



**Meeting Agenda of the Hudson Area Joint Library Board of Trustees
November 21, 2017 6:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016**

1. Call to Order
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from September 19, 2017 Board meeting and of any intervening special meetings. Due to the lack of a quorum, no meeting was held on October 17, 2017; therefore, there are no meeting minutes.*
 - 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. **NOTICE of CLOSED SESSION**
 - a. Employee termination
 - b. To consider 2018 annual employee(s) compensation
 - c. Library Director Annual Evaluation / Review

The Library Board of the Hudson Area Joint Library will meet at approximately 6:30 p.m., or as soon thereafter as time permits, on Tuesday, November 21, 2017 in Room 219, Hudson Area Public Library, 700 1st Street, Hudson, Wisconsin, following the conclusion of consideration of

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

the above portion of its regularly scheduled agenda, to vote on a motion to convene in closed session at said time and place for discussion / action relative to (1.) the termination of an employee; (2.) Consideration of 2018 annual compensation of employees, and; (3.) conduct the Library Director's annual evaluation.

A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. §19.85(1)(f), which is allowed for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and §19.85(1) (c), which allows governmental bodies to use closed sessions to interview candidates for positions of employment, to consider promotions of particular employees, to consider compensation of particular employees, and to conduct employee evaluations.

Upon conclusion of the closed session, the Library Board will convene in open session to consider its public agenda, including motion to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.

9. **ACTION ITEM:** 2018 Wages
10. **ACTION ITEM** (if needed): Library Director Evaluation
11. Other business
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 November 14, 2017: and Emailed to Media: November 14, 2017

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



**Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
September 19, 2017, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016**

1. Call to Order at 6:35 p.m. by
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, Copenbarger, Peterson, O'Connor, Ostby, Shaw (arrived at 6:40 p.m.), Weese
Absent: Schrock
Staff: Tina Norris, Director
Others: Gloria Kramer
3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from August 15, 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 the consent agenda by Berning

Second by: Weese

Discussion: None

Vote Taken: 7 Ayes 0 Nays MOTION APPROVED

4. Citizen Comments—
Gloria Kramer spoke about the flag pole. She thanked Trustees Shaw and Weese for moving bench in front of the Library. And, she informed the Board that the Friends have reached \$150,000 in Family Fresh grocery receipts and will be receiving another \$1,000 check from Family Fresh. She encouraged all to bring their Family Fresh receipts to the Library and to spread the word.
5. Presentations by supporting organizations
 - a. Friends of the Library— None
 - b. Library Foundation—Peterson note that the Foundation is preparing for their Annual Appeal Letter campaign and working on the 2017 Annual Report. The Foundation approved a \$650 grant for professional development, as well.

6. President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.

O'Connor updated the Board on a resolution presented by Trustee Berning admonishing the County Board of Supervisors and requesting full funding for the Hudson Area Joint Library, which passed the City Council on a 4-1 vote. O'Connor requested that the joint partners pass similar resolutions and send them to the County Board.

Peterson noted that she continues to attend the St. Joseph Board meetings and represent the Hudson Area Public Library.

7. **ACTION ITEM:** *Director's Report, Statistics, and requests for action: Norris provided an overview of the monthly report, monthly statistics, grants reports, and Hudson Hospital Foundation Grant Request.*

- a. Presentation of monthly report
- b. Presentation of monthly statistics
- c. Strategic Plan Update: Summary and upcoming initiatives
- d. Strategic Plan Funding Report
- e. Strategic Plan Update – ACTION ITEM: Space Audit Recommendation to hire consultant for determining potential reuse of existing library spaces.

Motion to authorize Library Director to write RFP for a space consultant and bring back RFPs to Library Board by Peterson

Second by Berning

Discussion: It is to be noted that the Library Board has not designated any money for this project.

Vote Taken: 7 Ayes 0 Nay 0 Abstain

MOTION APPROVED

8. **ACTION ITEM:** Finance Committee report—

- a. **Recommendation to approve Library Foundation Grant of \$650 for Professional Development**

Motion to approve expenditure of \$650 grant for professional development by Ostby

Second by: Peterson

Discussion: None

Vote Taken: 7 Ayes 0 Nays 0 Abstain

MOTION APPROVED

9. **ACTION ITEM:** Adoption of State of Wisconsin Records Retention Schedule

Motion to adopt by: Weese

Second by: Coppenbarger

Discussion: None

Vote Take: 7 Ayes 0 Nays 0 Abstain

MOTION APPROVED

10. Other business:

- a.) Library Trustee Annual Training: Norris presented a brief training on the basics of Chapter 43, library funding, and duties of a Library Trustee.
- b.) Discussion on Parking Lot—Trustees discussed recent parking complaints regarding the lack of parking in the Library lot. The board directed Norris to discuss with the City Administrator new signage for the Library parking lot that would designate the lot as for Library and Police use only during library open hours.

11. Board comments and items for future agendas:
Peterson requested an item for the Director annual review timeline be added to the October board agenda.

12. **ACTION ITEM:** Adjournment:

ACTION TAKEN:
Motion to adjourn by: Ostby
Second by: Weese
Discussion: None
Vote Taken: 7 Ayes 0 Nays

Respectfully Submitted,


Tina L. Norris

Tina L. Norris
Director

2017 Budget Overview Year-to-Date	2017 Approved Budget plus additions	October	Year-to-date	Amount Remaining	% Remaining
REVENUES					
Library Revenue	\$ 36,000	\$ 1,425	\$ 27,269	\$ 8,731	24%
City of Hudson	\$ 347,310		\$ 347,310	\$ -	0%
Village of North Hudson	\$ 84,084		\$ 84,084	\$ -	0%
Town of Hudson	\$ 203,201	\$ -	\$ 203,201	\$ -	0%
Town of St. Joseph	\$ 86,374	\$ -	\$ 86,374	\$ -	0%
County Library Levy	\$ 60,912		\$ 60,622	\$ 290	0%
Other Revenue	\$ 1,500		\$ 8,994		0%
Grant Funds	\$ 41,334	\$ 167	\$ 42,184		
Total Revenues	\$ 860,715	\$ 1,592	\$ 860,037	\$ 9,022	1%
	Budget	October	Year-to-date	Amount Remaining	
EXPENDITURES					
Personnel	\$ 498,590	\$ 37,182	\$ 382,137	\$ 116,453	23%
Library Materials	\$ 92,086	\$ 1,273	\$ 68,109	\$ 23,976	26%
Contractual Services	\$ 105,402	\$ 2,559	\$ 90,011	\$ 15,391	15%
Supplies & Expenses	\$ 34,015	\$ 2,619	\$ 19,456	\$ 14,559	43%
Fixed Charges	\$ 146,116	\$ 11,475	\$ 121,157	\$ 24,959	17%
General Operating					
Expense Total	\$ 876,209	\$ 55,107	\$ 680,871	\$ 195,338	22%
Ending Balance	\$ (15,494)	\$ (53,516)	\$ 179,166		

