



Meeting Agenda of the Hudson Area Joint Library Board of Trustees

May 15, 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 April 17, 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
8. **ACTION ITEM:** New ADA Compliance Policy
9. **ACTION ITEM:** New Petty Cash Policy
10. **ACTION ITEM:** Revised and Updated Technology Use Policy
11. **ACTION ITEM:** Revised and Updated Meeting Room Use Policy
12. Board comments and items for future agendas
13. **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 7, 2018: and Emailed to Media: May 7, 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



**Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
April 17, 2018, 6:30 PM Hudson
Area Public Library
700 First Street, Hudson WI 54016**

1. Call to Order at 6:35 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, and Schrock
Absent: Rich O'Connor, Dave, Ostby, Curt Weese
Staff: Tina Norris, Director
Other: Joyce Law, Friends of the Library; Gloria Karmer, citizen

3. **ACTION ITEM:** Approval of Consent Agenda Items

- a. *Approve meeting Agenda*
- b. *Disposition of Minutes from March 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*

**ACTION TAKEN: Motion to approve consent agenda with the removal of item b (minutes) for amendment. Second by: Coppenbarger. Discussion: None
Vote taken: 5 Ayes / 0 Nays MOTION APPROVED**

**Motion to amend March 20, 2018 minutes to reflect that the Patron Services Coordinator position will be a 28 hour positions by Peterson. Second by Berning. Discussion: None
Vote taken: 5 Ayes / 0 Nays MOTION APPROVED**

4. Citizen Comments— Gloria Kramer reported Family Fresh receipt totals are at \$57,893 noting that this is very good for this time of the year. Kramer encouraged using Family Fresh and bringing receipts to Library.
5. Presentations by supporting organizations
 - a. Friends of the Library—Joyce Law, Friends of the Library President, that Family Fresh management has advised them that there are rules for this program and noted that the receipt states what items are allowable and count toward the annual totals.
Law informed the Library Board of the upcoming book sale, which will run Monday, April 23 - Thursday, April 26, followed by a two day bag sale on Friday and Saturday (04/27-04/28) and Free books in the lobby on Monday- Wednesday(04/30-05/02).
 - b. Library Foundation— Barb Peterson provided an update on the Foundation activities. Peterson noted that the Marketing / Fundraising Committee has embarked on an appeal to local businesses. Contributions of \$500 or more will received 2 tickets to the Foundation's 4th of July event. The advocacy committee will be meeting on Wednesday, April 21 for a historical perspective of funding.

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:*
 - a. Presentation of monthly report and statistics: Director presented monthly statistics and reports. Shaw asked for details on meeting room use. Norris explained that the numbers represent actual individuals who use the rooms or attend meetings in the rooms. Board was invited to attend the annual staff appreciation breakfast. Notice of a possible quorum posted for this event. No action was requested or needed.

8. **ACTION ITEM:** Collection Agency and Police Use Policy

Norris noted that this policy was approved as a part of the new Fines / Fee policy approved at the March 20, 2018. Since already approved, no motion was made to re-approve as a separate policy. Suggestion made to added a number to the policy to make it easier to refer to the policy. There was some discussion on the use of a collection agency and who would be selected. Norris was directed to research agencies and report back.

9. Other business: None

10. Board comments and items for future agendas:

11. ACTION ITEM: Adjournment

Motion to Adjourn by: Berning
Second by: Peterson
Discussion: None
Vote Take: 5 Ayes / 0 Nays

Respectfully Submitted,

Tina L. Norris

Tina L. Norris, Director

2018 Budget Overview Year-to-Date	2018 Approved Budget	April	Year-to-date	Amount Remaining	% Remaining
REVENUES					
Library Revenue	36,000	\$ 2,895	\$ 9,558	\$ 26,442	73%
City of Hudson	334,747	\$ -	\$ 173,655	\$ 161,092	48%
Village of North Hudson	83,791	\$ -	\$ 41,896	\$ 41,896	50%
Town of Hudson	201,228	\$ -	\$ 101,615	\$ 99,614	50%
Town of St. Joseph	86,236	\$ -	\$ 43,187	\$ 43,049	50%
County Library Levy	58,963	\$ -	\$ 59,000	\$ (37)	0%
Other Counties	6,000	\$ -	\$ 6,003	\$ (3)	0%
Interest	1,500	\$ -	\$ 1,525	\$ (25)	-2%
Gains / Loses	-	\$ -	\$ 3,705	\$ (3,705)	
Grant Funds	-	\$ -	\$ 45,126	\$ (45,126)	
Donations	-	\$ -	\$ -	\$ -	
Miscellaneous Revenue	-	\$ -	\$ 41	\$ (41)	
Total Revenues	808,465	\$ 2,895	\$ 485,310	\$ 323,155	40%
		April	Year-to-date	Amount Remaining	
EXPENDITURES					
Personnel	524,904	\$ 38,421	\$ 151,752	\$ 373,152	71%
Library Materials	76,632	\$ 9,782	\$ 26,916	\$ 49,716	65%
Contractual Services	72,296	\$ 5,403	\$ 55,869	\$ 16,427	23%
Supplies & Expenses	22,200	\$ 3,419	\$ 7,970	\$ 14,230	64%
Fixed Charges	146,616	\$ 11,435	\$ 52,259	\$ 94,357	64%
Capital Expenditures		\$ -	\$ -		
General Operating Expense Total	842,648	\$ 68,460	\$ 294,767	\$ 547,881	65%
Ending Balance	(34,183)	\$ (65,565)	\$ 190,544		

% of year-to-date: 33%

% remaining: 67%

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	\$ 3,457.60	\$ 1,584.61	\$ 2,895.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,000.00		\$ 27,000.00	\$ 9,557.63	\$ 17,442.37	
City of Hudson	\$ 173,655.00		\$ -										\$ 334,747.00	\$ 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	\$ -		\$ 101,614.50										\$ 201,228.00		\$ 201,228.00	\$ 101,614.50	\$ 99,613.50	
Town of St. Joseph	\$ 43,187.00												\$ 86,374.00	\$ 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	\$ 4,020.00										\$ 6,000.00		\$ 6,000.00	\$ 6,002.70	\$ (2.70)	
Interest	\$ -	\$ -	\$ 1,525.42										\$ 1,500.00	\$ 2,000.00	\$ 3,500.00	\$ 1,525.42	\$ (25.42)	
Gains/ Losses	\$ 3,704.76												\$ 3,704.76		\$ 3,704.76	\$ 3,704.76	\$ -	
Grants	\$ 30,891.40	\$ 8,235.00	\$ 6,000.00											\$ 50,850.00	\$ 50,850.00	\$ 45,126.40	\$ (45,126.40)	
Donations															\$ -	\$ -	\$ -	
Misc Revenues	\$ 41.40													\$ 400.00	\$ 400.00	\$ 41.40	\$ (41.40)	
Total Income	\$ 254,677.60	\$ 71,097.30	\$ 156,640.03	\$ 2,895.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 803,169.76	\$ 65,951.00	\$ 869,120.76	\$ 485,310.31	\$ 383,810.45	
Personnel																		
Full-Time	121	\$ 13,160.28	\$ 9,834.21	\$ 12,109.34	\$ 13,025.07								\$ 156,000.00		\$ 156,000.00	\$ 48,128.90	\$ 107,871.10	
Overtime	122	\$ -		\$ -	\$ -								\$ -		\$ -	\$ -	\$ -	
Part-Time	125	\$ 15,807.89	\$ 12,946.43	\$ 17,091.89	\$ 16,520.07								\$ 233,250.00		\$ 233,250.00	\$ 62,366.28	\$ 170,883.72	
Longevity	133	\$ -		\$ -	\$ -								\$ -		\$ -	\$ -	\$ -	
FICA	151	\$ 2,121.77	\$ 1,668.60	\$ 2,136.18	\$ 2,162.53								\$ 30,000.00		\$ 30,000.00	\$ 8,089.08	\$ 21,910.92	
Retirement	152	\$ 1,538.10	\$ 1,152.94	\$ 1,552.49	\$ 1,546.79								\$ 20,000.00		\$ 20,000.00	\$ 5,790.32	\$ 14,209.68	
Health Insurance	154	\$ 5,172.26	\$ 11,884.76	\$ 5,154.29	\$ 5,166.32								\$ 72,000.00		\$ 72,000.00	\$ 27,377.63	\$ 44,622.37	
Life Insurance	155	\$ -		\$ -	\$ -								\$ -		\$ -	\$ -	\$ -	
Total Personnel	\$ 37,800.30	\$ 37,486.94	\$ 38,044.19	\$ 38,420.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511,250.00		\$ 511,250.00	\$ 151,752.21	\$ 359,497.79	
Contractual Services																		
Legal Servies	212																	
Professional Services	213	\$ 1,146.00	\$ 1,146.00	\$ 1,146.00	\$ 1,146.00								\$ 13,752.00		\$ 13,752.00	\$ 4,584.00	\$ 9,168.00	
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	\$ -	\$ 351.18	\$ 351.00								\$ 4,320.00		\$ 4,320.00	\$ 1,053.36	\$ 3,266.64	
Contract Maintenance / Repair	249	\$ -	\$ -	\$ -	\$ -								\$ 900.00		\$ 900.00	\$ -	\$ 900.00	
Programming Adults	294	\$ 1,700.00	\$ 481.83	\$ 75.00	\$ 800.00								\$ 500.00	\$ 6,200.00	\$ 6,700.00	\$ 3,056.83	\$ 3,643.17	
Programming Children	295	\$ 250.00	\$ 1,997.26	\$ 95.43	\$ 1,907.36								\$ 1,000.00	\$ 12,400.00	\$ 13,400.00	\$ 4,250.05	\$ 9,149.95	
Maintenance Agree / Leases	298	\$ 499.26	\$ 179.03	\$ 319.49	\$ 1,198.14								\$ 10,000.00		\$ 10,000.00	\$ 2,195.92	\$ 7,804.08	
Other Contract Services	299	\$ -		\$ -	\$ -								\$ -		\$ -	\$ -	\$ -	
Total Contract Services	\$ 44,675.44	\$ 3,804.12	\$ 1,987.10	\$ 5,402.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,201.00	\$ 18,600.00	\$ 89,801.00	\$ 55,869.16	\$ 33,931.84	
Supplies and Expenses																		
Postage	311	\$ 6.93	\$ 9.87	\$ 61.58	\$ 3.76								\$ 1,000.00		\$ 1,000.00	\$ 82.14	\$ 917.86	
Office Supplies	312	\$ 464.00	\$ 32.34	\$ 353.94	\$ 40.51								\$ 7,000.00		\$ 7,000.00	\$ 890.79	\$ 6,109.21	
Memberships	324	\$ -	\$ (186.00)	\$ -	\$ -								\$ 500.00		\$ 500.00	\$ (186.00)	\$ 686.00	
Advertising	326	\$ -	\$ -	\$ 150.00	\$ -								\$ 150.00		\$ 150.00	\$ 150.00	\$ -	
Travel / Conferences	339	\$ -	\$ -	\$ 43.20	\$ -								\$ 1,500.00	\$ 1,000.00	\$ 2,500.00	\$ 43.20	\$ 2,456.80	
Maintenance / Repair Supplies	357	\$ -	\$ -	\$ -	\$ -								\$ 200.00		\$ 200.00	\$ -	\$ 200.00	
Technology	396	\$ 45.29	\$ 3,375.00	\$ 3,375.00	\$ -								\$ 5,000.00	\$ 11,250.00	\$ 16,250.00	\$ 6,795.29	\$ 9,454.71	
Program Supplies	399	\$ -	\$ 195.00	\$ -	\$ -								\$ 250.00		\$ 250.00	\$ 195.00	\$ 55.00	
Total Supplies & Expenses	\$ 516.22	\$ 3,426.21	\$ 608.72	\$ 3,419.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,600.00	\$ 12,250.00	\$ 27,850.00	\$ 7,970.42	\$ 19,879.58	
Collection																		
Books	395	\$ -	\$ 6,854.63	\$ 6,374.70	\$ 7,668.61								\$ 55,632.00	\$ 13,000.00	\$ 68,632.00	\$ 20,897.94	\$ 47,734.06	
Periodicals	396	\$ 592.43	\$ 265.00	\$ 20.00	\$ 620.87								\$ 6,000.00		\$ 6,000.00	\$ 1,498.30	\$ 4,501.70	
Audio / Visual	398	\$ -	\$ 1,424.49	\$ 1,602.76	\$ 1,492.66								\$ 15,000.00	\$ 1,000.00	\$ 16,000.00	\$ 4,519.91	\$ 11,480.09	
Total Collection	\$ 592.43	\$ 8,544.12	\$ 7,997.46	\$ 9,782.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,632.00	\$ 14,000.00	\$ 90,632.00	\$ 26,916.15	\$ 63,715.85	
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		\$ -	\$ 2,120.00	\$ -	\$ -								\$ 1,900.00		\$ 1,900.00	\$ 2,120.00	\$ (220.00)	
Unemployment		\$ -	\$ -	\$ -	\$ -								\$ -		\$ -	\$ -	\$ -	
Lease		\$ 11,435.20	\$ 11,435.20	\$ 11,435.20	\$ 11,435.20								\$ 137,222.40		\$ 137,222.40	\$ 45,740.80	\$ 91,481.20	

