



**Meeting Agenda of the Hudson Area Joint Library Board of Trustees
October 17, 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*
 - 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
 - c. Report on Parking Request
6. President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.
7. Director's Report, Statistics, and requests for action
 - a. Presentation of monthly report
 - b. Presentation of monthly statistics
8. **ACTION ITEM:** Set timeline for Director's Annual Review
9. Other business
10. Board comments and items for future agendas
11. **ACTION ITEM:** Adjournment

Board of Trustees Members: Rich O'Connor (Pres.), Curt Weese, Paul Berning, Katie Coppenbarger, Dave Ostby, Marion Shaw, (V. Pres.) Jim Schrock, and Barbara Peterson.

Emailed to Joint Municipalities and Board Members October 10, 2017: and Emailed to Media: October 10, 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	September	Year-to-date	Amount Remaining	% Remaining
REVENUES					
Library Revenue	\$ 36,000	\$ 1,798	\$ 24,677	\$ 11,323	31%
City of Hudson	\$ 347,310		\$ 347,310	\$ -	0%
Village of North Hudson	\$ 84,084		\$ 84,084	\$ -	0%
Town of Hudson	\$ 203,201	\$ 101,601	\$ 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		\$ 7,749		0%
Grant Funds	\$ 41,334	\$ 650	\$ 42,350		
Total Revenues	\$ 860,715	\$ 104,048	\$ 856,200	\$ 5,163	1%
	Budget	September	Year-to-date	Amount Remaining	
EXPENDITURES					
Personnel	\$ 498,590	\$ 36,370	\$ 344,955	\$ 153,635	31%
Library Materials	\$ 91,764	\$ 8,710	\$ 65,303	\$ 26,461	29%
Contractual Services	\$ 105,402	\$ 7,554	\$ 87,453	\$ 17,950	17%
Supplies & Expenses	\$ 34,015	\$ 1,993	\$ 17,081	\$ 16,933	50%
Fixed Charges	\$ 146,116	\$ 11,475	\$ 109,682	\$ 36,434	25%
General Operating					
Expense Total	\$ 875,887	\$ 66,102	\$ 624,474	\$ 251,413	29%
Ending Balance	\$ (21,938)	\$ 37,946	\$ 231,576		

%of year: 75%

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				\$ 3,276.50	
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	\$ 1,281.14				\$ 19,410.50	
46713	Library Revenues: Rentals				\$ 137.00	\$ 88.00	\$ 347.00	\$ 46.00	\$ 261.00	\$ 228.99	\$ 209.00	\$ 225.00	\$ 132.00				\$ 1,673.99	
	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	\$ 1,797.50	\$ -	\$ -	\$ -	\$ 24,676.99	\$ 11,323.01
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							\$ 3,076.36	\$ (1,576.36)
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					\$ 686.25	\$ (686.25)
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	\$ 104,048.00	\$ 150.00	\$ -	\$ -	\$ 856,200.26	\$ (72,680.26)
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				113801.27	\$ 50,602.73
55122	Salary Overtime	\$ -		\$ -													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				143093.95	\$ 62,072.05
55133	Longevity	\$ -		\$ -													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				18828.49	\$ 9,671.51
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				14632.72	\$ 6,387.28
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				54598.91	\$ 24,901.09
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	\$ -	\$ -	\$ -	\$ 344,955.34	\$ 153,634.66
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				\$ 10,314.00	\$ 3,713.00
55216	I/FLS Operating	\$ 34,822.00		\$ 34,822.00	34822												\$ 34,822.00	\$ -
55217	I/FLS Courier / Self-Check	\$ 2,512.00		\$ 2,512.00	2540												\$ 2,540.00	\$ (28.00)
55218	I/FLS Cataloging	\$ 24,726.00		\$ 24,726.00								15094.1					\$ 15,094.10	\$ 9,631.90
55225	Telephone	\$ 1,200.00		\$ 1,200.00		54.7	94.2	47.62	10.29	1138.6	0	748.38	374.19				\$ 2,467.98	\$ (1,267.98)
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				\$ 4,393.00	\$ 1,928.56
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				\$ 7,997.86	\$ 2,695.92
55298	Maintenance Agmt / Leases	\$ 9,000.00		\$ 9,000.00		526	454.72	124	1049	296	2988.21	549	3029.68				\$ 9,016.61	\$ (16.61)
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	\$ -	\$ -	\$ -	\$ 87,452.55	\$ 17,949.79

Supplies & Expenses																	\$	-
55311	Postage	\$ 2,000.00		\$ 2,000.00		58.38	8.74	5.06	6.9	201.65	7.38	134.09				422.2	\$ 1,577.80	
55312	Office Supplies	\$ 7,100.00		\$ 7,100.00	275	7.47	8.42	343	1189.76	818.85	258.43					2900.93	\$ 4,199.07	
55324	Memberships	\$ 500.00		\$ 500.00											140		\$ 360.00	
55326	Advertising	\$ 350.00	\$ 103.21	\$ 453.21						5.56		1.44			12	19	\$ 434.21	
55339	Travel & Conferences	\$ 1,600.00	\$ 800.00	\$ 2,400.00		6.31			247.5			300	1140.98		335		\$ 370.21	
55357	Maintenance & Repair Supplies	\$ 750.00		\$ 750.00	36.88			25.41	36.88		19.94	36.88					\$ 594.01	
55396	Technology	\$ 7,500.00	\$ 11,738.20	\$ 19,238.20		1455	1114.86	0	1396.44	2838	141.52	3555.84	364.56				\$ 8,371.98	
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				\$ 691.12	
Total Supplies & Expenses		\$ 20,800.00	\$ 13,214.66	\$ 34,014.66	311.88	1722.1	1201.8	457.41	2974	3900.34	492.28	4028.25	1993.2	335	0	0	\$ 16,598.40	
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	6319.01				\$ 21,384.09	
397	Periodicals	\$ 6,000.00	\$ 322.00	\$ 6,322.00	238.36	426.85	56	324	558.62	52.89	3874.43		166.86				\$ 623.99	
398	Audio-Visual	\$ 15,000.00	\$ 4,195.00	\$ 19,195.00		3461.64	868.9	1808.63	1156.04	2291.67	1391.06	1217.96	2224.03				\$ 4,775.07	
Total Materials		\$ 76,632.00	\$ 15,453.90	\$ 92,085.90	1612.68	12084.76	5295.82	5191.7	6133.47	10051.91	9779.31	6443.2	8709.9	0	0	0	\$ 26,783.15	
Fixed Charges																		
510	Workers Comp Insurance	\$ 1,100.00		\$ 1,100.00	772			12									\$ 316.00	
511	Public Liability	\$ 1,500.00		\$ 1,500.00	1694												\$ (194.00)	
513	Public Officials	\$ 2,150.00		\$ 2,150.00	2079												\$ 71.00	
517	Property Insurance	\$ 1,600.00		\$ 1,600.00	1850												\$ (250.00)	
519	Unemployment	\$ -		\$ -													\$ -	
532	Lease	\$ 139,766.00		\$ 139,766.00	11475	11475	11475	11475	11475	11475	11475	11475	11475	11475	11475	103275	\$ 36,491.00	
Total Fixed Charges		\$ 146,116.00	\$ 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	\$ -	\$ -	\$ -	\$ 109,682.00	
Total Operating Expenditure		\$ 335,435.00	\$ 42,183.90	\$ 377,618.90	\$ 58,452.56	\$ 29,230.71	\$ 21,905.05	\$ 19,580.30	\$ 23,668.76	\$ 29,749.22	\$ 26,552.72	\$ 40,647.28	\$ 29,731.96	\$ 335.00	\$ -	\$ -	\$ 279,853.56	
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	\$ -	\$ -	\$ -	\$ 344,955.34	
Total Expenditure		\$ 834,025.00	\$ 42,183.90	\$ 876,208.90	\$ 93,544.85	\$ 66,254.94	\$ 59,271.43	\$ 56,423.26	\$ 61,185.62	\$ 83,231.98	\$ 61,808.32	\$ 76,651.96	\$ 66,101.54	\$ 335.00	\$ -	\$ -	\$ 624,808.90	
Revenue less Expenditures		\$ (50,505.00)	\$ (20,008.64)	\$ 109,783.24	\$ 91,199.59	\$ 50,184.90	\$ (55,411.17)	\$ (58,849.53)	\$ (72,997.49)	\$ (56,169.56)	\$ 185,889.92	\$ 37,946.46	\$ (185.00)	\$ -	\$ -	\$ -	\$ 231,391.36	

