



Meeting Agenda of the Hudson Area Joint Library Board of Trustees

March 20, 2018 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 February 20, 2018 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 2018 Budget vs. Actual to Date
 - d. Discussion and possible action on regularly recurring expenditures that are within the Board approved 2018 budget
 - e. Discussion and possible action on 2017 and 2018 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 and statistics
 - b. Presentation of and possible action on staffing assessment and recommendations
 - c. Action Items: Request approval of staffing position description-Patron Services Coordinator
8. **ACTION ITEMS:** Finance committee recommendation on fines structure / fines-free policy.
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 March 13, 2018: and Emailed to Media: March 13, 2018

NOTE: Some Agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the Library Director at 715-386-3101 ext. 305

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



**Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
February 20, 2018, 6:00 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016**

1. Call to Order at 6:30 p.m. by Shaw
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
Present: Shaw, Berning, Coppenbarger, Peterson, Schrock, Weese
Absent: Rich O'Connor, Dave Ostby
Staff: Tina Norris, Director
Other: Gloria Kramer
3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from November 21, 2018 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 2018 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2018 budget*
 - e. *Discussion and possible action on 2017 and 2018 budget comparison*

ACTION TAKEN:

Motion to APPROVE the consent agenda by: Peterson

Second by: Berning

Discussion: NONE

Vote Taken: 6 Ayes 0 Nays MOTION APPROVED

4. Citizen Comments—
Gloria Kramer noted that Family Fresh receipts are up to \$77,000. Kramer also noted that there are still many safety issues that need to be fixed and ponder whether she should take her issues up at the City Council meeting.
5. Presentations by supporting organizations
 - a. Friends of the Library— No report
 - b. Library Foundation— Peterson noted that the Foundation will meet tomorrow, February 21, 2018 and that the Foundation has created an advocacy committee which is working on creating an "elevator speech" and talking points. Additionally, she provided an update of the 2017 annual campaign, which has raised approximately \$39,000. She believes the amount for 2016 was approximately \$36,000.

6. President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.
No updates at this time.

7. **ACTION ITEM:** *Director's Report, Statistics, and requests for action: Norris presented the monthly report and statistics for January 2018. Shaw questioned how the library closing on January 22, 2018 was handled. Norris advised that she contacted Board President Rich O'Connor to advise him that due to impending inclement weather the library would be closing. Shaw questioned whether the Library follows the Hudson School District closings. Norris stated the decision to close the Library is not based on what the Hudson School District decides to do, in fact the Director considers the advisement of the WI Department of Transportation, current weather conditions, and weather service advisories in making inclement weather decisions.*
 - a. Presentation of monthly report and statistics

 - b. Presentation of the 2017 -2018 Library Report (State Annual Report, Report to Stakeholders, and 2018 Action Plan: Norris presented the statistical review included in the Report to Stakeholders, this information includes statistics taken from the Annual State report, as well as a 3-year review. The report included an update on the current strategic plan and accomplishments in 2017, as well as a 2017 Financial Summary.

Marion Shaw stated that he believes the wireless countss are inflated because every person that walks through the door automatically connects and every kid has a cellphone, so those numbers are not accurate. Norris stated that this is not the case, and that there are access points throughout the library that count connections. Shaw disagreed. Norris will provide additional information regarding this topic at the March meeting.

The presentation of the 2018 Director's Action Plan included three (3) strategic goals: 1.) The Director will provide the Annual Review of the Library, Strategic Plan Update, and Funding Report to Joint Municipal partners, as well as meeting one-on-one with municipal leadership to advocate for the public library. 2.) Final implementation and assessment of the 2015 - 2018 Strategic Plan will be completed in 2018; and 3.) A strategic plan for 2018 - 2021 will be developed in collaboration with the Hudson Area Joint Library staff, Library Board, Library Foundations, Friends of the Library, and input from the Joint Municipal partners and the community at-large. Shaw questioned whether this would be presented to the Library Board or if the Library Director would have "carte blanche" in developing the plan. Peterson and Norris pointed out that the Action Plan clearly states that this is a collaborative effort with the Director taking the lead to ensure the completion of the project.

- c. **ACTION ITEM:** Approval of 2017 Annual State Report
Motion to approve the annual state report by Peterson
Second by: Coppenbarger
Vote taken: 6 Ayes / 0 Nays **MOTION APPROVED**

- d. **ACTION ITEM:** Libray Director's 2018 Action Plan
Motion to approve 2018 Director's Action Plan by Peterson
Second by: Weese
Vote taken: 6 Ayes / 0 Nays **MOTION APPROVED**

- e. **ACTION ITEM:** Request approval to publish Request for Proposals (RFP) for Architech / Space Planning Consultant
Motion by Berning to approve RFP Weese offers friendly amendment requesting that "as part of the proposal the number of books, how many more books could the library hold". Discussion about whether this was already included in the request. Berning withdrew his motion.
Motion by Berning to approve RFP with the addition of "maximize space for volumes of books, and more efficient staff and public spaces" to the Project Characteristics.
Second by: Weese
Discussion: No additional
Vote taken: 5 Ayes / 1 Nays (Shaw) **MOTION APPROVED**

8. **ACTION ITEM:** Finance Committee Report on and Recommendation of grants:

- a. Recommendation to expend up to \$20,000 FOL grant for the Children's Revitalization Project in 2018 contingent upon receipt of funds.
 Motion by Peterson to approve acceptance and use of the Friends of the Library funds in the amount of \$20,000.
 Second by Coppenbarger
 Discussion: None
 Vote Take: MOTION CARRIED (6 Ayes / 0 Nays)
- b. Recommendation to expend \$30,850 in grants from the Foundation as follows, 1.) Adult Programming expenditure line increased by \$7,200; 2.) Children's Programming expenditure line increased by \$11,400; 3.) Professional Development expenditure line increased by \$1,000; and, 4.) Technology line increased by \$11,250.
 Motion by Berning to approve grant expenditures.
 Second by Weese
 Discussion: None
 Vote Take: MOTION CARRIED (6 Ayes / 0 Nays)

9. **ACTION ITEM:** Finance committee recommendation to approve Fines Free Policy.

Norris presented the Fines Free Proposal. The proposal would eliminate fines for books, audiobooks, DVDs, CDs, and magazines. Special use items, including the Lucky Day collection, Rental DVDs, Book Club kits, other kits, Lawn Games, and other equipment would retain the current fine structure. Materials returned 21+ days after the due date would be billed for the cost of the item plus a non-refundable \$5 processing fee. Notices would be sent at 7 and 14 days with bill sent at 21 days. The proposal noted that the current breakeven point for collecting fines is \$1.80 and fines represent 1.98% of the libraries revenues. Additionally, the proposal noted the library's mission is to provide access to materials and resources. In addition to proposing the elimination of fines, the proposal included a strategy for bringing library user's back to the Hudson Area Public Library by providing payment plans for those who currently have outstanding fines. Under this plan, the patron would be allowed to use the Library, as long as they have a payment plan in place and are making payments. The strategy includes an incentive for signing up for the Summer Reading Program, as well as an opportunity for youth to read-down their fines - up to \$10.00. The goal is to bring back library patrons and ensure access to the library and its materials.

