



**Meeting Agenda of the Hudson Area Joint Library Board of Trustees  
September 19, 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 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*
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
  - c. Strategic Plan Update: Summary and upcoming initiatives
  - d. Strategic Plan Update: Funding Issues Report Summary Presentation
  - e. Strategic Plan Update **ACTION ITEM:** Space Audit Recommendation
8. **ACTION ITEM:** Adoption of State of Wisconsin Records Retention Schedule
9. Other business
  - a. Library Trustee annual training
  - b. Discussion on library parking issues
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 September 11, 2017: and Emailed to Media: September 11, 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

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



**Hudson Area Joint Library Board of Trustees  
UNAPPROVED Meeting Minutes  
August 15, 2017, 6:30 PM  
Hudson Area Public Library  
700 First Street, Hudson WI 54016**

1. Call to Order at 6:35 p.m. by O'Connor
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.  
Present: O'Connor, Peterson, Weese, Shaw, Ostby, Schrock, \*Coppenger arrived at 6:45 p.m.  
Absent: Berning  
Staff: Tina Norris, Director  
Others: Gloria Kramer and Chris Rivard
3. **ACTION ITEM:** Approval of Consent Agenda Items
  - a. *Approve meeting Agenda*
  - b. *Disposition of Minutes from July 18,, 2017 Board meeting and of any intervening special meetings*
  - c. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2017 Budget vs. Actual to Date*
  - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2017 budget*
  - e. *Discussion and possible action on 2016 and 2017 budget comparison*

**ACTION TAKEN:**

**Motion to APPROVE the consent, with item b. removed agenda by Shaw**

**Second by: Peterson**

**Discussion: None**

**Vote Taken:   6   Ayes      0   Nayes    MOTION APPROVED**

**b. Disposition of Minutes from July 18, 2017 Board meeting and of any intervening special meetings.**

**Motion to approve, as corrected, by Ostby**

**Second by: Shaw**

**Discussion: None**

**Vote taken: 6 Ayes   0 Nayes**

**MOTION APPROVED**

4. Citizen Comments— Gloria Kramer noted the Friends of the Library have collected \$132,000 in Family Fresh receipts and the goal is \$150,000. She stated the Friends will receive \$1,000 check when the receipt total reaches \$150,000. She asked everyone to save their Family Fresh receipts and bring them to the Library. Kramer mentioned several items she would like to see: 1.) Flag and Flag pole; 2.) Front steps painted bright yellow; 3.) Crosswalk re-installed.
5. Presentations by supporting organizations
  - a. Friends of the Library— Chris Rivard, FOL treasurer, provided a brief update noting that the Friends of the Library have approved a grant to the Library of \$20,000 for the Children's Collection Revitalization project.

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- b. Library Foundation—Peterson noted that the Foundation is being to plan the annual campaign; an event that was being planned for September has been postponed; and O'Connor suggested finding a way to ensure Library patrons are included in the annual campaign mailing.
6. President's comments, reports, and requests for action
- a. Municipalities presentations update, discussion, and possible action.

O'Connor suggested that Board members begin having conversations with their municipal leaders to advocate for the Library during the upcoming budget process. Weese stated that his municipality, North Hudson, will only be contributing the minimum required and no more.

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: NO ACTION REQUIRED
  - b. Presentation of monthly statistics: NO ACTION REQUIRED
8. **ACTION ITEM:** Finance Committee report—
- a. Recommendation to approve 2018 Budget Option 1  
**Motion to approve the 2018 Budget Option 1, as recommended by the Finance Committee by Ostby;**  
**Second by: Shaw**  
**Discussion: Shaw noted that he agrees with Ostby that the anticipated revenue should be kept low and the expenditures high; but, stated that he has an issue with a deficit budget. Weese, again, stated that North Hudson will only be contributing the minimum required, noting that he is representing those community members on a fixed income.**  
**Vote taken: 6 Ayes 1 (Shaw) Nays 0 Abstain**
  - b. Recommendation to pay July bills: This item was removed. Approval to pay bills is part of the consent agenda, which was approved earlier in the meeting.
9. Other business: None
10. Board comments and items for future agendas: Weese requested a discussion on the Library's parking issue be placed on the next agenda.
11. **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