2016-2017 Year-to-Date Budget Comparisons

Revenue	Code	Budget	2017	2016	Variance	% of 2017
Library Revenues: Fees & Fines	46111	36,000 \$	24,361 \$	23,381 \$	980	4%
City of Hudson	47301	317,310 \$	347,310 \$	356,031 \$	(8,721)	-2%
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%
General Govt. Revenue	47310	0 \$	-	\$	-	
St. Croix County / Other Counties	47311	60,912 \$	60,622 \$	81,770 \$	(21,148)	100%
Other Counties	47311			\$	-	#DIV/0!
Interest	48100	1,500 \$	3,076 \$	2,060 \$	1,016	49%
Net change in market value	48120	\$	3,986 \$	347 \$	3,639	
Donations - Other	48500	\$	42,350 \$	61 \$	42,289	
Donation-Literacy Program	48561	0 \$	- \$	- \$	-	
Donations - History Collection	48562	0 \$	- \$	- \$	-	
Donation - Grant FOL	48563	\$	- \$	- \$	-	
Miscellaneous Revenues	48600	0 \$	686 \$	854 \$	(168)	
Total Revenue		783,520 \$	856,050 \$	837,726 \$	18,324	2%
Staff Compensation						
Full Time Salaries	121	164,404 \$	113,801 \$	109,604 \$	4,197	4%
Overtime Salaries	122	0 \$	- \$	- \$	-	
Part Time Salaries	125	205,166 \$	143,094 \$	143,039 \$	55	0%
Longevity	133	0 \$	-	\$	-	#DIV/0!
FICA	151	28,500 \$	18,828 \$	18,782 \$	46	0%
Pension	152	21,020 \$	14,633 \$	13,953 \$	680	5%
Health Insurance	154	79,500 \$	54,599 \$	59,337 \$	(4,738)	-8%
Life Insurance	155	0	\$	- \$	-	
Staff Compensation Subtotal		498,590 \$	344,955 \$	344,715 \$	240	0%
General Operating Expenses						
Legal Fees	212	0 \$	- \$	- \$	-	
Hudson Finance/Personnel Fee	213	14,027 \$	10,314 \$	10,314 \$	-	0%
I/LS-operating/maintenance	216	34,822 \$	34,822 \$	32,825 \$	1,997	6%
I/LS-addl courier/self check	217	2,512 \$	2,540 \$	2,512 \$	28	1%
I/LS-catalogging	218	24,726 \$	15,094 \$	12,775 \$	2,319	61%
Telephone	225	1,200 \$	2,468 \$	563 \$	1,905	338%
Contracted Maint. & Repair	249	600 \$	807 \$	- \$	807	135%
Programming - Adult	294	4,625 \$	4,393 \$	2,118 \$	2,275	107%
Programming - Children	295	4,545 \$	7,998 \$	1,732 \$	6,266	362%
Maintenance Agmt/Leases	298	9,000 \$	9,017 \$	5,369 \$	3,648	68%
Contract Services	299	1,500 \$	- \$	2,429 \$	(2,429)	0%
Postage	311	2,000 \$	422 \$	1,036 \$	(614)	-59%
Office Supplies	312	7,100 \$	2,901 \$	3,002 \$	(101)	-3%
Memberships	324	500 \$	140 \$	195 \$	(55)	28%
Advertising	326	350 \$	19 \$	- \$	19	5%
Staff Development	338	1,600 \$	1,695 \$	951 \$	744	106%
Maint & Repair Supplies	357	750 \$	156 \$	1,484 \$	(1,328)	-89%
Books	395	66,000 \$	45,185 \$	39,129 \$	6,056	15%
Technology	396	18,679 \$	10,866 \$	2,917 \$	7,949	273%
Periodicals	397	6,000 \$	5,698 \$	4,247 \$	1,451	95%
Audio-Visual	398	18,500 \$	14,420 \$	10,225 \$	4,195	41%
Activity Fund	399	1,000 \$	882 \$	292 \$	590	88%
Ins. Workers Comp.	510	1,100 \$	784 \$	850 \$	(66)	-8%
Ins. Public Liab.	511	1,500 \$	1,694 \$	250 \$	1,444	578%
Ins. Public Officials	513	2,150 \$	2,079 \$	2,052 \$	27	1%
Ins. Property Ins.	517	1,600 \$	1,850 \$	1,520 \$	330	22%
Bld. Occupancy Exp.	532	139,766 \$	103,275 \$	103,275 \$	-	0%
General Operating Subtotal		366,152 \$	279,519 \$	242,062 \$	37,457	15%
Total Operating Expenses		864,742 \$	624,474 \$	586,777 \$	37,697	6%

GFS
10/02/2017 13:17:49

Expenditure Guideline

CITY OF HUDSON
GL050S-V08.05 COVERPAGE
GL520R3

Report Selection:

Inclusions Ranges: Begin (thru) End
Fund & Account... 240_____ 240_____

Approval Plan..... thru _____

Calendar Start Date..... 01 01 2017

Calendar End (As Of) Date..... 09 30 2017

Lowest Level to Print..... 4 . 0 (1.0 to 5.0)

Level to Page Break..... 1 . 0 (1.0 to 5.0)

MTD or QTD (M/Q)..... M

Print Inactive Accounts Too?..... N (Y/N)

Exclude Accounts with Zero Dollars. N (Y/N)

(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Open Download File in Excel..... N (Y/N)

Run Instructions:

Jobq Banner Copies Form Printer Hold Space LPI Lines CPI CP SP RT
L 01 1 Y S 8 068 10