The discussion opened with Weese stating that fines are a moral issue and without fines there would be no consequences, so no-one would return their books. Norris pointed out that this is a trend that has taken hold and that has not been the case in libraries that have gone fine free. Shaw stated that people who don't return their books and pay their fines are "deadbeats" and "they shouldn't be able to use the library". Weese proposed "just raising the number of days people can keep the items and then if they don't return them fine them with a higher fine". After much discussion, Shaw motioned to table the issue until the March meeting. Second by Berning. Discussion: Shaw stated that he felt that Rich O'Connor should be part of the discussion. Norris noted that O'Connor supported the policy. Shaw stated that all members of the board should be part of the discussion.

Shaw called the question.

Vote Taken: 4 Ayes (Shaw, Weese, Schrock, Berning) / 2 Nays (Coppenbarger / Peterson)
 MOTION CARRIED

10. Other business: None

11. Board comments and items for future agendas: None

12. ACTION ITEM: Adjournment

Motion to Adjourn by: Berning

Second by: Weese

Discussion: None

Vote Take: 6 Ayes / 0 Nays

Respectfully Submitted,

Tina L. Norris

Tina L. Norris, Director

2018 Budget Overview Year-to-Date	2018 Approved Budget	February	Year-to-date	Amount Remaining	% Remaining
REVENUES					
Library Revenue	36,000	\$ 3,193	\$ 4,813	\$ 31,187	87%
City of Hudson	334,747	\$ -	\$ 173,655	\$ 161,092	48%
Village of North Hudson	83,791	\$ 41,896	\$ 41,896	\$ 41,896	50%
Town of Hudson	201,228	\$ -	\$ -	\$ 201,228	100%
Town of St. Joseph	86,236	\$ -	\$ 43,187	\$ 43,049	50%
County Library Levy	58,963	\$ 59,000	\$ 59,000	\$ (37)	0%
Other Counties	6,000	\$ 405	\$ 1,983	\$ 4,017	67%
Interest	1,500	\$ -	\$ -	\$ 1,500	100%
Gains / Loses	-	\$ -	\$ 3,705	\$ (3,705)	
Grant Funds	-	\$ 8,235	\$ 39,085	\$ (39,085)	
Donations	-	\$ -	\$ -	\$ -	
Miscellaneous Revenue	-	\$ -	\$ 41	\$ (41)	
Total Revenues	808,465	\$ 112,728	\$ 367,365	\$ 441,100	55%
		February	Year-to-date	Amount Remaining	
EXPENDITURES					
Personnel	524,904	\$ 37,487	\$ 75,287	\$ 449,617	86%
Library Materials	76,632	\$ 7,158	\$ 14,445	\$ 62,187	81%
Contractual Services	72,296	\$ 3,936	\$ 48,611	\$ 23,685	33%
Supplies & Expenses	22,200	\$ 3,423	\$ 4,171	\$ 18,029	81%
Fixed Charges	146,616	\$ 11,435	\$ 27,268	\$ 119,348	81%
Capital Expenditures		\$ -	\$ -		
General Operating Expense Total	842,648	\$ 63,439	\$ 169,782	\$ 672,866	80%
Ending Balance	(34,183)	\$ 49,290	\$ 197,582		