Total Fixed Charges	\$ 15,833.20	\$ 11,435.20	\$ 13,555.20	\$ 11,435.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,520.40	\$ -	\$ 143,520.00	\$ 52,258.80	\$ 91,261.20
Capital Expenditures																					
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	\$ 99,417.59	\$ 64,696.59	\$ 62,192.67	\$ 68,459.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 818,203.40	\$ 50,850.00	\$ 869,053.00	\$ 294,766.74	\$ 574,286.26
Less Revenue	\$ 254,677.60	\$ 71,097.30	\$ 156,640.03	\$ 2,895.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 803,169.76	\$ 65,951.00	\$ 869,120.76	\$ 485,310.31	\$ 383,810.45
Balance	\$ 155,260.01	\$ 6,400.71	\$ 94,447.36	\$ (65,564.51)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (15,033.64)	\$ 15,101.00	\$ 67.76	\$ 190,543.57	\$ 190,543.57

**Hudson Area Joint Library
Income Statement Compared with Budget
April 2018 (33.33% of year complete)**

	MONTH	YTD	BUDGET	DIFFERENCE	% OF
REVENUES					
Library Revenues	2,895.38	9,557.63	36,000.00	17,442.37	27%
City of Hudson	-	173,655.00	347,310.00	161,092.00	50%
Village of North Hudson	-	41,895.50	83,791.00	41,895.50	50%
Town of Hudson	-	101,614.50	201,228.00	99,613.50	50%
Town of St. Joseph	-	43,187.00	86,374.00	43,049.00	50%
St. Croix County	-	59,000.00	58,963.00	(37.00)	100%
Other Counties	-	6,002.70	6,000.00	(2.70)	100%
Interest	-	1,525.42	1,500.00	(25.42)	102%
Gains/ Losses	-	3,704.76	-	-	
Grants	-	45,126.40	30,850.00	(45,126.40)	146%
Donations	-	-	-	-	
Misc Revenues	-	41.40	-	(41.40)	
Total Income	2,895.38	485,310.31	852,016.00	317,859.45	57%

EXPENDITURES		MONTH	YTD	BUDGET	DIFFERENCE	% OF
Personnel						
Full-Time	\$	13,025.07	48,128.90	164,404.00	116,275.10	29%
Overtime	\$	-	-	-	-	
Part-Time	\$	16,520.07	62,366.28	230,000.00	167,633.72	27%
Longevity	\$	-	-	-	-	
FICA	\$	2,162.53	8,089.08	30,000.00	21,910.92	27%
Retirement	\$	1,546.79	5,790.32	20,500.00	14,709.68	28%
Health Insurance	\$	5,166.32	27,377.63	80,000.00	52,622.37	34%
Life Insurance	\$	-	-	-	-	
Total Personnel	\$	38,420.78	151,752.21	524,904.00	373,151.79	29%

Contractual Services

Legal Servies	\$	-	-	-	-	
Professional Services	\$	1,146.00	4,584.00	14,027.00	9,443.00	33%
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	\$	351.00	1,053.36	5,000.00	3,946.64	21%
Contract Maintenance / Repair	\$	-	-	900.00	900.00	0%
Programming Adults	\$	800.00	3,056.83	7,700.00	4,643.17	40%
Programming Children	\$	1,907.36	4,250.05	14,900.00	10,649.95	29%
Maintenance Agree / Leases	\$	1,198.14	2,195.92	10,000.00	7,804.08	22%
Other Contract Services	\$	-	-	1,600.00	1,600.00	0%
Total Contractual Services	\$	5,402.50	55,869.16	94,896.00	39,026.84	59%

Supplies and Expenses

Postage	\$	3.76	82.14	2,000.00	1,917.86	4%
Office Supplies	\$	40.51	890.79	8,031.00	7,140.21	11%
Memberships	\$	-	(186.00)	500.00	686.00	-37%
Advertising	\$	-	150.00	350.00	200.00	43%
Travel / Conferences	\$	-	43.20	2,600.00	2,556.80	2%
Maintenance / Repair Supplies	\$	-	-	750.00	750.00	0%
Technology	\$	3,375.00	6,795.29	18,750.00	11,954.71	36%

Program Supplies	\$ -	195.00	1,000.00	805.00	20%
Total Supplies & Expenses	\$ 3,419.27	\$ 7,970.42	\$ 33,981.00	\$ 26,010.58	23%

Collection

Books	\$ 7,668.61	20,897.94	68,632.00	47,734.06	30%
Periodicals	\$ 620.87	1,498.30	6,000.00	4,501.70	25%
Audio / Visual	\$ 1,492.66	4,519.91	16,000.00	11,480.09	28%
Total Collection	\$ 9,782.14	\$ 26,916.15	\$ 90,632.00	\$ 63,715.85	30%

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	\$ -	2,120.00	1,900.00	(220.00)	112%
Unemployment	\$ -	-	-	-	
Lease	\$ 11,435.20	45,740.80	139,766.00	94,025.20	33%
Total Fixed Charges	\$ 11,435.20	\$ 52,258.80	\$ 146,616.00	\$ 94,357.20	36%

Total Revenues	2,895.38	485,310.31	852,016.00	317,859.45	57%
Total Expenditures	\$ 68,459.89	\$ 294,766.74	\$ 891,029.00	\$ 596,262.26	33%
NET INCOME	(65,564.51)	190,543.57	(39,013.00)	(278,402.81)	

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

	BUDGET	2018	2017	DIFFERENCE	% OF BUDGET
REVENUES					
Library Revenues	36,000.00	9,557.63	10,002.00	(444.37)	27%
City of Hudson	347,310.00	173,655.00	173,655.00	-	50%
Village of North Hudson	83,791.00	41,895.50	43,187.00	(1,291.50)	50%
Town of Hudson	201,228.00	101,614.50	101,601.00	13.50	50%
Town of St. Joseph	86,374.00	43,187.00	43,187.00	-	50%
St. Croix County	58,963.00	59,000.00	54,186.00	4,814.00	100%
Other Counties	6,000.00	6,002.70	6,436.00	(433.30)	100%
Interest	1,500.00	1,525.42	-	1,525.42	102%
Gains/ Losses	-	3,704.76	3,986.00	(281.24)	
Grants	-	45,126.40	33,358.00	11,768.40	
Donations	-	-	-	-	
Misc Revenues	-	41.40	-	41.40	
Total Income	821,166.00	485,310.31	469,598.00	15,712.31	59%
EXPENDITURES					
	BUDGET	YTD	BUDGET	DIFFERENCE	% OF BUDGET
Personnel		2018	2017		
Full-Time	164,404.00	48,128.90	46,591.00	1,537.90	29%
Overtime	-	-	-	-	
Part-Time	230,000.00	62,366.28	57,642.00	4,724.28	27%
Longevity	-	-	-	-	
FICA	30,000.00	8,089.08	7,621.00	468.08	27%
Retirement	20,500.00	5,790.32	5,982.00	(191.68)	28%
Health Insurance	80,000.00	27,377.63	28,489.00	(1,111.37)	34%
Life Insurance	-	-	-	-	
Total Personnel	\$ 524,904.00	\$ 151,752.21	\$ 146,325.00	5,427.21	29%
Contractual Services					
Legal Servies	-	-	-	-	
Professional Services	14,027.00	4,584.00	4,584.00	-	33%
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	1,053.36	197.00	856.36	21%
Contract Maintenance / Repair	900.00	-	-	-	0%
Programming Adults	1,500.00	3,056.83	3,559.00	(502.17)	204%
Programming Children	2,500.00	4,250.05	2,177.00	2,073.05	170%
Maintenance Agree / Leases	10,000.00	2,195.92	1,105.00	1,090.92	22%
Other Contract Services	1,600.00	-	-	-	0%
Total Contractual Services	\$ 76,296.00	\$ 55,869.16	\$ 48,984.00	6,885.16	73%
Supplies and Expenses					
Postage	2,000.00	82.14	58.00	24.14	4%
Office Supplies	8,500.00	890.79	443.00	447.79	10%
Memberships	500.00	(186.00)	37.00	(223.00)	-37%
Advertising	350.00	150.00	-	150.00	43%
Travel / Conferences	1,600.00	43.20	6.00	37.20	3%
Maintenance / Repair Supplies	750.00	-	37.00	(37.00)	0%
Technology	7,500.00	6,795.29	3,825.00	2,970.29	91%