GFS
10/02/2017 13:17:49
LEVEL OF DETAIL 1.0 THRU 4.0

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

	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240	LIBRARY						
70	LIBRARY						
55111	LIBRARY						
	PERSONAL SERVICES						
121	SALARY-WAGES FULL-TIME	164,404.00	0.00	10,565.65	113,801.27	50,602.73	69 -----
122	SALARY-WAGES OVERTIME	0.00	0.00	0.00	0.00	0.00	0
125	SALARY-WAGES PART TIME	205,166.00	0.00	17,140.77	143,094.08	62,071.92	69 -----
133	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0
151	FICA	28,500.00	0.00	2,025.35	18,828.49	9,671.51	66 -----
152	RETIREMENT	21,020.00	0.00	1,505.45	14,632.72	6,387.28	69 -----
153	PENSION GASB 68	0.00	0.00	0.00	0.00	0.00	0
154	HEALTH INSURANCE	79,500.00	0.00	5,132.36	54,598.91	24,901.09	68 -----
155	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	PERSONAL SERVICES	498,590.00	0.00	36,369.58	344,955.47	153,634.53	69 -----
	CONTRACTUAL SERVICES						
212	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
213	PROFESSIONAL SERV-AUDIT/ACCT	14,027.00	0.00	1,146.00	10,314.00	3,713.00	73 -----
216	IFLS - OPERATING/MAINT	34,822.00	0.00	0.00	34,822.00	0.00	100 -----
217	IFLS - COURIER/SELF CHECK	2,512.00	0.00	0.00	2,540.00	28.00-	101 -----
218	IFLS - CATALOGING	24,726.00	0.00	0.00	15,094.10	9,631.90	61 -----
225	TELEPHONE	1,200.00	0.00	374.19	2,467.98	1,267.98-	205 -----!!!!
249	CONTRACTED MAINT & REPAIR	600.00	0.00	807.00	807.00	207.00-	134 -----!!!
294	PROGRAMMING - ADULT	4,625.00	51.43	51.43	4,393.00	180.57	96 -----
295	PROGRAMMING - CHILDREN	4,545.00	558.46	568.13	5,852.30	1,865.76-	141 -----!!!!
298	MAINTENANCE AGMT & LEASES	9,000.00	124.00	3,029.68	9,016.61	140.61-	101 -----
299	OTHER CONTRACTUAL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0
TOTAL:	CONTRACTUAL SERVICES	97,557.00	733.89	5,976.43	85,306.99	11,516.12	88 -----
	SUPPLIES & EXPENSES						
311	POSTAGE	2,000.00	0.00	0.00	422.20	1,577.80	21 --
312	OFFICE SUPPLIES	7,100.00	127.71	0.00	3,042.62	3,929.67	44 ----
324	MEMBERSHIPS & SUBSCRIPTIONS	500.00	0.00	0.00	0.00	500.00	0
326	ADVERTISING	350.00	12.00	12.00	19.00	319.00	8
338	TRAINING-STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
339	TRAVEL & CONFERENCES	1,600.00	754.98	754.98	1,308.79	463.77-	128 -----!!
357	MAINT & REPAIR SUPPLIES	750.00	0.00	0.00	155.99	594.01	20 --
392	BOOK PROCESSING	0.00	0.00	0.00	0.00	0.00	0
393	GRANTS-FOC ON ENGY/ANN MARIE	0.00	0.00	0.00	0.00	0.00	0
394	PROGRAMMING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0
395	BOOKS	66,000.00	2,169.52	1,622.36	39,912.81	23,917.67	63 -----
396	TECHNOLOGY	18,679.00	138.17	87.13	10,589.78	7,951.05	57 ----
397	PERIODICALS	6,000.00	0.00	0.00	5,531.15	468.85	92 -----
398	AUDIO-VISUALS	18,500.00	995.48	641.45	13,427.49	4,077.03	77 -----
399	ACTIVITY SUPPLIES	1,000.00	52.46	0.00	546.47	401.07	59 -----
TOTAL:	SUPPLIES & EXPENSES	122,479.00	4,250.32	3,117.92	74,956.30	43,272.38	64 -----
	FIXED CHARGES						
510	WORKERS COMPENSATION INS.	1,100.00	0.00	0.00	784.00	316.00	71 -----

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

	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240	LIBRARY						
70	LIBRARY						
55111	LIBRARY						
	FIXED CHARGES						
511	PUBLIC LIABILITY	1,500.00	0.00	0.00	1,694.00	194.00-	112 -----!
513	PUBLIC OFFICIALS	2,150.00	0.00	0.00	2,079.00	71.00	96 -----
517	PROPERTY INS	1,600.00	0.00	0.00	1,850.00	250.00-	115 -----!
519	UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00	0
532	RENT	139,766.00	0.00	11,475.00	103,275.00	36,491.00	73 -----
541	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0
543	AMORTIZATION - COLLECTIONS	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	FIXED CHARGES	146,116.00	0.00	11,475.00	109,682.00	36,434.00	75 -----
	CAPITAL OUTLAY						
812	FURNITURE & FURNISHINGS	0.00	0.00	0.00	0.00	0.00	0
819	OTHER CAPITAL EXPENSE/SERVIC	0.00	0.00	0.00	0.00	0.00	0
822	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0
829	REPAIR & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0
	COST REALLOCATIONS						
902	UNFUNDED PENSION LIABILITY	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	COST REALLOCATIONS	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	LIBRARY	864,742.00	4,984.21	56,938.93	614,900.76	244,857.03	71 -----
TOTAL:	LIBRARY	864,742.00	4,984.21	56,938.93	614,900.76	244,857.03	71 -----
TOTAL:	LIBRARY	864,742.00	4,984.21	56,938.93	614,900.76	244,857.03	71 -----

GFS
10/02/2017 13:17:49
LEVEL OF DETAIL 1.0 THRU 4.0

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

	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	864,742.00	4,984.21	56,938.93	614,900.76	244,857.03	71 -----
TOTAL NUMBER OF RECORDS PRINTED	48					

GFS
10/02/2017 13:13:23

Revenue Guideline

CITY OF HUDSON
GL050S-V08.05 COVERPAGE
GL520R2

Report Selection:

Inclusions Ranges: Begin (thru) End
Fund & Account... 240_____ 240_____

Approval Plan..... thru _____

Calendar Start Date..... 01 01 2017

Calendar End (As Of) Date..... 09 30 2017

Lowest Level to Print..... 4 . 0 (1.0 to 5.0)

Level to Page Break..... 1 . 0 (1.0 to 5.0)

MTD or QTD (M/Q)..... M

Print Inactive Accounts Too?..... N (Y/N)

Exclude Accounts with Zero Dollars. N (Y/N)

(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Open Download File in Excel..... N (Y/N)

Run Instructions:

Jobq Banner Copies Form Printer Hold Space LPI Lines CPI CP SP RT
L 01 1 Y S 8 068 10

GFS
10/02/2017 13:13:23
LEVEL OF DETAIL 1.0 THRU 4.0

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

		Adopted Budget	Revised Bdgt	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240	LIBRARY							
70	LIBRARY							
43261	FED GRANT-LIBRARY							
000	GENERAL DESCRIPTION	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	FED GRANT-LIBRARY	0.00	0.00	0.00	0.00	0.00	0	
	PUBLIC CHARGES FOR SERVICES							
46111	COPIES - TAXABLE							
000	COPIES - TAXABLE	0.00	0.00	384.36	2,899.34	2,899.34-	9999	-----!!!!
TOTAL:	COPIES - TAXABLE	0.00	0.00	384.36	2,899.34	2,899.34-	9999	-----!!!!
46119	MISC TAXABLE CHARGES							
000	MISC. TAXABLE CHARGES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	MISC TAXABLE CHARGES	0.00	0.00	0.00	0.00	0.00	0	
46710	LIBRARY FINES							
000	LIBRARY FINES	36,000.00	36,000.00	1,281.14	19,410.50	16,589.50	53	-----
TOTAL:	LIBRARY FINES	36,000.00	36,000.00	1,281.14	19,410.50	16,589.50	53	-----
46713	LIBRARY RENTALS							
000	LIBRARY RENTALS	0.00	0.00	132.00	1,673.99	1,673.99-	9999	-----!!!!
TOTAL:	LIBRARY RENTALS	0.00	0.00	132.00	1,673.99	1,673.99-	9999	-----!!!!
TOTAL:	PUBLIC CHARGES FOR SERVICES	36,000.00	36,000.00	1,797.50	23,983.83	12,016.17	66	-----
	INTERGOVERNMENTAL CHARGES							
47105	FEDERAL GRANT-HUD							
000	FEDERAL GRANT-HUD	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	FEDERAL GRANT-HUD	0.00	0.00	0.00	0.00	0.00	0	
47301	CITY OF HUDSON							
000	CITY OF HUDSON	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	CITY OF HUDSON	0.00	0.00	0.00	0.00	0.00	0	
47302	VILLAGE OF NORTH HUDSON							
000	VILLAGE OF NORTH HUDSON	84,084.00	84,084.00	0.00	84,084.00	0.00	100	-----
TOTAL:	VILLAGE OF NORTH HUDSON	84,084.00	84,084.00	0.00	84,084.00	0.00	100	-----
47303	TOWN OF HUDSON							
000	TOWN OF HUDSON	197,340.00	203,201.00	101,600.50	203,201.00	0.00	100	-----
TOTAL:	TOWN OF HUDSON	197,340.00	203,201.00	101,600.50	203,201.00	0.00	100	-----
47304	TOWN OF ST JOSEPH							
000	TOWN OF ST. JOSEPH	86,374.00	86,374.00	0.00	86,374.00	0.00	100	-----
TOTAL:	TOWN OF ST JOSEPH	86,374.00	86,374.00	0.00	86,374.00	0.00	100	-----
47310	GENERAL GOVERNMENT REVENUE							
000	LOCAL GOVERNMENT-GENERAL	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	GENERAL GOVERNMENT REVENUE	0.00	0.00	0.00	0.00	0.00	0	
47311	COUNTY LIBRARY LEVY							

