



**Meeting Agenda of the Hudson Area Joint Library Board of Trustees
May 16, 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 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*
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:** Discussion and action requested on insurance and other issues, as well as placement of the Hudson Bank Stained Glass Window, owned by the St. Croix County Historical Society, for display at the Hudson Area Public Library.
9. **ACTION ITEM:** Finance Committee report
 - a. Recommend approval to accept and expend Hudson Hospital Foundation Grant of \$5,000
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: May 9, 2017 and Emailed to Media: May 9, 2017

NOTE: Some Agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the Library Director at 715-386-3101 ext. 105

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



Meeting Agenda of the Hudson Area Joint Library Board of Trustees
April 18, 2017, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016

1. Call to Order at 6:40 p.m. by Marion 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: Berning, Coppenbarger, Peterson, Shaw, and Weese. Staff present: Tina Norris, Director. Board members absent: Rich O'Connor, Dave Ostby, and Jim Schrock. Others present: Joyce Law and Chris Rivard, Friends of the Library; Wayne Haut, St. Croix County Historical Society

3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from March 21, 2017 Board meeting and of any intervening special meetings*
 - c. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2017 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2017 budget*
 - e. *Discussion and possible action on 2016 and 2017 budget comparison*

ACTION TAKEN:

Motion to approve consent agenda by: Peterson

Second by: Coppenbarger

Discussion: NONE

Vote taken: 5 Ayes; 0 Nays MOTION APPROVED

4. Citizen Comments: Wayne Haut provided a brief update on the status of the Hudson Bank stained glass window and will be scheduled for next month's board meeting for an official update and potential action.
5. Presentations by supporting organizations
 - a. Friends of the Library: Joyce Law provided an update on FOL activities including the Family Fresh receipt update, book sale coming May 1-6 followed by the bag sale, and the Sole Hope project—With Love Hudson.
 - b. Library Foundation: Joyce Law provided an update on the Foundation's meeting on April 12 noting the formation of a Marketing committee; Peterson noted the Foundation's orientation for new board members, which was held in March, was a great success and vital to the development of new board members. Orientation included a library tour, as well as presentations from the FOL representative, Peterson gave a presentation representing the Board, and Susie Gilbert and Sam Cari presented the Foundation background and current strategic plan.
6. President's comments, reports, and requests for action: NO REPORT
 - a. Municipalities presentations update, discussion, and possible action.
7. Director's Report, Statistics, and requests for action

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- a. Presentation of monthly report
- b. Presentation of monthly statistics
- c. Presentation of Space Assessment and Recommendation

Norris presented the monthly report and statistics, as well as a presentation on the space assessment. The final recommendation is to hire a consultant to determine options for moving forward, as well as cost and feasibility. This will be discussed and action taken at a future board meeting.

8. **ACTION ITEM:** Finance Committee report
Recommend acceptance and approve expenditure of the following grants from the Hudson Area Library Foundation:
 - a. Adult Programming grant of \$2,000;
 - b. Summer Reading Program grant of \$5,000;
 - c. *1,000 Books before Kindergarten* grant of \$700**ACTION TAKEN:**
Motion to approve acceptance and expenditure of the grants listed above in items a, b, and c by: Peterson
Second by: Coppenbarger
Discussion: Weese questioned recommendation from Finance committee.
Peterson noted her motion is to approve the grants and expenditures, not the recommendation.
Vote taken: 5 Ayes; 0 Nays; Motion Approved
9. Other business: Discussed examples of a quorum; Noted that the board has been invited to attend Staff Appreciation Breakfast- a notice of possible quorum but no official actions will be taken will be posted.
10. Board comments and items for future agendas: Put St. Croix County Historical Society on next month's agenda
- 11.
12. **ACTION ITEM:** Adjournment

ACTION TAKEN:
Motion to adjourn by: Weese
Second by: Peterson
Vote Taken: UNANIMOUS Approval; MOTION CARRIED

Respectfully Submitted,

Tina L. Norris

Tina L. Norris
Director



FINANCIAL REPORT

May 16, 2017

Financial Report for April 1 - 30, 2017

Tina Norris, Director

2017 Budget Overview

	Year-to-Date	2017 Budget,	April-17	Year-to-date	Amount Remaining	% Remaining
REVENUES						
Library Revenue	\$	36,000	\$ 2,042	\$ 10,002	\$ 25,998	72%
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	\$ -	\$ 3,987	\$ -	0%
Grant Funds	\$	33,358	\$ -	\$ 33,358	\$ -	0%
Total Revenues	\$	852,409	\$ 2,042	\$ 469,599	\$ 385,298	45%
		Budget	April-17	Year-to-date	Amount Remaining	
EXPENDITURES						
Personnel	\$	498,590	\$ 37,023	\$ 146,325	\$ 352,265	71%
Library Materials	\$	90,500	\$ 4,544	\$ 18,289	\$ 72,211	80%
Contractual Services	\$	97,557	\$ 2,502	\$ 48,983	\$ 48,574	50%
Supplies & Expenses	\$	31,979	\$ 2,449	\$ 4,698	\$ 27,281	85%
Fixed Charges	\$	146,116	\$ 11,475	\$ 38,970	\$ 107,146	73%
General Operating Expense Total	\$	864,742	\$ 57,993	\$ 257,266	\$ 607,476	70%
Ending Balance	\$	(12,333)	\$ (55,951)	\$ 212,333		

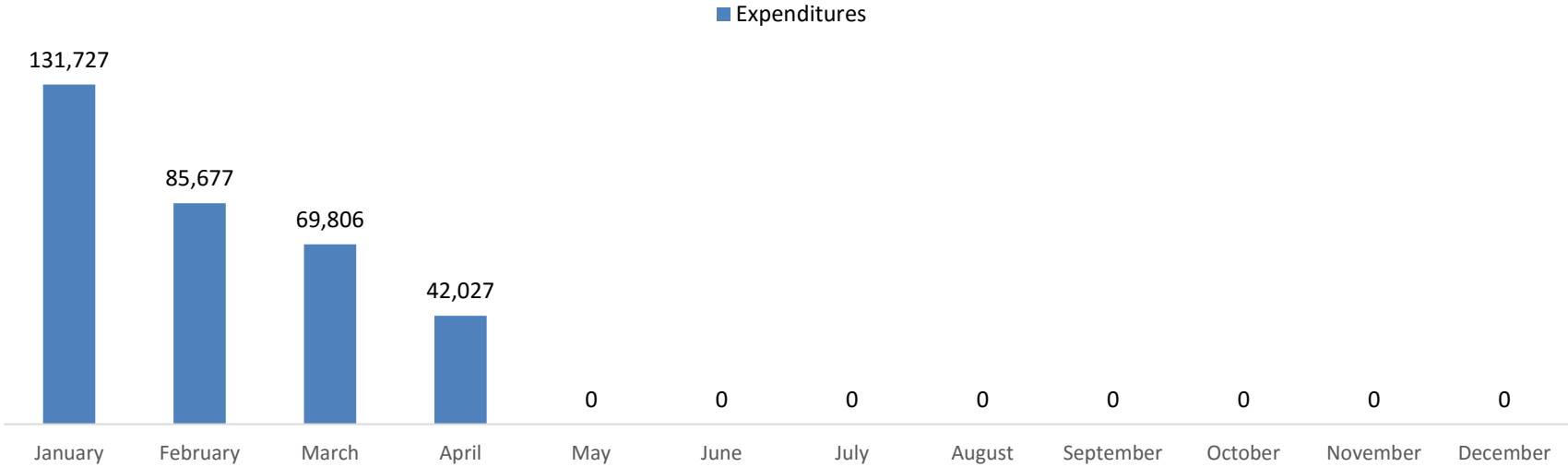
33% of Year Complete; 67% Remaining

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

Revenues



Expendituures by Month 2017



Hudson Library Revenue and Expenditure Report

5/4/2017

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	2,042									10,002	-25,998	-72%
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	0										-	-1,500	
Net change in market value	48120			3,986		0										3,986		
Donations - Other	48500			20,294	10,364	2,700										33,358	33,358	
Donation-Literacy Program	48561	0														-		
Donations - History Collection	48562	0														-	0	
Donation - Grant FOL	48563															-	0	
Miscellaneous Revenues	48600	0					1									1	1	
Total Revenue		783,190		203,328	114,267	149,961	2,042	0	0	0	0	0	0	0	0	469,599	-317,577	-41%
Staff Compensation																		
Full Time Salaries	121	164,404		9,355	12,429	11,834	12,973									\$ 46,591	-117,813	-72%
Overtime Salaries	122	0				0										\$ -	0	
Part Time Salaries	125	205,166		11,108	15,562	15,922	15,050									\$ 57,642	-147,524	-72%
FICA	151	28,500		1,495	2,047	2,043	2,036									\$ 7,621	-20,879	-73%
Pension	152	21,020		1,184	1,598	1,598	1,601									\$ 5,982	-15,038	-72%
Health Insurance	154	79,500		11,950	5,387	5,789	5,363									\$ 28,489	-51,011	-64%
Life Insurance	155	0		0												\$ -	0	
																\$ -	0	
Staff Compensation Subtotal		498,590		35,092	37,024	37,186	37,023	0	0	0	0	0	0	0	0	\$ 146,325	-352,265	-71%