Program Supplies	1,000.00	195.00	328.00	(133.00)	20%
Total Supplies & Expenses	\$ 22,200.00	\$ 7,970.42	\$ 4,734.00	3,236.42	36%
Collection				-	
				-	
Books	55,632.00	20,897.94	13,989.00	6,908.94	38%
Periodicals	6,000.00	1,498.30	721.00	777.30	25%
Audio / Visual	15,000.00	4,519.91	3,579.00	940.91	30%
Total Collection	\$ 76,632.00	\$ 26,916.15	\$ 18,289.00	8,627.15	35%
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	2,120.00		2,120.00	112%
Unemployment	-	-		-	
Lease	139,766.00	45,740.80	45,900.00	(159.20)	33%
Total Fixed Charges	\$ 146,616.00	\$ 52,258.80	\$ 50,445.00	1,813.80	36%
				-	
Total Revenues	821,166.00	485,310.31	469,598.00	15,712.31	59%
Total Expenditures	\$ 846,648.00	\$ 294,766.74	\$ 268,777.00	25,989.74	35%
NET INCOME	(25,482.00)	190,543.57	200,821.00	(10,277.43)	



DIRECTOR'S REPORT & MONTHLY STATISTICS

April 1 – 30, 2018

Respectfully Submitted by:
Tina Norris, Director
May 15, 2018

Director's Report May 2018

Hudson Area Public Library Director's Report

Director's News

April has been a busy month with a lot of good stuff happening at the Library. In April, I interviewed five candidates for the Patron Service Coordinator and hired Jamie Smith. Jamie has worked for both Hennepin County Library and Washington County Library. Her most recent position has been managing the Newport Public Library in Minnesota. Jamie begins May 7, 2018. Additionally, I have hired a new clerk, DavyAnn Lee, to replace our former Library Clerk that resigned in March. DavyAnn has prior library experience and is excited to be a part of the Hudson Area Public Library team. Finally, I have been able to fill the three vacant library aide positions. Two positions are morning / daytime hours and one is an afternoon position. Our new aides are Jenna Emmans, Jeff Stepan, and Hannah Sutherland. We will be replacing two more aides later in the summer, as they will both be graduating and heading off to college.

Staff Appreciation Day was a nice opportunity for connecting with each other. Board of Trustees (BOT) members Barb Peterson and Jim Schrock attended, as did Fire Chief Scott St. Martin, and IT Director, Bryan Watson.

The Library's new website, which is sponsored by a grant from the Hudson Area Library Foundation, is getting ready to launch. The new site will have a soft launch in mid-May and will be ready just in time for the Summer Reading Program kick-off.

Circulation and Technology Update

New schedules are in place and have been in effect since early April, with the changes to hours taking place April 30, 2018. We have a variety of staff working at the front circulation desk and customer service is a priority. I have heard positive feedback from both staff and patrons regarding these changes.

In April, the Library added FAX services. With our new phone system, this service took just a short time to set up and there is no additional cost to the Library. Over the past several months, staff tracked the number of requests for this service. The library received 3 – 7 weekly requests for fax services. We are charging \$.50 / page for outgoing faxes, and incoming faxes by prior arrangement only.

The 3D printing services continues to be used on a regular basis with individuals requesting a variety of printed items.

Patron Services


Summer Reading begins Monday, June 4, 2018 and staff have been working hard to get everything planned and ready to go for our big kick-off day. Although the program officially begins on Monday, the big day is Tuesday, June 5th. On Tuesday, we will have Emily Roberts presenting her, *Snake, Rattle, and Roll* program featuring snakes and other reptiles, followed by 45 minutes of hands-on time with the reptiles. Popsicles will be served by the Pepperfest Royalty on that day, as well.

Children's Services

The Children's Area Revitalization project is a work in progress. New materials are being ordered and streaming in, new shelving has been ordered, and the next step in the project will be creating our picture book neighborhoods. Additionally, the upstairs office in the Children's Area has been turned into a collaborative work space for all Youth Services staff.


Upcoming Programs: The Library has a great line-up of upcoming programs including the following.

Paper Quilled Earrings



**THURSDAY
MAY 24
6-7:30PM**

**ROOM 219
REGISTRATION REQUIRED
AGES 14+**



WHAT YOU CAN DO FOR POLLINATORS:

Creating a pollinator-friendly garden habitat.

Saturday / May 26 / 10:30am-12:30pm



Join multiple award winning author, Heather Holm, for a presentation about growing a pollinator-friendly garden.

AGES 14+ ROOM 219




FDIC

FDIC's Money Smart for Small Business with Dr. Eric Biltonen, Community and Economic Development Educator with UW Extension.

**Thursday May 17 & 31 3-5pm
Room 219**

Money Smart for Small Business is an instructor-led curriculum developed jointly by the FDIC and the U.S. Small Business Administration. Designed to be delivered by intermediary organizations to newly or operating small business owners to provide a practical introduction to aspects of starting and managing a business.



Hamilton Con

**Saturday
June 2
10:30-2:00**

Revolutionary War Encampment
10:30-2 at Riverfront Park. An opportunity to learn about the Revolutionary War with re-enactors. Features artifacts and musket firing!

Food Program and Samples
11-12 in the library staff room. Help us make authentic colonial recipes. Samples of colonial bread and desserts will be available in the library lobby until they're gone. Registration required. All ages.

Hamilton sing-along, karaoke style
2pm-3pm in Riverfront park

Family Crafts
Crafts all day for the whole family!

Also trivia contest, Hamilton displays and drawings for prizes!





Do It Yourself Lawn Design


Master gardener and landscape designer JoAnn Ryan will join us for a landscaping program for beginning gardeners. The program includes tips for deciding between annual and perennials, choosing and planting shrubs, combining plants for optimum effect and practical issues to consider.

Tuesday June 5th 6:30-7:30pm


Room 219



BOOK YOUR SUMMER




Tuesdays at 1:00pm




**June 12
THE BIG FUN SHOW!**
A comedy, juggling, magic, modern vaudeville, one-man circus event!




**June 5
BOOK YOUR SUMMER READING PROGRAM KICK-OFF**
With Snake Discovery and Pepperfest Royalty. Snacks & crafts!




**June 19
DAZZLING DAVE YO-YO MASTER**
Great for the whole family and tons of fun!




**June 26
REMARKABLE REPTILES**
A variety of unique, beautiful, living reptiles!




**July 17
THE BAZILLIONS**
Rock'n'Roll kid style




**July 10
THE MAGIC OF ISAIAH**
An interactive comedy magic show!



**July 31
MN JACK SPARROW**
The Story Telling Pirate



**July 24
MINNESOTA RAPTOR CENTER**
Featuring American bald eagles.



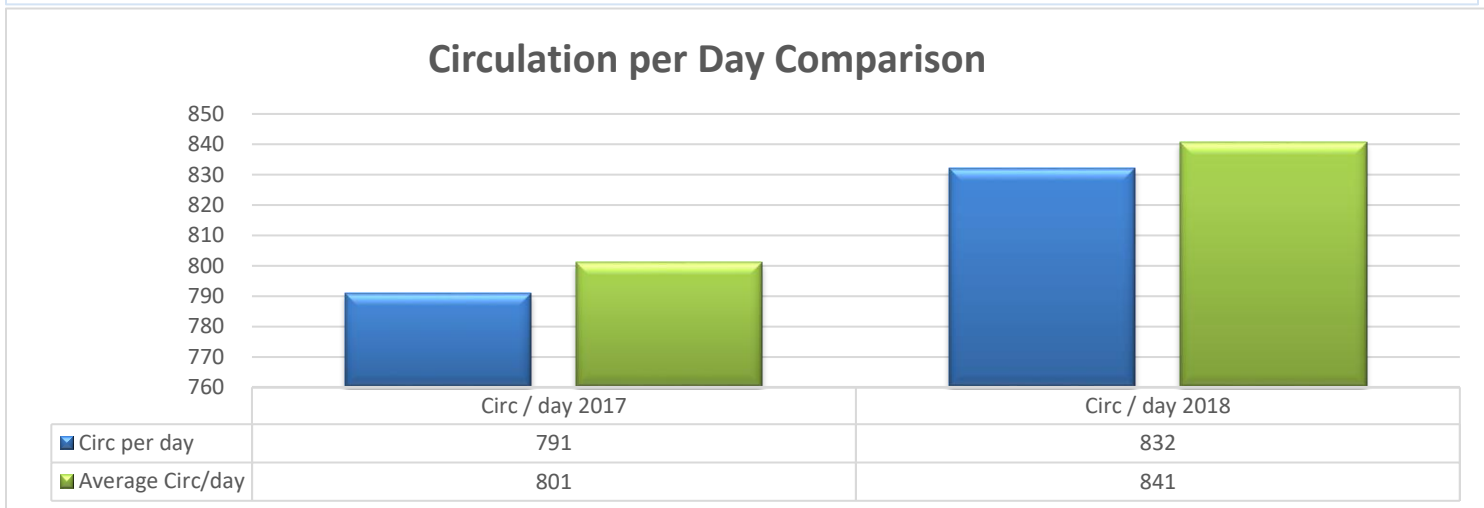
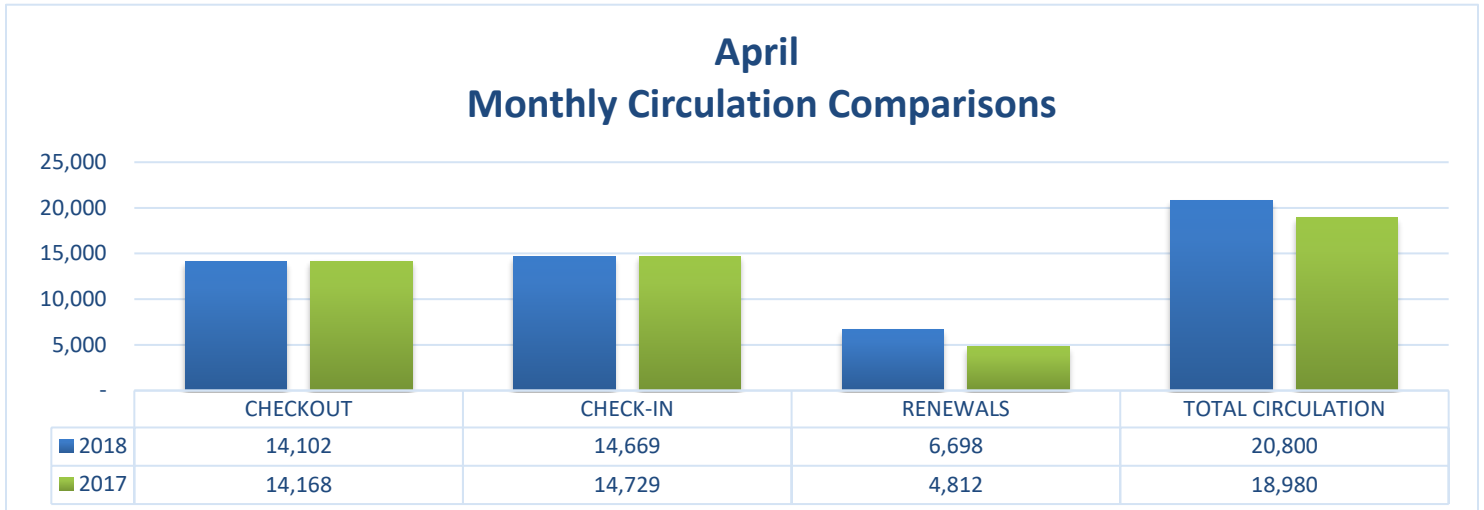
April 2018 Statistics

