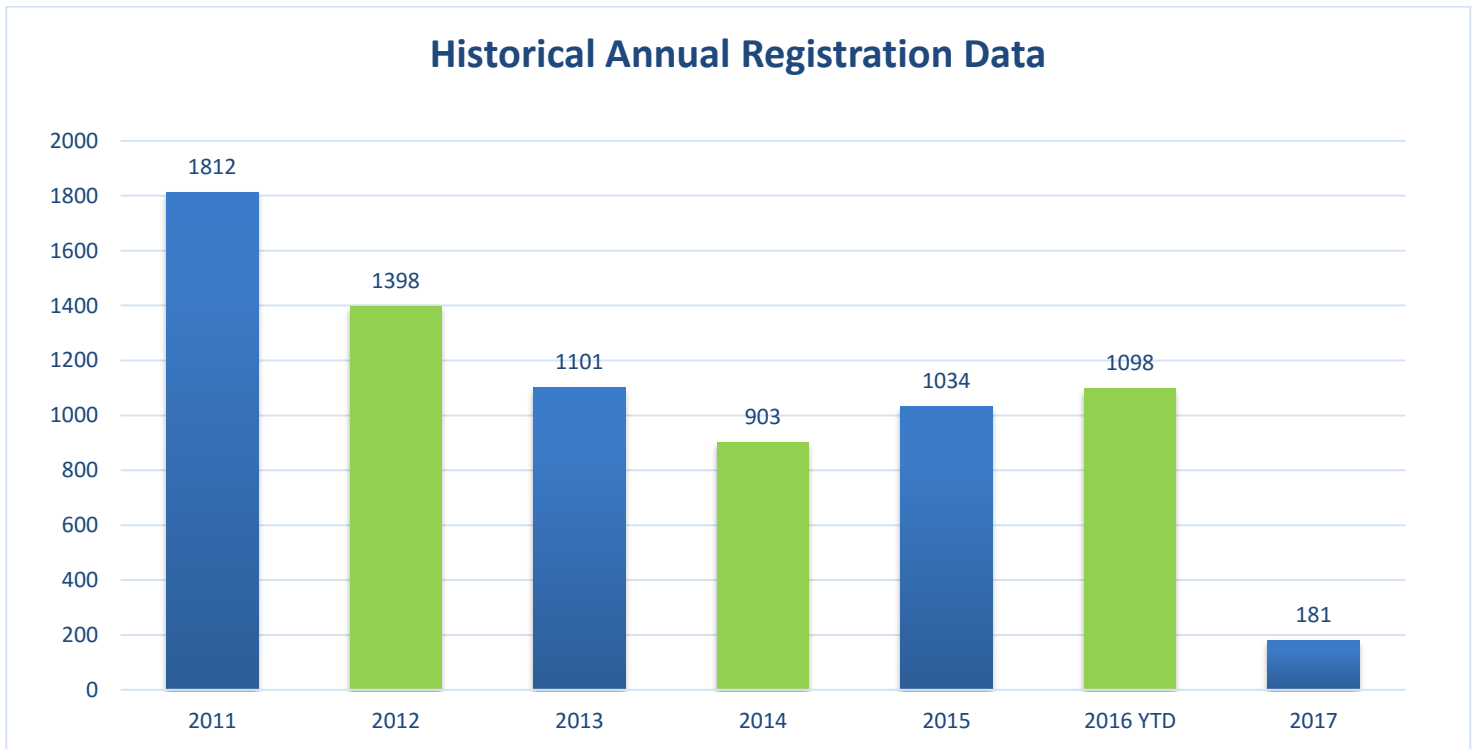
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10,671	9,399	6,826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883	6,935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276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