Hudson Library Revenue and Expenditure Report

5/4/2017

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									4,584	9,443	67%
IFLS-operating/maintenance	216	34,822	34,822	0	0	0									34,822	0	0%
IFLS-addl courier/self check	217	2,512	2,540	0	0	0									2,540	-28	-1%
IFLS-catalogging	218	24,726	0	0	0	0									-	24,726	100%
Telephone	225	1,200	0	55	94	48									197	1,003	84%
Contracted Maint. & Repair	249	600		0	0	0									-	600	100%
Programming - Adult	294	4,625	150	2,041	910	458									3,559	1,066	23%
Programming - Children	295	4,545		180	1,270	727									2,177	2,368	52%
Maintenance Agmt/Leases	298	9,000		822	159	124									1,105	7,895	88%
Contract Services	299	1,500	0		0										-	1,500	100%
Subtotal Contract Services		97,557	38,658	4,244	3,579	2,502	0	0	0	0	0	0	0	0	48,983	48,574	
Postage	311	2,000	0	58	0										58	1,942	97%
Office Supplies	312	7,100		435	8										443	6,657	94%
Memberships	324	500	0	0	0										-	500	100%
Advertising	326	350	0	0	0										-	350	100%
Staff Development	338	1,600	0	0	6										6	1,594	100%
Maint & Repair Supplies	357	750	37	0	0										37	713	95%
Technology	396	18,679		1,454	2,371										3,825	14,854	80%
Activity Supplies	399	1,000		265	63										328	672	67%
Subtotal: Supplies & Expenses		31,979	37	2,212	2,449	0	0	0	0	0	0	0	0	0	4,698	27,281	
Books	395	66,000	1,374	8,244	4,371										13,989	52,011	79%
Periodicals	397	6,000	238	427	56										721	5,279	88%
Audio-Visual	398	18,500	0	3,462	117										3,579	14,921	81%
Subtotal: Library Materials		90,500	1,612	12,132	4,544	0	0	0	0	0	0	0	0	0	18,289	72,211	
Ins. Workers Comp	510	1,100	772		0										772	328	
Ins. Public Liab.	511	1,500	1,694		0										1,694	-194	-13%
Ins. Public Officials	513	2,150	2,079		0										2,079	71	3%
Ins. Property Ins.	517	1,600	0		0										-	1,600	100%
Bld. Occupancy Exp.	532	139,766	11,475	11,475	11,475	11,475									45,900	93,866	67%
Subtotal: Fixed Expenditures		146,116	0	16,020	11,475	11,475	11,475	0	0	0	0	0	0	0	50,445	95,671	
General Operating Subtotal		366,152	96,634	48,652	32,620	16,479	0	0	0	0	0	0	0	0	194,386	171,766	47%
Total Expenses		864,742	131,727	85,677	69,806	53,502	0	0	0	0	0	0	0	0	340,711	524,031	61%
NET REVENUE (EXPENSE)		-81,552	71,601	28,590	80,155	-51,460	0	0	0	0	0	0	0	0	128,888	(210,440)	
Less Donation Revenues			0	0	0	0									-	-	
Add Donation Expenditures			0	0	0	0									-	-	
OPERATING REV. (EXP)		-81,552	71,601	28,590	80,155	-51,460	0	0	0	0	0	0	0	0	128,888	-210,440	

Hudson Library Revenue and Expenditure Report

5/4/2017

January - December 2017

Capital Expenditures		Budget	January	February	March	April									Actual to Date	Amount Remaining	Percent Remaining
Donations Cash Accounts	11381																
Cash Balance - beginning															-		
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	0								13,566		
History Collection Account	11385																
Cash Balance - beginning															-		
Donations - History Collection	48562	164													164	164	
Interest Earned															-		
Less expenditures from donations															-		
Cash Balance - end		164	0	0	0	0	0								164		
Literary Account	11386																
Cash Balance - beginning			0														
Donation-Literacy Program	48561	0	0	0	0	0	0								-		
Interest Earned																	
Less expenditures from donations																	
Cash Balance - end			0	0	0	0	0								-		

**HUDSON AREA LIBRARY
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2017 Budget
			April		\$	%	
			2017	2016			
Revenue							
Library Revenues: Fees & Fines	46111	36,000	\$ 10,002	\$ 7,251	\$ 2,751	38%	28%
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	\$ 4,418	\$ 2,018	46%	100%
Interest	48100	1,500	\$ -		\$ -	#DIV/0!	0%
Net change in market value	48120		\$ 3,986	\$ 1,306	\$ 2,680		
Donations - Other	48500		\$ 33,358	\$ -	\$ 33,358		
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ -	\$ -	\$ -		
Donation - Grant FOL	48563		\$ -	\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ 1	\$ -	\$ 1		
Total Revenue		783,190	\$ 469,599	\$ 633,019	\$ (163,420)	-26%	60%
Staff Compensation							
Full Time Salaries	121	164,404	\$ 46,591	\$ 46,613	\$ (22)	0%	28%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		
Part Time Salaries	125	205,166	\$ 57,642	\$ 58,703	\$ (1,061)	-2%	28%
FICA	151	28,500	\$ 7,621	\$ 8,044	\$ (423)	-5%	27%
Pension	152	21,020	\$ 5,982	\$ 5,860	\$ 122	2%	28%
Health Insurance	154	79,500	\$ 28,489	\$ 29,130	\$ (641)	-2%	36%
Life Insurance	155	0	\$ -	\$ -	\$ -		
Staff Compensation Subtotal		498,590	\$ 146,325	\$ 148,350	\$ (2,025)	-1%	29%
General Operating Expenses							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 4,584	\$ 4,584	\$ -	0%	33%
I/FLS-operating/maintenance	216	34,822	\$ 34,822	\$ 32,825	\$ 1,997	6%	100%
I/FLS-addl courier/self check	217	2,512	\$ 2,540	\$ 2,512	\$ 28	1%	101%
I/FLS-catalogging	218	24,726	\$ -	\$ -	\$ -		0%
Telephone	225	1,200	\$ 197	\$ 195	\$ 2	1%	16%
Contracted Maint. & Repair	249	600	\$ -	\$ -	\$ -		0%
Programming - Adult	294	4,625	\$ 3,559	\$ 300	\$ 3,259	1086%	77%
Programming - Children	295	4,545	\$ 2,177	\$ 415	\$ 1,762	424%	48%
Maintenance Agmt/Leases	298	9,000	\$ 1,105	\$ 1,155	\$ (50)	-4%	12%
Contract Services	299	1,500	\$ -	\$ -	\$ -		0%
Postage	311	2,000	\$ 58	\$ 433	\$ (375)	-87%	3%
Office Supplies	312	7,100	\$ 443	\$ 1,345	\$ (902)	-67%	6%
Memberships	324	500	\$ -	\$ -	\$ -		0%
Advertising	326	350	\$ -	\$ -	\$ -		0%
Staff Development	338	1,600	\$ 6	\$ 390	\$ (384)		0%
Maint & Repair Supplies	357	750	\$ 37	\$ 54	\$ (17)	-32%	5%
Books	395	66,000	\$ 13,989	\$ 13,865	\$ 124	1%	21%
Technology	396	18,679	\$ 3,825	\$ 2,291	\$ 1,534	67%	20%
Periodicals	397	6,000	\$ 721	\$ 300	\$ 421		12%
Audio-Visual	398	18,500	\$ 3,579	\$ 3,171	\$ 408	13%	19%
Activity Fund	399	1,000	\$ 328	\$ 123	\$ 205		33%
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	\$ -	\$ 1,520	\$ (1,520)	-100%	0%
Bld. Occupancy Exp.	532	139,766	\$ 45,900	\$ 45,900	\$ -	0%	33%
General Operating Subtotal		366,152	\$ 122,415	\$ 114,530	\$ 7,885	7%	33%
Total Operating Expenses		864,742	\$ 268,741	\$ 262,880	\$ 5,861	2%	31%
NET OPERATING REVENUE (EXPENSE)		-81,552	\$ 200,858	\$ 370,139	\$ (169,281)	-46%	