GFS
10/02/2017 13:13:23
LEVEL OF DETAIL 1.0 THRU 4.0

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

	Adopted Budget	ANNUAL Revised Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	REMAINING BALANCE	PCT	
240 LIBRARY								
70 LIBRARY								
INTERGOVERNMENTAL CHARGES								
47311 COUNTY LIBRARY LEVY								
000 COUNTY LIBRARY LEVY	60,912.00	60,912.00		0.00	60,621.56	290.44	99	-----
TOTAL: COUNTY LIBRARY LEVY	60,912.00	60,912.00		0.00	60,621.56	290.44	99	-----
TOTAL: INTERGOVERNMENTAL CHARGES	428,710.00	434,571.00	101,600.50		434,280.56	290.44	99	-----
MISCELLANEOUS REVENUES								
48100 INTEREST								
000 INTEREST	1,500.00	1,500.00		0.00	3,076.36	1,576.36-	205	-----!!!!
TOTAL: INTEREST	1,500.00	1,500.00		0.00	3,076.36	1,576.36-	205	-----!!!!
48120 NET CHANGE IN MARKET VALUE								
000 NET CHANGE IN MARKET VALUE	0.00	0.00		0.00	3,986.10	3,986.10-	9999	-----!!!!
TOTAL: NET CHANGE IN MARKET VALUE	0.00	0.00		0.00	3,986.10	3,986.10-	9999	-----!!!!
48400 INSURANCE REFUND								
000 INSURANCE REFUND	0.00	0.00		0.00	0.00	0.00	0	
TOTAL: INSURANCE REFUND	0.00	0.00		0.00	0.00	0.00	0	
48500 DONATIONS- PRIVATE ORG/IND								
000 DONATIONS-PRIVATE ORG/IND	0.00	15,294.00		650.00	42,520.31	27,226.31-	278	-----!!!!
TOTAL: DONATIONS- PRIVATE ORG/IND	0.00	15,294.00		650.00	42,520.31	27,226.31-	278	-----!!!!
48560 DONATION-SUMMER READ PROGRAM								
000 DONATION-SUMMER READ PROGRAM	0.00	0.00		0.00	0.00	0.00	0	
TOTAL: DONATION-SUMMER READ PROGRAM	0.00	0.00		0.00	0.00	0.00	0	
48561 DONATION-LITERACY PROGRAM								
000 DONATION-LITERACY PROGRAM	0.00	0.00		0.00	0.00	0.00	0	
TOTAL: DONATION-LITERACY PROGRAM	0.00	0.00		0.00	0.00	0.00	0	
48562 DONATIONS-HISTORY ROOM								
000 DONATION-HISTORY COLLECTION	0.00	0.00		0.00	0.00	0.00	0	
TOTAL: DONATIONS-HISTORY ROOM	0.00	0.00		0.00	0.00	0.00	0	
48563 FRIENDS OF LIBRARY PLEDGE								
000 FRIENDS OF LIBRARY PLEDGE	0.00	10,000.00		0.00	0.00	10,000.00	0	
TOTAL: FRIENDS OF LIBRARY PLEDGE	0.00	10,000.00		0.00	0.00	10,000.00	0	
48564 DONATIONS-BRIDGE THE GAP								
000 DONATION-BRIDGE THE GAP	0.00	0.00		0.00	0.00	0.00	0	
TOTAL: DONATIONS-BRIDGE THE GAP	0.00	0.00		0.00	0.00	0.00	0	
48600 MISCELLANEOUS REVENUES								
000 MISCELLANEOUS REVENUES	0.00	0.00		0.00	515.94	515.94-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	0.00	0.00		0.00	515.94	515.94-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	1,500.00	26,794.00	650.00		50,098.71	23,304.71-	186	-----!!!!

GFS
 10/02/2017 13:13:23
 LEVEL OF DETAIL 1.0 THRU 4.0

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

	Adopted Budget	Revised Bdgt	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
240 LIBRARY						
70 LIBRARY						
OTHER FINANCING SOURCES						
49210 TRANSFER FROM GENERAL FUND						
000 TRANSFER FROM GENERAL FUND	317,310.00	347,310.00	0.00	347,310.00	0.00	100
TOTAL: TRANSFER FROM GENERAL FUND	317,310.00	347,310.00	0.00	347,310.00	0.00	100
49220 TRANSFER FROM SPEC REV FD						
000 TRANSFER FROM SPEC REV FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: TRANSFER FROM SPEC REV FD	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER FINANCING SOURCES	317,310.00	347,310.00	0.00	347,310.00	0.00	100
TOTAL: LIBRARY	783,520.00	844,675.00	104,048.00	855,673.10	10,998.10-	101
TOTAL: LIBRARY	783,520.00	844,675.00	104,048.00	855,673.10	10,998.10-	101

GFS
10/02/2017 13:13:23
LEVEL OF DETAIL 1.0 THRU 4.0

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

	Adopted Budget	Revisd Bdgt	ANNUAL AND IN PROCESS	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	783,520.00	844,675.00	104,048.00	855,673.10	10,998.10-	101	-----

TOTAL NUMBER OF RECORDS PRINTED 24



DIRECTOR'S REPORT & MONTHLY STATISTICS

September 1 -30, 2017

Respectfully Submitted by:
Tina Norris, Director
October 17, 2017

Director's Report October 17, 2017

Hudson Area Public Library Director's Report

October 2017

Director's News

On September 15, 2017, I attend the MORE Director's Council and the *Working with Friends of the Library* discussion group. At the Director's Council, the Director's voted on a couple of changes. The first being a change to renewal parameters. Previously, patrons were not able to immediately renew material, however this change makes renewal possible the same day as checkout. Renewals will extend from the original due date. The second change relates to how overdue items are charged. Currently, when a patron has overdue materials they are charged the fines assessed by the lending library, however, going forward the materials will be assessed by the fine schedule of the owning library. This is a more consistent way of assessing fines and will have a neutral effect on revenues. Finally, the discussion group was a great opportunity to discuss potential projects for the Friends organization, as a volunteer group, to potentially consider taking on.

On September 28, the Library staff hosted an appreciation luncheon for the Friends of the Library volunteers. The event was attended by over 20 members of the Friends and was a great opportunity for all of us at the Library, to say "thank-you" for all the Friends do to support and advocate for the Library.

On September 30, 2017, the Hudson Area Public Library hosted a kick-off event for the new iLabs. The kick-off provided an opportunity for the community to come in and see the new equipment at work. In the lobby, the new 3D printer was set-up and running, and there were many questions and lots of interest. We also displayed the new sewing machine, Cricut Air 2, photography kit, Wacom Drawing Tablet, and in the iLab, Matthew had the new iMac computers, the Linux computer, and the Windows computer up and running. The new iPad bar was set up and visitors were able to try out the available apps. The iMacs, Linux, and Windows computers are loaded with innovative software for creators / makers to come in and use during open hours. 3D printing is available during specific hours and project files may be emailed or dropped off for printing by library staff. There are many details to still work out, but the Library does have guidelines in place, which as time goes on, will be adjusted when needed.

On Thursday evening, October 5, 2017, I attended the Public Safety Committee meeting to discuss the Library Board's concerns regarding the Library parking issue. The committee was receptive and appreciated being informed of the issues. They believe that this should be a part of the overall parking discussion and planning that is currently underway. No action was taken, at this time.