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	9,769	400

Cardholders by Municipality

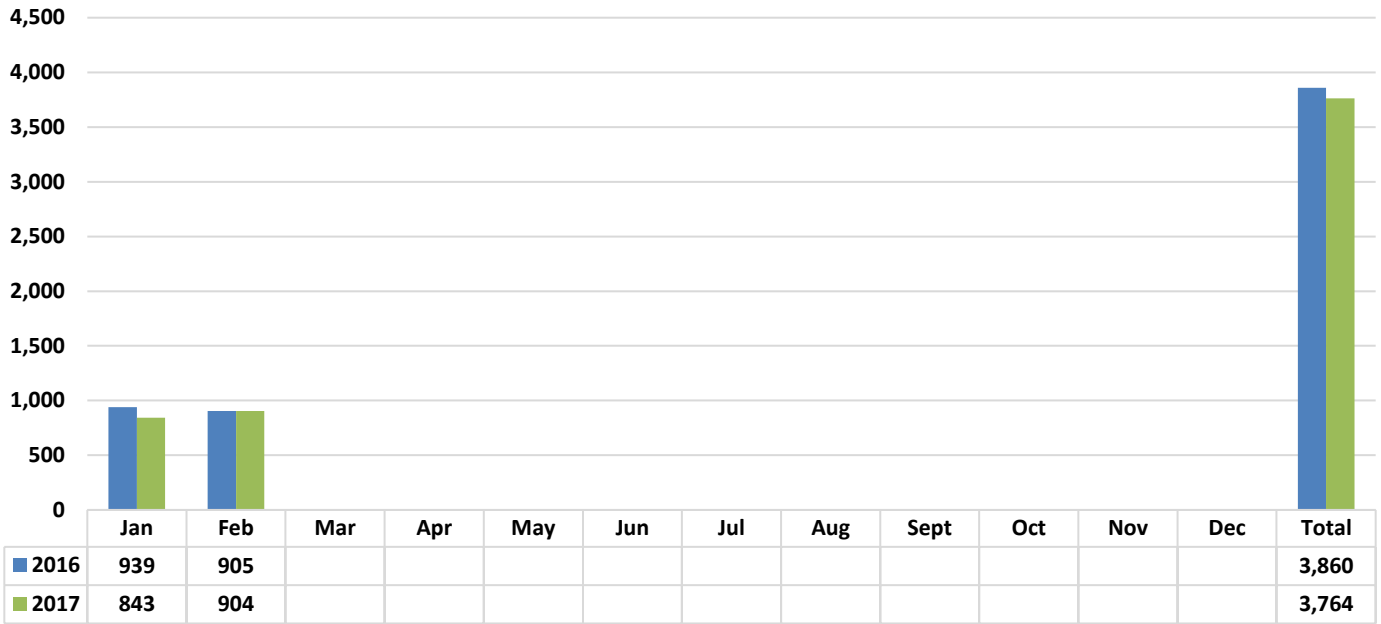
	City of Hudson		Village of North Hudson	Town of Hudson	Town of St. Joseph	Total
2011	7,750		1,998	4,091	1,545	15,384
2012	7,818		1,940	3,997	1,543	15,298
2013	8,228		1,940	4,239	1,633	16,165
2014	7,740		1,881	3,789	1,495	14,905
2015	8,239		1,991	4,023	1,593	15,846
2016	8,350		1,966	3,932	1,566	15,814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