Statistical Summary

April	2017	2018	Year-to-date 2018
Check-outs	14,168	14,102	56,515
Check-ins	14,729	14,669	55,001
Renewals	4,812	6,698	26,131
Total Circulation	18,980	20,800	82,646
Items Borrowed	3,894	3,919	15,964
Items Loaned	4,408	4,147	17,258
New Patrons	75	103	352
Items Added	521	751	2,609
Pharos	944	826	3,159
Wireless	5,357	5,508	21,038
Digital Circulation	2,796	3,455	14,285
Website Visits	4,456	5,119	19,421
Facebook Posts	27	18	81
Facebook Likes	1,108	1294	5,089
Children's Programs	39	31	89
Children's Program Attendance	799	645	2,035
Teen Programs	6	8	35
Teen Program Attendance	31	47	252
Adult Programs	12	15	41
Adult Program Attendance	59	75	455
Meeting Room Usage	438	686	2,617
Visitors	10,447	9,757	38,852
Cardholders	16,820	16,205	16,205

Circulation Summary

Yearly Circulation Activity



Library Visitors

	MONTHLY VISITOR COUNT	AVERAGE PER DAY	NUMBER OF DAYS OPEN
January	8,678	362	23
February	9,559	377	24
March	10,858	380	26
April	9,757	412	25
May			
June			
July			
August			
September			
October			
November			
December			

Comparison of Visitors 2013-2018



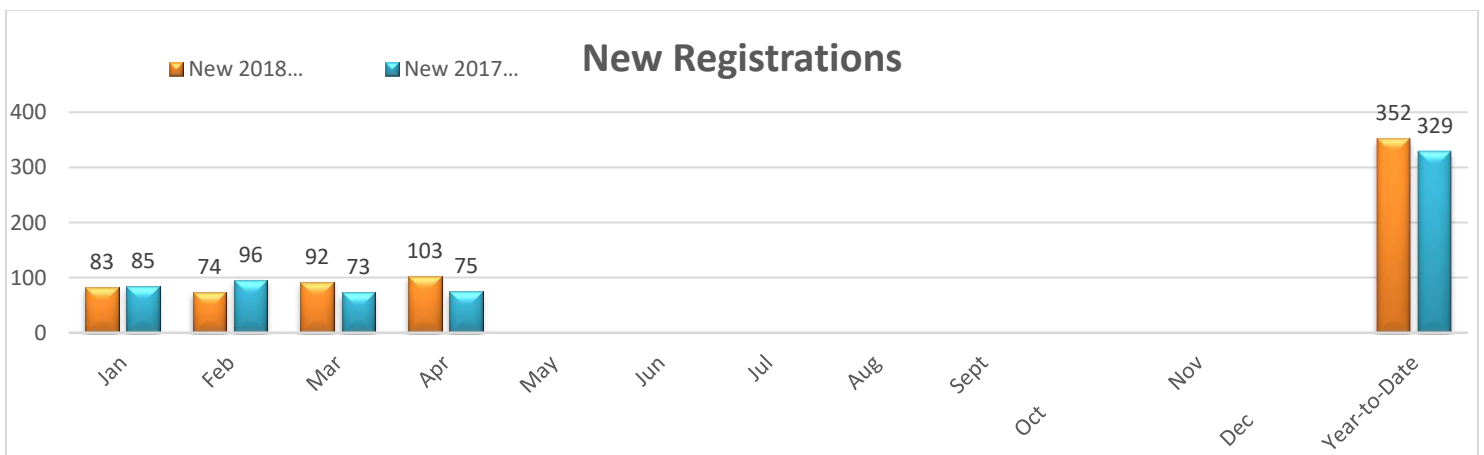
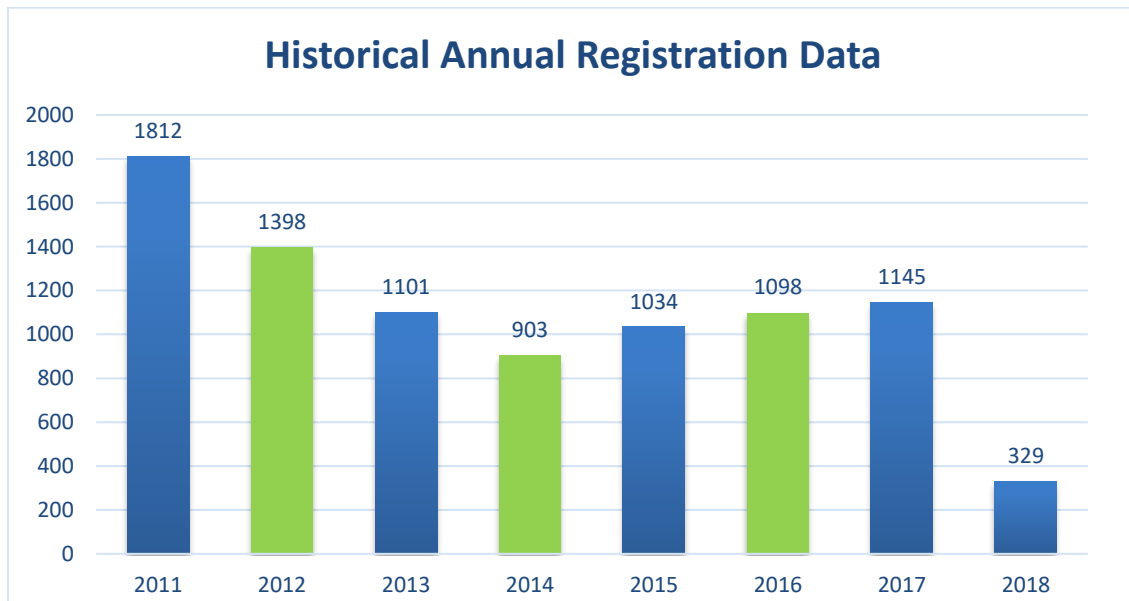
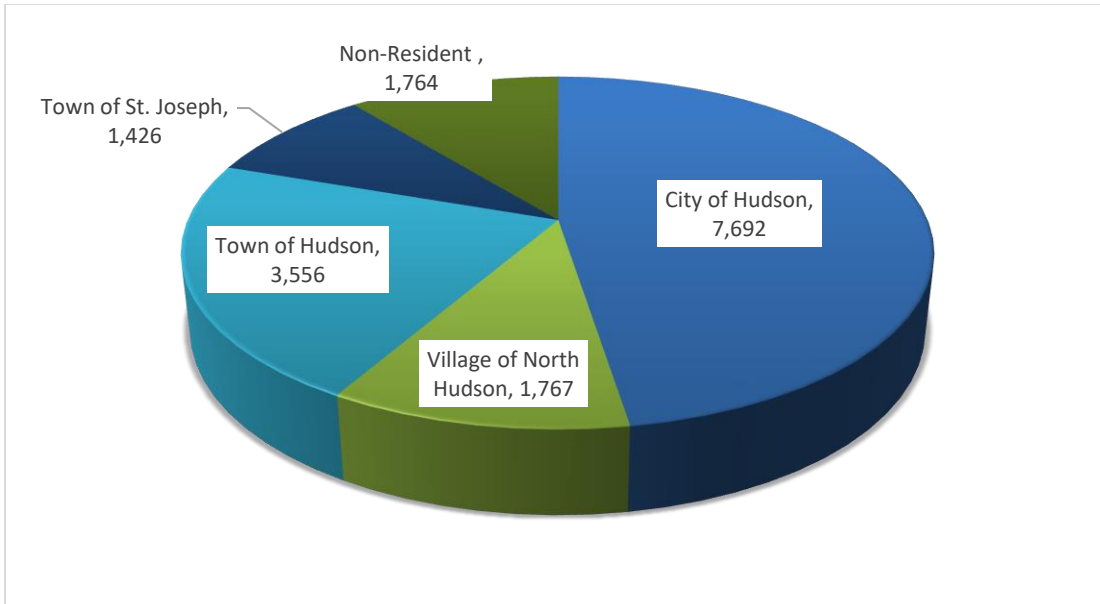
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883	6,935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	12,494	10,371	8,906	9,898	7,266	6,908
Visitor Counts 2016	8,627	9,125	10,228	10,064	9,678	12,519	12,702	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	10,858	9,757								