% of year-to-date: 16.67%

% remaining: 18.33%

Hudson Area Joint Library Budget

2018 Budget	Jan	Feb	March	April	May	June	July	August	September	October	November	December	Target Budget	Additions	Total	YTD	Remaining
Revenue																	
Library Revenues	\$ 1,620.04	\$ 3,193.15											\$ 27,000.00		\$ 27,000.00	\$ 4,813.19	\$ 22,186.81
City of Hudson	\$ 173,655.00												\$ 334,717.00	\$ 12,563.00	\$ 347,310.00	\$ 173,655.00	\$ 161,092.00
Village of North Hudson	\$ -	\$ 41,895.50											\$ 83,791.00		\$ 83,791.00	\$ 41,895.50	\$ 41,895.50
Town of Hudson	\$ -												\$ 201,228.00		\$ 201,228.00	\$ -	\$ 201,228.00
Town of St. Joseph	\$ 43,187.00												\$ 86,236.00	\$ 138.00	\$ 86,374.00	\$ 43,187.00	\$ 43,049.00
St. Croix County	\$ -	\$ 59,000.00											\$ 58,963.00		\$ 58,963.00	\$ 59,000.00	\$ (37.00)
Other Counties	\$ 1,578.00	\$ 404.70											\$ 6,000.00		\$ 6,000.00	\$ 1,982.70	\$ 4,017.30
Interest	\$ -	\$ -											\$ 1,500.00	\$ 2,000.00	\$ 3,500.00	\$ -	\$ 1,500.00
Gains/ Losses	\$ 3,704.76												\$ 3,704.76		\$ 3,704.76	\$ 3,704.76	\$ -
Grants	\$ 30,850.00	\$ 8,235.00												\$ 50,850.00	\$ 50,850.00	\$ 39,085.00	\$ (39,085.00)
Donations															\$ -	\$ -	\$ -
Misc Revenues	\$ 41.40													\$ 400.00	\$ 400.00	\$ 41.40	\$ (41.40)
Total Income	\$ 254,636.20	\$ 112,728.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 803,169.76	\$ 65,951.00	\$ 869,120.76	\$ 367,364.55	\$ 501,756.21
Personnel																	
Full-Time	121	\$ 13,160.28	\$ 9,834.21										\$ 156,000.00		\$ 156,000.00	\$ 22,994.49	\$ 133,005.51
Overtime	122	\$ -													\$ -	\$ -	\$ -
Part-Time	125	\$ 15,807.89	\$ 12,946.43										\$ 233,250.00		\$ 233,250.00	\$ 28,754.32	\$ 204,495.68
Longevity	133	\$ -											\$ -		\$ -	\$ -	\$ -
FICA	151	\$ 2,121.77	\$ 1,668.60										\$ 30,000.00		\$ 30,000.00	\$ 3,790.37	\$ 26,209.63
Retirement	152	\$ 1,538.10	\$ 1,152.94										\$ 20,000.00		\$ 20,000.00	\$ 2,691.04	\$ 17,308.96
Health Insurance	154	\$ 5,172.26	\$ 11,884.76										\$ 72,000.00		\$ 72,000.00	\$ 17,057.02	\$ 54,942.98
Life Insurance	155	\$ -											\$ -		\$ -	\$ -	\$ -
Total Personnel	\$ 37,800.30	\$ 37,486.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511,250.00	\$ -	\$ 511,250.00	\$ 75,287.24	\$ 435,962.76
Contractual Services																	
Legal Servies	212																
Professional Services	213	\$ 1,146.00	\$ 1,146.00										\$ 13,752.00		\$ 13,752.00	\$ 2,292.00	\$ 11,460.00
IFLS Ops	216	\$ 38,169.00	\$ -										\$ 38,169.00		\$ 38,169.00	\$ 38,169.00	\$ -
IFLS Courier / Self-Check	217	\$ 2,560.00	\$ -										\$ 2,560.00		\$ 2,560.00	\$ 2,560.00	\$ -
IFLS Cataloging	218	\$ -	\$ -										\$ -		\$ -	\$ -	\$ -
Telephone	225	\$ 351.18											\$ 4,320.00		\$ 4,320.00	\$ 351.18	\$ 3,968.82
Contract Maintenance / Repair	249	\$ -	\$ -										\$ 900.00		\$ 900.00	\$ -	\$ 900.00
Programming Adults	294	\$ 1,700.00	\$ 481.83										\$ 500.00	\$ 6,200.00	\$ 6,700.00	\$ 2,181.83	\$ 4,518.17
Programming Children	295	\$ 250.00	\$ 1,997.26										\$ 1,000.00	\$ 12,400.00	\$ 13,400.00	\$ 2,247.26	\$ 11,152.74
Maintenance Agree / Leases	298	\$ 499.26	\$ 310.52										\$ 10,000.00		\$ 10,000.00	\$ 809.78	\$ 9,190.22
Other Contract Services	299	\$ -											\$ -		\$ -	\$ -	\$ -
Total Contract Services	\$ 44,675.44	\$ 3,935.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,201.00	\$ 18,600.00	\$ 89,801.00	\$ 48,611.05	\$ 41,189.95
Supplies and Expenses																	
Postage	311	\$ 225.00	\$ 6.93										\$ 1,000.00		\$ 1,000.00	\$ 231.93	\$ 768.07
Office Supplies	312	\$ 464.00	\$ 32.34										\$ 7,000.00		\$ 7,000.00	\$ 496.34	\$ 6,503.66
Memberships	324	\$ -	\$ (186.00)										\$ 500.00		\$ 500.00	\$ (186.00)	\$ 686.00
Advertising	326	\$ -	\$ -										\$ 150.00		\$ 150.00	\$ -	\$ 150.00
Travel / Conferences	339	\$ -	\$ -										\$ 1,500.00	\$ 1,000.00	\$ 2,500.00	\$ -	\$ 2,500.00
Maintenance / Repair Supplies	357	\$ -	\$ -										\$ 200.00		\$ 200.00	\$ -	\$ 200.00
Technology	396	\$ 45.29	\$ 3,375.00										\$ 5,000.00	\$ 11,250.00	\$ 16,250.00	\$ 3,420.29	\$ 12,829.71
Program Supplies	399	\$ 13.29	\$ 195.00										\$ 250.00		\$ 250.00	\$ 208.29	\$ 41.71
Total Supplies & Expenses	\$ 747.58	\$ 3,423.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,600.00	\$ 12,250.00	\$ 27,850.00	\$ 4,170.85	\$ 23,679.15
Collection																	
Books	395	\$ 3,481.08	\$ 6,410.99	\$ 2,086.58									\$ 55,632.00	\$ 13,000.00	\$ 68,632.00	\$ 11,978.65	\$ 56,653.35
Periodicals	396	\$ 847.43											\$ 6,000.00		\$ 6,000.00	\$ 847.43	\$ 5,152.57
Audio / Visual	398	\$ 872.15	\$ 746.68										\$ 15,000.00	\$ 1,000.00	\$ 16,000.00	\$ 1,618.83	\$ 14,381.17
Total Collection	\$ 5,200.66	\$ 7,157.67	\$ 2,086.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,632.00	\$ 14,000.00	\$ 90,632.00	\$ 14,444.91	\$ 76,187.09
Fixed Charges																	
Workers Comp	511	\$ 580.00											\$ 580.00		\$ 580.00	\$ 580.00	\$ -
Public Liability	513	\$ 1,694.00											\$ 1,694.00		\$ 1,694.00	\$ 1,694.00	\$ -
Public Officials		\$ 2,124.00											\$ 2,124.00		\$ 2,124.00	\$ 2,124.00	\$ -
Property Insurance													\$ 1,900.00		\$ 1,900.00	\$ -	\$ 1,900.00
Unemployment													\$ -		\$ -	\$ -	\$ -
Lease		\$ 11,435.20	\$ 11,435.20										\$ 137,222.40		\$ 137,222	\$ 22,870.40	\$ 114,351.60

Total Fixed Charges	\$ 15,833.20	\$ 11,435.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,520.40	\$ -	\$ 143,520.00	\$ 27,268.40	\$ 116,251.60
Capital Expenditures																	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
Capital Expenses																	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
Total Capital Expenses			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
Total Expenses	\$ 104,257.18	\$ 63,438.69	\$ 2,086.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 818,203.40	\$ 50,850.00	\$ 869,053.00	\$ 169,782.45	\$ 699,270.55
Less Revenue	\$ 254,636.20	\$ 112,728.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 803,169.76	\$ 65,951.00	\$ 869,120.76	\$ 367,364.55	\$ 501,756.21
Balance	\$ 150,379.02	\$ 49,289.66	\$ (2,086.58)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (15,033.64)	\$ 15,101.00	\$ 67.76	\$ 197,582.10	\$ 197,582.10

Hudson Area Joint Library
YTD Revenue & Expenditure Comparisons
February 2018 vs. February 2017

	BUDGET	2018	2017	DIFFERENCE	% OF BUDGET
REVENUES					
Library Revenues	36,000.00	4,813.19	5,487.00	(673.81)	13%
City of Hudson	347,310.00	173,655.00	173,655.00	-	50%
Village of North Hudson	83,791.00	41,895.50	-	41,895.50	50%
Town of Hudson	201,228.00	-	-	-	0%
Town of St. Joseph	86,374.00	43,187.00	42,773.00	414.00	50%
St. Croix County	58,963.00	59,000.00	54,186.00	4,814.00	100%
Other Counties	6,000.00	1,982.70	6,436.00	(4,453.30)	33%
Interest	1,500.00	-	-	-	0%
Gains/ Losses	-	3,704.76	-	3,704.76	
Grants	-	39,085.00	30,685.00	8,400.00	
Donations	-	-	-	-	
Misc Revenues	-	41.40	-	41.40	
Total Income	821,166.00	367,364.55	313,222.00	54,142.55	45%