On October 9, 2017, Library staff attended the 2nd annual Staff Development Day. The day was filled with opportunities to learn and grow professionally, to develop better relationships among staff, to communicate, and engage employees in building a positive, productive organizational culture. This year's staff development day focused on communication and teambuilding skills, customer service and advocacy skills, understanding the library's role in the community, the needs of the community, and underserved populations, discussing the meaning of what community engagement is and the importance of turning-outward, and discussing Jon Gordon's *The Energy Bus* to tie it all together. The goal of staff day 2017 was for staff to develop a united purpose, a "North Star" to aspire to, as we move our "bus" forward. Staff determined their purpose is "to engage with and serve our community" and that they will do this with intentionality, simply put, as we go forward implementing the strategic plan, developing programs, improving services, resources, and collections, we will do it with the intention of meeting the needs of the community, fully serving the community, and with engagement from the community.

October 17 – 20, 2017, I will be attending the Wisconsin Library Association's Annual Conference.

Circulation and Technology Update

Matthew has worked hard on preparing the new iLab computers and iPad for the public to begin using. He has spent time configuring the new computers, loading new software and apps, and getting ready for the launch. In October, Matthew will be presenting a 3D Printing workshop, which is open to anyone. Matthew and I have both been working with the City's IT Department, as we prepare to replace / update the Library's copiers and printing capabilities over the next few months. The current printer lease ends in November, and the plan is to consolidate the number of copiers / printers and save money.

Currently, we are facing staffing shortages, as we continue to lose library aides to hiring paying jobs, or for other personal reasons (relocation). We have had open positions for a few months now, but we get very few applications.

Patron Services

Adult & Young Adult Services

Joan and Amanda continue to offer great programming for adults and teens. In September, Joan offered a fall felting class, featuring an adorable fall project, and November 1st, the Hudson Flower Shop will present a Fall Decorating workshop. The Library continues to host a monthly stitch night for crafters to get together and work on projects while socializing. Monthly genealogy / history workshops are held each month on the second Thursday of the month. The workshops / presentations are well attended every month. In October, we will have a wonderful presenter, Nelly Trocme Hewett, who will share her story of how her family aided refugees during World War II in France. In November, Dr. Kurt Leichtle, Professor Emeritus, from the University of Wisconsin, River Falls, will share a presentation on World War I. And, the last of this year's Urban Gardening Series, *Winterize Your Backyard Flocks*, was held on October 4th. The Urban Gardening series has been very well received by the community with request to continue this series next year. Finally, the Library continues to host monthly S.C.O.R.E. Q & A sessions each month.

On September 23, the 2nd Annual LibraryCon took place. The event, which was planned by Amanda Brandt, Youth Services Library Assistant, had about 70 – 75 attendees. The event kicked-off on Friday afternoon, with a pre-con movie matinee showing of a Marvel movie. In October, Amanda has plenty of great programming planned for teens, including a Pizza Taste-off, Book-folding craft, T.A.B. meeting, teen book club, Young Writers' Workshop, and a book character costume party.

Children's Services

Fall story times began on October 3, featuring story times for babies, toddlers, and preschoolers. The fall story time season kicked off, with Music with MacPhail, on September 25 and Bel, the Weather Girl will be joining us on Monday, October 16th. October children's events include a Winnie the Pooh Birthday Party, K'Nex Construction Challenge, and new book clubs for school-age kids. September is typically a quiet month in the Children's department as everyone recovers from the all the great summer activities and prepares to embark on a plethora of fall and winter programs. 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.

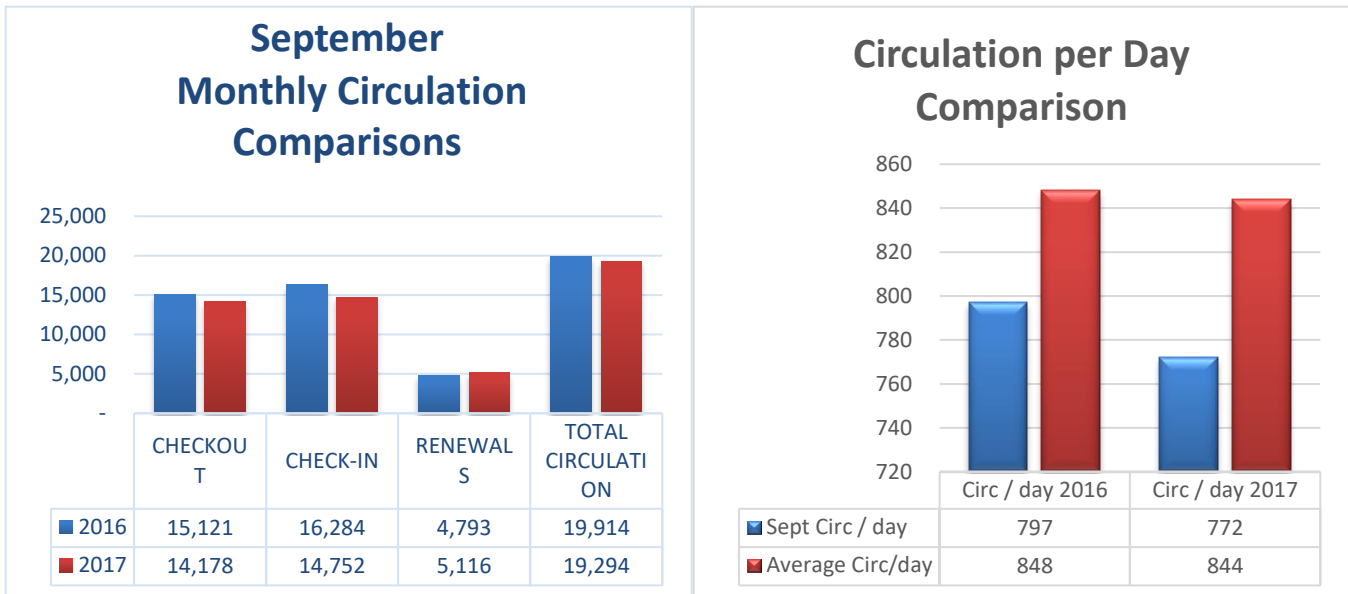
September 2017 Statistics

Statistical Summary

September	2017	2016	Year-to-date 2017
Check-outs	14,178	15,121	144,400
Check-ins	14,752	16,284	142,110
Renewals	5,116	4,793	47,213
Total Circulation	19,294	19,914	191,613
Items Borrowed	3,713	4,793	36,401
Items Loaned	3,729	3,979	35,759
New Patrons	74	80	949
Items Added	522	489	4,832
Pharos	830	1105	10,451
Wireless	5,242	4,860	53,978
Digital Circulation	2,881	2,732	26,932
Website Visits	4,105	6,568	49,483
Facebook Posts	28	38	228
Facebook Likes	1,191	1038	10,135
Children's Programs	2	0	266
Children's Program Attendance	233	29	8,751
Teen Programs	5		53
Teen Program Attendance	66	49	222
Adult Programs	8		95
Adult Program Attendance	45	34	723
Meeting Room Usage	419	352	5,942
Visitors	8,805	11,823	98,450
Cardholders	16,642	16,621	16,642