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# FINANCIAL REPORT

September 19, 2017

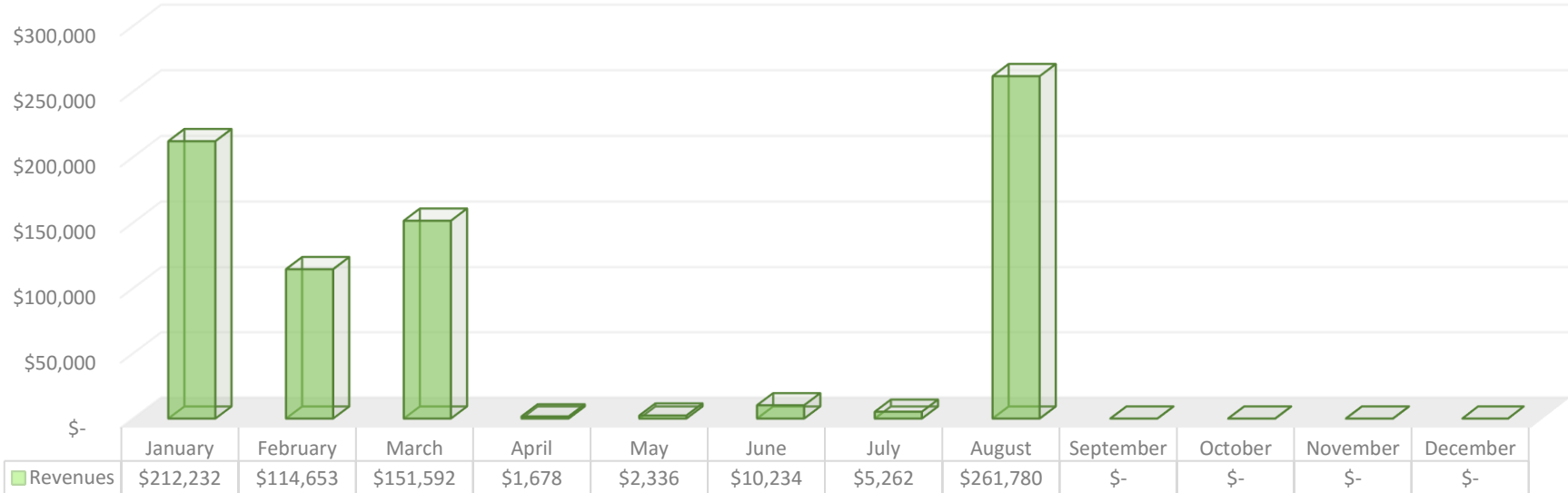
Financial Report for August 1 -31, 2017

Tina Norris, Director

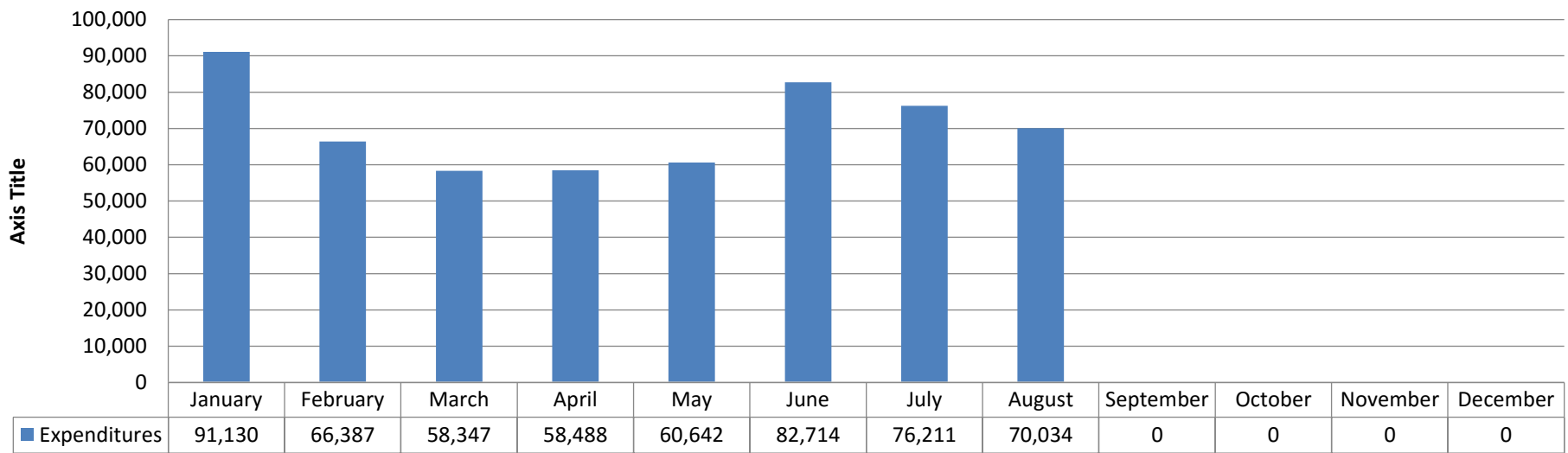
2017 Budget Overview Year-to-Date	2017 Working Budget	August-17	Year-to-date	Amount Remaining	% Remaining
<b>REVENUES</b>					
Library Revenue	\$ 36,000	\$ 3,478	\$ 21,425	\$ 14,575	40%
City of Hudson	\$ 347,310	\$ 173,655	\$ 347,310	\$ -	0%
Village of North Hudson	\$ 84,084	\$ 40,897	\$ 84,084	\$ -	0%
Town of Hudson	\$ 203,201	\$ -	\$ 101,601	\$ 101,601	50%
Town of St. Joseph	\$ 86,374	\$ 43,187	\$ 86,374	\$ -	0%
St. Croix County	\$ 54,146		\$ 54,186	\$ (40)	0%
Other Counties	\$ 6,766		\$ 6,436	\$ 330	5%
Other Revenue	\$ 1,500	\$ 515	\$ 7,578		0%