EXPENDITURES		BUDGET	YTD	BUDGET	DIFFERENCE	% OF BUDGET
			2018	2017		
Personnel						
	Full-Time	164,404.00	22,994.49	21,784.00	1,210.49	14%
	Overtime	-	-	-	-	
	Part-Time	230,000.00	28,754.32	26,670.00	2,084.32	13%
	Longevity	-	-	-	-	
	FICA	30,000.00	3,790.37	3,542.00	248.37	13%
	Retirement	20,500.00	2,691.04	2,783.00	(91.96)	13%
	Health Insurance	80,000.00	17,057.02	17,337.00	(279.98)	21%
	Life Insurance	-	-	-	-	
	Total Personnel	\$ 524,904.00	\$ 75,287.24	\$ 72,116.00	3,171.24	14%
Contractual Services						
	Legal Servies	-	-	-	-	
	Professional Services	14,027.00	2,292.00	2,292.00	-	16%
	IFLS Ops	38,169.00	38,169.00	34,822.00	3,347.00	100%
	IFLS Courier / Self-Check	2,600.00	2,560.00	2,540.00	20.00	98%
	IFLS Cataloging	-	-	-	-	
	Telephone	5,000.00	351.18	55.00	296.18	7%
	Contract Maintenance / Repair	900.00	-	-	-	0%
	Programming Adults	1,500.00	2,181.83	2,191.00	(9.17)	145%
	Programming Children	2,500.00	2,247.26	206.00	2,041.26	90%
	Maintenance Agree / Leases	10,000.00	809.78	822.00	(12.22)	8%
	Other Contract Services	1,600.00	-	-	-	0%
	Total Contractual Services	\$ 76,296.00	\$ 48,611.05	\$ 42,928.00	5,683.05	64%
Supplies and Expenses						
	Postage	2,000.00	231.93	52.00	179.93	12%
	Office Supplies	8,500.00	496.34	149.00	347.34	6%
	Memberships	500.00	(186.00)	37.00	(223.00)	-37%
	Advertising	350.00	-	-	-	0%
	Travel / Conferences	1,600.00	-	-	-	0%
	Maintenance / Repair Supplies	750.00	-	37.00	(37.00)	0%
	Technology	7,500.00	3,420.29	1,244.00	2,176.29	46%

Program Supplies	1,000.00	208.29	265.00	(56.71)	21%
Total Supplies & Expenses	\$ 22,200.00	\$ 4,170.85	\$ 1,784.00	2,386.85	19%
Collection				-	
				-	
Books	55,632.00	11,978.65	9,618.00	2,360.65	22%
Periodicals	6,000.00	847.43	665.00	182.43	14%
Audio / Visual	15,000.00	1,618.83	3,462.00	(1,843.17)	11%
Total Collection	\$ 76,632.00	\$ 14,444.91	\$ 13,745.00	699.91	19%
Fixed Charges				-	
				-	
Workers Comp	1,100.00	580.00	772.00	(192.00)	53%
Public Liability	1,700.00	1,694.00	1,694.00	-	100%
Public Officials	2,150.00	2,124.00	2,079.00	45.00	99%
Property Insurance	1,900.00	-		-	0%
Unemployment	-	-		-	
Lease	139,766.00	22,870.40	22,950.00	(79.60)	16%
Total Fixed Charges	\$ 146,616.00	\$ 27,268.40	\$ 27,495.00	(226.60)	19%
				-	
Total Revenues	821,166.00	367,364.55	313,222.00	54,142.55	45%
Total Expenditures	\$ 846,648.00	\$ 169,782.45	\$ 158,068.00	11,714.45	20%
NET INCOME	(25,482.00)	197,582.10	155,154.00	42,428.10	

**Hudson Area Joint Library
Income Statement Compared with Budget
February 2018 (17% of year complete)**

	MONTH	YTD	BUDGET	DIFFERENCE	% OF
REVENUES					
Library Revenues	3,193.15	4,813.19	36,000.00	22,186.81	13%
City of Hudson	-	173,655.00	347,310.00	161,092.00	50%
Village of North Hudson	41,895.50	41,895.50	83,791.00	41,895.50	50%
Town of Hudson	-	-	201,228.00	201,228.00	0%
Town of St. Joseph	-	43,187.00	86,374.00	43,049.00	50%
St. Croix County	59,000.00	59,000.00	58,963.00	(37.00)	100%
Other Counties	404.70	1,982.70	6,000.00	4,017.30	33%
Interest	-	-	1,500.00	1,500.00	0%
Gains/ Losses	-	3,704.76	-	-	
Grants	8,235.00	39,085.00	30,850.00	(39,085.00)	127%
Donations	-	-	-	-	
Misc Revenues	-	41.40	-	(41.40)	
Total Income	112,728.35	367,364.55	852,016.00	435,805.21	43%

EXPENDITURES		MONTH	YTD	BUDGET	DIFFERENCE	% OF
Personnel						
Full-Time	\$	9,834.21	22,994.49	164,404.00	141,409.51	14%
Overtime	\$	-	-	-	-	
Part-Time	\$	12,946.43	28,754.32	230,000.00	201,245.68	13%
Longevity	\$	-	-	-	-	
FICA	\$	1,668.60	3,790.37	30,000.00	26,209.63	13%
Retirement	\$	1,152.94	2,691.04	20,500.00	17,808.96	13%
Health Insurance	\$	11,884.76	17,057.02	80,000.00	62,942.98	21%
Life Insurance	\$	-	-	-	-	
Total Personnel	\$	37,486.94	75,287.24	524,904.00	449,616.76	14%

Contractual Services

Legal Servies	\$	-	-	-	-	
Professional Services	\$	1,146.00	2,292.00	14,027.00	11,735.00	16%
IFLS Ops	\$	-	38,169.00	38,169.00	-	100%
IFLS Courier / Self-Check	\$	-	2,560.00	2,600.00	40.00	98%
IFLS Cataloging	\$	-	-	-	-	
Telephone	\$	-	351.18	5,000.00	4,648.82	7%
Contract Maintenance / Repair	\$	-	-	900.00	900.00	0%
Programming Adults	\$	481.83	2,181.83	7,700.00	5,518.17	28%
Programming Children	\$	1,997.26	2,247.26	14,900.00	12,652.74	15%
Maintenance Agree / Leases	\$	310.52	809.78	10,000.00	9,190.22	8%
Other Contract Services	\$	-	-	1,600.00	1,600.00	0%
Total Contractual Services	\$	3,935.61	48,611.05	94,896.00	46,284.95	51%