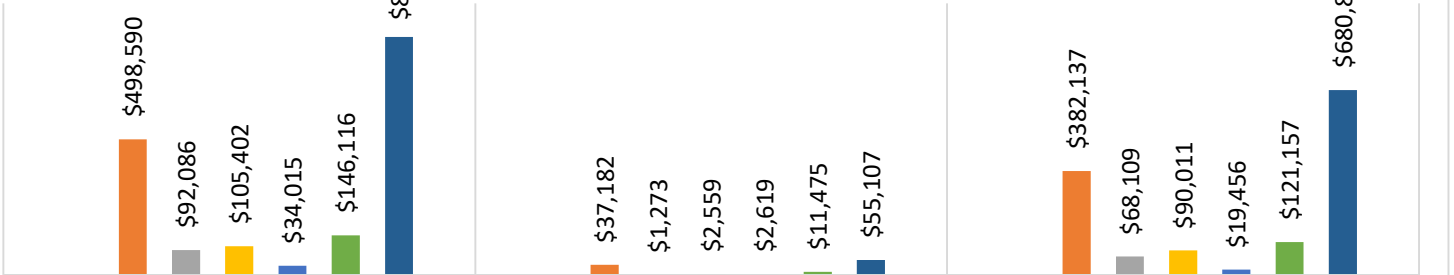
%of year: 83.33%

REVENUE



	2017 Approved Budget plus additions	October	Year-to-date
REVENUES			
Library Revenue	\$36,000	\$1,425	\$27,269
City of Hudson	\$347,310		\$347,310
Village of North Hudson	\$84,084		\$84,084
Town of Hudson	\$203,201	\$-	\$203,201
Town of St. Joseph	\$86,374	\$-	\$86,374
County Library Levy	\$60,912		\$60,622
Other Revenue	\$1,500		\$8,994
Grant Funds	\$41,334	\$167	\$42,184
Total Revenues	\$860,715	\$1,592	\$860,037

EXPENDITURES



	Budget	October	Year-to-date
EXPENDITURES			
Personnel	\$498,590	\$37,182	\$382,137
Library Materials	\$92,086	\$1,273	\$68,109
Contractual Services	\$105,402	\$2,559	\$90,011
Supplies & Expenses	\$34,015	\$2,619	\$19,456
Fixed Charges	\$146,116	\$11,475	\$121,157
General Operating Expense Total	\$876,209	\$55,107	\$680,871

SOURCE	GENERAL DESCRIPTION	APPROVED BUDGET	Approved Grant Expenditures	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	AMT REMAINING
46111	Library Revenues: Copies			\$ 246.36	\$ 370.67	\$ 356.12	\$ 469.00	\$ 373.81	\$ 355.83	\$ 377.16	\$ 343.19	\$ 384.36	\$ 223.23			\$ 3,499.73	
46119	Library Revenues: Misc				\$ 316.00											\$ 316.00	
46710	Library Revenues: Fines			\$ 1,651.07	\$ 2,993.98	\$ 3,342.49	\$ 423.48	\$ 1,701.28	\$ 2,683.53	\$ 1,662.60	\$ 3,670.93	\$ 2,355.11	\$ 1,076.38			\$ 21,560.85	
46713	Library Revenues: Rentals			\$ 137.00	\$ 88.00	\$ 347.00	\$ 46.00	\$ 261.00	\$ 228.99	\$ 209.00	\$ 225.00	\$ 225.00	\$ 125.00			\$ 1,891.99	
	CHARGES FOR PUBLIC SERVICES	\$ 36,000.00		\$ 2,034.43	\$ 3,768.65	\$ 4,045.61	\$ 938.48	\$ 2,336.09	\$ 3,268.35	\$ 2,248.76	\$ 4,239.12	\$ 2,964.47	\$ 1,424.61	\$ -	\$ -	\$ 27,268.57	\$ 8,731.43
47301	City of Hudson															\$ -	\$ -
47302	Village of North Hudson	\$ 84,084.00			\$ 43,187.00						\$ 40,897.00					\$ 84,084.00	\$ -
47303	Town of Hudson	\$ 197,340.00				\$ 101,600.50							\$ 101,600.50			\$ 203,201.00	\$ (5,861.00)
47304	Town of St. Joseph	\$ 86,374.00			\$ 43,187.00						\$ 43,187.00					\$ 86,374.00	\$ -
47310	General Govt. Revenue	\$ -														\$ -	\$ -
47311	County Library Levy	\$ 60,912.00		\$ 3,358.56	\$ 57,263.00											\$ 60,621.56	\$ 290.44
48100	Interest	\$ 1,500.00				\$ 1,110.22			\$ 1,966.14			\$ 1,228.03				\$ 4,304.39	\$ (2,804.39)
48120	Net Change in Market Value	\$ -		\$ 3,986.10												\$ 3,986.10	\$ (3,986.10)
48400	Insurance Refund	\$ -														\$ -	\$ -
48500	Donations Private Org / Ind	\$ -		\$ 20,294.00	\$ 10,000.00	\$ 2,700.00			\$ 5,000.00	\$ 3,390.00		\$ 650.00	\$ 150.00			\$ 42,184.00	\$ (42,184.00)
48600	Miscellaneous Revenues	\$ -			\$ 48.88		\$ 73.61				\$ 563.76		\$ 16.98			\$ 703.23	\$ (703.23)
49210	Transfer from General Fund	\$ 317,310.00		\$ 173,655.00							\$ 173,655.00					\$ 347,310.00	\$ (30,000.00)
49220	Transfer from Spec Rev Fund	\$ -															\$ -
	TOTAL REVENUES	\$ 783,520.00		\$ 203,328.09	\$ 157,454.53	\$ 109,456.33	\$ 1,012.09	\$ 2,336.09	\$ 10,234.49	\$ 5,638.76	\$ 262,541.88	\$ 106,443.00	\$ 1,591.59	\$ -	\$ -	\$ 860,036.85	\$ (76,516.85)
Staff Compensation																	
55121	Salary Full-time	\$ 164,404.00	\$ 164,404.00	9355.46	12429.03	12013.52	12793.42	12668.67	18966.97	11525.96	13482.59	10565.65	12319.71			126120.98	\$ 38,283.02
55122	Salary Overtime	\$ -	\$ -										0			0	\$ -
55125	Salary Part-time	\$ 205,166.00	\$ 205,166.00	11107.71	15562.33	15922.84	15049.83	15768.77	23763.07	14928.82	13849.81	17140.77	16126.01			159219.96	\$ 45,946.04
55133	Longevity	\$ -	\$ -										0			0	\$ -
55152	FICA	\$ 28,500.00	\$ 28,500.00	1494.93	2047.13	2042.99	2035.82	2081.27	3074.42	2029.86	1996.72	2025.35	2081.94			20910.43	\$ 7,589.57
55152	Retirement	\$ 21,020.00	\$ 21,020.00	1184.34	1598.39	1597.88	1601.17	1611.5	2412.63	1608.16	1513.2	1505.45	1521.62			16154.34	\$ 4,865.66
55153	Pension GASB 68	\$ -	\$ -													0	\$ -
55154	Health Insurance	\$ 79,500.00	\$ 79,500.00	11949.85	5387.35	5789.15	5362.72	5386.65	5265.67	5162.8	5162.36	5132.36	5132.36			59731.27	\$ 19,768.73
55155	Life Insurance	\$ -	\$ -													0	\$ -
	Staff Compensation	\$ 498,590.00	\$ 498,590.00	\$ 35,092.29	\$ 37,024.23	\$ 37,366.38	\$ 36,842.96	\$ 37,516.86	\$ 53,482.76	\$ 35,255.60	\$ 36,004.68	\$ 36,369.58	\$ 37,181.64	\$ -	\$ -	\$ 382,136.98	\$ 116,453.02
Contractual Service																	
55212	Legal Services	\$ -														\$ -	\$ -
55213	Prof. Services / Audit / Acct	\$ 14,027.00	\$ 14,027.00	1146	1146	1146	1146	1146	1146	1146	1146	1146	1146			\$ 11,460.00	\$ 2,567.00
55216	I/FLS Operating	\$ 34,822.00	\$ 34,822.00	34822												0	\$ 34,822.00
55217	I/FLS Courier / Self-Check	\$ 2,512.00	\$ 2,512.00	2540												0	\$ 2,540.00
55218	I/FLS Cataloging	\$ 24,726.00	\$ 24,726.00								15094.1					0	\$ 15,094.10
55225	Telephone	\$ 1,200.00	\$ 1,200.00		54.7	94.2	47.62	10.29	1138.6	0	748.38		374.19	374.19		\$ 2,842.17	\$ (1,642.17)
55249	Contract Maintenance / Repair	\$ 600.00	\$ 600.00										807			\$ 807.00	\$ (207.00)
55294	Programming Adult	\$ 1,500.00	\$ 4,821.56	\$ 6,321.56	150	2041.37	968	400	0	0	186.98	595.22	51.43	350		\$ 4,743.00	\$ 1,578.56
55295	Programming Children	\$ 2,000.00	\$ 8,693.78	\$ 10,693.78		180.78	1269.51	726.57	881	1741.37	484.94	568.13	2145.56	300		\$ 8,297.86	\$ 2,395.92
55298	Maintenance Agmt/ Leases	\$ 9,000.00	\$ 9,000.00			526	454.72	124	1049	296	2988.21	549	3029.68	388.66		\$ 9,405.27	\$ (405.27)