Grant Funds	\$ 41,822	\$ 48	\$ 41,870		
<b>Total Revenues</b>	<b>\$ 861,203</b>	<b>\$ 261,780</b>	<b>\$ 750,864</b>	<b>\$ 116,466</b>	<b>14%</b>
	<b>Budget</b>	<b>August-17</b>	<b>Year-to-date</b>	<b>Amount Remaining</b>	
<b>EXPENDITURES</b>					
Personnel	\$ 498,590	\$ 36,003	\$ 308,584	\$ 190,006	38%
Library Materials	\$ 92,661	\$ 10,909	\$ 60,006	\$ 32,655	35%
Contractual Services	\$ 104,977	\$ 6,858	\$ 80,799	\$ 24,178	23%
Supplies & Expenses	\$ 31,100	\$ 4,788	\$ 16,359	\$ 14,741	47%
Fixed Charges	\$ 146,116	\$ 11,475	\$ 98,207	\$ 47,909	33%
<b>General Operating Expense Total</b>	<b>\$ 873,444</b>	<b>\$ 70,033</b>	<b>\$ 563,955</b>	<b>\$ 309,489</b>	<b>35%</b>
<b>Ending Balance</b>	<b>\$ (12,241)</b>	<b>\$ 191,747</b>	<b>\$ 186,910</b>		
<b>67% of Year Complete; 33% Remaining</b>					