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH APR 30, 2017

	ANNUAL Revised Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
240 LIBRARY						
70 LIBRARY						
55111 LIBRARY						
PERSONAL SERVICES						
121 SALARY-WAGES FULL-TIME	164,404.00	0.00	12,793.42	46,591.43	117,812.57	28 --
122 SALARY-WAGES OVERTIME	0.00	0.00	0.00	0.00	0.00	0
125 SALARY-WAGES PART TIME	205,166.00	0.00	15,049.83	57,642.84	147,523.16	28 --
133 LONGEVITY	0.00	0.00	0.00	0.00	0.00	0
151 FICA	28,500.00	0.00	2,035.82	7,620.87	20,879.13	26 --
152 RETIREMENT	21,020.00	0.00	1,601.17	5,981.78	15,038.22	28 --
153 PENSION GASB 68	0.00	0.00	0.00	0.00	0.00	0
154 HEALTH INSURANCE	79,500.00	0.00	5,362.72	28,489.07	51,010.93	35 ---
155 LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PERSONAL SERVICES	498,590.00	0.00	36,842.96	146,325.99	352,264.01	29 --
CONTRACTUAL SERVICES						
212 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
213 PROFESSIONAL SERV-AUDIT/ACCT	14,027.00	0.00	1,146.00	4,584.00	9,443.00	32 ---
216 IFLS - OPERATING/MAINT	34,822.00	0.00	0.00	34,822.00	0.00	100 -----
217 IFLS - COURIER/SELF CHECK	2,512.00	0.00	0.00	2,540.00	28.00	101 -----
218 IFLS - CATALOGING	24,726.00	0.00	0.00	0.00	24,726.00	0
225 TELEPHONE	1,200.00	4.01	47.62	196.52	999.47	16 -
249 CONTRACTED MAINT & REPAIR	600.00	0.00	0.00	0.00	600.00	0
294 PROGRAMMING - ADULT	4,625.00	0.00	400.00	3,559.37	1,065.63	76 -----
295 PROGRAMMING - CHILDREN	4,545.00	0.00	726.57	2,176.86	2,368.14	47 ----
298 MAINTENANCE AGMT & LEASES	9,000.00	58.00	124.00	1,104.72	7,837.28	12 -
299 OTHER CONTRACTUAL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0
TOTAL: CONTRACTUAL SERVICES	97,557.00	62.01	2,444.19	48,983.47	48,511.52	50 -----
SUPPLIES & EXPENSES						
311 POSTAGE	2,000.00	0.00	0.00	67.12	1,932.88	3
312 OFFICE SUPPLIES	7,100.00	1,189.76	343.00	775.58	5,134.66	27 --
324 MEMBERSHIPS & SUBSCRIPTIONS	500.00	0.00	0.00	0.00	500.00	0
326 ADVERTISING	350.00	0.00	0.00	0.00	350.00	0
338 TRAINING-STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
339 TRAVEL & CONFERENCES	1,600.00	0.00	0.00	6.31	1,593.69	0
357 MAINT & REPAIR SUPPLIES	750.00	36.88	25.41	62.29	650.83	13 -
392 BOOK PROCESSING	0.00	0.00	0.00	0.00	0.00	0
393 GRANTS-FOC ON ENGY/ANN MARIE	0.00	0.00	0.00	0.00	0.00	0
394 PROGRAMMING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
395 BOOKS	66,000.00	3,894.14	3,059.07	16,425.26	45,680.60	30 ---
396 TECHNOLOGY	18,679.00	1,211.23	0.00	2,570.85	14,896.92	20 --
397 PERIODICALS	6,000.00	0.00	324.00	1,045.21	4,954.79	17 -
398 AUDIO-VISUALS	18,500.00	1,097.07	2,560.28	6,139.17	11,263.76	39 ---
399 ACTIVITY SUPPLIES	1,000.00	48.70	83.94	348.66	602.64	39 ---
TOTAL: SUPPLIES & EXPENSES	122,479.00	7,477.78	6,395.70	27,440.45	87,560.77	28 --
FIXED CHARGES						
510 WORKERS COMPENSATION INS.	1,100.00	0.00	12.00	784.00	316.00	71 -----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH APR 30, 2017

	ANNUAL Revised Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
240 LIBRARY						
70 LIBRARY						
55111 LIBRARY						
FIXED CHARGES						
511 PUBLIC LIABILITY	1,500.00	0.00	0.00	1,694.00	194.00-	112 -----!
513 PUBLIC OFFICIALS	2,150.00	0.00	0.00	2,079.00	71.00	96 -----
517 PROPERTY INS	1,600.00	0.00	1,850.00	1,850.00	250.00-	115 -----!
519 UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00	0
532 RENT	139,766.00	0.00	11,475.00	45,900.00	93,866.00	32 ---
541 DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0
543 AMORTIZATION - COLLECTIONS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: FIXED CHARGES	146,116.00	0.00	13,337.00	52,307.00	93,809.00	35 ---
CAPITAL OUTLAY						
812 FURNITURE & FURNISHINGS	0.00	0.00	0.00	0.00	0.00	0
819 OTHER CAPITAL EXPENSE/SERVIC	0.00	0.00	0.00	0.00	0.00	0
822 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
829 REPAIR & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
COST REALLOCATIONS						
902 UNFUNDED PENSION LIABILITY	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COST REALLOCATIONS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY	864,742.00	7,539.79	59,019.85	275,056.91	582,145.30	32 ---
TOTAL: LIBRARY	864,742.00	7,539.79	59,019.85	275,056.91	582,145.30	32 ---
TOTAL: LIBRARY	864,742.00	7,539.79	59,019.85	275,056.91	582,145.30	32 ---

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH APR 30, 2017

	ANNUAL Revised Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	864,742.00	7,539.79	59,019.85	275,056.91	582,145.30	32 ---
TOTAL NUMBER OF RECORDS PRINTED	48					

Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH APR 30, 2017

	Adopted Budget	Revised Bdgt	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240 LIBRARY							
70 LIBRARY							
43261 FED GRANT-LIBRARY							
000 GENERAL DESCRIPTION	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: FED GRANT-LIBRARY	0.00	0.00	0.00	0.00	0.00	0	
PUBLIC CHARGES FOR SERVICES							
46111 COPIES - TAXABLE							
000 COPIES - TAXABLE	0.00	0.00	0.00	973.15	973.15-	9999	-----!!!!
TOTAL: COPIES - TAXABLE	0.00	0.00	0.00	973.15	973.15-	9999	-----!!!!
46119 MISC TAXABLE CHARGES							
000 MISC. TAXABLE CHARGES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: MISC TAXABLE CHARGES	0.00	0.00	0.00	0.00	0.00	0	
46710 LIBRARY FINES							
000 LIBRARY FINES	36,000.00	36,000.00	423.48	8,411.02	27,588.98	23	--
TOTAL: LIBRARY FINES	36,000.00	36,000.00	423.48	8,411.02	27,588.98	23	--
46713 LIBRARY RENTALS							
000 LIBRARY RENTALS	0.00	0.00	46.00	618.00	618.00-	9999	-----!!!!
TOTAL: LIBRARY RENTALS	0.00	0.00	46.00	618.00	618.00-	9999	-----!!!!
TOTAL: PUBLIC CHARGES FOR SERVICES	36,000.00	36,000.00	469.48	10,002.17	25,997.83	27	--
INTERGOVERNMENTAL CHARGES							
47105 FEDERAL GRANT-HUD							
000 FEDERAL GRANT-HUD	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: FEDERAL GRANT-HUD	0.00	0.00	0.00	0.00	0.00	0	
47301 CITY OF HUDSON							
000 CITY OF HUDSON	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: CITY OF HUDSON	0.00	0.00	0.00	0.00	0.00	0	
47302 VILLAGE OF NORTH HUDSON							
000 VILLAGE OF NORTH HUDSON	84,084.00	84,084.00	0.00	43,187.00	40,897.00	51	-----
TOTAL: VILLAGE OF NORTH HUDSON	84,084.00	84,084.00	0.00	43,187.00	40,897.00	51	-----
47303 TOWN OF HUDSON							
000 TOWN OF HUDSON	197,340.00	203,201.00	0.00	101,600.50	101,600.50	50	-----
TOTAL: TOWN OF HUDSON	197,340.00	203,201.00	0.00	101,600.50	101,600.50	50	-----
47304 TOWN OF ST JOSEPH							
000 TOWN OF ST. JOSEPH	86,374.00	86,374.00	0.00	0.00	86,374.00	0	
TOTAL: TOWN OF ST JOSEPH	86,374.00	86,374.00	0.00	0.00	86,374.00	0	
47310 GENERAL GOVERNMENT REVENUE							
000 LOCAL GOVERNMENT-GENERAL	0.00	0.00	0.00	43,187.00	43,187.00-	9999	-----!!!!
TOTAL: GENERAL GOVERNMENT REVENUE	0.00	0.00	0.00	43,187.00	43,187.00-	9999	-----!!!!
47311 COUNTY LIBRARY LEVY							

Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH APR 30, 2017

	Adopted Budget	ANNUAL Revised Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240 LIBRARY									
70 LIBRARY									
INTERGOVERNMENTAL CHARGES									
47311 COUNTY LIBRARY LEVY									
000 COUNTY LIBRARY LEVY	60,912.00	60,912.00	0.00	0.00	60,621.56	60,621.56	290.44	99	-----
TOTAL: COUNTY LIBRARY LEVY	60,912.00	60,912.00	0.00	0.00	60,621.56	60,621.56	290.44	99	-----
TOTAL: INTERGOVERNMENTAL CHARGES	428,710.00	434,571.00	0.00	0.00	248,596.06	248,596.06	185,974.94	57	-----
MISCELLANEOUS REVENUES									
48100 INTEREST									
000 INTEREST	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0	
TOTAL: INTEREST	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0	
48120 NET CHANGE IN MARKET VALUE									
000 NET CHANGE IN MARKET VALUE	0.00	0.00	0.00	0.00	3,986.10	3,986.10	3,986.10-	9999	-----!!!!
TOTAL: NET CHANGE IN MARKET VALUE	0.00	0.00	0.00	0.00	3,986.10	3,986.10	3,986.10-	9999	-----!!!!
48400 INSURANCE REFUND									
000 INSURANCE REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: INSURANCE REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
48500 DONATIONS- PRIVATE ORG/IND									
000 DONATIONS-PRIVATE ORG/IND	0.00	15,294.00	0.00	0.00	33,358.88	33,358.88	18,064.88-	218	-----!!!!
TOTAL: DONATIONS- PRIVATE ORG/IND	0.00	15,294.00	0.00	0.00	33,358.88	33,358.88	18,064.88-	218	-----!!!!
48560 DONATION-SUMMER READ PROGRAM									
000 DONATION-SUMMER READ PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: DONATION-SUMMER READ PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
48561 DONATION-LITERACY PROGRAM									
000 DONATION-LITERACY PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: DONATION-LITERACY PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
48562 DONATIONS-HISTORY ROOM									
000 DONATION-HISTORY COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: DONATIONS-HISTORY ROOM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
48563 FRIENDS OF LIBRARY PLEDGE									
000 FRIENDS OF LIBRARY PLEDGE	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0	
TOTAL: FRIENDS OF LIBRARY PLEDGE	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0	
48564 DONATIONS-BRIDGE THE GAP									
000 DONATION-BRIDGE THE GAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: DONATIONS-BRIDGE THE GAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
48600 MISCELLANEOUS REVENUES									
000 MISCELLANEOUS REVENUES	0.00	0.00	1.32	1.32	1.32	1.32	1.32-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	0.00	0.00	1.32	1.32	1.32	1.32	1.32-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	1,500.00	26,794.00	1.32	1.32	37,346.30	37,346.30	10,552.30-	139	-----!!!!

Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH APR 30, 2017

	Adopted Budget	Revised Bdgt	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
240 LIBRARY						
70 LIBRARY						
OTHER FINANCING SOURCES						
49210 TRANSFER FROM GENERAL FUND						
000 TRANSFER FROM GENERAL FUND	317,310.00	347,310.00	0.00	173,655.00	173,655.00	50 -----
TOTAL: TRANSFER FROM GENERAL FUND	317,310.00	347,310.00	0.00	173,655.00	173,655.00	50 -----
49220 TRANSFER FROM SPEC REV FD						
000 TRANSFER FROM SPEC REV FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: TRANSFER FROM SPEC REV FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER FINANCING SOURCES	317,310.00	347,310.00	0.00	173,655.00	173,655.00	50 -----
TOTAL: LIBRARY	783,520.00	844,675.00	470.80	469,599.53	375,075.47	55 -----
TOTAL: LIBRARY	783,520.00	844,675.00	470.80	469,599.53	375,075.47	55 -----

Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH APR 30, 2017

	Adopted Budget	Revisd Bdgt	ANNUAL AND IN PROCESS	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	783,520.00	844,675.00		470.80	469,599.53	375,075.47	55 -----
TOTAL NUMBER OF RECORDS PRINTED	24						



DIRECTOR'S REPORT & MONTHLY STATISTICS

April 1 - 30, 2017

Respectfully Submitted by:
Tina Norris, Director
May 16, 2017

Director's Report May 16, 2017

News & Updates:

- Staff Appreciation Breakfast and training was held on Friday, April 21, 2017 and went very well.
- Hudson Star Observer sent out the annual Hudson Visitor and Resident Guide on Thursday, April 27. This year's edition includes an article that I wrote about the Hudson Area Public Library. Unfortunately, HSO's design department decided to place a photo of Todd Bol and his Little Free Libraries with my article.
- On May 4th the Library hosted a *May the Fourth Be with You* event featuring *Star Wars* themed activities and refreshments, including "Yoda Soda".
- Amanda attended the Wisconsin Association of Public Libraries (WAPL) conference April 26-28; she returned with some great ideas for teen programming, STEAM programming, and ways to start an inexpensive email newsletter. Additionally, she represented the Hudson Area Public Library as a presenter on the YA Genre book panel.
- We did not receive our full grant request amount from the Hudson Hospital Foundation, but we did received a \$5,000 grant for Health and Wellness station in the Teen Area, a teen health & wellness database, and 2 iPads.

Events at the Library:

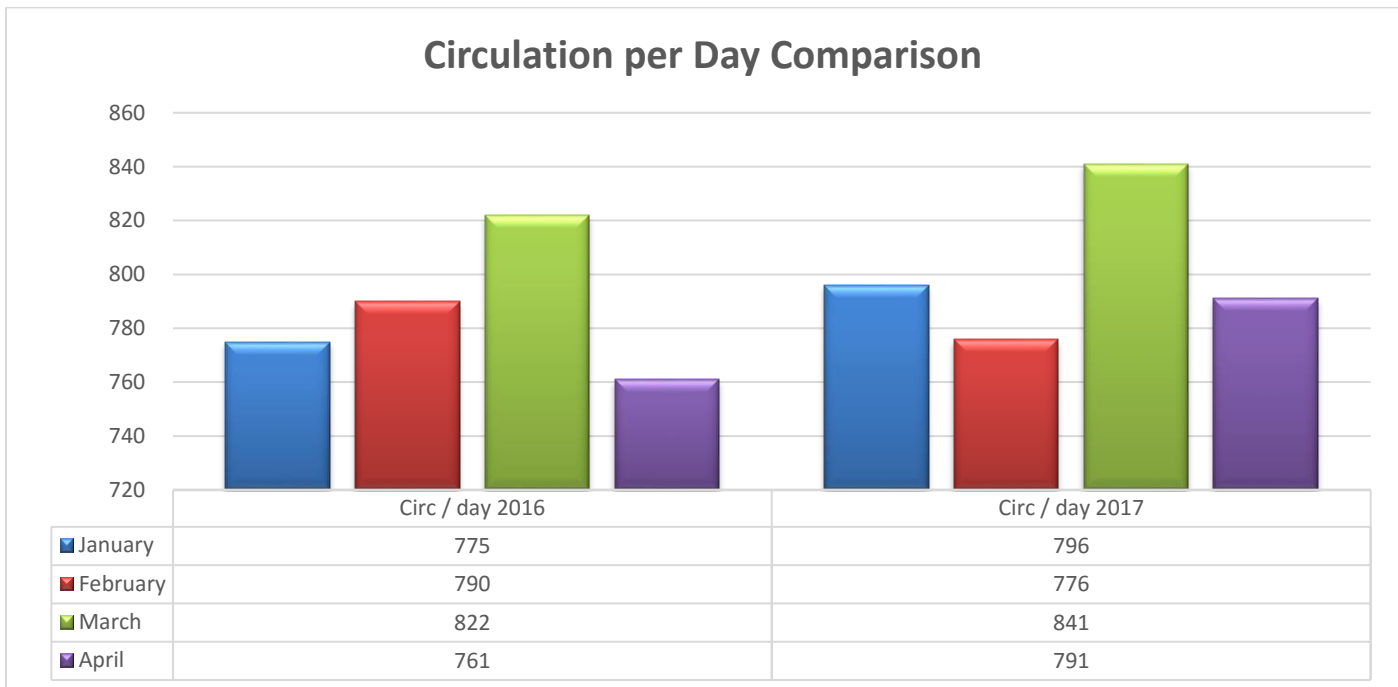
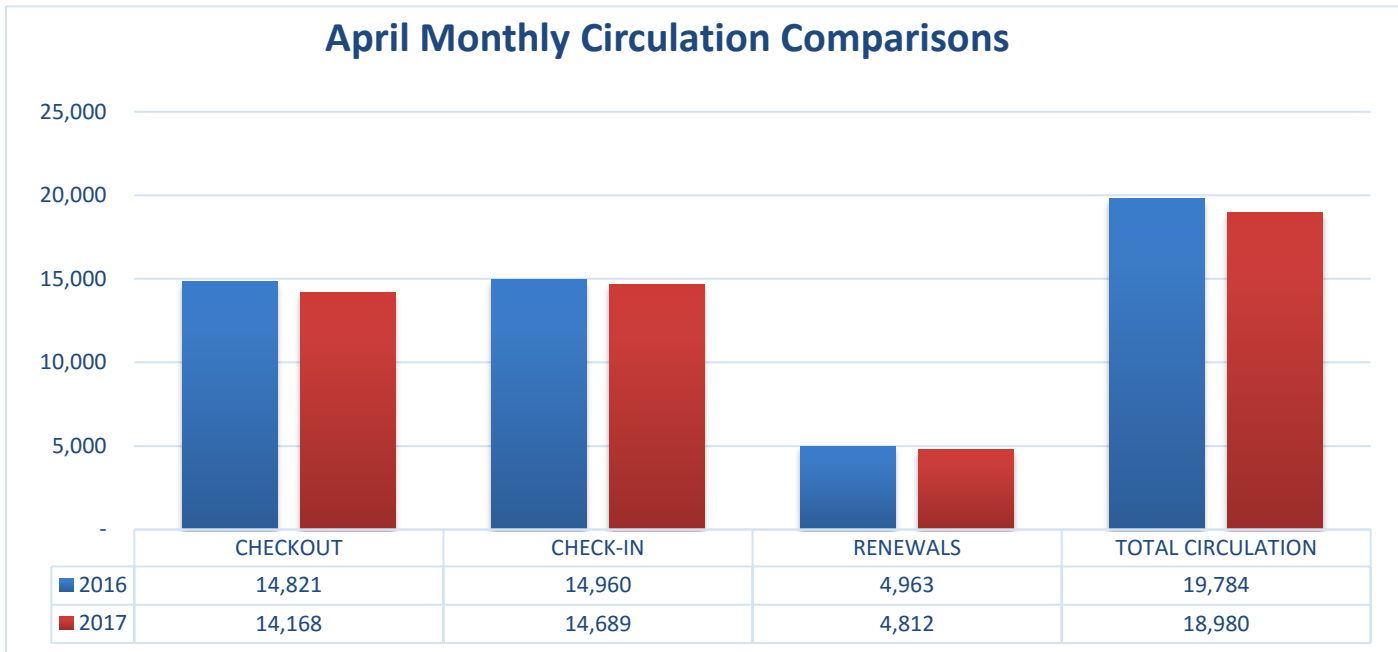
- May 17: Bookmarks Book Club: *The Greater Journey* by David McCullough
- May 18: Essential Oils 101
- May 20: Teen Book Club: *I am Malala* by Malala Yousafzai
- May 29: Library Closed for Memorial Day
- June 1: Author Nickolas Butler visits
- June 3: Summer Reading Program begins
- June 13: The Magic of Isaiah
- June 20: RadZoo

Statistical Summary for April 2017

April	2017	2016	Year-to-date 2017
Check-outs	14,168	14,821	61,300
Check-ins	14,689	14,960	59,232
Renewals	4,812	4,963	18,912
Total Circulation	18,980	19,784	80,212
Items Borrowed	3,894	4,146	16,373
Items Loaned	4,408	2,670	18,512
New Patrons	75	73	348
Items Added	521	519	2,300
Pharos	944	1087	3,771
Wireless	5,357	1,150	23,152
Digital Circulation	2,796	2,880	11,798
Website Visits	4,456	6,162	25,139
Facebook Posts	19	41	90
Facebook Likes	1,111	945	3,274
Children's Programs	39		75
Children's Program Attendance	799	714	2,725
Teen Programs	7		18
Teen Program Attendance	39	122	53
Adult Programs	14		62
Adult Program Attendance	59	44	353
Meeting Room Usage	438	283	2,474
Visitors	10,447	10,064	41,613
Cardholders	15,972	15,814	15,972

Circulation Summary YTD 2017

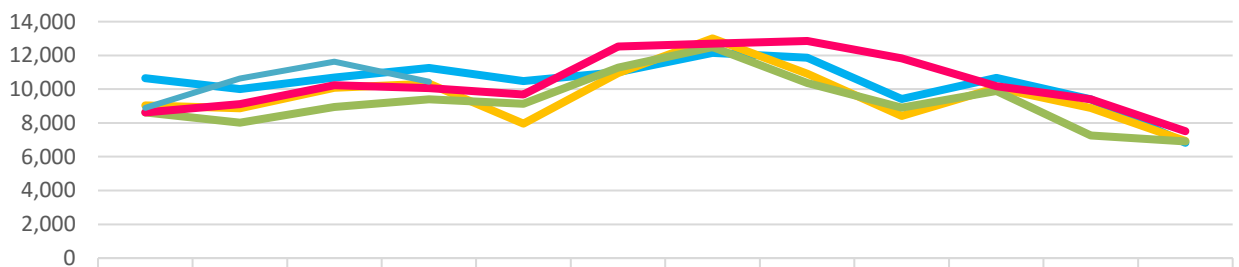
Yearly Circulation Activity



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			
June			
July			
August			
September			
October			
November			
December			

Comparison of Visitors 2013-2017

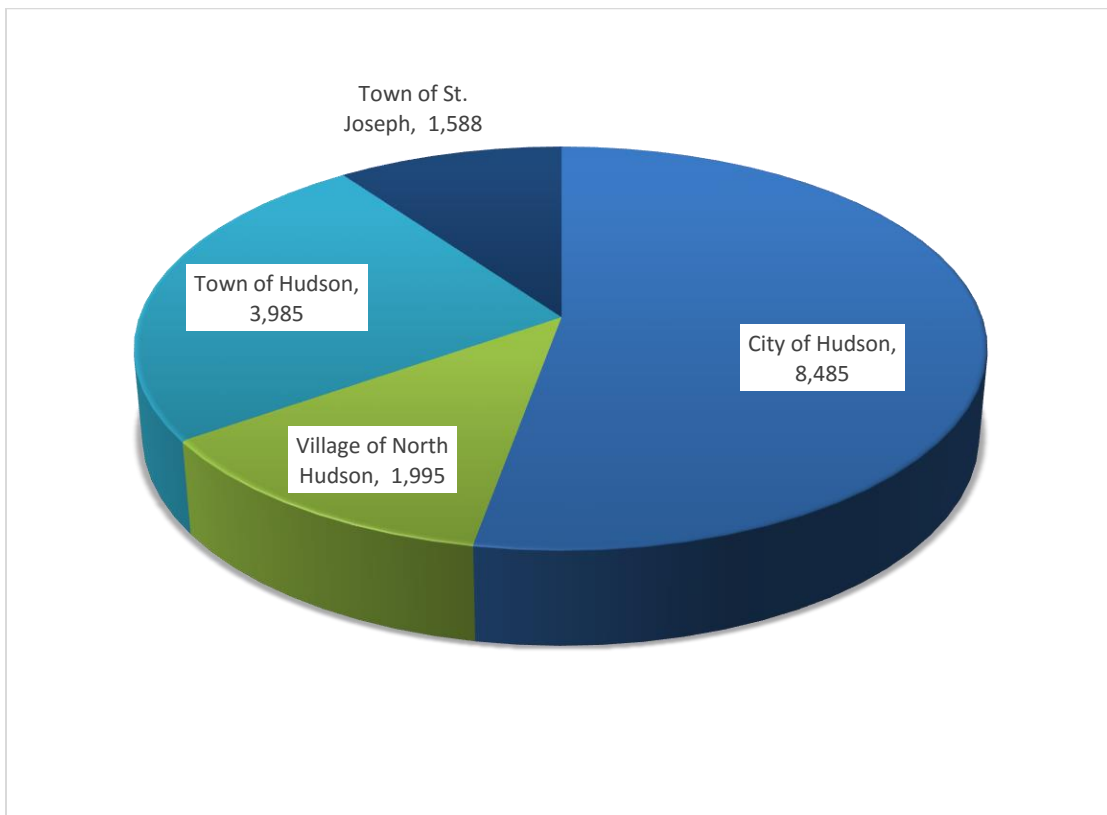


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10,671	9,399	6,826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883	6,935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276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