55299	Other Contract Services	\$ 1,500.00		\$ 1,500.00													\$ -	\$ 1,500.00	
Total Contractual Services		\$ 91,887.00	\$ 13,515.34	\$ 105,402.34	\$ 38,658.00	\$ 3,948.85	\$ 3,932.43	\$ 2,444.19	\$ 3,086.29	\$ 4,321.97	\$ 4,806.13	\$ 18,700.83	\$ 7,553.86	\$ 2,558.85	\$ -	\$ -	\$ 90,011.40	\$ 15,390.94	
Supplies & Expenses																			
55311	Postage	\$ 2,000.00		\$ 2,000.00		58.38	8.74	5.06	6.9	201.65	7.38	134.09				180.63		602.83	\$ 1,397.17
55312	Office Supplies	\$ 7,100.00		\$ 7,100.00	275	149.16	8.42	343	1189.76	818.85	258.43				342.79			3385.41	\$ 3,714.59
55324	Memberships	\$ 500.00		\$ 500.00												140		140	\$ 360.00
55326	Advertising	\$ 350.00	\$ 103.21	\$ 453.21						5.56			1.44		12	101.52		120.52	\$ 332.69
55339	Travel & Conferences	\$ 1,600.00	\$ 800.00	\$ 2,400.00			6.31			247.5				300	754.98	719.39		2028.18	\$ 371.82
55357	Maintenance & Repair Supplies	\$ 750.00		\$ 750.00	36.88			25.41	36.88			19.94	36.88			26.91		182.9	\$ 567.10
55396	Technology	\$ 7,500.00	\$ 11,738.20	\$ 19,238.20		1455	1114.86	0	1396.44	2838	141.52	3555.84	364.56	1247.59				12113.81	\$ 7,124.39
55399	Programming Supplies	\$ 1,000.00	\$ 573.25	\$ 1,573.25		201.25	63.47	83.94	96.52	36.28	65.01		335.66					882.13	\$ 691.12
Total Supplies & Expenses		\$ 20,800.00	\$ 13,214.66	\$ 34,014.66	311.88	1863.79	1201.8	457.41	2974	3900.34	492.28	4028.25	1607.2	2618.83	0	0	19455.78	\$ 14,558.88	
Materials																			
395	Books	\$ 55,632.00	\$ 10,936.90	\$ 66,568.90	1374.32	8196.27	4370.92	3059.07	4418.81	7707.35	4513.82	5225.24	7262.74	511.43				46639.97	\$ 19,928.93
397	Periodicals	\$ 6,000.00	\$ 322.00	\$ 6,322.00	238.36	426.85	56	324	558.62	52.89	3874.43		166.86	110.97				5808.98	\$ 513.02
398	Audio-Visual	\$ 15,000.00	\$ 4,195.00	\$ 19,195.00		3461.64	868.9	1808.63	1156.04	2881.81	1391.06	1217.96	2224.06	650.44				15660.54	\$ 3,534.46
Total Materials		\$ 76,632.00	\$ 15,453.90	\$ 92,085.90	1612.68	12084.76	5295.82	5191.7	6133.47	10642.05	9779.31	6443.2	9653.66	1272.84	0	0	68109.49	\$ 23,976.41	
Fixed Charges																			
510	Workers Comp Insurance	\$ 1,100.00		\$ 1,100.00	772			12										784	\$ 316.00
511	Public Liability	\$ 1,500.00		\$ 1,500.00	1694													1694	\$ (194.00)
513	Public Officials	\$ 2,150.00		\$ 2,150.00	2079													2079	\$ 71.00
517	Property Insurance	\$ 1,600.00		\$ 1,600.00	1850													1850	\$ (250.00)
519	Unemployment	\$ -		\$ -														0	\$ -
532	Lease	\$ 139,766.00		\$ 139,766.00	11475	11475	11475	11475	11475	11475	11475	11475	11475	11475	11475	11475		114750	\$ 25,016.00
Total Fixed Charges		\$ 146,116.00		\$ 146,116.00	\$ 17,870.00	\$ 11,475.00	\$ 11,475.00	\$ 11,487.00	\$ 11,475.00	\$ 11,475.00	\$ 11,475.00	\$ 11,475.00	\$ 11,475.00	\$ 11,475.00	\$ -	\$ -	\$ 121,157.00	\$ 24,959.00	
Total Operating Expenditure		\$ 335,435.00	\$ 42,183.90	\$ 377,618.90	\$ 58,452.56	\$ 29,372.40	\$ 21,905.05	\$ 19,580.30	\$ 23,668.76	\$ 30,339.36	\$ 26,552.72	\$ 40,647.28	\$ 30,289.72	\$ 17,925.52	\$ -	\$ -	\$ 298,733.67	\$ 36,701.33	
Total Personal Services		\$ 498,590.00	\$ -	\$ 498,590.00	\$ 35,092.29	\$ 37,024.23	\$ 37,366.38	\$ 36,842.96	\$ 37,516.86	\$ 53,482.76	\$ 35,255.60	\$ 36,004.68	\$ 36,369.58	\$ 37,181.64	\$ -	\$ -	\$ 382,136.98	\$ 116,453.02	
Total Expenditure		\$ 834,025.00	\$ 42,183.90	\$ 876,208.90	\$ 93,544.85	\$ 66,396.63	\$ 59,271.43	\$ 56,423.26	\$ 61,185.62	\$ 83,822.12	\$ 61,808.32	\$ 76,651.96	\$ 66,659.30	\$ 55,107.16	\$ -	\$ -	\$ 680,870.65	\$ 153,154.35	
Revenue less Expenditures		\$ (50,505.00)		\$ (16,172.05)	\$ 109,783.24	\$ 91,057.90	\$ 50,184.90	\$ (55,411.17)	\$ (58,849.53)	\$ (73,587.63)	\$ (56,169.56)	\$ 185,889.92	\$ 39,783.70	\$ (53,515.57)	\$ -	\$ -	\$ 179,166.20		