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

### Revenues



### Expenditures by Month 2017



January - December 2017

Actual vs. Budget	Code	Approved Budget	Working Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual to Date	Amount Remaining	Percent Remaining
Working Budget																		
<b>Revenue</b>																		
Library Revenues: Fees & Fin	46111	36,000	36,000	2,034	4,154	2,678	1,604	2,336	3,268	1,872	3,478					21,425	-14,575	-40%
City of Hudson	47301	317,310	347,310	173,655	0	0					173,655					347,310	0	0%
Village of N. Hudson	47302	84,084	84,084		43,187	0					40,897					84,084	0	0%
Town of Hudson	47303	197,340	203,201	0	0	101,601										101,601	-101,601	-50%
Town of St. Joseph	47304	86,374	86,374			43,187					43,187					86,374	0	0%
General Govt. Revenue	47310	-	0			0										-	0	
St. Croix County	47311	54,146	54,146		54,186	0										54,186	40	0%
Other Counties	47311	6,766	6,766	3,359	3,077	0										6,436	-330	-5%
Interest	48100	1,500	1,500		0	1,110			1,966							3,076	1,576	
Net change in market value	48120	-	0	3,986		0										3,986	3,986	
Donations - Other	48500	-	41,822	20,294	10,049	3,016	74		5,000	3,390	48					41,870	48	
Donation-Literacy Program	48561	-	0													-		
Donations - History Collection	48562	-	0													-	0	
Donation - Grant FOL	48563	-														-	0	
Miscellaneous Revenues	48600	-	0				1				515					516	516	
<b>Total Revenue</b>		<b>783,520</b>	861,203	203,328	114,653	151,592	1,678	2,336	10,234	5,262	261,780	0	0	0	0	750,864	-110,339	-13%
<b>Staff Compensation</b>																		
Full Time Salaries	121	164,404	164,404	9,355	12,429	11,834	12,973	12,669	17,657	12,836	13,482					\$ 103,235	-61,169	-37%
Overtime Salaries	122	0	0			0										\$ -	0	
Part Time Salaries	125	205,166	205,166	11,108	15,562	15,922	15,050	15,769	23,763	14,929	13,849					\$ 125,952	-79,214	-39%
FICA	151	28,500	28,500	1,495	2,047	2,043	2,036	2,081	3,074	2,030	1,997					\$ 16,803	-11,697	-41%
Pension	152	21,020	21,020	1,184	1,598	1,598	1,601	1,612	2,413	1,608	1,513					\$ 13,127	-7,893	-38%
Health Insurance	154	79,500	79,500	11,950	5,387	5,789	5,363	5,387	5,266	5,163	5,162					\$ 49,467	-30,033	-38%
Life Insurance	155	0	0	0												\$ -	0	
		0														\$ -	0	
<b>Staff Compensation Subtotal</b>		<b>498,590</b>	498,590	35,092	37,024	37,186	37,023	37,517	52,173	36,566	36,003	0	0	0	0	\$ 308,584	-190,006	-38%