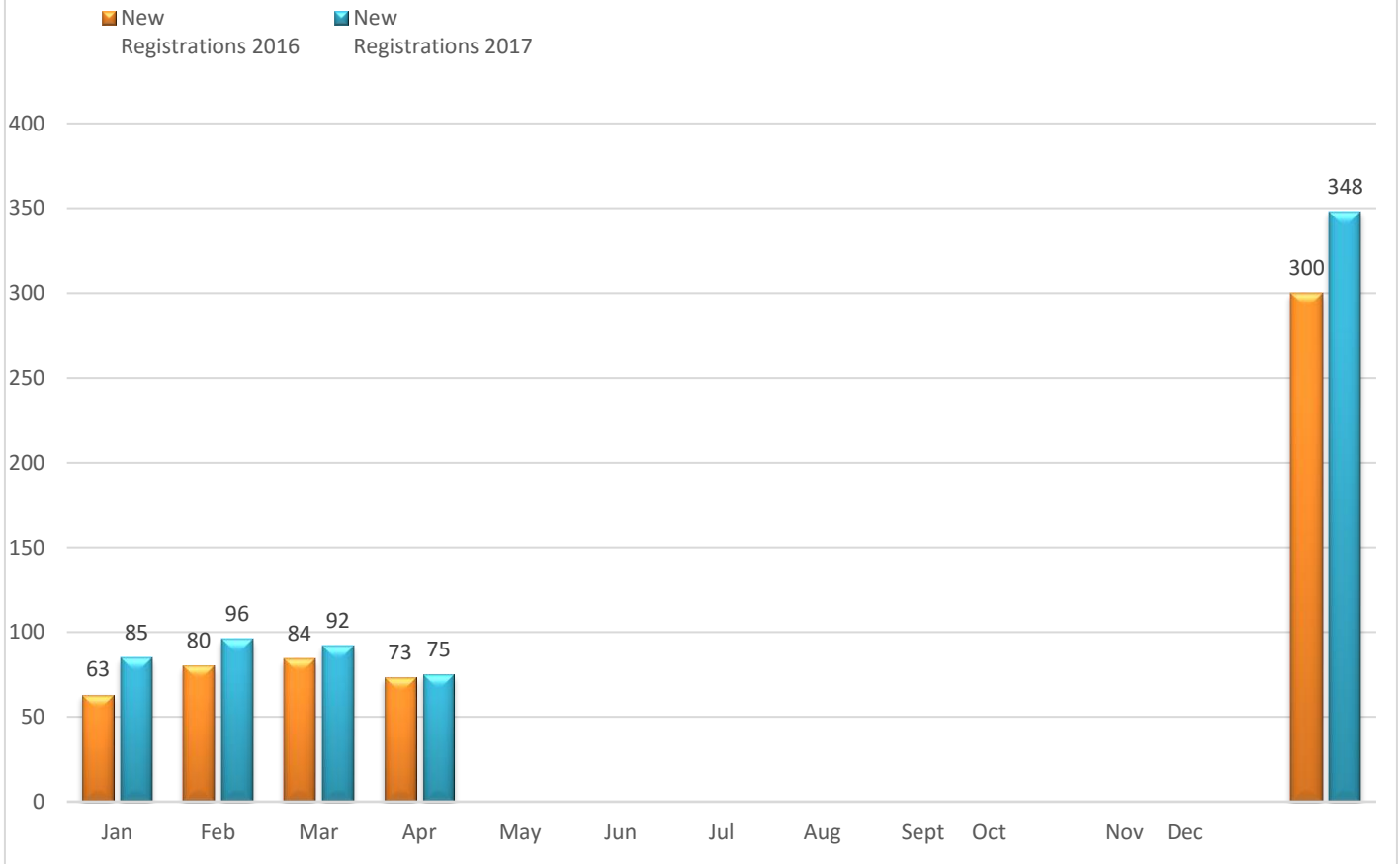
VISITORS	Monthly Average	Daily Average
2011 (April-December)	13,374	533
2012	11,902	502
2013	10,369	493
2014	10,206	493
2015	9,483	438
2016	10,392	415
2017	10,403	408

Cardholders by Municipality

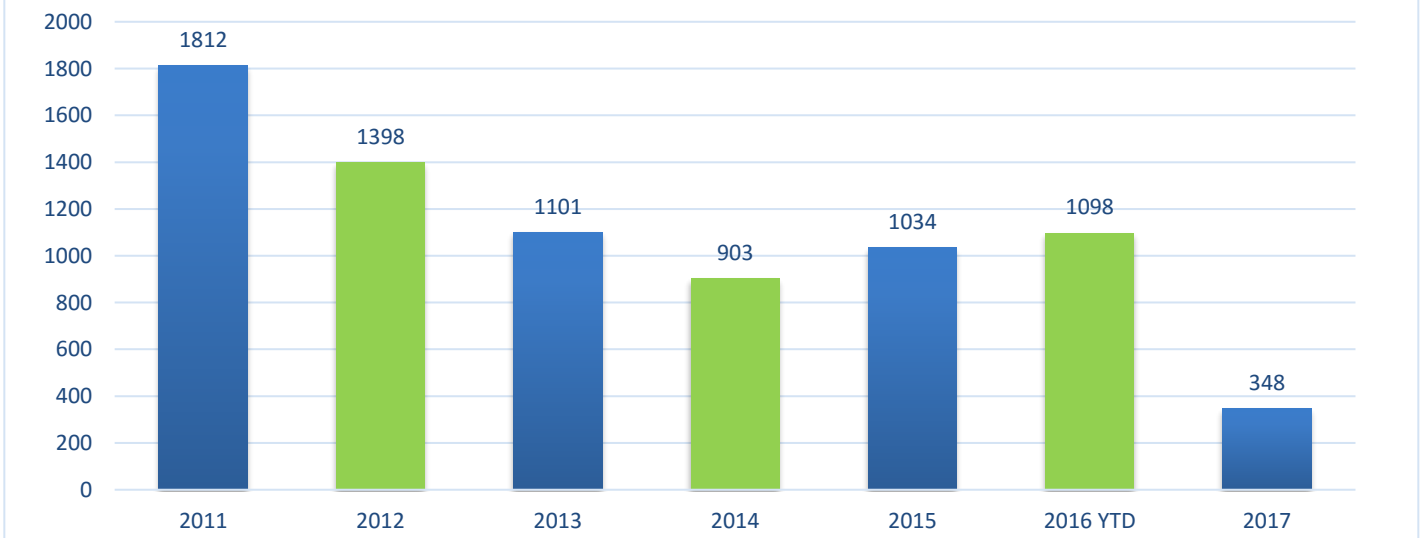
	City of Hudson	Village of North Hudson	Town of Hudson	Town of St. Joseph	Total	
2011	7,750	1,998	4,091	1,545	15,384	
2012	7,818	1,940	3,997	1,543	15,298	
2013	8,228	1,940	4,239	1,633	16,165	
2014	7,740	1,881	3,789	1,495	14,905	
2015	8,239	1,991	4,023	1,593	15,846	
2016	8,350	1,966	3,932	1,566	15,814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