Circulation Summary YTD 2017

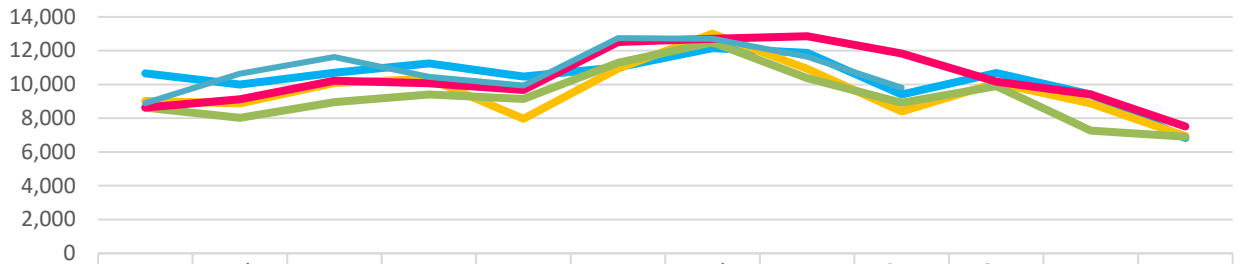
Yearly Circulation Activity



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			
November			
December			

Comparison of Visitors 2013-2017

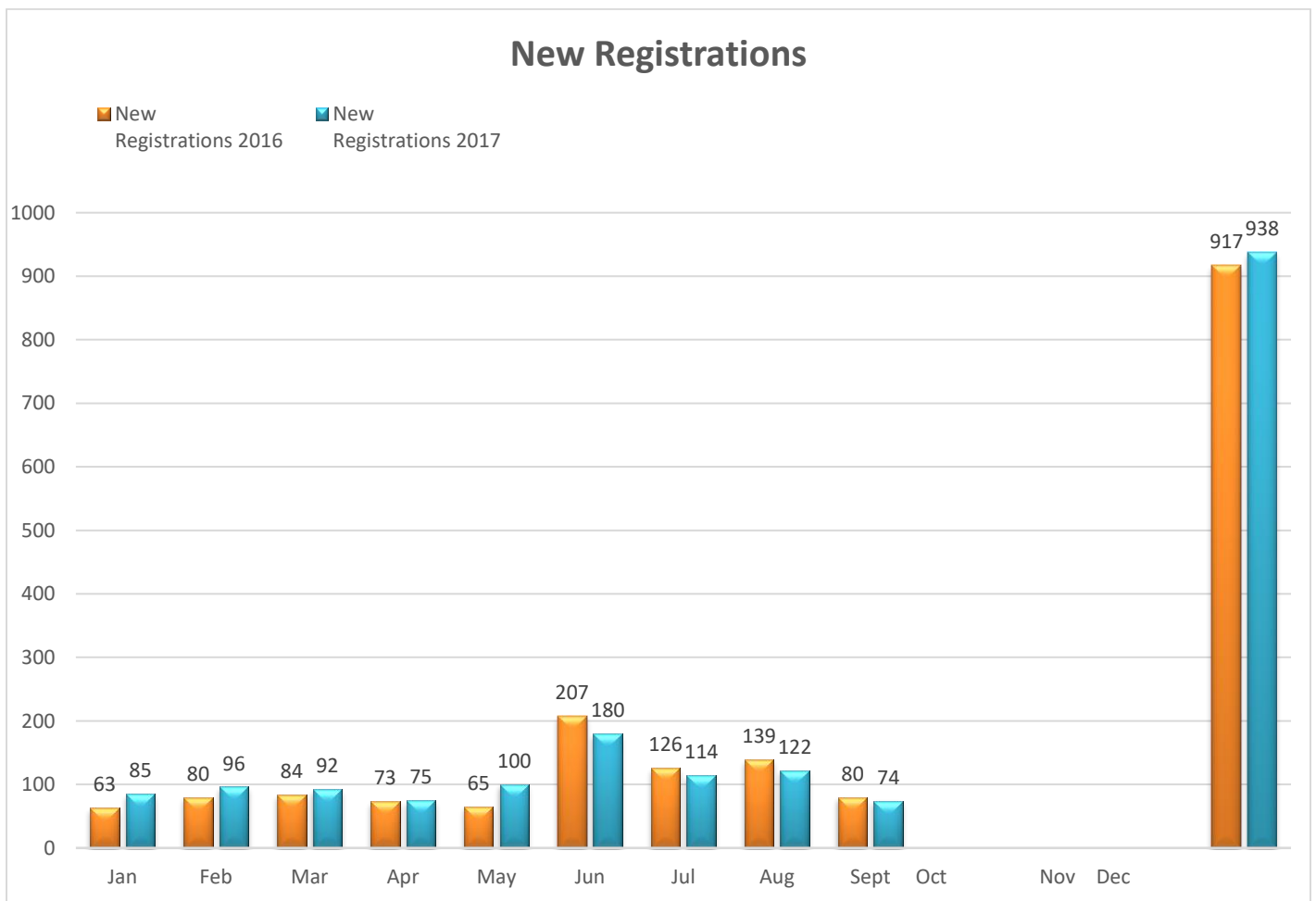
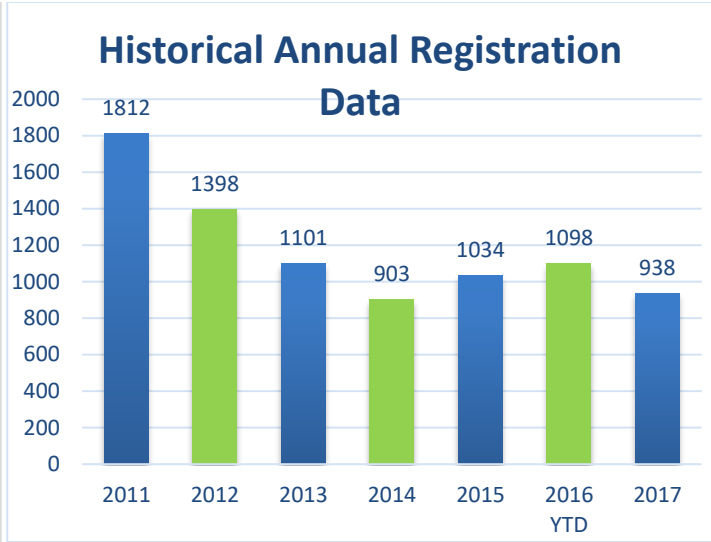
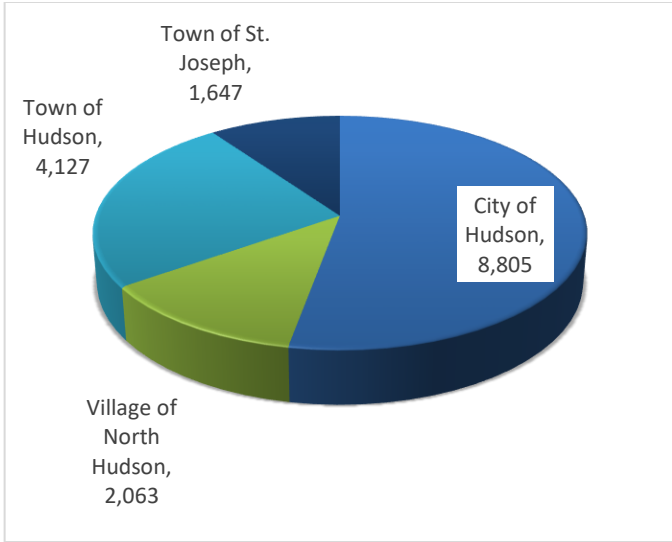


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10671	9399	6826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10081	8883	6935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	12,494	10,371	8,906	9898	7266	6908
Visitor Counts 2016	8,627	9,125	10,228	10,064	9,678	12,519	12,702	12,856	11,823	10,173	9401	7513
Visitor Counts 2017	8,896	10,641	11,629	10,447	9,942	12,743	12,708	11,639	9,805			