January - December 2017

2017 Actual vs. Budget	Code	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual to Date	Amount Remaining	Percent Remaining
<b>General Operating Expenses</b>																	
Hudson Finance/Personnel Fe	213	14,027	14,027	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146				9,168	4,859	35%
IPLS-operating/maintenance	216	34,822	34,822	0	0	0	0	0	0	0					34,822	0	0%
IPLS-addl courier/self check	217	2,512	2,512	2,540	0	0	0	0	0	0					2,540	-28	-1%
IPLS-catalogging	218	24,726	24,726	0	0	0	0	0	15,094	0					15,094	9,632	39%
Telephone	225	1,200	1,200	0	55	94	48	10	1,139	0	748				2,094	-894	-74%
Contracted Maint. & Repair	249	600	600	0	0	0	0	0	0	0					-	600	100%
Programming - Adult	294	1,500	6,879	150	2,041	968	400	0	497	595					4,652	2,227	32%
Programming - Children	295	2,000	9,711	181	1,270	464	1,144	1,191	849	1,344					6,442	3,269	34%
Maintenance Agmt/Leases	298	4,500	9,000	526	455	124	1,049	296	513	3,024					5,987	3,013	33%
Contract Services	299	6,000	1,500	0	0	0	0	0	0	0					-	1,500	100%
<b>Subtotal Contract Services</b>		<b>91,887</b>	<b>104,977</b>	<b>38,658</b>	<b>3,949</b>	<b>3,933</b>	<b>2,181</b>	<b>3,349</b>	<b>3,772</b>	<b>18,099</b>	<b>6,858</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,799</b>	<b>24,178</b>	
Postage	311	2,000	2,000	11	47	9	5	7	195	0	126				400	1,600	80%
Office Supplies	312	7,100	7,100	275	149	8	343	1,190	819	258	128				3,170	3,930	55%
Memberships	324	500	500	0	0	0	0	0	0	0					-	500	100%
Advertising	326	350	350	0	0	0	0	6	1	12					19	331	95%
Staff Development	338	1,600	1,600	0	0	6	0	248	300	767					1,321	279	17%
Maint & Repair Supplies	357	750	750	37	0	0	25	37	0	20	37				156	594	79%
Technology	396	7,500	17,800	1,455	1,116	0	1,396	2,838	217	3,718					10,741	7,059	40%
Activity Supplies	399	1,000	1,000	201	70	84	96	36	65	0					553	447	45%
<b>Subtotal: Supplies &amp; Expenses</b>		<b>20,800</b>	<b>31,100</b>	<b>323</b>	<b>1,853</b>	<b>1,209</b>	<b>457</b>	<b>2,726</b>	<b>4,141</b>	<b>862</b>	<b>4,788</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,359</b>	<b>14,741</b>	
Books	395	55,632	67,466	799	8,198	4,371	2,779	4,419	7,707	7,214	5,193				40,681	26,785	40%
Periodicals	397	6,000	6,000	238	427	56	324	0	649	0	3,874				5,569	431	7%
Audio-Visual	398	15,000	19,195	0	3,462	117	2,387	1,156	2,797	1,996	1,841				13,756	5,439	28%
<b>Subtotal: Library Materials</b>		<b>76,632</b>	<b>92,661</b>	<b>1,037</b>	<b>12,087</b>	<b>4,544</b>	<b>5,490</b>	<b>5,575</b>	<b>11,154</b>	<b>9,210</b>	<b>10,909</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,006</b>	<b>32,655</b>	
Ins. Workers Comp	510	1,100	1,100	772	0	0	12	0	0	0					784	316	
Ins. Public Liab.	511	1,500	1,500	1,694	0	0	0	0	0	0					1,694	-194	-13%
Ins. Public Officials	513	2,150	2,150	2,079	0	0	0	0	0	0					2,079	71	3%
Ins. Property Ins.	517	1,600	1,600	0	0	0	1,850	0	0	0					1,850	-250	-16%
Bld. Occupancy Exp.	532	139,766	139,766	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,475				91,800	47,966	34%
<b>Subtotal: Fixed Expenditures</b>		<b>146,116</b>	<b>146,116</b>	<b>16,020</b>	<b>11,475</b>	<b>11,475</b>	<b>13,337</b>	<b>11,475</b>	<b>11,475</b>	<b>11,475</b>	<b>11,475</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98,207</b>	<b>47,909</b>	
<b>General Operating Subtotal</b>		<b>335,435</b>	<b>374,854</b>	<b>56,038</b>	<b>29,363</b>	<b>21,161</b>	<b>21,466</b>	<b>23,125</b>	<b>30,541</b>	<b>39,646</b>	<b>34,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>255,371</b>	<b>119,483</b>	<b>32%</b>
<b>Total Expenses</b>		<b>834,025</b>	<b>873,444</b>	<b>91,130</b>	<b>66,387</b>	<b>58,347</b>	<b>58,488</b>	<b>60,642</b>	<b>82,714</b>	<b>76,211</b>	<b>70,034</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>563,955</b>	<b>-70,523</b>	<b>-8%</b>
<b>NET REVENUE (EXPENSE)</b>		<b>(50,505)</b>	<b>\$ (12,241)</b>	<b>112,198</b>	<b>48,265</b>	<b>93,245</b>	<b>-56,810</b>	<b>-58,306</b>	<b>-72,479</b>	<b>-70,950</b>	<b>191,746</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>186,910</b>	<b>(199,151)</b>	
Less Donation Revenues			-41,822	-20,294	-10,049	-3,015	-74	0	-5,000	-3,390	48	0	0	0	(41,774)	(48)	
Add Donation Expenditures			41,822	799	5,938	6,678	3,913	3,466	1,170	737					22,702	19,120	
<b>OPERATING REV. (EXP)</b>		<b>(50,505)</b>	<b>(12,241)</b>	<b>92,703</b>	<b>44,155</b>	<b>96,908</b>	<b>(52,971)</b>	<b>(54,840)</b>	<b>(76,310)</b>	<b>(73,602)</b>	<b>191,794</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>167,838</b>	<b>(180,079)</b>	