Supplies and Expenses

Postage	\$	6.93	231.93	2,000.00	1,768.07	12%
Office Supplies	\$	32.34	496.34	8,031.00	7,534.66	6%
Memberships	\$	-	(186.00)	500.00	686.00	-37%
Advertising	\$	-	-	350.00	350.00	0%
Travel / Conferences	\$	-	-	2,600.00	2,600.00	0%
Maintenance / Repair Supplies	\$	-	-	750.00	750.00	0%
Technology	\$	3,375.00	3,420.29	18,750.00	15,329.71	18%

Program Supplies	\$ 195.00	208.29	1,000.00	791.71	21%
Total Supplies & Expenses	\$ 3,609.27	\$ 4,170.85	\$ 33,981.00	\$ 29,810.15	12%

Collection

Books	\$ 6,410.99	11,978.65	68,632.00	56,653.35	17%
Periodicals	\$ -	847.43	6,000.00	5,152.57	14%
Audio / Visual	\$ 746.68	1,618.83	16,000.00	14,381.17	10%
Total Collection	\$ 7,157.67	\$ 14,444.91	\$ 90,632.00	\$ 76,187.09	16%

Fixed Charges

Workers Comp	\$ -	580.00	1,100.00	520.00	53%
Public Liability	\$ -	1,694.00	1,700.00	6.00	100%
Public Officials	\$ -	2,124.00	2,150.00	26.00	99%
Property Insurance	\$ -	-	1,900.00	1,900.00	0%
Unemployment	\$ -	-	-	-	
Lease	\$ 11,435.20	22,870.40	139,766.00	116,895.60	16%
Total Fixed Charges	\$ 11,435.20	\$ 27,268.40	\$ 146,616.00	\$ 119,347.60	19%

Total Revenues	112,728.35	367,364.55	852,016.00	435,805.21	43%
Total Expenditures	\$ 63,624.69	\$ 169,782.45	\$ 891,029.00	\$ 721,246.55	19%
NET INCOME	49,103.66	197,582.10	(39,013.00)	(285,441.34)	



DIRECTOR'S REPORT & MONTHLY STATISTICS

February 1 - 28, 2018

Respectfully Submitted by:
Tina Norris, Director
March 20, 2018

Director's Report March 2018

Hudson Area Public Library Director's Report

Director's News

The Annual Report was completed, approved, and submitted to the State of Wisconsin on time and 2019 Act 120 / Act 420 letters have been mailed to each of the appropriate counties. These letters are due by July 1, 2018 and, generally, these letters are mailed in March.

The Winter Reading Program ended on March 4, 2018 and the prize drawings have been completed with winners having been contacted. As part of the Winter Reading Program, the #Loveyourlibrary campaign received over 80 #Iloveyourlibrary stories! The response was very positive.

Wireless Access:

I have followed-up on the request by board member Marion Shaw regarding wireless usage counts. I have confirmed that all phones and devices do ***not*** automatically connect to the library's internet upon entering the library. In fact, an individual must set their smart phone to "remember" the public library wireless in order to automatically connect to the library's wireless. The main reason an individual would set their device to automatically connect to the library's public wireless is to easily access the internet when in the library. For safety reasons, it is not recommended to "remember" any "hotspot" whether it is the library, Caribou, Starbucks, McDonalds, etc. These networks are not secure. Personally, my iPhone is not connected to the Library's wireless and, if I wanted to use it, then I would have to select it each and every time. Additionally, once my phone has connected to the library's wireless it is only counted **once per hour**, even if I shut my browser and disconnect, then reopen my browser and connect again within the same hour the initial connection is the only one that is counted. If a patron is using a study room for an extended period of time and is using a wireless connection, then there would be one connection count for each hour of use. The assumption that all phones automatically connect is inaccurate. Furthermore, laptops and tablets do not connect whenever an individual walks through the door.

In February, there were 9,559 visitors that came through the library's doors. There were 5,100 wireless connections made, which is 53% of visitors. Of those 5,100 connections, 3144 connections (62%) were made on the second floor with 2,417 wireless uses taking place in study rooms, as determined by length of use and access point) and 727 connections in the reading room, as determined by access point, and 32% of wireless connections were made on the main level. Of total visitors (9,559) only 53% connect to the wireless, with 33% of wireless connections being made on the second floor and 20% being made on the main floor. Of the 20% main floor connections, the majority of those connections are individuals using personal devices in the atrium or looking up a book titles to request, looking at the library's website, etc. A very small percentage of devices less than 10% may connect when an individual walks through the door. I hope this clarifies the issue sufficiently.

In other St. Croix County news, the River Falls Public Library Director, Nancy Miller will be retiring, effective May 25, 2018. Applications for the position are being accepted through March 28, 2018. The salary range is \$79,326 - \$108, 856.