Visitor Counts & Library Card Holders by Municipality

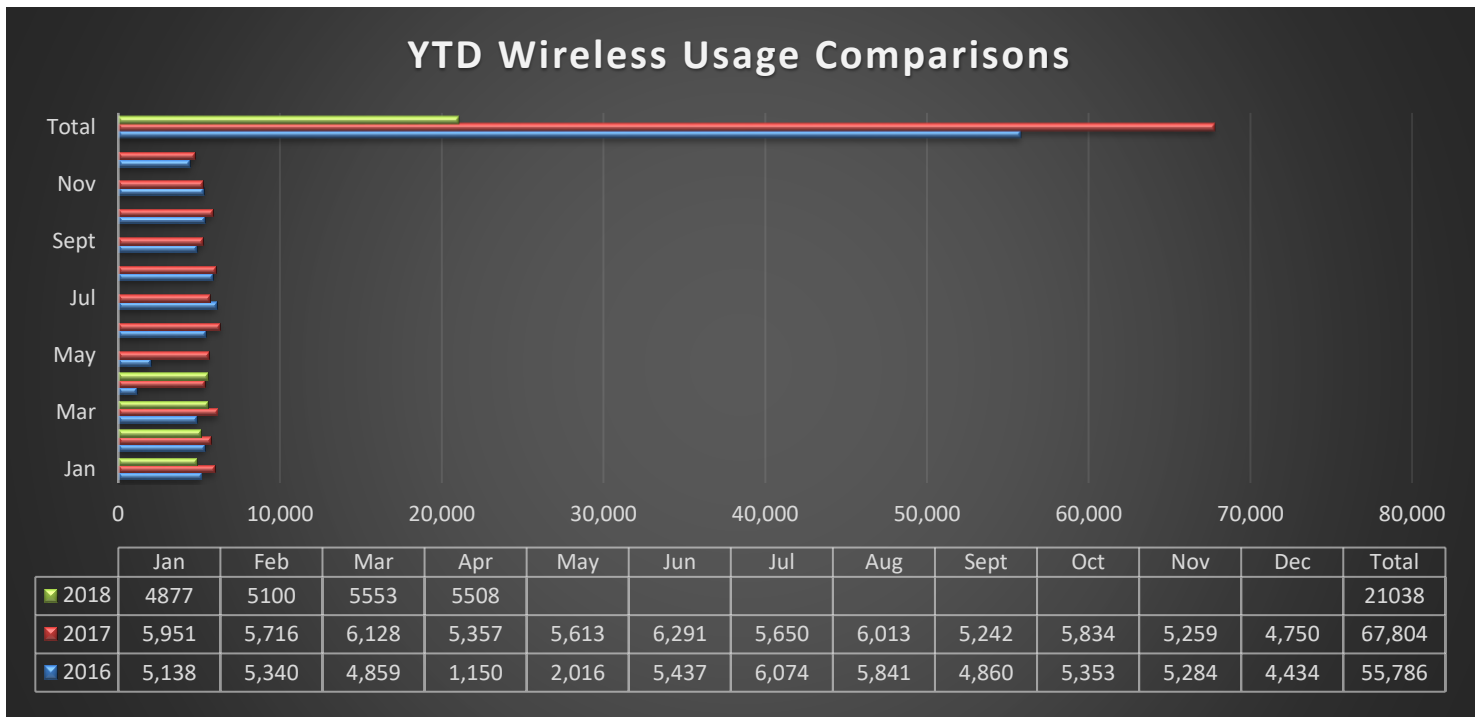
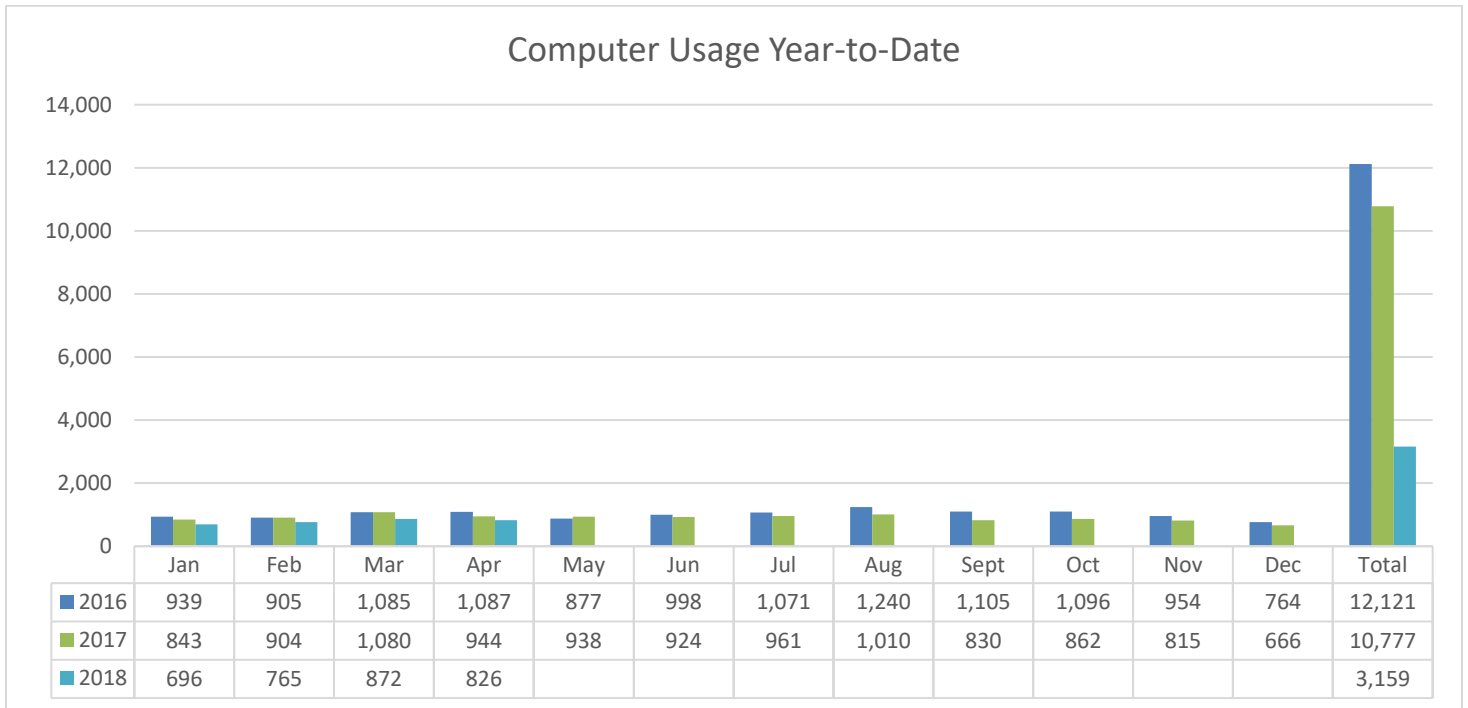
VISITORS	Monthly Average	Daily Average
2011 (April-December)	13,374	533
2012	11,902	502
2013	10,369	493
2014	10,206	493
2015	9,483	438
2016	10,392	415
2017	10,519	438
2018	9,713	389

	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	7,641	1,760	3,530	1,415	1,765	16,101
	April	7,692	1,767	3,556	1,426	1,764	16,204
	May						
	June						
	July						
	August						
	September						
	October						
	November						
	December						

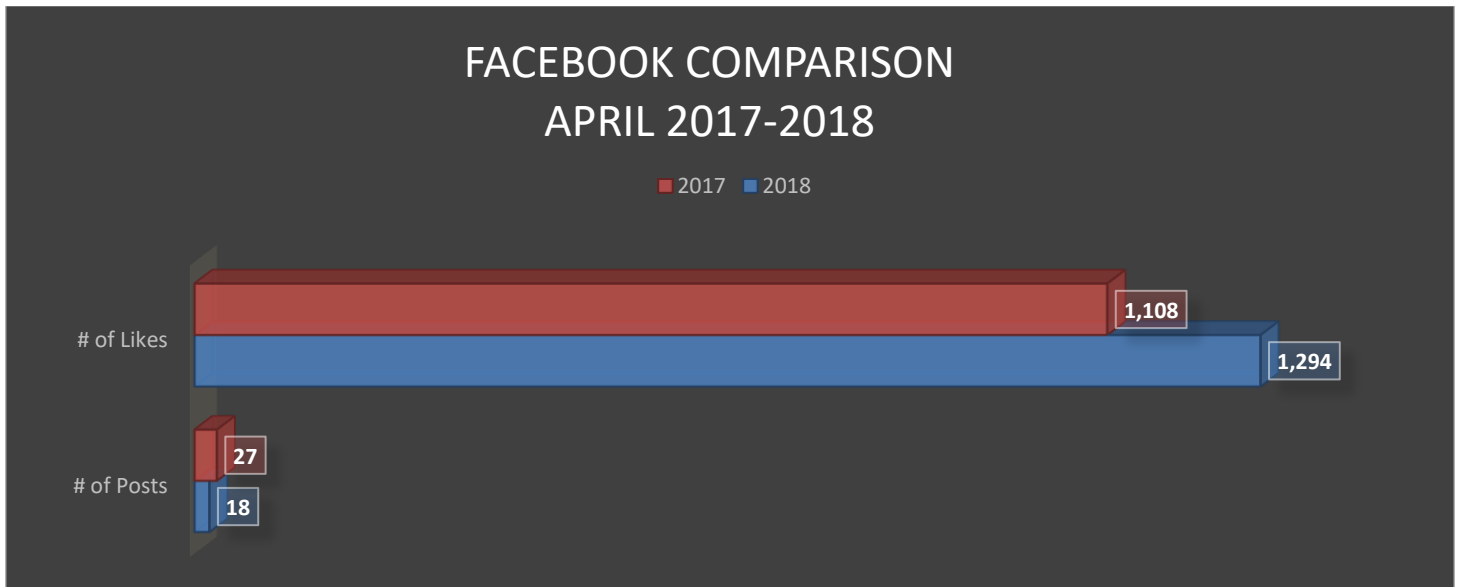
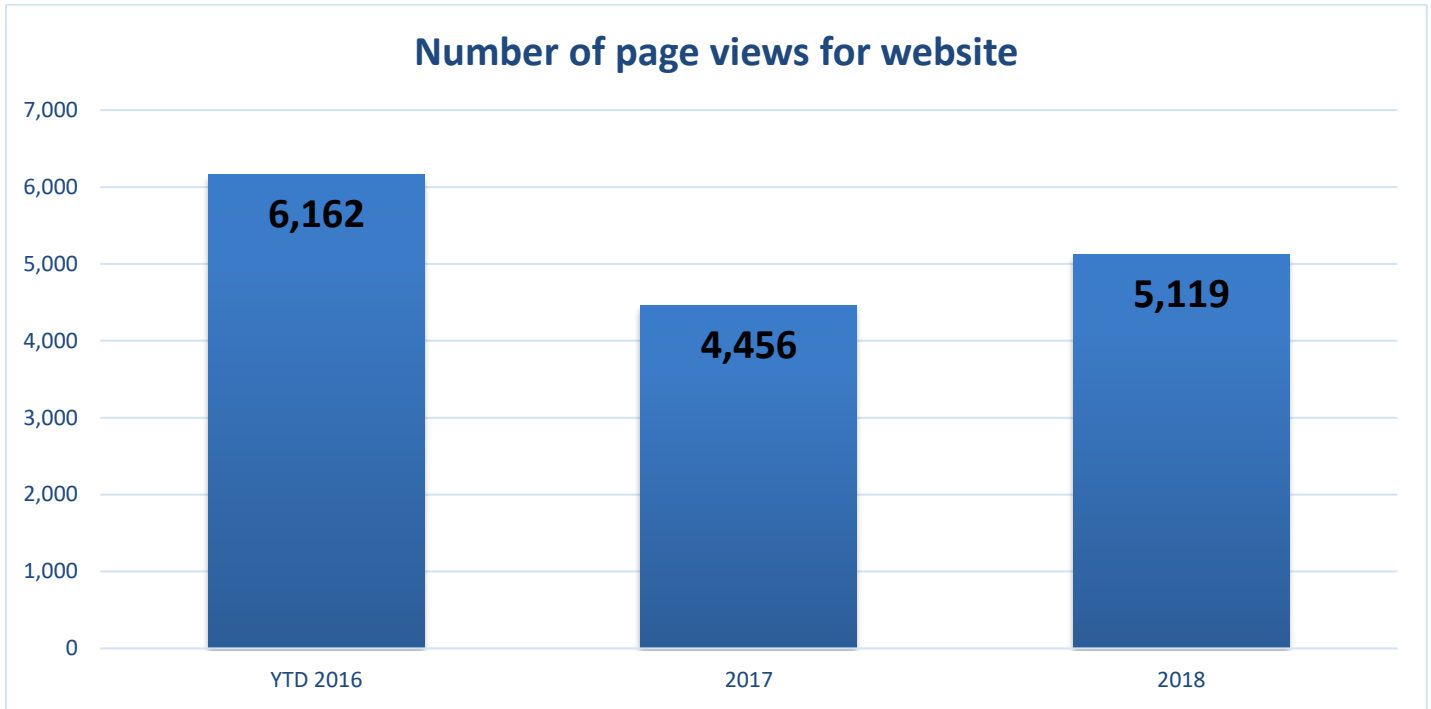
*Cardholder database was purged at the end of December using stringent parameters to provide the most accurate reflection of patrons. This purge included users that had not used their card within the past 2 years.