**HUDSON AREA LIBRARY**  
**REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2017 Budget
			August		\$	%	
			2017	2016			
<b>Revenue</b>							
Library Revenues: Fees & Fines	46111	36,000	\$ 21,425	\$ 24,069	\$ (2,644)	-11%	60%
City of Hudson	47301	317,310	\$ 347,310	\$ 356,031	\$ (8,721)	-2%	109%
Village of N. Hudson	47302	84,084	\$ 84,084	\$ 42,238	\$ 41,846		100%
Town of Hudson	47303	197,340	\$ 101,601	\$ 101,650	\$ (50)		51%
Town of St. Joseph	47304	86,374	\$ 86,374	\$ 42,773	\$ 43,601	102%	100%
General Govt. Revenue	47310	0	\$ -		\$ -		
St. Croix County	47311	54,146	\$ 54,186	\$ 77,352	\$ (23,166)		100%
Other Counties	47311	6,436	\$ 6,436	\$ 4,418	\$ 2,018	46%	100%
Interest	48100	1,500	\$ 3,076	\$ 2,060	\$ 1,016	49%	205%
Net change in market value	48120		\$ 3,986	\$ 1,306	\$ 2,680		
Donations - Other	48500		\$ 41,870	\$ 61	\$ 41,809		
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ -	\$ -	\$ -		
Donation - Grant FOL	48563		\$ -	\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ 516	\$ -	\$ 516		
<b>Total Revenue</b>		<b>783,190</b>	<b>\$ 750,864</b>	<b>\$ 651,958</b>	<b>\$ 98,906</b>	<b>15%</b>	<b>96%</b>
<b>Staff Compensation</b>							
Full Time Salaries	121	164,404	\$ 103,235	\$ 97,948	\$ 5,287	5%	63%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		
Part Time Salaries	125	205,166	\$ 125,952	\$ 127,987	\$ (2,035)	-2%	61%
FICA	151	28,500	\$ 16,803	\$ 16,845	\$ (42)	0%	59%
Pension	152	21,020	\$ 13,127	\$ 12,469	\$ 658	5%	62%
Health Insurance	154	79,500	\$ 49,467	\$ 53,527	\$ (4,060)	-8%	62%
Life Insurance	155	0	\$ -	\$ -	\$ -		
<b>Staff Compensation Subtotal</b>		<b>498,590</b>	<b>\$ 308,584</b>	<b>\$ 308,776</b>	<b>\$ (192)</b>	<b>0%</b>	<b>62%</b>
<b>General Operating Expenses</b>							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 9,168	\$ 9,168	\$ -	0%	65%
IPLS-operating/maintenance	216	34,822	\$ 34,822	\$ 32,825	\$ 1,997	6%	100%
IPLS-addl courier/self check	217	2,512	\$ 2,540	\$ 2,512	\$ 28	1%	101%
IPLS-catalogging	218	24,726	\$ 15,094	\$ 12,775	\$ 2,319		61%
Telephone	225	1,200	\$ 2,094	\$ 513	\$ 1,581	308%	174%
Contracted Maint. & Repair	249	600	\$ -	\$ -	\$ -		0%
Programming - Adult	294	1,500	\$ 4,652	\$ 1,340	\$ 3,312	247%	310%
Programming - Children	295	2,000	\$ 6,442	\$ 1,365	\$ 5,077	372%	322%
Maintenance Agmt/Leases	298	4,500	\$ 5,987	\$ 4,789	\$ 1,198	25%	133%
Contract Services	299	6,000	\$ -	\$ 2,305	\$ (2,305)		0%
Postage	311	2,000	\$ 400	\$ 1,000	\$ (600)	-60%	20%
Office Supplies	312	7,100	\$ 3,170	\$ 2,835	\$ 335	12%	45%
Memberships	324	500	\$ -	\$ 65	\$ (65)		0%
Advertising	326	350	\$ 19	\$ -	\$ 19		5%
Staff Development	338	1,600	\$ 1,321	\$ 390	\$ 931		83%
Maint & Repair Supplies	357	750	\$ 156	\$ 1,344	\$ (1,188)	-88%	21%
Books	395	55,632	\$ 40,681	\$ 36,061	\$ 4,620	13%	73%
Technology	396	7,500	\$ 10,741	\$ 2,917	\$ 7,824	268%	143%
Periodicals	397	6,000	\$ 5,569	\$ 300	\$ 5,269		93%
Audio-Visual	398	15,000	\$ 13,756	\$ 7,306	\$ 6,450	88%	92%
Activity Fund	399	1,000	\$ 553	\$ 279	\$ 274		55%
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	\$ 91,800	\$ 80,325	\$ 11,475	14%	66%
<b>General Operating Subtotal</b>		<b>335,435</b>	<b>\$ 255,371</b>	<b>\$ 205,086</b>	<b>\$ 50,285</b>	<b>25%</b>	<b>76%</b>
<b>Total Operating Expenses</b>		<b>834,025</b>	<b>\$ 563,955</b>	<b>\$ 513,862</b>	<b>\$ 50,093</b>	<b>10%</b>	<b>68%</b>
<b>NET OPERATING REVENUE (EXPENSE)</b>		<b>-50,835</b>	<b>\$ 186,910</b>	<b>\$ 138,096</b>	<b>\$ 48,814</b>	<b>35%</b>	