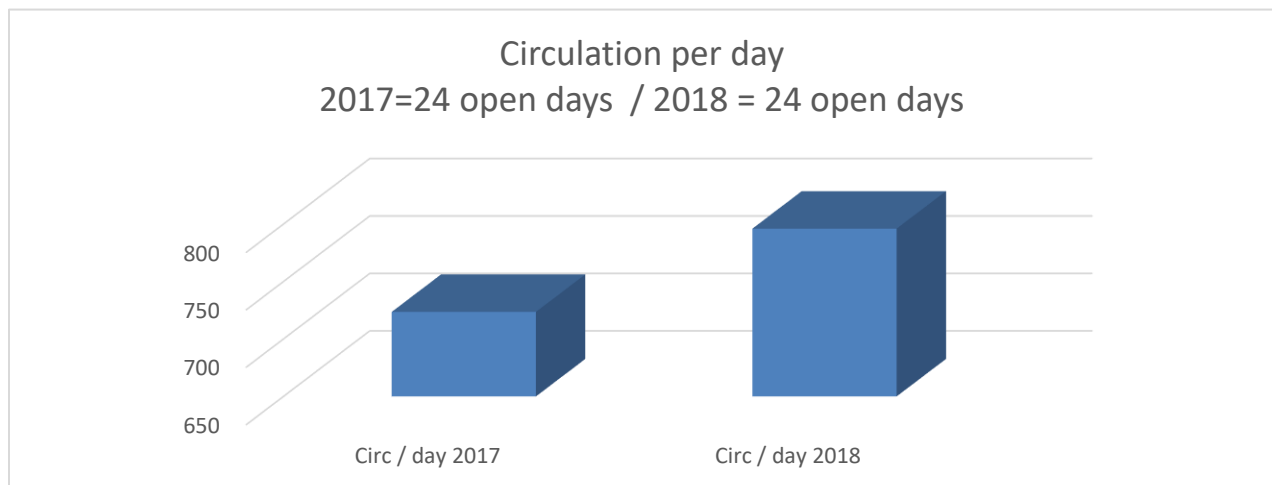
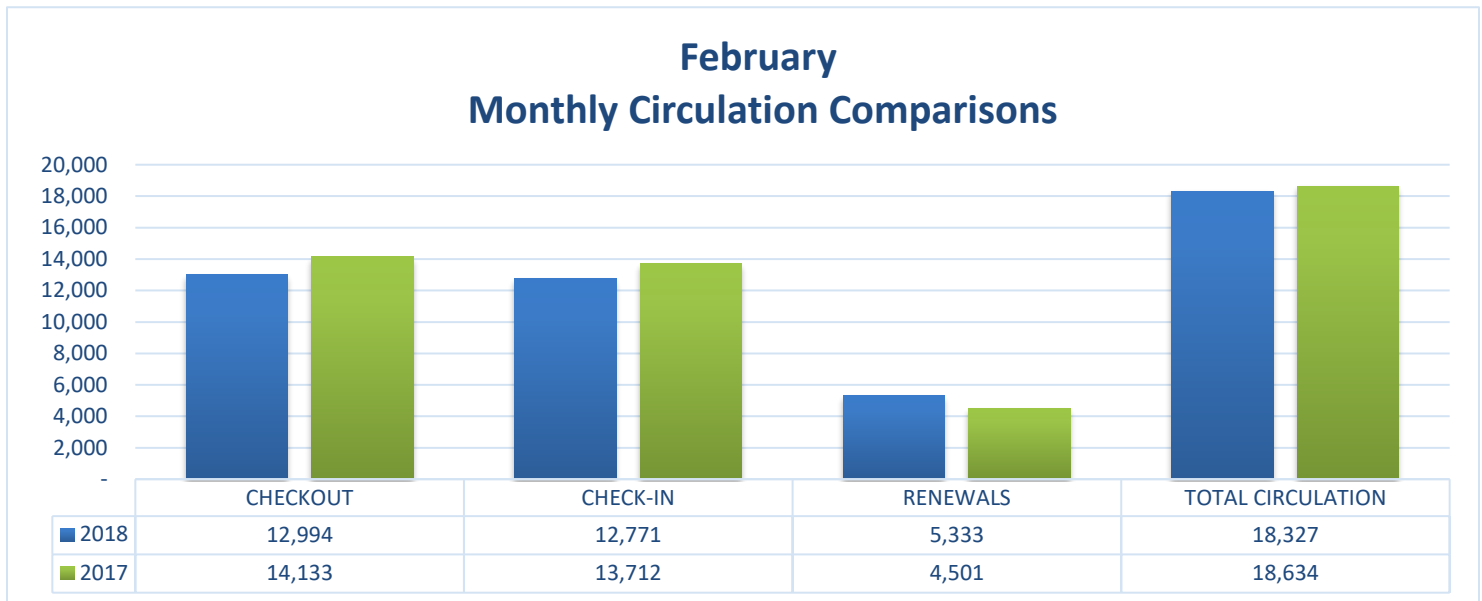
February 2018 Statistics

Statistical Summary

February	2017	2018	Year-to-date 2018
Check-outs	14,133	12,994	26,260
Check-ins	13,712	12,771	25,074
Renewals	4,501	5,333	10,704
Total Circulation	18,634	18,327	36,964
Items Borrowed	3,783	3,824	3,881
Items Loaned	4,440	4,193	4,471
New Patrons	96	74	157
Items Added	617	629	555
Pharos	904	765	1,461
Wireless	5,100	5,716	9,977
Digital Circulation	3,251	3,424	3,424
Website Visits	6,680	5,100	9,649
Facebook Posts	35	20	48
Facebook Likes	1,035	1263	2,513
Children's Programs	25	31	43
Children's Program Attendance	803	550	1,009
Teen Programs	8	7	14
Teen Program Attendance	31	109	140
Adult Programs	16	10	21
Adult Program Attendance	153	175	338
Meeting Room Usage	823	654	1,268
Visitors	10,641	9,559	18,237
Cardholders	16,820	16,049	16,049

Circulation Summary

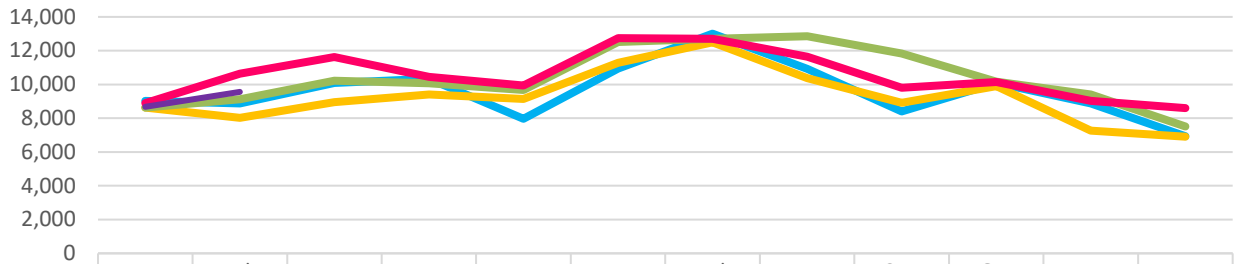
Yearly Circulation Activity



Library Visitors

	MONTHLY VISITOR	AVERAGE PER	NUMBER OF DAYS OPEN
January	8,678	362	23
February	9,559	380	24
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Comparison of Visitors 2013-2017



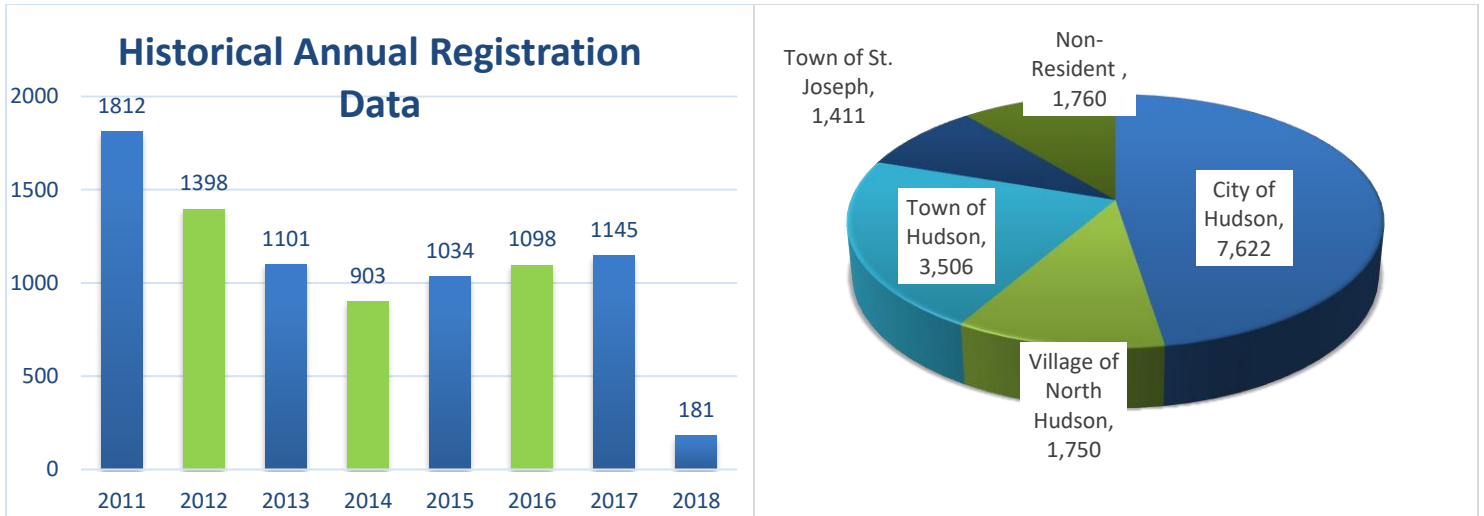
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883	6,935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	12,494	10,371	8,906	9,898	7,266	6,908
Visitor Counts 2016	8,627	9,125	10,228	10,064	9,678	12,519	12,702	12,856	11,823	10,173	9,401	7,513
Visitor Counts 2017	8,896	10,641	11,629	10,447	9,942	12,743	12,708	11,639	9,805	10,151	9,024	8,600
Visitor Counts 2018	8,678	9,559										