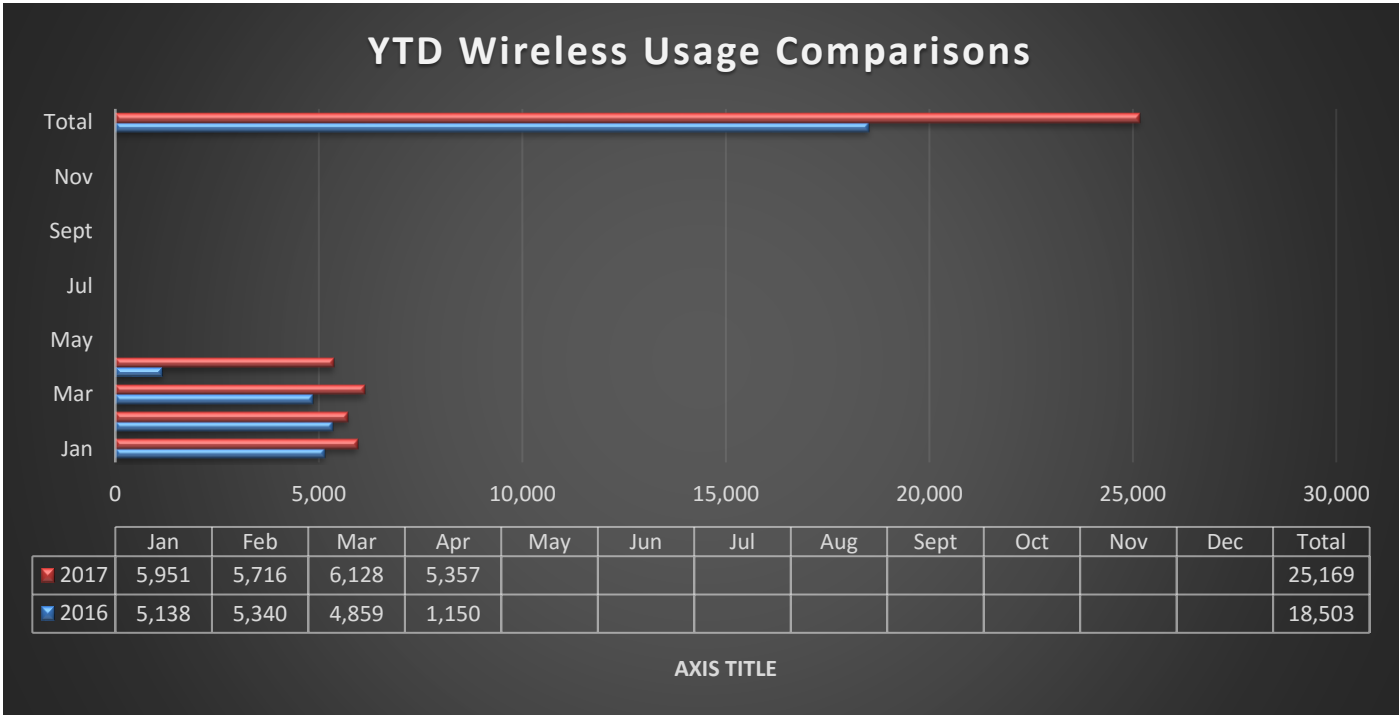
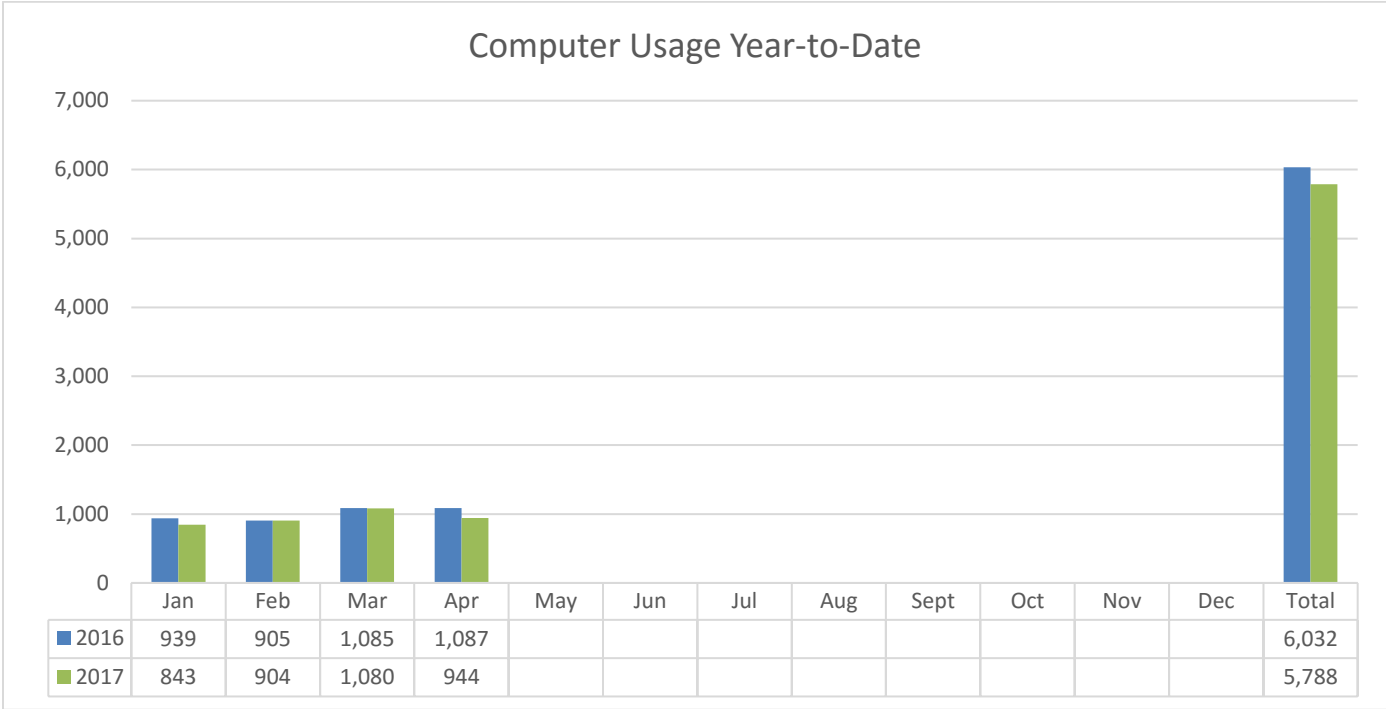
New Registrations