2016-2017 Year-to-Date Comparison

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2017 Budget
			October		\$	%	
			2017	2016			
Revenue							
Library Revenues: Fees & Fines	46111	36,000	\$ 27,269	\$ 31,793	\$ (4,524)	-14%	76%
City of Hudson	47301	317,310	\$ 347,310	\$ 356,031	\$ (8,721)	-2%	109%
Village of N. Hudson	47302	84,084	\$ 84,084	\$ 84,475	\$ (391)		100%
Town of Hudson	47303	197,340	\$ 203,201	\$ 203,201	\$ -		103%
Town of St. Joseph	47304	86,374	\$ 86,374	\$ 85,546	\$ 828	1%	100%
General Govt. Revenue	47310	0	\$ -	\$ -	\$ -		
St. Croix County / Other Counties	47311	60,912	\$ 60,622	\$ 81,770	\$ (21,148)		100%
Other Counties	47311				\$ -		
Interest	48100	1,500	\$ 4,304	\$ 2,060	\$ 2,244	109%	287%
Net change in market value	48120		\$ 3,986	\$ 347	\$ 3,639		
Donations - Other	48500		\$ 42,184	\$ 61	\$ 42,123		
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ -	\$ -	\$ -		
Donation - Grant FOL	48563		\$ -	\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ 703	\$ 854	\$ (151)		
Total Revenue		783,520	\$ 860,037	\$ 846,138	\$ 13,899	2%	110%
Staff Compensation							
Full Time Salaries	121	164,404	\$ 126,121	\$ 121,456	\$ 4,665	4%	77%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		
Part Time Salaries	125	205,166	\$ 159,220	\$ 158,467	\$ 753	0%	78%
Longevity	133	0	\$ -	\$ -	\$ -		
FICA	151	28,500	\$ 20,910	\$ 20,763	\$ 147	1%	73%
Pension	152	21,020	\$ 16,154	\$ 15,448	\$ 706	5%	77%
Health Insurance	154	79,500	\$ 59,731	\$ 65,317	\$ (5,586)	-9%	75%
Life Insurance	155	0	\$ -	\$ -	\$ -		
Staff Compensation Subtotal		498,590	\$ 382,137	\$ 381,451	\$ 686	0%	77%
General Operating Expenses							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 11,460	\$ 11,460	\$ -	0%	82%
IFLS-operating/maintenance	216	34,822	\$ 34,822	\$ 32,825	\$ 1,997	6%	100%
IFLS-addl courier/self check	217	2,512	\$ 2,540	\$ 2,512	\$ 28	1%	101%
IFLS-catalogging	218	24,726	\$ 15,094	\$ 12,775	\$ 2,319		61%
Telephone	225	1,200	\$ 2,842	\$ 563	\$ 2,279	405%	237%
Contracted Maint. & Repair	249	600	\$ 807	\$ -	\$ 807		135%
Programming - Adult	294	4,625	\$ 4,743	\$ 2,263	\$ 2,480	110%	103%
Programming - Children	295	4,545	\$ 8,298	\$ 1,732	\$ 6,566	379%	183%
Maintenance Agmt/Leases	298	9,000	\$ 9,405	\$ 8,072	\$ 1,333	17%	105%
Contract Services	299	1,500	\$ -	\$ 1,204	\$ (1,204)		0%
Postage	311	2,000	\$ 603	\$ 1,374	\$ (771)	-56%	30%
Office Supplies	312	7,100	\$ 3,385	\$ 3,422	\$ (37)	-1%	48%
Memberships	324	500	\$ 140	\$ 419	\$ (279)		28%
Advertising	326	350	\$ 121	\$ -	\$ 121		34%
Staff Development	338	1,600	\$ 2,028	\$ 1,151	\$ 877		127%
Maint & Repair Supplies	357	750	\$ 183	\$ 332	\$ (149)	-45%	24%
Books	395	66,000	\$ 46,640	\$ 49,457	\$ (2,817)	-6%	71%
Technology	396	18,679	\$ 12,114	\$ 3,660	\$ 8,454	231%	65%
Periodicals	397	6,000	\$ 5,809	\$ 4,669	\$ 1,140		97%
Audio-Visual	398	18,500	\$ 15,661	\$ 12,773	\$ 2,888	23%	85%
Activity Fund	399	1,000	\$ 882	\$ 735	\$ 147		88%
Ins. Workers Comp.	510	1,100	\$ 784	\$ 850	\$ (66)	-8%	71%
Ins. Public Liab.	511	1,500	\$ 1,694	\$ 250	\$ 1,444	578%	113%
Ins. Public Officials	513	2,150	\$ 2,079	\$ 2,052	\$ 27	1%	97%
Ins. Property Ins.	517	1,600	\$ 1,850	\$ 1,520	\$ 330	22%	116%
Bld. Occupancy Exp.	532	139,766	\$ 114,750	\$ 114,750	\$ -	0%	82%
General Operating Subtotal		366,152	\$ 298,734	\$ 270,820	\$ 27,914	10%	82%
Total Operating Expenses		864,742	\$ 680,871	\$ 652,271	\$ 28,600	4%	79%
NET OPERATING REVENUE (EXPENSE)		-81,222	\$ 179,166	\$ 193,867	\$ (14,701)	-8%	



DIRECTOR'S REPORT & MONTHLY STATISTICS

October 1 - 31, 2017

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

Director's Report November 2017

Hudson Area Public Library Director's Report

Director's News

October 17 -20, 2017, I attended the Wisconsin Library Association's Annual Conference. At the conference, I had the opportunity to attend two informative sessions presented by Library Strategies. The first session, presented by Stu Wilson, was filled with ideas and tips for building positive board relationships and, the second session, presented by Karen Rose, was all about capital campaigns. Both sessions have given me plenty of food for thought and ideas that I plan to put into action. Other sessions included, coding in the library, developing community partnerships, programming for all ages, and many more.

Since returning from the conference, I have been working on the completion of an assessment of the library's communication and marketing efforts over the past year, collaborating with the youth services team to develop a programming plan for 2018, as well as beginning to plan the summer reading program for next summer. On November 7th, I and the key staff involved in cataloging and acquisitions will be meeting with Bridget Kjerici, from IFLS, in preparation for the transition to onsite cataloging. Additionally, I am in the midst of completing an RFP for an architect / space consultant, which will be presented to the Library Board in December. Finally, I have completed my annual review and submitted it to Trustee Barb Peterson.

On November 17, 2017, I will represent the Hudson Area Joint Library at the MORE Director's Council in Eau Claire. December 7, 2017, I will be speaking at the Kiwanis' 7:00 a.m. meeting at Perkin's.

Circulation and Technology Update

As we prepare for the transition to onsite cataloging, Matthew will be relocating from his current office location to the workroom desk that is located just behind the circulation desk. This will allow Matthew to supervise the circulation desk, as well as to complete his other tasks.

Year-end tasks are being completed. These tasks include the annual database clean, which purges expired patrons from the database and allows the Library to keep accurate statistics on patron numbers. Other clean-up tasks include deleting bibliographic records for lost and damaged items – please note that deleting the bibliographic record does not remove the charges to patrons that may be associated with the item.

Collection Development

As the end of the year approaches, there are a myriad of tasks that need to be completed. The majority of book ordering has been completed for the year. Planning for next year has begun. Weeding and collection maintenance are ongoing tasks, and the Children's Collection revitalization project, which is being funded with a grant from the Friends of the Library, is being planned.