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Expenditure Guideline  
FOR THE PERIOD(S) JAN 01, 2017 THROUGH AUG 31, 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	13,482.59	103,235.62	61,168.38	62	-----
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	13,849.81	125,953.31	79,212.69	61	-----
133 LONGEVITY	0.00	0.00	0.00	0.00	0.00	0	
151 FICA	28,500.00	0.00	1,996.72	16,803.14	11,696.86	58	-----
152 RETIREMENT	21,020.00	0.00	1,513.20	13,127.27	7,892.73	62	-----
153 PENSION GASB 68	0.00	0.00	0.00	0.00	0.00	0	
154 HEALTH INSURANCE	79,500.00	0.00	5,162.36	49,466.55	30,033.45	62	-----
155 LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PERSONAL SERVICES	498,590.00	0.00	36,004.68	308,585.89	190,004.11	61	-----
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	9,168.00	4,859.00	65	-----
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	15,094.10	15,094.10	9,631.90	61	-----
225 TELEPHONE	1,200.00	0.00	748.38	2,093.79	893.79-	174	-----!!!!
249 CONTRACTED MAINT & REPAIR	600.00	0.00	0.00	0.00	600.00	0	
294 PROGRAMMING - ADULT	4,625.00	174.52	595.22	4,341.57	108.91	97	-----
295 PROGRAMMING - CHILDREN	4,545.00	859.37	484.94	5,284.17	1,598.54-	135	-----!!!!
298 MAINTENANCE AGMT & LEASES	9,000.00	0.00	549.00	5,986.93	3,013.07	66	-----
299 OTHER CONTRACTUAL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0	
TOTAL: CONTRACTUAL SERVICES	97,557.00	1,033.89	18,617.64	79,330.56	17,192.55	82	-----
SUPPLIES & EXPENSES							
311 POSTAGE	2,000.00	0.00	125.81	413.92	1,586.08	20	--
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	0.00	7.00	331.00	5	
338 TRAINING-STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0	
339 TRAVEL & CONFERENCES	1,600.00	1,054.98	300.00	553.81	8.79-	100	-----
357 MAINT & REPAIR SUPPLIES	750.00	36.88	36.88	155.99	557.13	25	--
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	297.54	5,225.24	38,290.45	27,412.01	58	-----
396 TECHNOLOGY	18,679.00	162.52	3,555.84	10,502.65	8,013.83	57	----
397 PERIODICALS	6,000.00	0.00	3,874.43	5,531.15	468.85	92	-----
398 AUDIO-VISUALS	18,500.00	600.52	1,240.95	12,786.04	5,113.44	72	-----
399 ACTIVITY SUPPLIES	1,000.00	0.00	0.00	546.47	453.53	54	-----
TOTAL: SUPPLIES & EXPENSES	122,479.00	2,292.15	14,359.15	71,830.10	48,356.75	60	-----
FIXED CHARGES							
510 WORKERS COMPENSATION INS.	1,100.00	0.00	0.00	784.00	316.00	71	-----