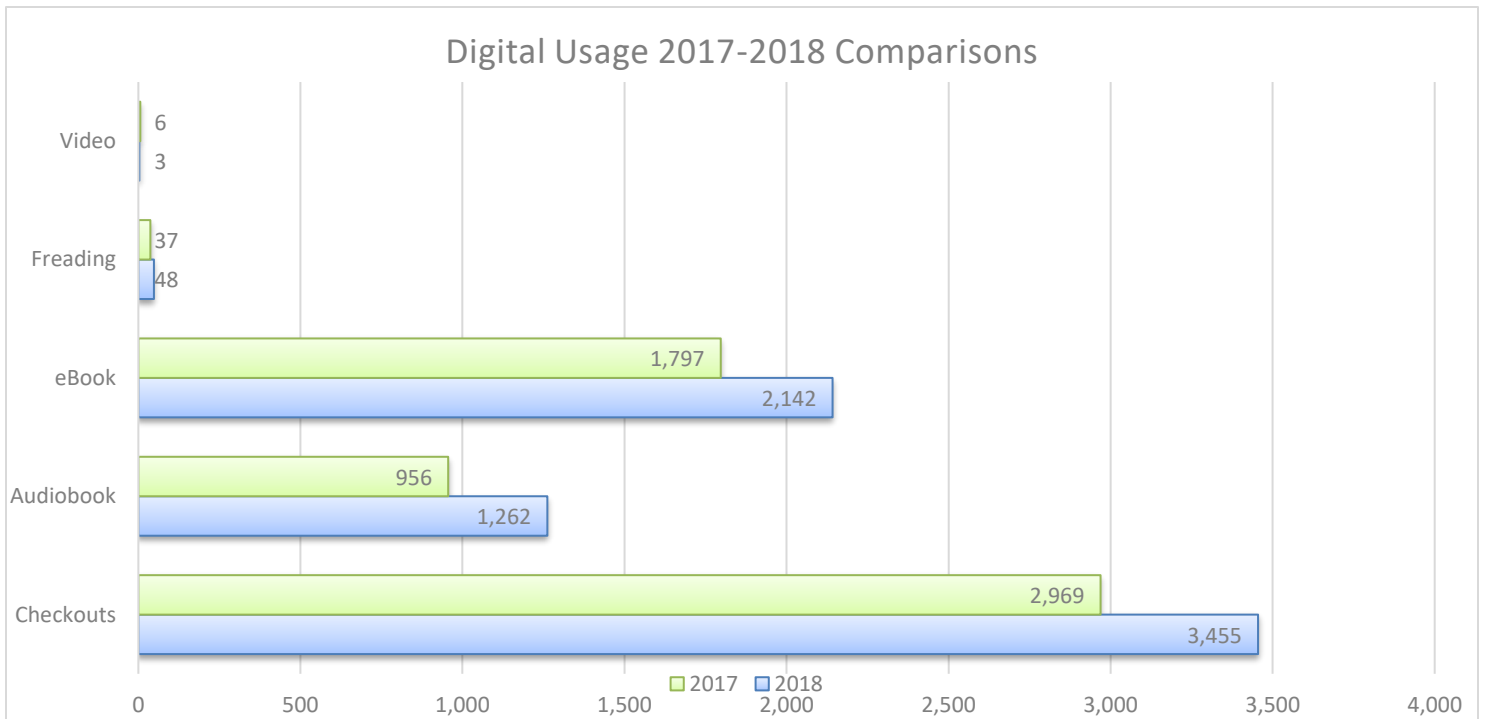
Technology Usage



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	0	2									8

Meeting Room Usage

2016 -2017 Meeting Room Comps	2016 # of Users	2017 # of Users	2018 # of Users
January	210	662	614
February	556	823	654
March	243	551	663
April	283	438	686
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	2617

Programming Statistics

Children's Programming													
# of Programs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016		26	35	29	27	41	39	21	2	38	37		295
2017	5	31	41	39	32	37	39	40	2	41	40		347
2018	18	25	15	31									89
Children Attending	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2015	0	554	665	391	121	610	645	291	0	730	516	485	4523
2016	0	532	591	482	1790	1232	806	696	29	813	607	429	8007
2017	85	523	633	526	1615	952	1119	675	142	557	536	725	7798
2018	313	375	283	450									1421
Adults Attending													
2015	0	312	319	217	40	261	300	150	0	225	245	289	2069
2016	0	278	317	232	112	370	372	185	18	381	299	175	2739
2017	39	280	366	273	118	351	649	314	91	313	247	403	3444
2018	146	175	98	195									614
Total Attendance													
2015	0	866	984	608	161	871	945	441	0	1043	761	774	6680
2016	0	810	908	714	1902	1602	1178	854	47	1194	906		10115
2017	124	803	999	799	1733	1303	1768	989	233	870	783	1128	11532
2018	459	550	381	645	0	0	0	0	0	0	0	0	2035
YA Programming Statistics													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs 2017	6	8	4	12	8	18	18	13	6	7	7		107
# of Programs 2018	7	7	13	8									35
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		638
2017	14	31	22	31	17	17	56	14	66	22	32	79	401
2018	31	109	65	47									252
YA Volunteers & Hours													
2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# Vols.	12	12	12	13	13	13	12	16	12	17	13		145
# of hrs	59	61	65	66.25	76	68.5	61.25	69.5	43.25	86.75	70		726.5
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# Vols.	12	10	12	10	13	13	19	22	19	14	17	13	174
# of hrs	53	48.25	61	49.5	55.5	58	99.75	116	115.75	88.25	85	74.75	904.75
2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# Vols.	15	13	11	11									50
# of hrs	85.5	70.75	62.75	65.5									284.5
YA TAB Meetings & Attendance													
2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Meetings	1	1	1	1	1	1	1	0	0		1		8
Attendance	7	7	7	8	9	5	2	0	0		5		50
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Meetings	1	1	1	1	1	1	1	1	1	1	1	1	12
Attendance	10	8	2	9	4	4	8	5	8	5	6	4	73
2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Meetings	1	1	0										2
Attendance	5	7	0										12
YA Book Clubs													
2016	1	1	1	1	2	3	3	3	1		0		16
2017					1	2	2	2	1	1	1	0	10
2018	2		1										3

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	42	75									455
# of programs 2017	15	16	12	12	9	12	5	6	8	8	10	7	120
# of Programs 2018	11	10	5	15									41
Book Clubs 2017	1	2	2	2	2	2	2	2	2	2	2	1	22
Book Clubs 2018	2	2	2	3									9
iLab Usage													
2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Programs	1	0	1	3									5
Attendance	4	0	5	12									21
Individual Usage	26	23	24	17									90

Patron Services: ADA Compliance

Services to Patrons with Special Needs

Approved by Board of Trustees:

Effective Date:

Revision / Review Date:

ADA Compliance Statement

The Hudson Area Public Library complies with of the Americans with Disabilities Act of 1990 (the “ADA”) and offers alternative reasonable compliance to meet its requirements. The Library will take appropriate steps to ensure that library communications with applicants, participants, and members of the public with ADA disabilities are as effective as communications with others; will make reasonable accommodations in library policies, practices and procedures whenever necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a library program would result; and operate its services, programs and activities so that when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

The Library Director, or designee, is the Library’s ADA Compliance Officer. The ADA Compliance Officer’s telephone number is 715-386-3101.

Implementing this policy is the responsibility of all library staff.

Method of Notification: A copy of this policy shall be included with the Library’s other policies and shall be posted on the Library’s community bulletin board and on the Library’s website.

If a person with visual impairment or other disability inquires about this policy or about the library’s ADA services, staff shall offer to read the policy and to provide appropriate ADA services.

Programming

Any person needing an accommodation for a disability in accordance with the Americans with Disabilities Act in order to access library meetings, services, programs, or activities of should contact a member of the library staff by telephone at 715-386-3101 or in writing five working days prior to the meeting.

Accommodations to persons with a disability

All library staff are available to provide ADA assistance and to assist a member in the communication of an ADA request, if needed.

Staff will assist a member with a disability in any reasonable way needed, including opening doors, carrying, retrieving library materials, completing library forms, etc.

Despite the library’s best efforts, not all library materials may be available in accessible formats, not all areas of the library are available to individuals with disabilities, and not every library program, service and activity can be made accessible to every disabled person without fundamentally altering the nature of the service,

activity or program. However, the library does make every reasonable effort to provide assistance to individuals with disabilities upon request.

Meeting room users

Groups using the program room and presenters are required to meet the requirements of the Americans with Disabilities Act. The library offers the facility as a service to community groups, but has no responsibility for the groups using the room.

Grievance Procedure

Persons who believe they have been discriminated against based on their disability should file a complaint with the Library Director. An ADA complaint should be submitted to the Library Director in writing and should contain information about the alleged discrimination, including the name, address and telephone number of the individual filing the claim, and also the location, date and description of the problem. The ADA complaint should be submitted to the Library Director as soon as possible, but not later than 60 calendar days after the alleged ADA violation.

ADA complaints will be brought to the attention of the Library Board before its next regular meeting following receipt of a completed complaint form.