Visitor Counts & Library Card Holders by Municipality

VISITORS	Monthly Average	Daily Average
2011 (April-December)	13,374	533
2012	11,902	502
2013	10,369	493
2014	10,206	493
2015	9,483	438
2016	10,392	415
2017	10,519	438
2018	9,119	380

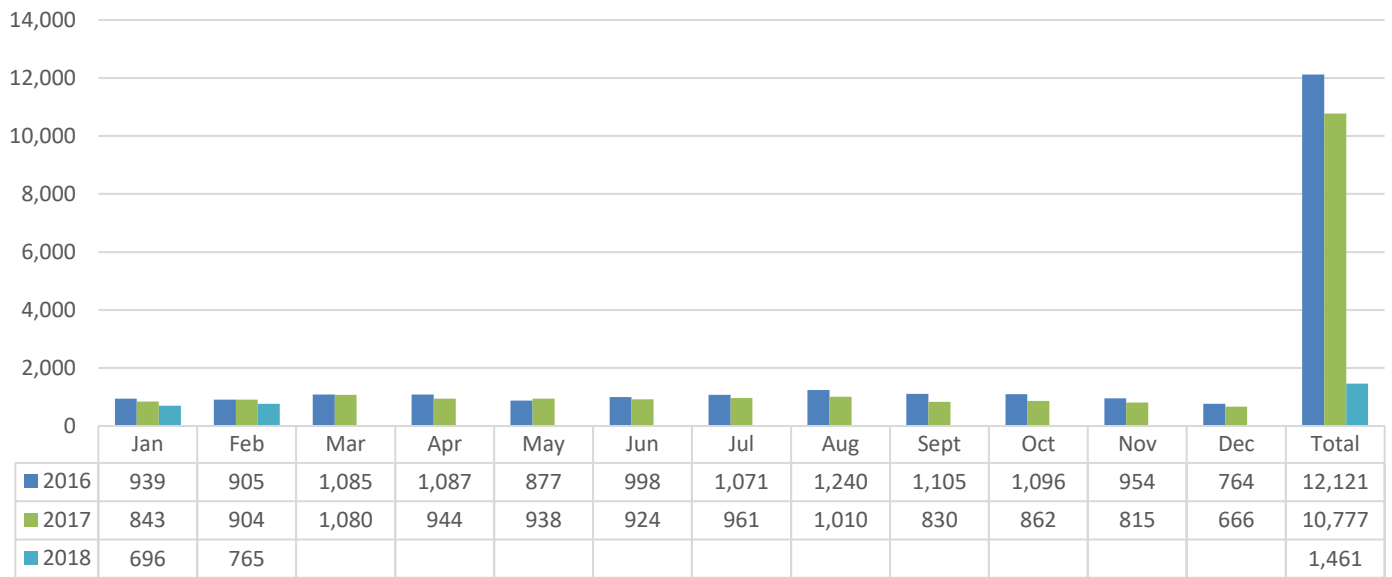
	City of Hudson	Village of North Hudson	Town of Hudson	Town of St. Joseph	Non-Resident Cardholders	Total	
2011	7,750	1,998	4,091	1,545		15,384	
2012	7,818	1,940	3,997	1,543		15,298	
2013	8,228	1,940	4,239	1,633		16,165	
2014	7,740	1,881	3,789	1,495		14,905	
2015	8,239	1,991	4,023	1,593		15,846	
2016	8,350	1,966	3,932	1,566		15,814	
2017	8,435	1,973	4,152	1,671		16,820	
2018	January	7,579	1,739	3,494	1,404	1,759	15,975
	February	7,622	1,750	3,506	1,411	1,769	16,049
	March						
	April						
	May						
	June						
	July						
	August						
	September						
	October						
	November						
	December						

*Cardholder database was purged at the end of December using stringent parameters to provide the most accurate reflection of patrons. This purge included users that had not used their card within the past 2 years.