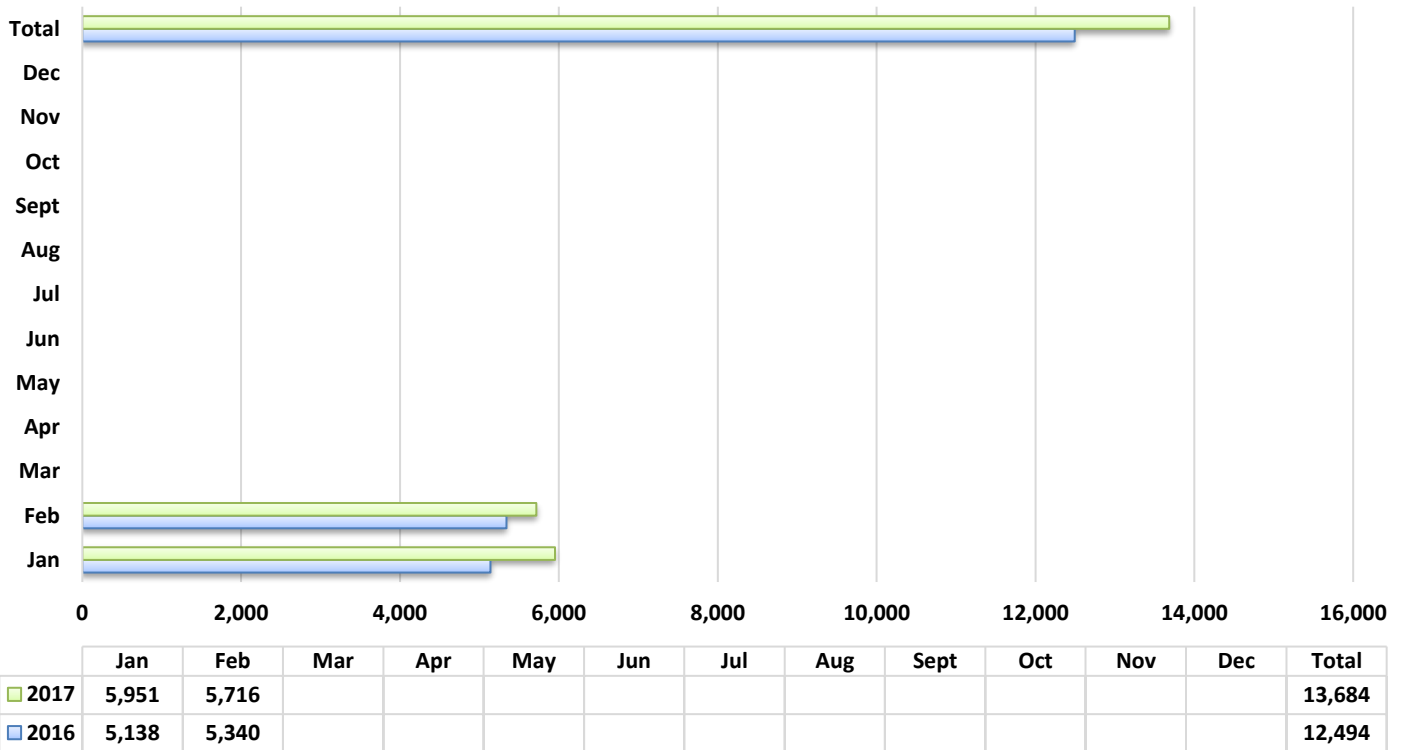


Technology Usage

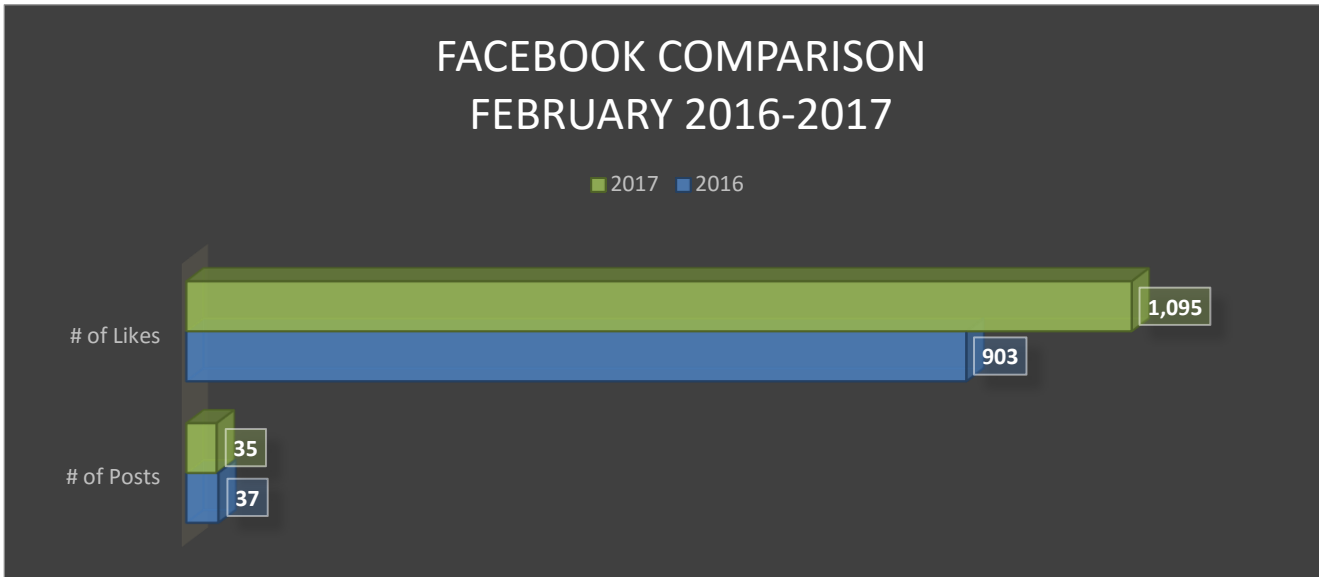