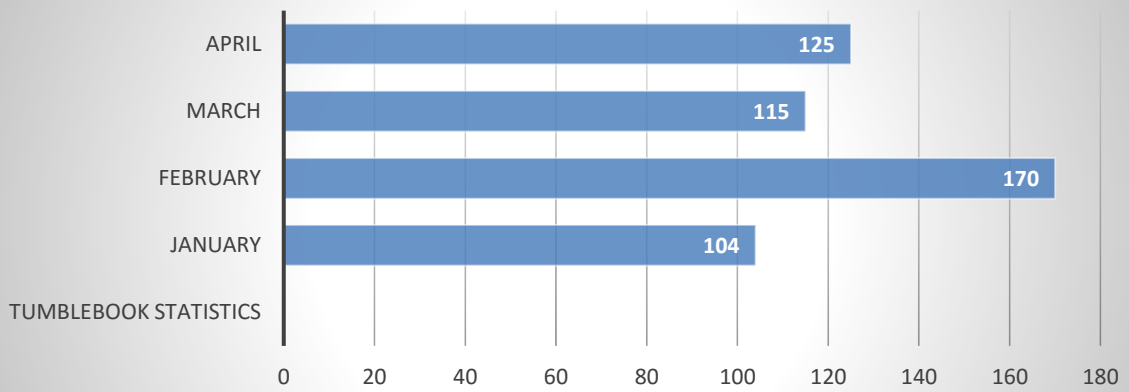
Historical Annual Registration Data



Technology Usage



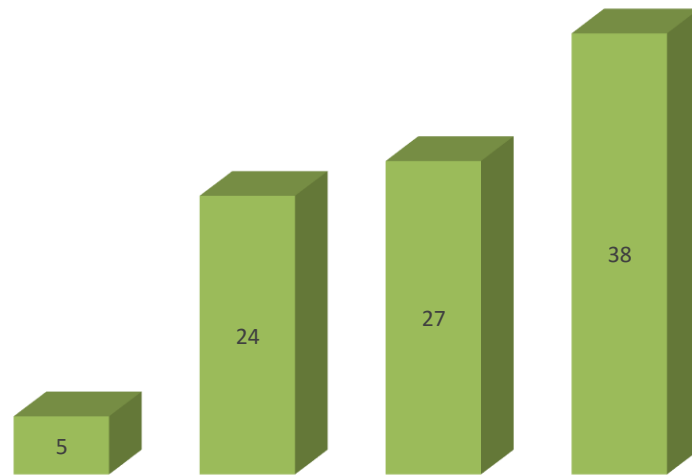
TumbleBooks Downloads



TUMBLEBOOK STATISTICS

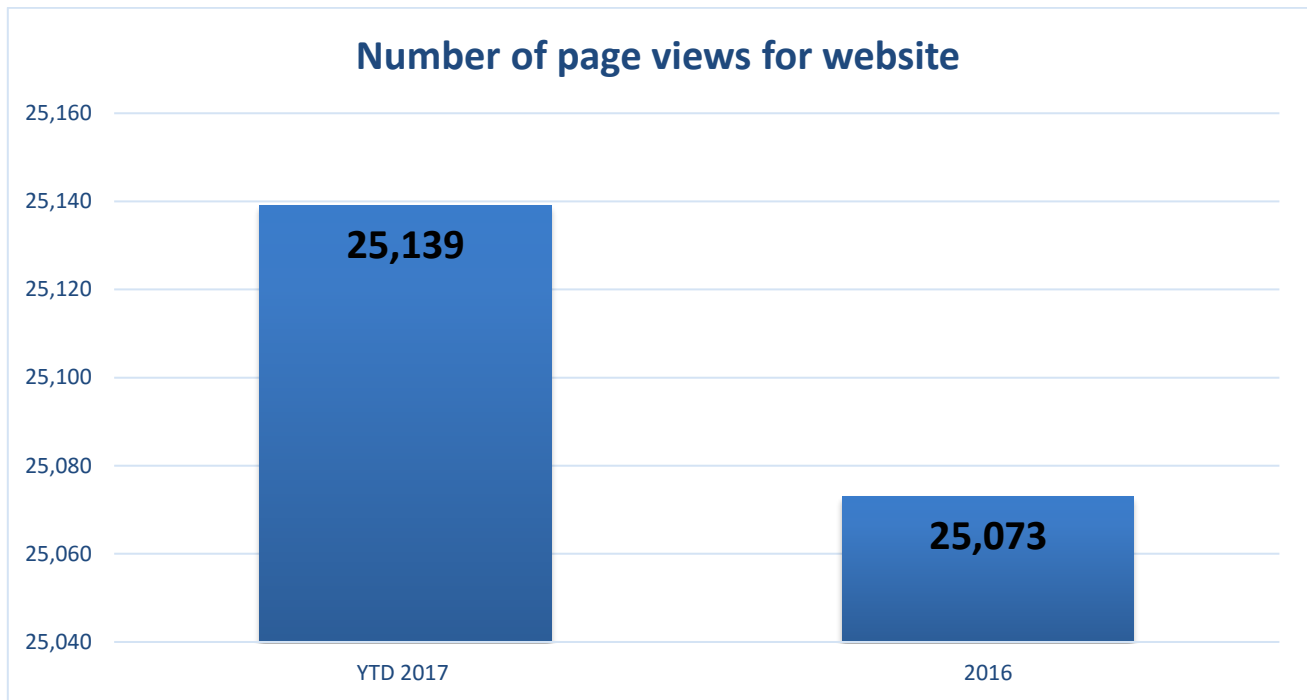
	Tumblebook Statistics	January	February	March	April
■ Series1		104	170	115	125

MorningStar Database Access



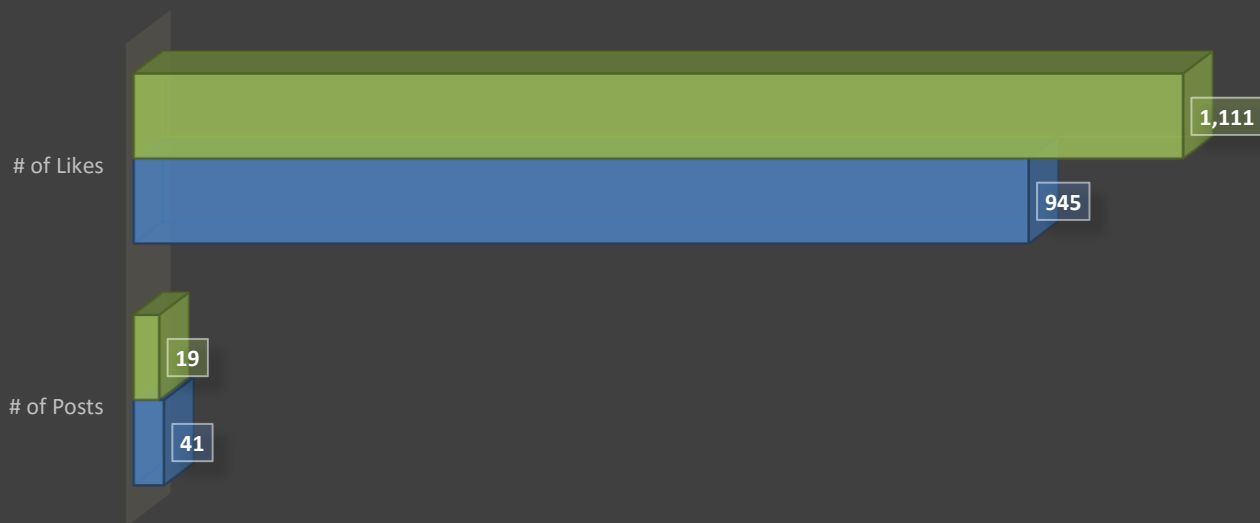
MorningStar
Access Report

Website & Facebook Statistics

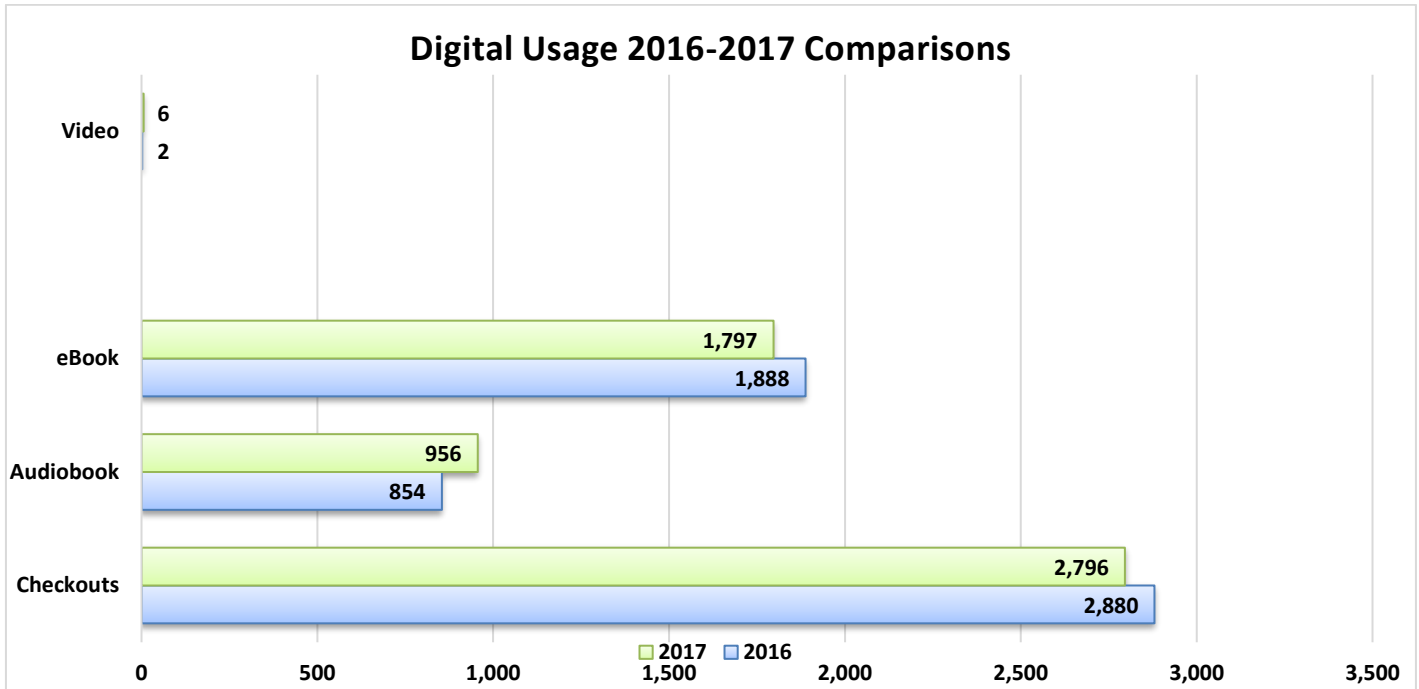


FACEBOOK COMPARISON APRIL 2016-2017

■ 2017 ■ 2016



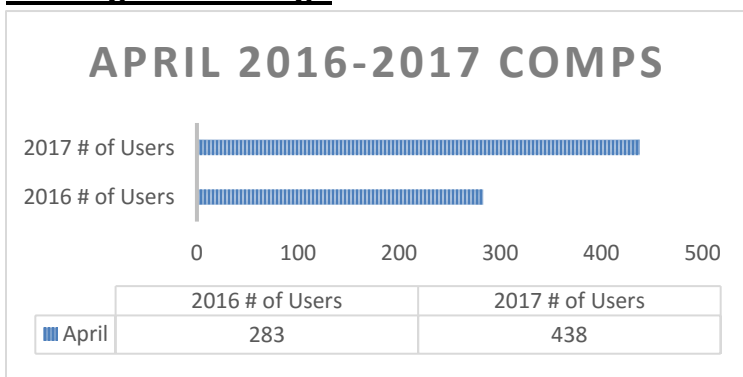
OverDrive Checkouts by Technology & Format



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									10

Meeting Room Usage



2016 -2017 Meeting Room Comps	2016 # of Users	2017 # of Users
January	210	662
February	556	823
March	243	551
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total Year-to-Date	1009	2036