Patron Services

Adult & Young Adult Services

On November 1st, the Hudson Flower Shop presented a Fall Decorating workshop, which was very well attended, in fact we had a waiting-list for the event. These programs are highly popular, and, we cannot accommodate all who would like to attend. Our monthly genealogy / history workshops, which are held each month on the second Thursday of the month, continue to be very popular, as well. In October, Nelly Trocme Hewett shared her family's story of aiding refugees during World War II in France. Her presentation was highly anticipated and attendance was phenomenal. On Thursday, November 9th, Dr. Kurt Leichtle, Professor Emeritus, from the University of Wisconsin, River Falls, will discuss World War I and the cultural changes and their impacts of the war.

November is NaNoWriMo....National Novel Writing Month. During November inspiring authors are challenged to complete a novel in 30 days. To help accomplish this challenge, the Hudson Area Public Library hosts "write-ins", which are drop-in sessions where authors can come together to share ideas, get feedback from other writers, or just have a quiet place to work on their novels. Additionally, teen author, Anthony Wedgeworth, will present a writer / author talk on Friday, November 10th. Finally, as we look to December, Joan, Amanda, and Shelley are working on some great programming for Adults, teens and 'tweens.

Children's Services

Fall story times continue every Tuesday, Wednesday, and Thursday morning each week. October children's events included a Winnie the Pooh Birthday Party, K'Nex Construction Challenge, and new book clubs for school-age kids. The Youth Services department has some great programming coming up, including STEM / STEAM programming, family activities, and of course, Santa will visit story times in December. In addition to Santa's visit, Hudson Area kids are invited to write a letter to Santa and drop it off here at the Library. Santa's elves (TAB members) will be sending postcards to all letter writers.

Finally, plans are being made for the Library's first ever Holiday Gingerbread House decorating day. This will be a special event for all ages to be held on December 12th during open hours. December 12th is National Gingerbread House Day. Additionally, the Library will be hosting a Holiday Etiquette Dinner for 'tweens. These events are made possible through a grant from the Hudson Area Library Foundation and its donors.

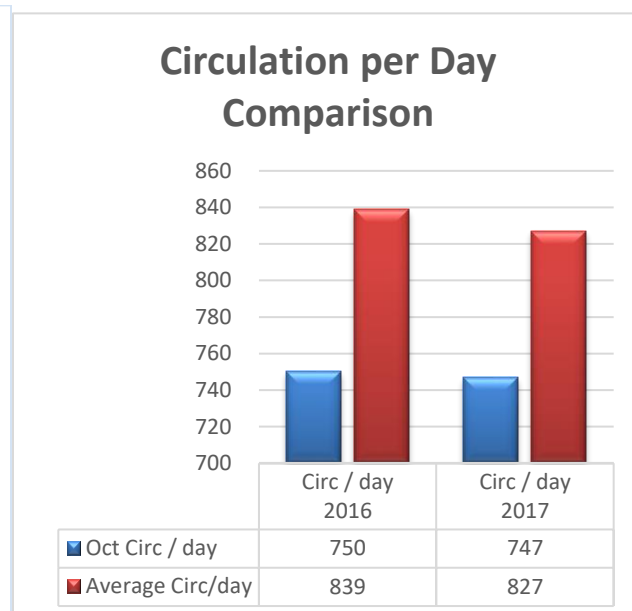
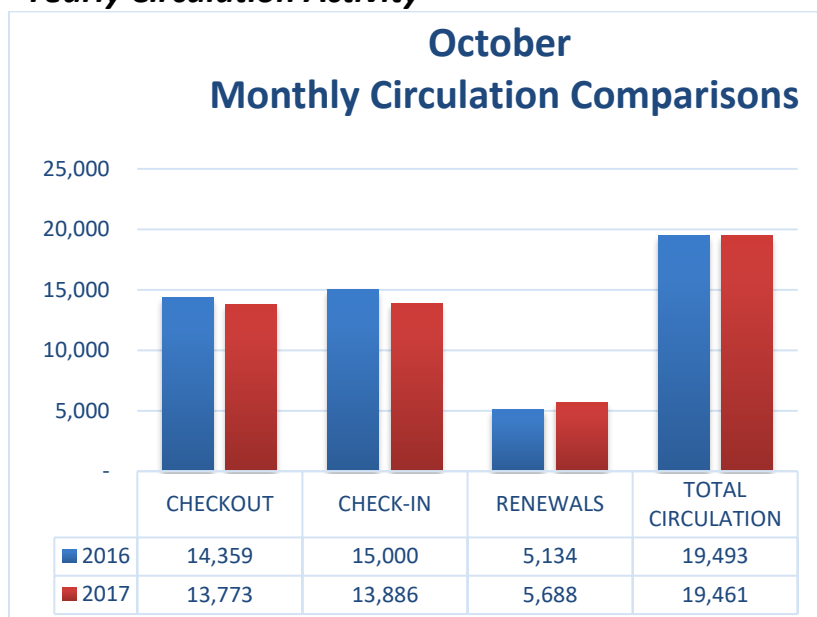
OCTOBER 2017 Statistics

Statistical Summary

October	2017	2016	Year-to-date 2017
Check-outs	13,773	14,359	158,176
Check-ins	13,886	15,000	156,030
Renewals	5,688	5,134	52,901
Total Circulation	19,461	19,493	211,074
Items Borrowed	3,543	3,637	39,944
Items Loaned	3,963	2,533	39,695
New Patrons	74	87	1,023
Items Added	612	888	5,594
Pharos	862	1096	11,313
Wireless	5,834	5,353	59,812
Digital Circulation	3,068	2,741	30,000
Website Visits	4,136	6,426	53,619
Facebook Posts	22	32	250
Facebook Likes	1,202	1062	11,337
Children's Programs	41		266
Children's Program Attendance	830	1194	9,581
Teen Programs	6		54
Teen Program Attendance	27	54	301
Adult Programs	8		103
Adult Program Attendance	90	40	813
Meeting Room Usage	641		6,583
Visitors	10,151	10,173	108,601
Cardholders			16,707

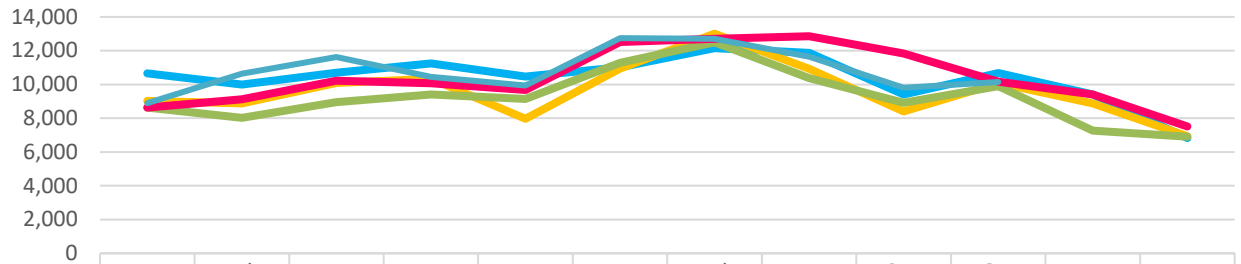
Circulation Summary YTD 2017

Yearly Circulation Activity

**Library Visitors**

	MONTHLY VISITOR	AVERAGE PER	NUMBER OF DAYS OPEN
January	8,896	356	25
February	10,641	443	24
March	11,629	410	27
April	10,447	433	24
May	9,942	382	26
June	12,743	400	26
July	12,708	440	25
August	11,639	410	27
September	9,805	392	25
October	10,151	390	26
November			
December			