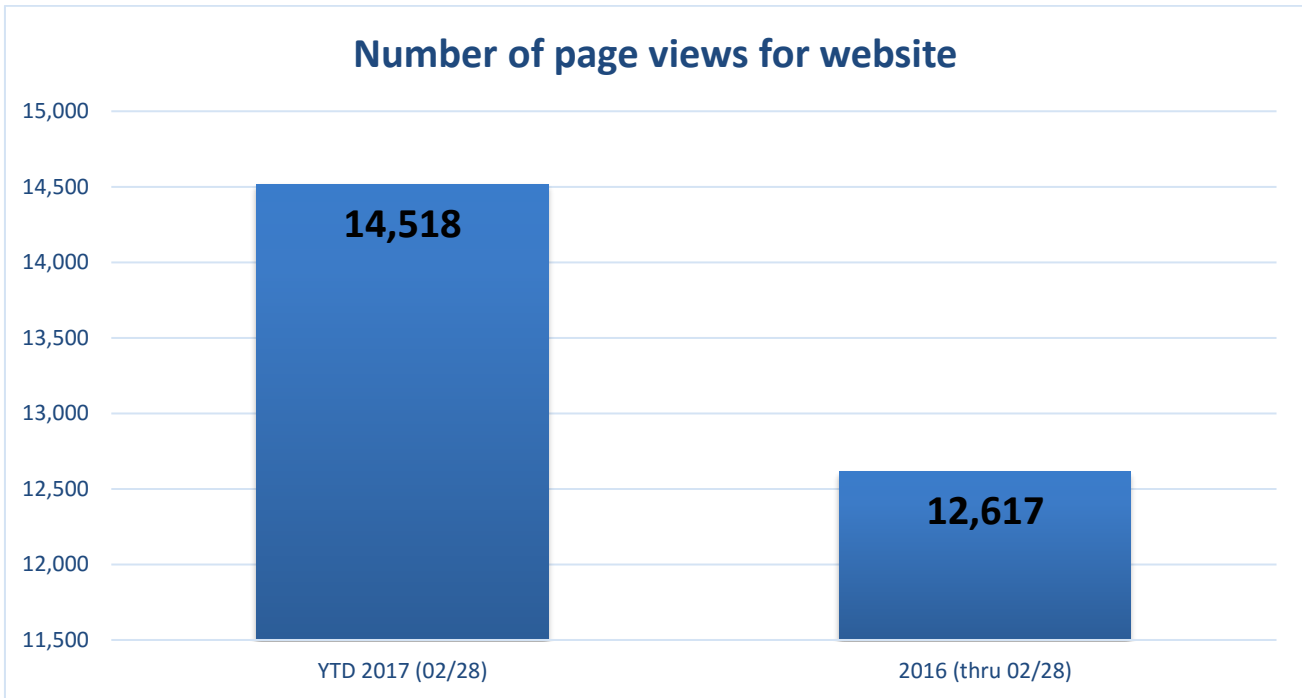
Computer Usage Year-to-Date