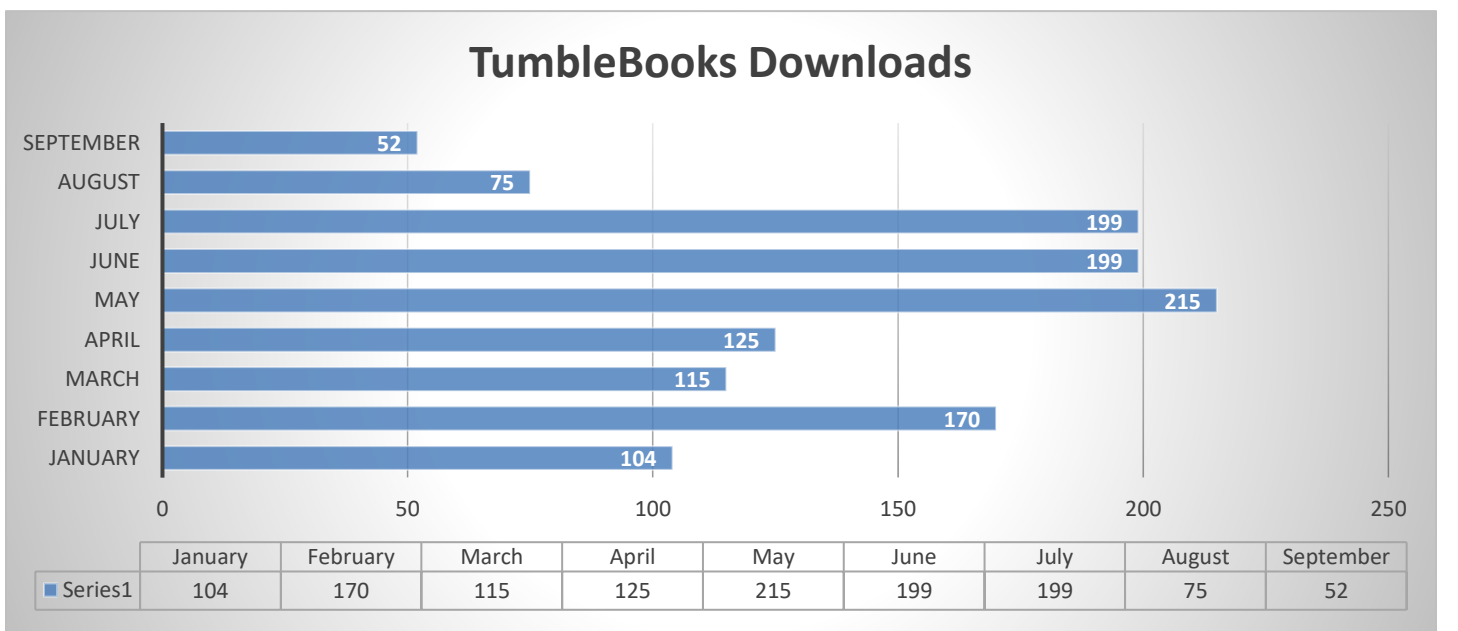
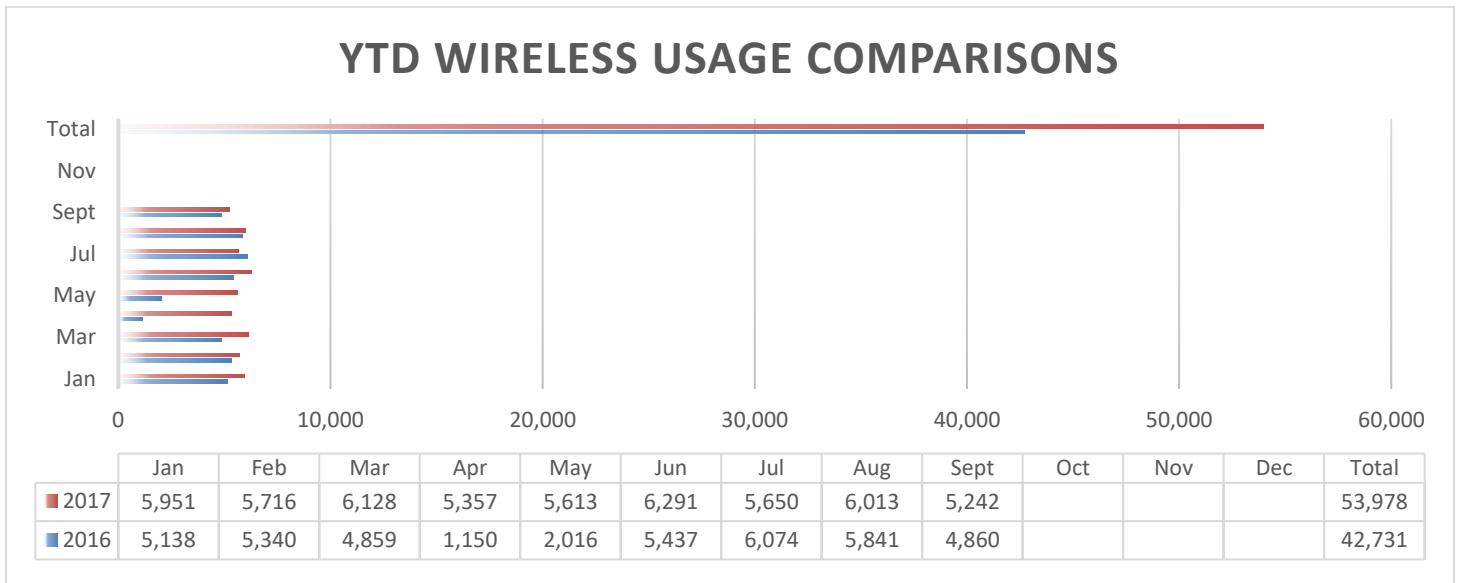
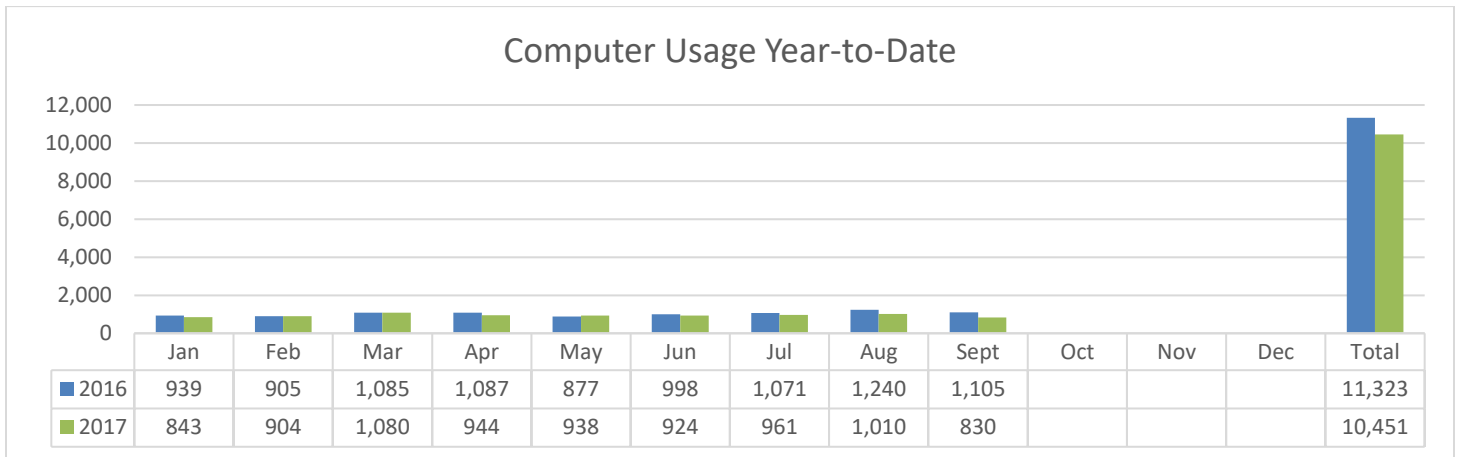
VISITORS	Monthly Average	Daily Average
2011 (April-December)	13,374	533
2012	11,902	502
2013	10,369	493
2014	10,206	493
2015	9,483	438
2016	10,392	415
2017	10,939	406