Technology Usage

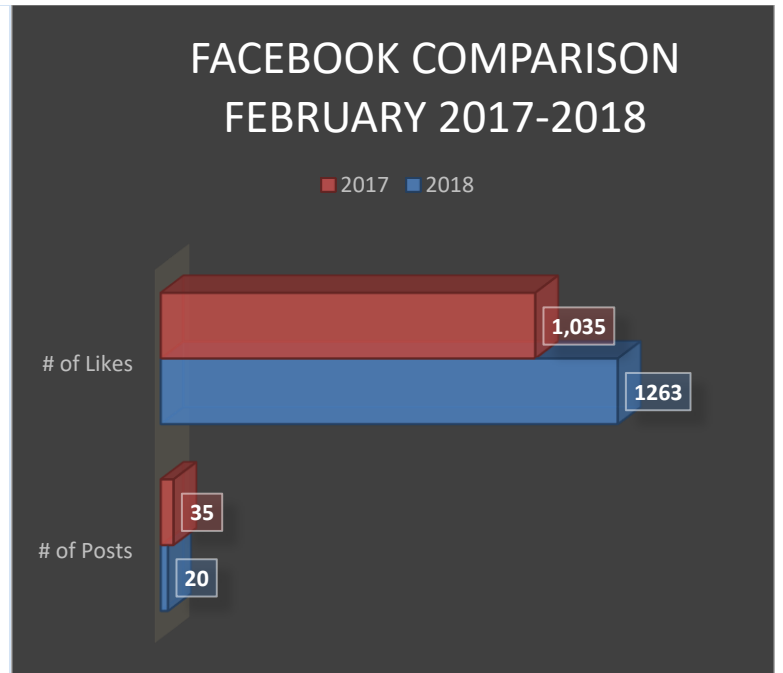
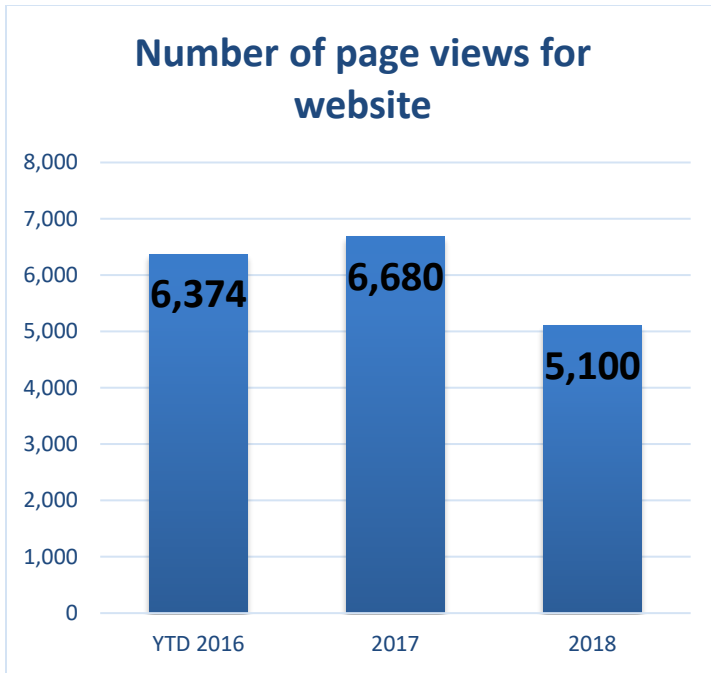
Computer Usage Year-to-Date



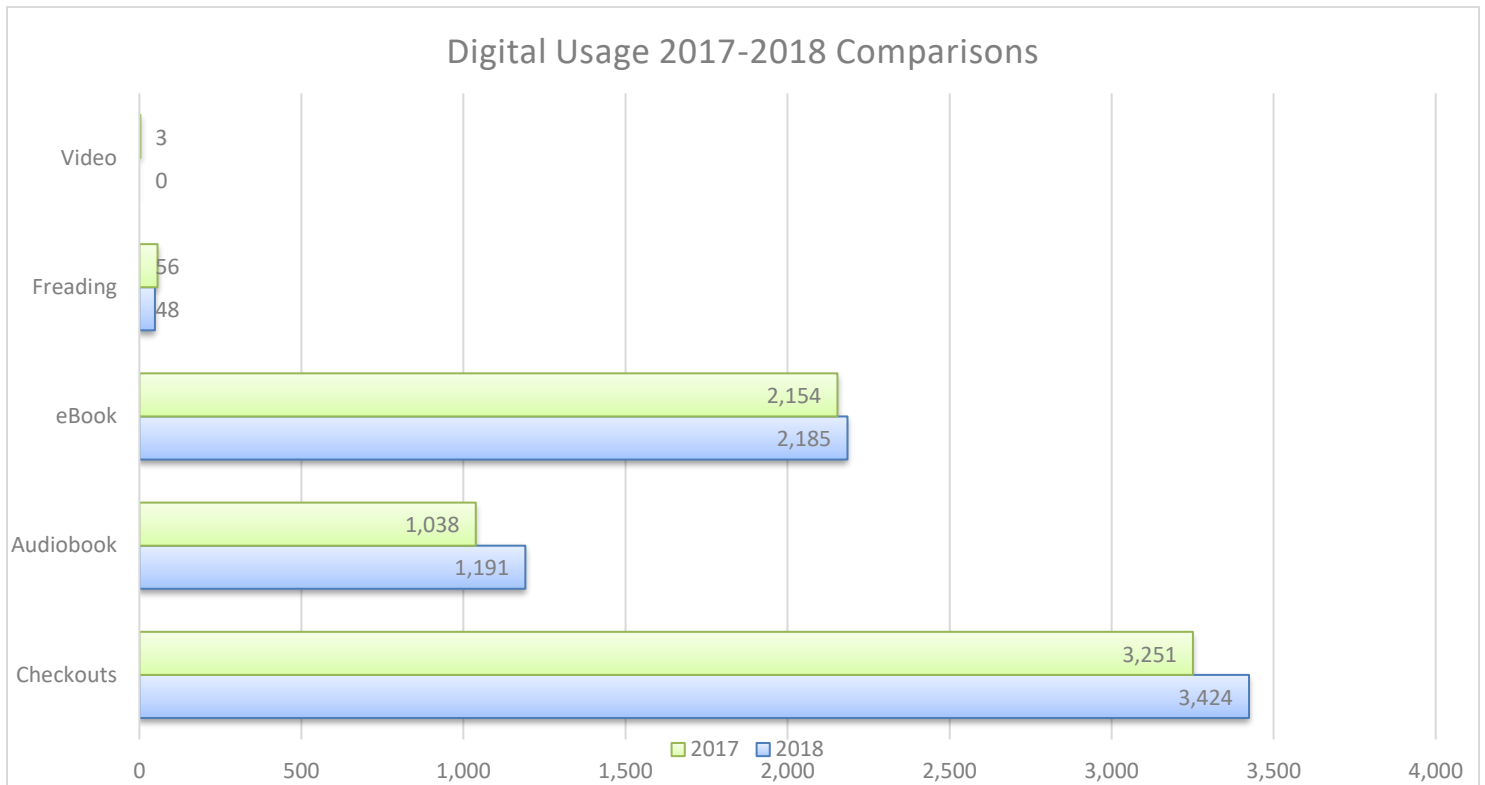
YTD Wireless Usage Comparisons



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			78
2017	0	2	4	4	5	13	8	6	8	2	1	2	55
2018	3	3											6

Meeting Room Usage

2016 -2017 Meeting Room Comps	2016 # of Users	2017 # of Users	2018 # of Users
January	210	662	614
February	556	823	658
March	243	551	
April	283	438	
May	305	454	
June	356	1115	
July	395	998	
August	402	482	
September	352	419	
October	375	641	
November	325	745	
December	227	677	
Total Year-to-Date	4029	8005	1,272

2018 Adult Programs

Attendance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016	7	379	49	44	176	46	256	205	34	40	67	17	1320
2017	126	153	71	59	43	126	45	55	45	90	53	77	943
2018	163	175											338
# of programs 2017	15	16	12	12	9	12	5	6	8	8	10	7	120
# of Programs 2018	11	10											21
Book Clubs 2017	1	2	2	2	2	2	2	2	2	2	2	1	22
Book Clubs 2018	2	2											4

iLab Usage

2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Programs	1	0											1
Attendance	4	0											4
Individual Usage	26	23											49