Comparison of Visitors 2013-2017

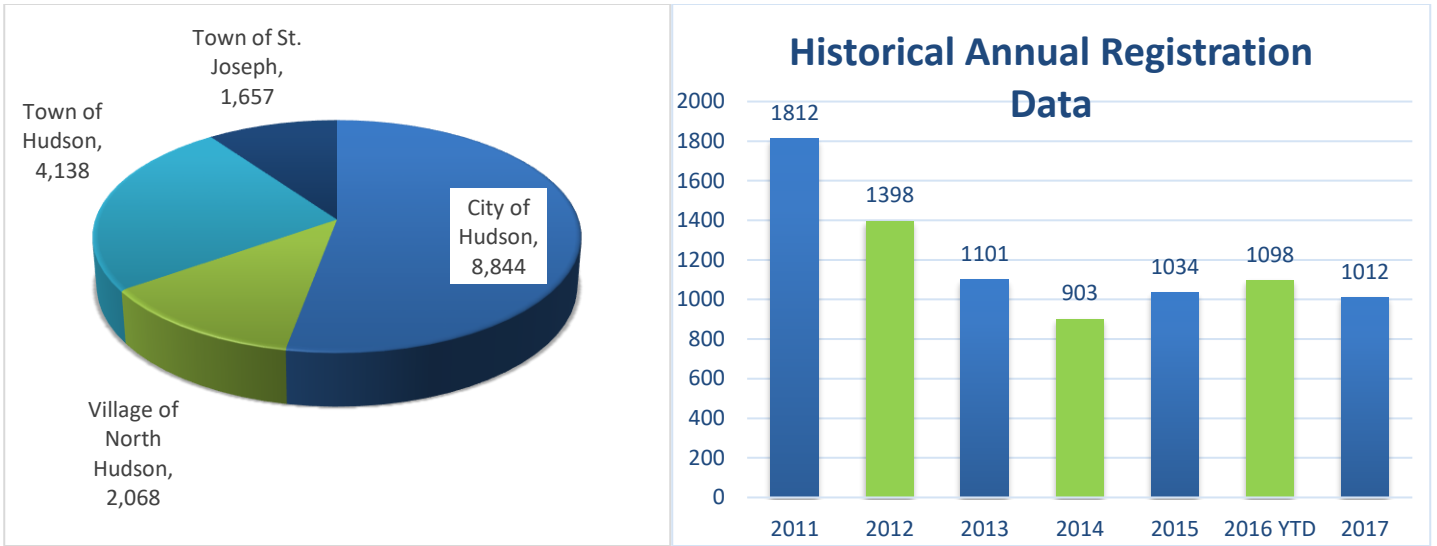


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10,671	9,399	6,826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883	6,935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	12,494	10,371	8,906	9,898	7,266	6,908
Visitor Counts 2016	8,627	9,125	10,228	10,064	9,678	12,519	12,702	12,856	11,823	10,173	9,401	7,513
Visitor Counts 2017	8,896	10,641	11,629	10,447	9,942	12,743	12,708	11,639	9,805	10,151		

Visitor Counts & Library Card Holders by Municipality

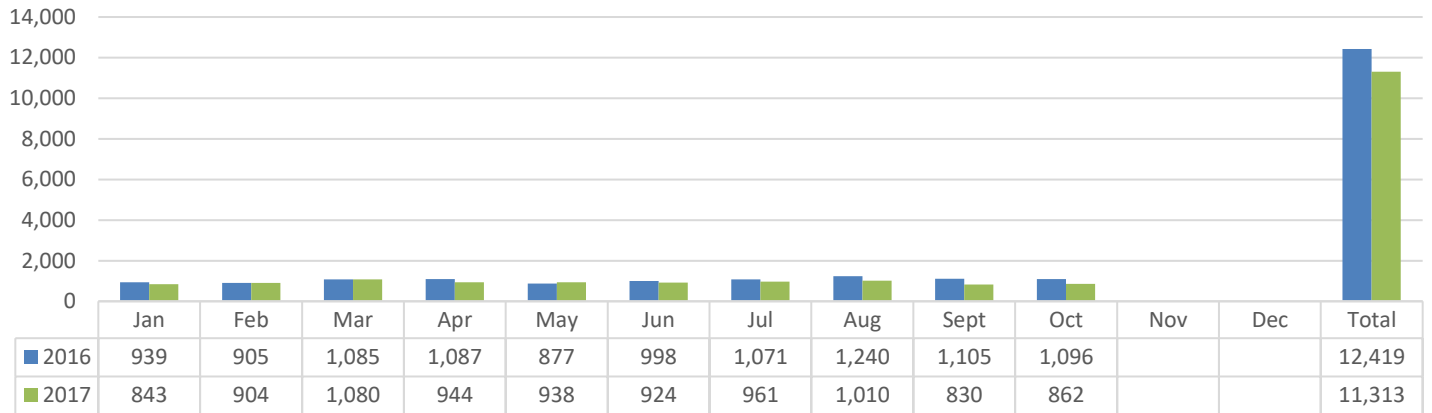
VISITORS	Monthly Average	Daily Average
2011 (April-December)	13,374	533
2012	11,902	502
2013	10,369	493
2014	10,206	493
2015	9,483	438
2016	10,392	415
2017	10,860	405

	City of Hudson	Village of North Hudson	Town of Hudson	Town of St. Joseph	Total	
2011	7,750	1,998	4,091	1,545	15,384	
2012	7,818	1,940	3,997	1,543	15,298	
2013	8,228	1,940	4,239	1,633	16,165	
2014	7,740	1,881	3,789	1,495	14,905	
2015	8,239	1,991	4,023	1,593	15,846	
2016	8,350	1,966	3,932	1,566	15,814	
2017	January	8,397	1,980	3,949	1,572	15,898
	February	8,443	1,992	3,958	1,579	15,972
	March	8,485	1,995	3,985	1,588	16,053
	April	8,519	2,007	3,997	1,595	16,118
	May	8,567	2,020	4,028	1,599	16,214
	June	8,651	2,031	4,064	1,624	16,370
	July	8,700	2,044	4,089	1,640	16,473
	August	8,756	2,061	4,115	1,640	16,572
	September	8,805	2,063	4,127	1,647	16,642
	October	8,844	2,068	4,138	1,657	16,707