Cardholders by Municipality

	City of Hudson	Village of North Hudson	Town of Hudson	Town of St. Joseph	Total	
2011	7,750	1,998	4,091	1,545	15,384	
2012	7,818	1,940	3,997	1,543	15,298	
2013	8,228	1,940	4,239	1,633	16,165	
2014	7,740	1,881	3,789	1,495	14,905	
2015	8239	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

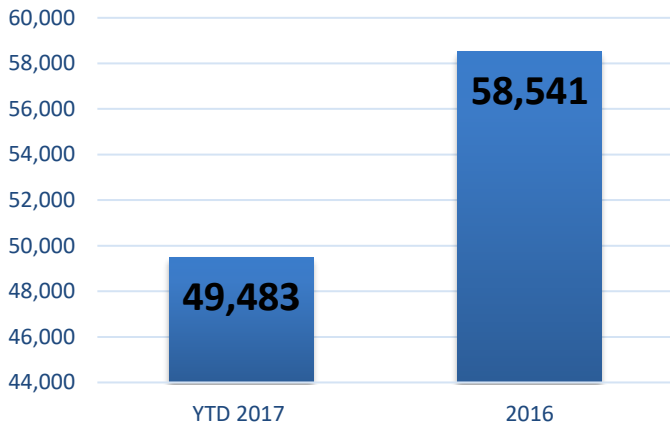


Technology Usage

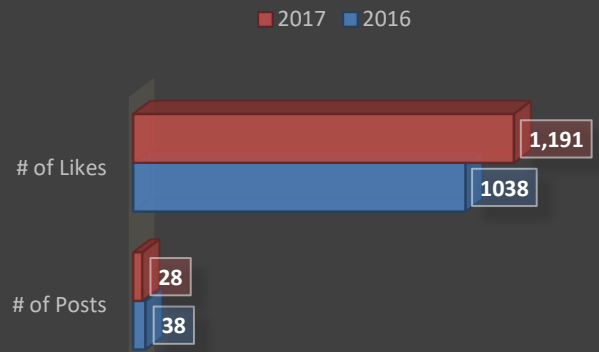


Website & Facebook Statistics

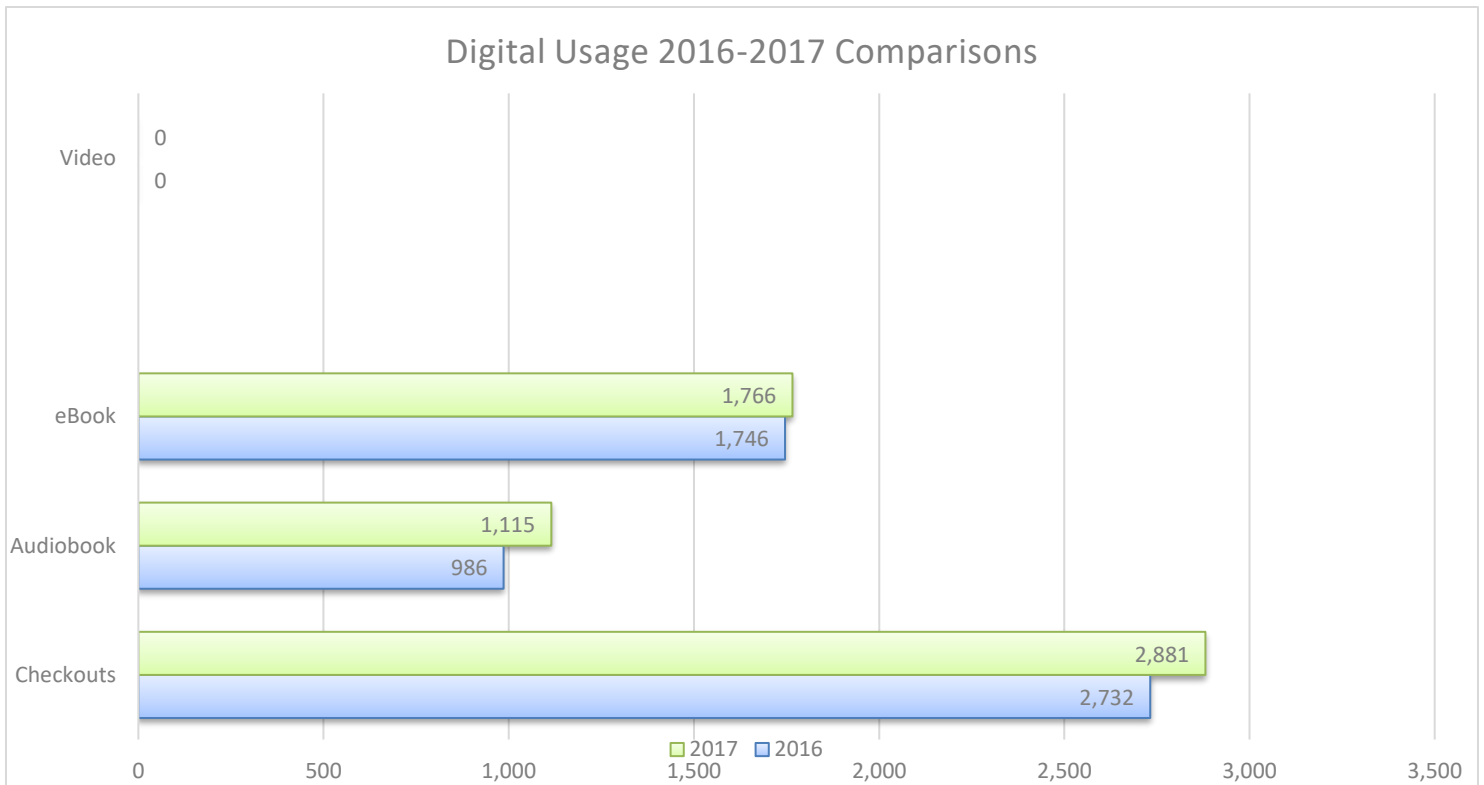
Number of page views for website



FACEBOOK COMPARISON SEPTEMBER 2016-2017



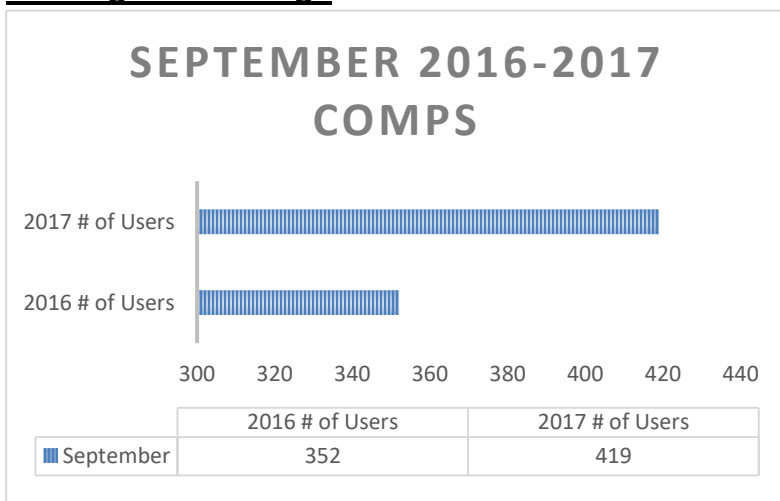
OverDrive Checkouts by Technology & Format



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				50

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		
November		
December		
Total Year-to-Date	3,102	5,942

Programming Statistics

Adult Programming													
Attendance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016	7	379	49	44	176	46	256	205	34	40	67	17	1320
2017	126	153	71	59	43	126	45	55	45				723
# of programs	15	16	12	12	9	12	5	6	8				95
Book Clubs	1	2	2	2	2	2	2	2	2				17

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				266
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				5747
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				
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				8751
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			20
# of Participants		9		108	24	0	56	110	32	0			339