Within 15 calendar days after receipt of the complaint, the Library Director or designee will meet with the individual to discuss the complaint and possible resolutions; and within 15 days after such meeting, the Library Director or designee will respond in writing, and where appropriate, in a format accessible to the individual, such as large print, Braille, or audiotape. The response will explain the position of the library and offer options for possible resolution of the complaint.

If the response of the Library Director or designee does not satisfy the individual who filed the complaint, that individual may appeal the decision to the Board of Library Trustees within 15 calendar days after the individual's receipt of the response. Within 15 calendar days after receipt of the appeal, the Library Trustees, the Library Director or designee will meet with the individual to discuss the problem and possible resolutions, and within 15 days after the meeting will respond in writing (and, where appropriate, in a format accessible to the complainant), with a possible final resolution the problem.

Individuals may also file an administrative complaint with the U.S. Equal Opportunities Commission (EEOC) within 180 days of the date of the alleged discrimination, or may file a lawsuit for injunctive relief and damages.

Any or all of these methods may be pursued at the same time.

Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

For further information

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the Library Director and / or from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6118. Telephone: (202) 514-0301 (Voice) or (202) 514-0381 (TDD).

Service Animals

The Hudson Area Public Library recognizes that service animals assist people with disabilities; therefore, all service animals (including those in training) are welcome at the library. In conformance with the federal Americans with Disabilities Act (ADA), library employees may only ask two questions: (1) Is this service animal required because of a disability? and, (2) What work or tasks is the animal trained to perform?

Animals, other than service animals, are not permitted in the Library, unless as a part of a program authorized by the Library Director.

Per U.S. Department of Justice, a service animal is defined as follows: "Service animal means any dog or miniature horse that is individually trained (including those in training per Wisconsin's Equal Rights Statute) to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability."

The library will require service animals to meet reasonable behavior rules, and will require service animals to be licensed and vaccinated. Dogs must wear a current rabies vaccination tags.

The patron is responsible for the care and supervision of the service animal at all times.

The patron will be asked to remove the service animal if:

- the animal is unruly, disruptive, or exhibits aggressive behavior;
- the animal does not meet the definition of a valid service animal as defined above;
- the animal is not harnessed, leashed, or tethered, unless the handler is unable to do so because of a disability;
- the animal is not bathroom trained;
- the animal is unclean;
- the animal is ill;
- the animal's owner does not clean up after the animal.

If the service animal is removed, the handler shall be allowed to return to the Library without the service animal.

If a patron is allergic to animals, then staff should make every effort to keep the animal and the allergic person separated, as much as possible.

If other patrons complain, staff should state that the library is in compliance with the ADA.

Library Administration and Governance: Petty Cash

APPROVED BY BOARD OF TRUSTEES:**EFFECTIVE DATE:****REVISION DATE(S):**

This policy governs the Hudson Area Joint Library's petty cash fund, which has been established by the Hudson Area Joint Library Board for the purchase of materials, supplies, or services under conditions requiring immediate payment.

The amount of the petty cash fund is \$100.00 and shall not exceed that amount. The Hudson Area Joint Library Board shall appoint the Hudson Area Joint Library Director to be the custodian of the library's petty cash fund. The Director shall administer and be responsible for the security and disbursement of the funds.

To ensure these funds are properly managed, the following guidelines shall be followed:

- 1.) Receipts and cash-on-hand must always total the authorized fund amount of \$100. All disbursements from the petty cash fund must be supported by receipted bills or other evidence documenting the expenditure.
- 2.) Payments may be made from the fund for materials, supplies, or services requiring immediate payment but should not be used for frequently or recurring expenses.
- 3.) Receipts should be submitted to the City of Hudson for reimbursement to the petty cash fund on a quarterly basis, or more frequently if needed.

Technology Use Policy

Approved by Board of Trustees:

Effective Date:

Revision / Review Date:

Purpose

The Hudson Area Joint Library is committed to providing access to information and resources to all individuals. Computers, as well as the Library's wireless network provide individuals with access to the Library's catalog, the Internet, Microsoft Office programs, and a variety of other resources and databases. This access is an integral part of the Library's mission and service to the community.

Acceptable Use Policy

By logging in and accepting the Library's Acceptable Use Policy, public access computer users and users of the Library's wireless network agree to assume responsibility, as well as any liability for the risks associated with Internet usage. Violations of the Library's Technology Use Policy will result in the suspension of all computer privileges. Illegal acts may be subject to prosecution by local, state, or federal authorities. In addition, users shall agree to hold harmless, indemnify, and unconditionally reimburse the Hudson Area Joint Library for any damages, liability costs, claims, or expenses the Hudson Area Joint Library may incur, which arise from any misuse of Internet access or violation of the Technology Use policy by the user.

- Users must login with their own library card and may not use another individual's library card.
- Out-of-town visitor may use a guest pass to login to the Library's public access computers.
- Users must have a basic understanding of computers. Library staff are available for basic assistance, as time allows.
- Users are financially responsible for any charges they incur from their use of the Internet.
- Prompt payment of printing fees incurred will using the library's computers is required.
- Users must bring their own storage devices and may not store work on the public access computer hard drive.
- Personal software may not be used on nor downloaded to the Library's computers.
- Internet users are required to use the Internet within the guidelines of acceptable use. The following activities are unacceptable:
 - Use of electronic information networks for any purpose resulting in the harassment of other users.
 - Destruction of, damage to, or unauthorized alteration of the Library's compute equipment, software, or network security procedures.
 - Use of electronic information that violates federal and / or state laws.
 - Violations of another's privacy.
 - Attempting to gain access to files, passwords, or data belonging to another (hacking).
 - Accessing and / or viewing illegal material for any purpose, at any time.
 - Violation of federal, state or local laws. This includes, but is not limited to,

- Disregarding copyright laws or licensing agreements;
- Assuming the identity of another person;
- Sending threatening or harassing materials, and
- Viewing, printing, distributing, sending, or receiving images, text, or graphics of obscene materials or material that violates laws relating to child pornography. Knowingly displaying obscene graphics or graphics that may be harmful to minors is not allowed under Wisconsin Statutes 944.21 and 948.11

Failure to Comply with Acceptable Use Policy

Library employees will determine what constitutes inappropriate use of the Internet or violation of this policy. Failure to comply with the Technology Use Policy will result in a request from a Library employee to discontinue the activity. Continued violations will result in a request to leave the Library facility and may lead to revocation of Library privileges including the right to visit the buildings and grounds for a period up to 6-months or permanently at the discretion of the Library Director. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

Disclaimer for Use of the Library's Computers, the Internet, and the Library's Wireless Access Network

The Hudson Area Joint Library shall have no liability for direct, indirect, or consequential damages related to use of the information accessed or transmitted via the Internet. Library users who access the Internet should be aware of the following:

- The Hudson Area Joint Library believes that only parents and legal guardians have the right and responsibility to monitor and control their minor children's access to the Internet and to information on the Internet. The Hudson Area Joint Library does not act *in loco parentis*—in place of parents and / or legal guardians.
- The Hudson Area Joint Library cannot guarantee confidentiality of personal information provided by patrons over the Internet (credit card numbers, social security numbers, and other personal information).
- The Hudson Area Joint Library complies with the United States Copyright Law, and other federal, state, and local laws relating to use of the Internet and other electronic media.
- The Hudson Area Joint Library is not responsible for work or information lost due to computer or system malfunctions.
- Not all sources on the Internet provide accurate, complete, or current information. The Library denies any responsibility for the accuracy or quality of information obtained online.
- The Library is not responsible for lost data and does not guarantee any supplied program. Users will be held financially responsible for any damage or alteration to equipment or software.
- Misuse of equipment, or failure to follow any of the guidelines in this policy, including failure to abide by the Library's *Code of Conduct* policy, will result in loss of computer privileges.
- The Library is not liable for any risk taken by a patron who chooses to connect their own device to the Library's wireless network.



Hudson Area Joint Library

Title: Internet and Computer Use Policy

Effective Date: February 25, 2002

Approved By: Library Board

Date(s) of Revision: October 11, 2004; February 15, 2011.

Revision Frequency:

Introduction: The Hudson Joint Area Library provides Library users with computers for document creation and for Internet access. Access to the Internet from the Hudson Area Joint Library is a privilege, not a right. Be considerate of others when viewing materials that may be considered offensive by other Library users. The Hudson Area Library Board is committed to providing a safe and comfortable working environment for all Library users including Library employees.

General Guidelines

1. Internet use is available on a first-come, first-serve basis. Patrons are guaranteed 1 hour of use per day, with an additional hour if computers are available. Individual exceptions are made for those filling out job application forms or taking tests.
2. To log on to a computer workstation, enter your Library card number and birthdate. Library policy requires customers to use their own cards to log on to the computer workstations. Logging in using another patron's birthdate and Library card number, with or without permission of the cardholder, is not permitted. Warnings and loss of Internet privileges will occur if a patron is found to use cards other than their own for computer workstation access.
3. Patrons may not install or run their own software programs on the public computer workstations.
4. If a patron maliciously attempts to alter or destroy Library computer hardware or software, this will be treated as vandalism and the police will be contacted. If a customer is attempting to disrupt the normal operation of the computer for such purposes of gaining more time, loss of Internet privileges may result.
5. Each computer workstation is intended for use by one individual at a time; however, more than one person may sit or work together at any one computer if they are not blocking access to other computers or Library materials or disrupting computer use by other patrons.
6. Cell phone use is not allowed in the public computer area unless a staff member gives permission.

7. A visitor who does not have a MORE Library card may receive an Internet guest pass, available at the help desk
8. The Internet is not a secure environment. Users handling financial transactions or other activities that require confidentiality do so at their own risk.
9. Although the Library uses anti-virus software, this does not provide complete protection. Downloaded data and e-mail may contain computer viruses and computer users must be responsible for protecting their own data. The Library is not responsible for damage to a user's storage devices, or for any loss of data, or liability that may occur through the use of a Library computer.
10. Personal work on the computer should be saved on a USB Flash drive. The hard disk drive is erased after each user has logged off.
11. Printing fees apply on a per page basis. Payment for printing charges is collected at the help desk. The current cost per page is posted on the public printer.
12. If a Library employee feels that any web site is disruptive or offensive to employees or patrons , the viewer will be asked to exit the site.
13. Library employees assume that children under 18 years of age who are unattended in the Library have parental permission to use Library resources and Internet resources. The Hudson Area Joint Library does not utilize any filtering software. **The Library does not serve in place of a parent and staff cannot act in the place of parents in providing constant care and supervision of children as they use the Internet. Responsibility for what minors read or view on the Internet rests with parents or guardians.**
14. Library employees are available for basic assistance as time allows, but must also serve other Library patrons. Because of the many different Internet applications available, Library employees cannot provide technical support. Computer users who would like extra help or training are encouraged to look for educational classes in the community.