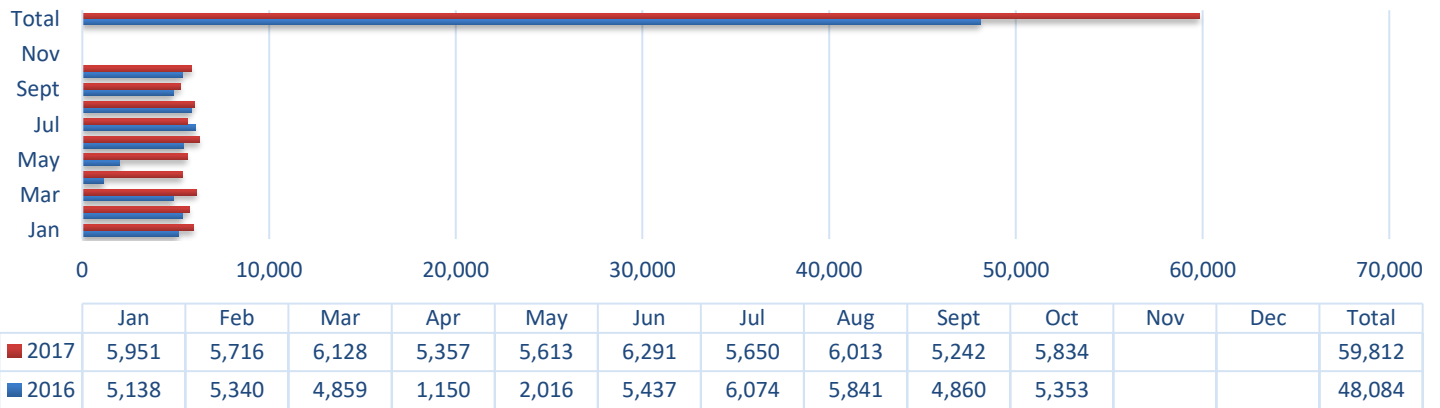


Technology Usage

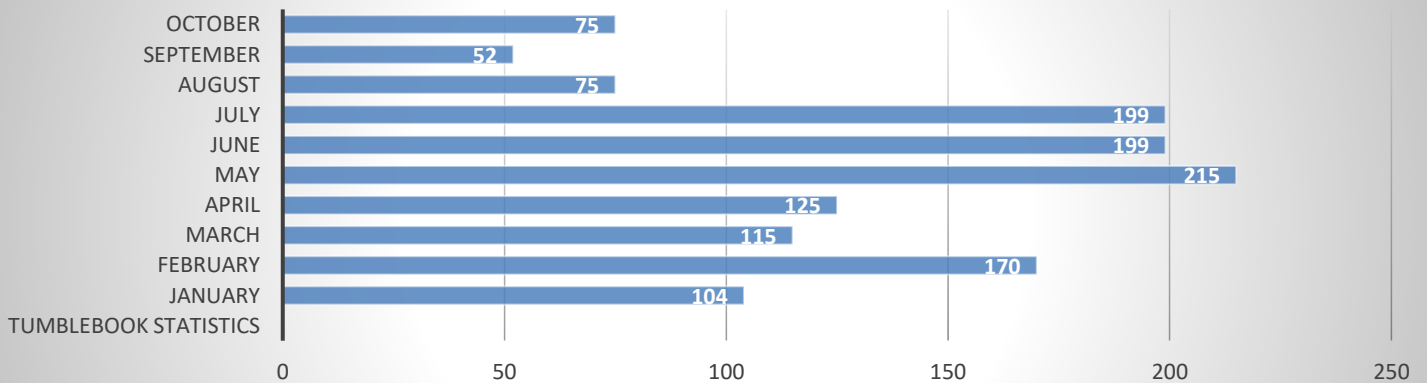
Computer Usage Year-to-Date



YTD Wireless Usage Comparisons

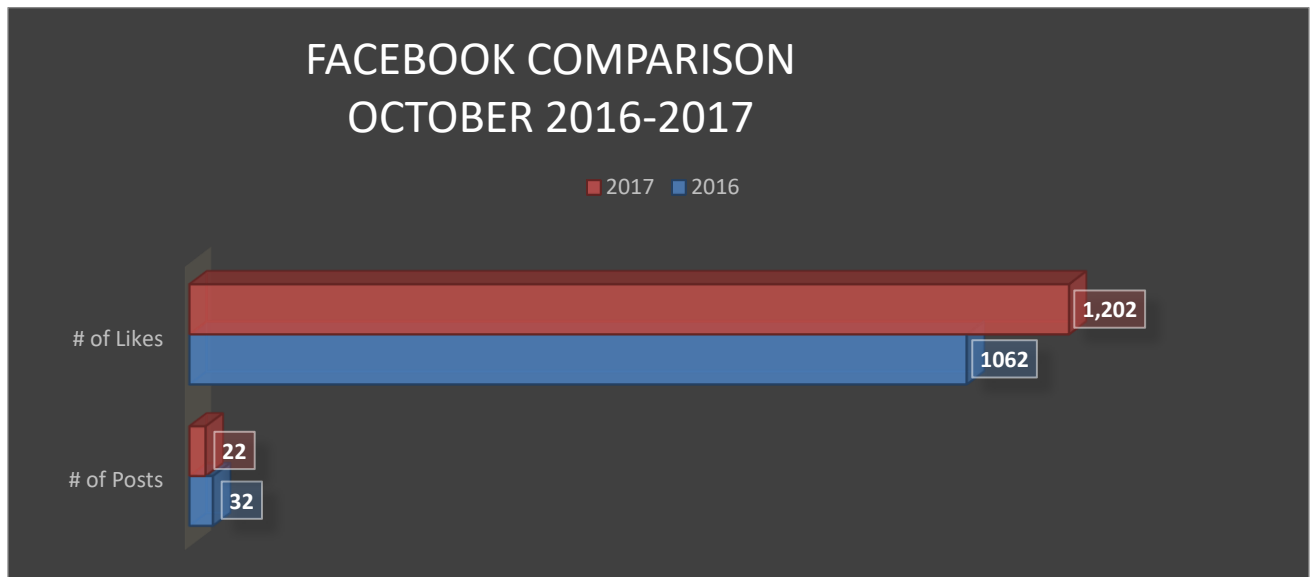
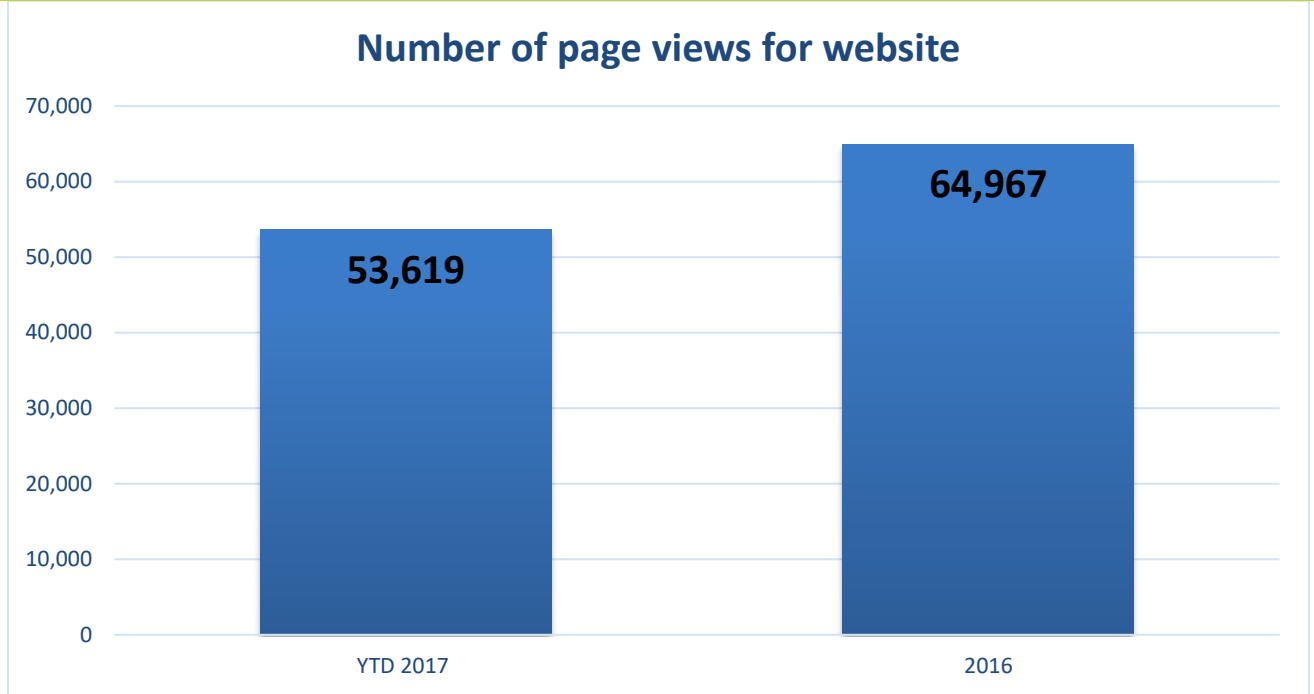