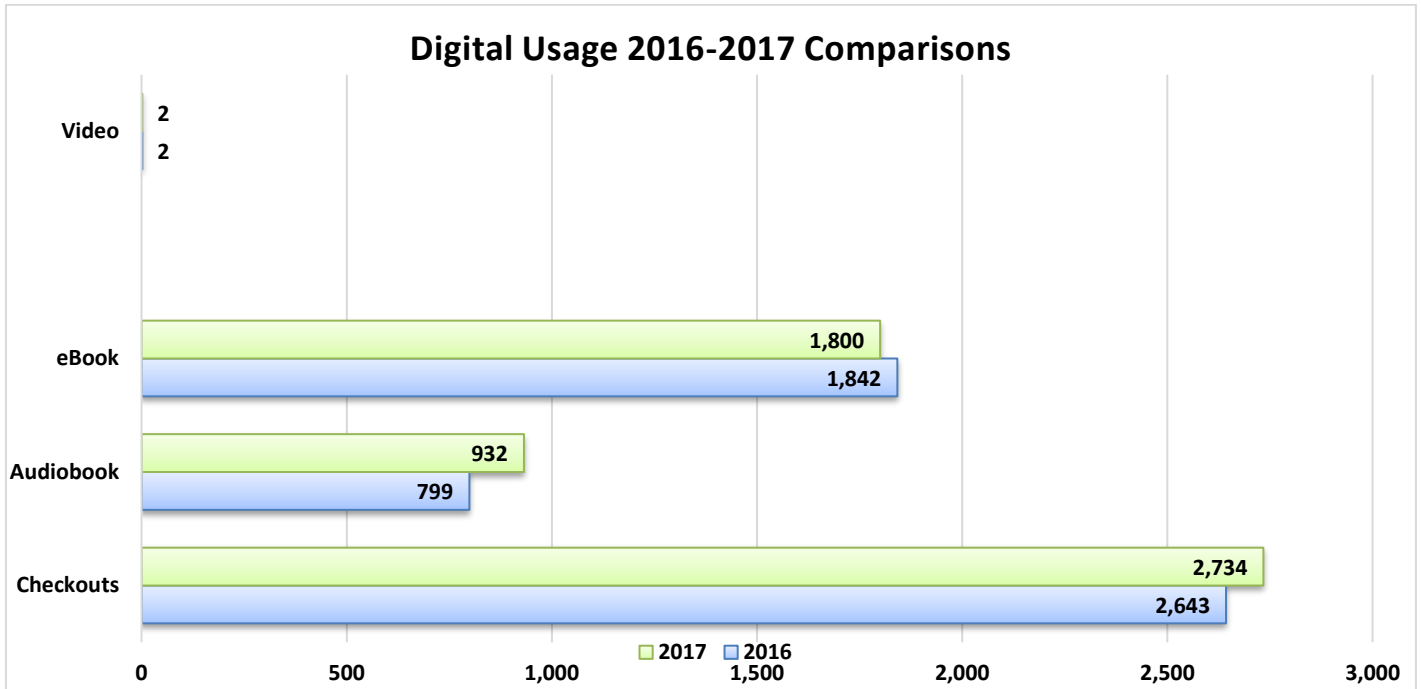
YTD Wireless Usage Comparisons



Website & Facebook Statistics



OverDrive Checkouts by Technology & Format



Proctoring Services

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

Meeting Room Usage

2016 -2017 Meeting Room Comps	2016 # of Users	2017 # of Users
January	210	662
February	556	823
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total Year-to-Date	766	1485

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											279
# of programs	15	16											31
Book Clubs	1	2											3

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											45
#Programs 2017	3	7											10
YA Volunteers & Hours													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
# Vols.	12	10											22
# of hrs	53	48.25											101.25
YA TAB Meetings & Attendance													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
Meetings	1	1											2
Attendance	10	8											18
YA Book Clubs													
2017													0

Children's Programming													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	5	31											36
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	803										26	927



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
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members
Include vacancies in this count

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
Subtotal 4			

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

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

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?
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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				
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
➤		

	COMMENTS	
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