User's Responsibilities When Using Library Computers

The following activities are prohibited:

1. Violating federal, state, or local laws. This includes, but is not limited to,
 - a. disregarding copyright laws or licensing agreements,
 - (1) U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution or copyrighted materials, except as permitted by the principles or "fair use." All responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such violations.
 - b. sending unsolicited chain letters or broadcast messages,
 - c. assuming another's identity,

- d. sending threatening or harassing materials, and
- e. viewing, printing, distributing, displaying, sending, or receiving images, text or graphics of obscene materials or material that violates laws relating to child pornography.

(1) Knowingly displaying obscene graphics or graphics that may be harmful to minors is not allowed under Wisconsin Statutes 944.21 and 948.11.

2. Disregarding the rules of network etiquette and interfering with the use of the network. These rules include using appropriate language, respecting the privacy of other users, not sending hate mail and discriminatory remarks, and not disrupting the use of the network.

3. Invading privacy of individuals by accessing their data or by harming, modifying, or destroying their data.

4. Installing personal software on a Library computer.

5. Disseminating or displaying to minors materials that are harmful to minors.

6. Gaining unauthorized access to any computing, information, or communications devices or resources. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

7. Damaging, altering, or degrading computer equipment, peripherals, software, or configurations will result in the cancellation of Library computer privileges and may result in criminal prosecution. If there is a problem with the computer, please notify a Library employee.

Failure to Comply

Library employees will determine what constitutes inappropriate use of the Internet or violation of this policy. Failure to comply with the Internet and Computer Use Policy will result in a request from a Library employee to discontinue the activity. Continued violations will result in a request to leave the Library facility and may lead to revocation of Library privileges including the right to visit the buildings and grounds for a period up to 6-months or permanently at the discretion of the Library Director. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

Patron Services: Meeting and Study Room Policy

Meeting and Study Room Policy

Approved by Board of Trustees: May 10, 2010

Effective Date: May 10, 2010

Revision / Review Date: February 15, 2011; December 12, 2011

The meeting rooms on the second floor of the Hudson Area Joint Library are available for use by community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Hudson Area Joint Library. Use of the meeting rooms should not interfere with the normal function of the Library and must conform to the guidelines of this policy. Meeting rooms and study rooms are available to the public free of charge without regard to the beliefs or affiliations of the individual or group requesting use.

Guidelines and General Rules of Use

1. Meeting Room Reservation Guidelines:

- At least one member of the group must have a MORE library card.
- A Meeting Room Application must be completed and submitted in order to reserve a room.
- The applicant must agree to abide by this policy, as well as applicable laws, regulations, and policies.
- Events presented by the Hudson Area Joint Library take priority, with secondary preference being given to the Hudson Area Library Foundation and the Hudson Area Friends of the Library.
- A single group may make advanced reservations for up to three consecutive meetings. Additional reservations, by the same group, are allowed after the final consecutive meeting.
- Reservations are accepted up to 60 days prior to the desired meeting date.
- Usage is limited to once a week per group with a time limit of four hours.
- Meeting rooms are available during normal open hours.
- Requests to reserve a meeting room are made at either of the information desks on the second floor of the Library or on the Library's website.

2. Meeting Room Rules of Use:

- Meetings must be free and open to the public, such as public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions.
- Meeting may be presented by organizations or individuals engaged in free educational, cultural, intellectual, governmental or charitable activities.
- When not reserved, Room 219 is available as a quiet study area for multiple individuals.
- Meeting rooms and study rooms must be left in a clean, orderly condition after use. Users are responsible for any and all damage caused by their use of the room and / or equipment.
- Attaching items to the walls, temporarily or permanently, is prohibited.
- Light refreshments may be served. Alcohol may not be served.
- Library staff may monitor all meetings, programs, and events to ensure compliance with library policies.
- The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and users must not imply that an event is endorsed, sponsored, co-sponsored, or approved by the Library.

3. The following are prohibited uses of meeting and study rooms:
 - Any purpose which may interfere with the regular operation of the Library.
 - non-Library sponsored recitals
 - Use that involves the sale, advertising, solicitation (including the solicitation of donations or gifts) and / or promotion of commercial products or service.
 - Personal, company, or family parties.
 - Use that requires a fee of any kind, such as entrance or participation fees, with the exception of library fundraising events.
 - Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
 - Fundraising activities, except for those events sponsored by the Hudson Area Library, Hudson Area Library Foundation or Friends of the Hudson Area Library.
 - “fee-for-service” e.g. tutoring sessions, taking of legal depositions, interviews or other such activities that charge the participants a fee.
 - Use that involves illegal activity and / or activity that may pose a safety risk to persons or property.

4. Study Room Rules
 - Meeting and study rooms (205, 206, 216) are available for use on a first-come, first-served basis.
 - Rooms may be reserved for up to two hours. Extensions may be granted, if no one is waiting.
 - Anyone using a room beyond two hours understands that when another user wishes to use the room for two hours, the room becomes available to the next user.
 - Requests to use a meeting room should be made at either of the Information desks located on the second floor of the Library.
 - Employers and job placement agencies may use the study rooms to conduct interviews, with approval.
 - Individuals may request a specific room, if it is not in use.

Disclaimer

The Library shall not be liable for any loss, damage, or personal injury resulting from the use of the Library’s meeting and / or study rooms. The Library makes no warranties or representations regarding its meeting and study rooms. In exchange for being permitted to use these rooms the user agrees to indemnify, defend, and hold harmless, the Hudson Area Joint Library, its agents and representatives, the Hudson Area Joint Library Board, Library employees, and volunteers, as well as the four joint municipalities—City of Hudson, Town of Hudson, Village of North Hudson, and Town of St. Joseph—from any claims of loss, damages, or injuries arising in any way out of the use of this equipment.



Hudson Area Joint Library Policy

Title: Meeting Room Policy

Effective Date: May 10, 2010

Approved By: Library Board

Date(s) of Revision: February 15, 2011, December 12, 2011

Revision Frequency:

Purpose

The meeting rooms on the second floor of the Hudson Area Joint Library are available for use by community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Hudson Area Joint Library. **Use of the meeting rooms should not interfere with the normal function of the Library and must conform to the guidelines of this policy. Meeting rooms and study rooms are available to the public free of charge without regard to the beliefs or affiliations of the individual or group requesting use.**

~~Meeting room facilities are available on an equal basis and for a group with at least one member having a MORE library card. Regardless of the beliefs or affiliations of individuals or groups the meeting room is available on an equal basis for their use.~~

Guidelines and General Rules of Use

1. Meeting Room Reservation Guidelines:

- ~~• in order to accommodate as many community groups, advance reservations are allowed for up to three consecutive meetings~~
- **At least one member of the group must have a MORE library card.**
- **A Meeting Room Application form must be completed and submitted in order to reserve a room.**
- **The applicant must agree to abide by this policy, as well as applicable laws, regulations, and policies.**
- **Events by the Hudson Area Joint Library take priority, with secondary preference going to the Hudson Area Library Foundation and the Hudson Area Friends of the Library.**
- **A single group may make advanced reservations for up to three consecutive meetings. Additional reservations, by the same group, is are allowed after the final consecutive meeting.**
- **Reservations are accepted up to 60 days prior to the desired meeting date.**
- **Usage is limited to once a week per group with a time limit of four hours**
- **Meeting rooms are available during normal working open hours**
- **Requests to reserve a meeting room are made at the help desk located on the first either of the information desks on the second floor of the Library or on the Library's website.**

2. Meeting Room Rules of Use: ~~Rooms may be used for but are not limited to:~~

- ~~Meetings which are open to the public~~ **must be free and open to the public**, public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions
- **Meetings may be presented by** organizations or individuals engaged in free educational, cultural, intellectual, governmental or charitable activities.
- **When not reserved**, Room 219 is available as a quiet study area for multiple individuals. ~~unless reserved by a group in advance~~

- Meeting rooms and study rooms must be left in a clean, orderly condition after use. Users are responsible for any and all damage caused by their use of the room and / or equipment.
 - Attaching items to the walls, temporarily or permanently, is prohibited.
 - Light refreshments may be served. Alcohol may not be served.
 - Library staff may monitor all meetings, programs, and events to ensure compliance with library policies.
 - The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and users must not imply that an event is endorsed, sponsored, co-sponsored, or approved by the Library.
3. **The following are prohibited uses of meeting and study rooms:** ~~Rooms may not be used for~~
- Any purpose which may interfere with the regular operation of the Library
 - Non-Library sponsored recitals
 - Use that involves the sale, advertising, solicitation (including the solicitation of donations or gifts) and / or promotion of commercial products or services.
 - ~~programs involving the sale, advertising, solicitation or promotion of commercial products or service~~
 - personal, company, or family parties
 - Use that requires a fee of any kind, such as entrance or participations fees, with the exception of library fundraising events.
 - Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
 - “fee-for-service” e.g. tutoring sessions, taking of legal depositions, interviews or other such activities.
 - Use that involves illegal activity and / or activity that may pose a safety risk to person or property.
4. **Study Room Rules**
- Meeting rooms (205, 206, and 216) are available for use on a first-come, first served. ~~Walk-in basis for up to two hours.~~
 - **Rooms may be reserved for up to two hours. Extensions may be granted, if no one is waiting.**
 - ~~After two hours the room becomes available for use on a walk-in basis.~~ Anyone using a room beyond two hours understands that when another user wishes to use the room for two hours, the room becomes available to the next user.
 - Requests to use a meeting room (205, 206, 216) ~~are~~ **should be** made at ~~the help~~ **either of the information** desks located on the ~~first~~ **second** floor of the Library.
 - **Employers and job placement agencies may use the study rooms to conduct interviews.**
 - **Individuals may request a specific, if it is not in use.**

~~Use of the meeting room does not imply endorsement of any particular program or viewpoint by the Library employees or Trustees.~~

~~Users agree to abide by all regulations of the Library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.~~

~~No admission fee, registration fee, nor donations may be sought for meeting attendees, except by local non-profit educational, social service or cultural organizations with specific permission of the Library Director.~~

Disclaimer

The Library shall not be liable for any loss, damage, or personal injury resulting from the use of the Library's meeting and / or study rooms. The Library makes no warranties or representation regarding its meeting and study rooms. In exchange for being permitted to use these rooms the user agrees to indemnify, defend, and hold harmless, the Hudson Area Joint Library, its agents and representatives, the Hudson Area Joint Library Board, Library employees, and volunteers, as well as the four joint municipalities—City of Hudson, Town of Hudson, Village of North Hudson, and Town of St. Joseph—from any claims, damages, or injuries arising in any way out of the use of this equipment.

Appendices:**Supporting Documents: Public Meeting Room Guidelines; Public Meeting Room Reservation Form**