TumbleBooks Downloads

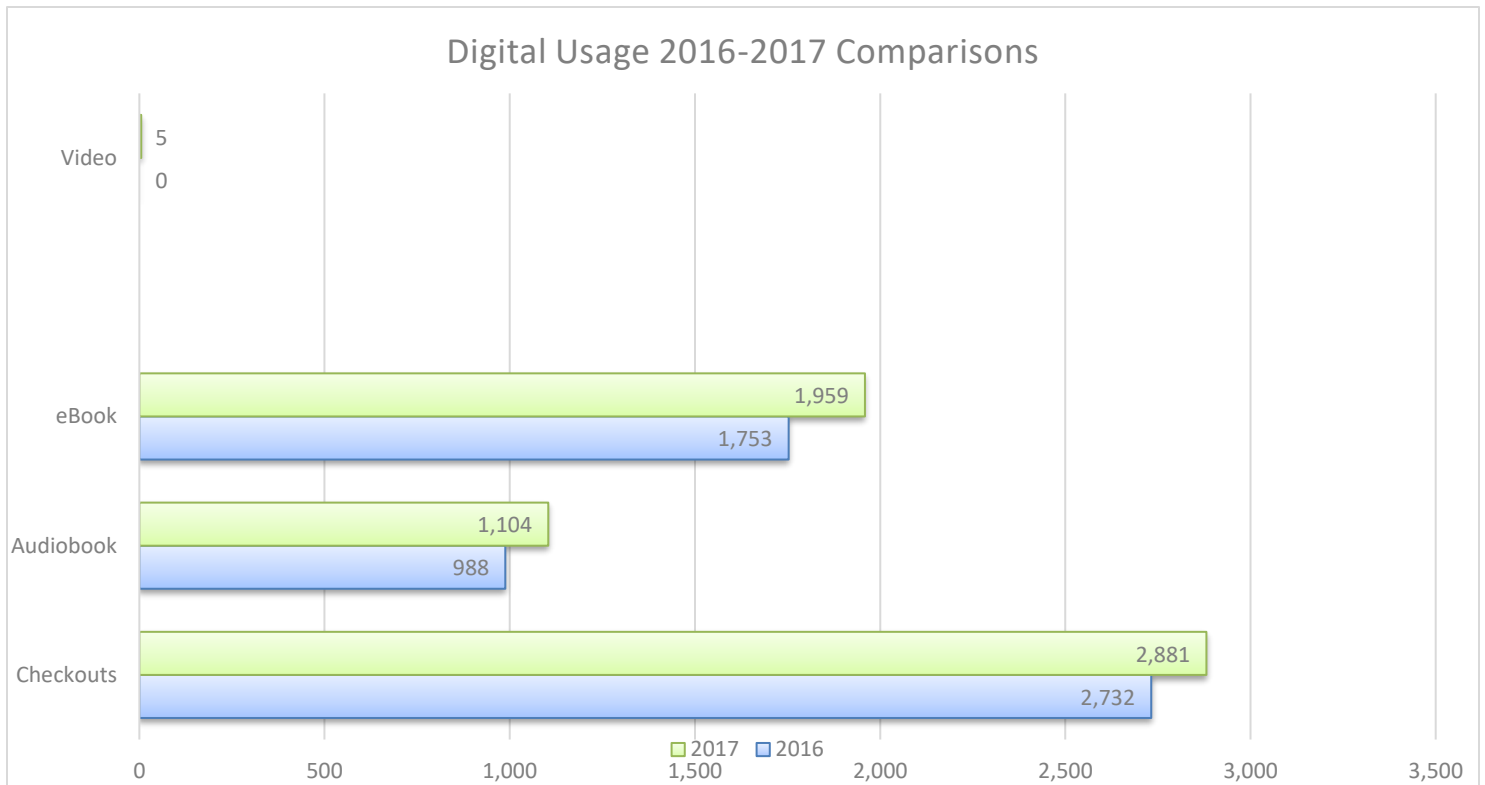


Tumblebook Statistics	January	February	March	April	May	June	July	August	September	October
■ Series1	104	170	115	125	215	199	199	75	52	75

Website & Facebook Statistics



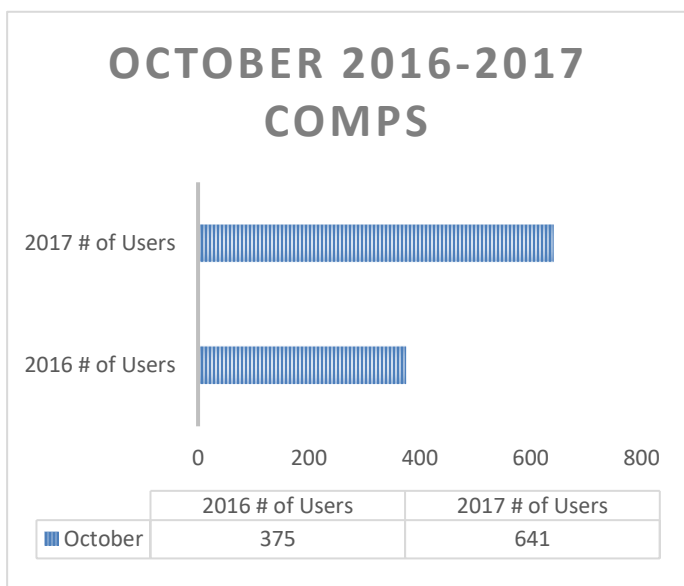
OverDrive Checkouts by Technology & Format



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			52

Meeting Room Usage



2016 -2017 Meeting Room Comps	2016 # of Users	2017 # of Users
January	210	662
February	556	823
March	243	551
April	283	438
May	305	454
June	356	1115
July	395	998
August	402	482
September	352	419
October	375	641
November		
December		
Total Year-to-Date	3,477	6,583

Programming Statistics

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			813
# of programs	15	16	12	12	9	12	5	6	8	8			103
Book Clubs	1	2	2	2	2	2	2	2	2	2			19

Children's Programming													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	5	31	41	39	32	37	39	40	2	41			307
Children Attending													
2016	0	532	591	482	1790	1232	806	696	29	813	607	429	8007
2017	85		633	526	1615	952	1119	675	142	517			6264
Adults Attending													
2016	0	278	317	232	112	370	372	185	18	381	299	175	2739
2017	39		366	273	118	351	649	314	91	313			
Total Attendance													
2016	0	810	908	714	1902	1602	1178	854	47	1194	906	604	10719
2017	124	803	999	799	1733	1303	1768	989	233	830			9581
Passive Programs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	1		5	5	0	2	5	2	0	0			20
# of Participants	9		108	24	0	56	110	32	0	0			339

YA Programming Attendance													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016	33	122	86	43	43	37	58	51	49	54	62	46	684
2017	14	31	22	31	17	17	56	14	66	22			290
#Programs 2017	3	7	7	6	5	5	5	5	5	6			54
YA Volunteers & Hours													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
# Vols.	12	10	12	10		13	19	22	19	14			131
# of hrs	53	48.25	61	49.5		58	99.75	116	115.75	88.25			689.5
YA TAB Meetings & Attendance													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	0
Meetings	1	1	1	1	1	1	1	1	1	1	1		11
Attendance	10	8	2	9	4	4	8	5	8	5	6		69
YA Book Clubs													
2017					1	2	2	2	1	1			9