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Expenditure Guideline  
FOR THE PERIOD(S) JAN 01, 2017 THROUGH AUG 31, 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	91,800.00	47,966.00	65 -----
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	98,207.00	47,909.00	67 -----
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	3,326.04	80,456.47	557,953.55	303,462.41	64 -----
TOTAL: LIBRARY	864,742.00	3,326.04	80,456.47	557,953.55	303,462.41	64 -----
TOTAL: LIBRARY	864,742.00	3,326.04	80,456.47	557,953.55	303,462.41	64 -----

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Revenue Guideline  
 FOR THE PERIOD(S) JAN 01, 2017 THROUGH AUG 31, 2017

		Adopted Budget	ANNUAL Revised Bdgt	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	343.19	2,514.98	2,514.98-	9999	-----!!!!	
TOTAL:	COPIES - TAXABLE	0.00	0.00	343.19	2,514.98	2,514.98-	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	3,031.00	17,489.43	18,510.57	48	----	
TOTAL:	LIBRARY FINES	36,000.00	36,000.00	3,031.00	17,489.43	18,510.57	48	----	
46713	LIBRARY RENTALS								
000	LIBRARY RENTALS	0.00	0.00	104.00	1,420.99	1,420.99-	9999	-----!!!!	
TOTAL:	LIBRARY RENTALS	0.00	0.00	104.00	1,420.99	1,420.99-	9999	-----!!!!	
TOTAL:	PUBLIC CHARGES FOR SERVICES	36,000.00	36,000.00	3,478.19	21,425.40	14,574.60	59	----	
	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	40,897.00	84,084.00	0.00	100	-----	
TOTAL:	VILLAGE OF NORTH HUDSON	84,084.00	84,084.00	40,897.00	84,084.00	0.00	100	-----	
47303	TOWN OF HUDSON								
000	TOWN OF HUDSON	197,340.00	203,201.00	0.00	101,600.50	101,600.50	50	-----	
TOTAL:	TOWN OF HUDSON	197,340.00	203,201.00	0.00	101,600.50	101,600.50	50	-----	
47304	TOWN OF ST JOSEPH								
000	TOWN OF ST. JOSEPH	86,374.00	86,374.00	43,187.00	86,374.00	0.00	100	-----	
TOTAL:	TOWN OF ST JOSEPH	86,374.00	86,374.00	43,187.00	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								

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Revenue Guideline  
FOR THE PERIOD(S) JAN 01, 2017 THROUGH AUG 31, 2017

	Adopted Budget	ANNUAL Revised Bdgt	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240 LIBRARY							
70 LIBRARY							
INTERGOVERNMENTAL CHARGES							
47311 COUNTY LIBRARY LEVY							
000 COUNTY LIBRARY LEVY	60,912.00	60,912.00	0.00	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	84,084.00	332,680.06	101,890.94	76	-----
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	47.82	41,870.31	26,576.31-	273	-----!!!!
TOTAL: DONATIONS- PRIVATE ORG/IND	0.00	15,294.00	47.82	41,870.31	26,576.31-	273	-----!!!!
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	514.62	515.94	515.94-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	0.00	0.00	514.62	515.94	515.94-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	1,500.00	26,794.00	562.44	49,448.71	22,654.71-	184	-----!!!!

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Revenue Guideline  
FOR THE PERIOD(S) JAN 01, 2017 THROUGH AUG 31, 2017

	Adopted Budget	ANNUAL Revisd Bdgt	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	173,655.00	347,310.00	0.00	100	-----
TOTAL: TRANSFER FROM GENERAL FUND	317,310.00	347,310.00	173,655.00	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	173,655.00	347,310.00	0.00	100	-----
TOTAL: LIBRARY	783,520.00	844,675.00	261,779.63	750,864.17	93,810.83	88	-----
TOTAL: LIBRARY	783,520.00	844,675.00	261,779.63	750,864.17	93,810.83	88	-----



# DIRECTOR'S REPORT & MONTHLY STATISTICS

August 1 - 31, 2017

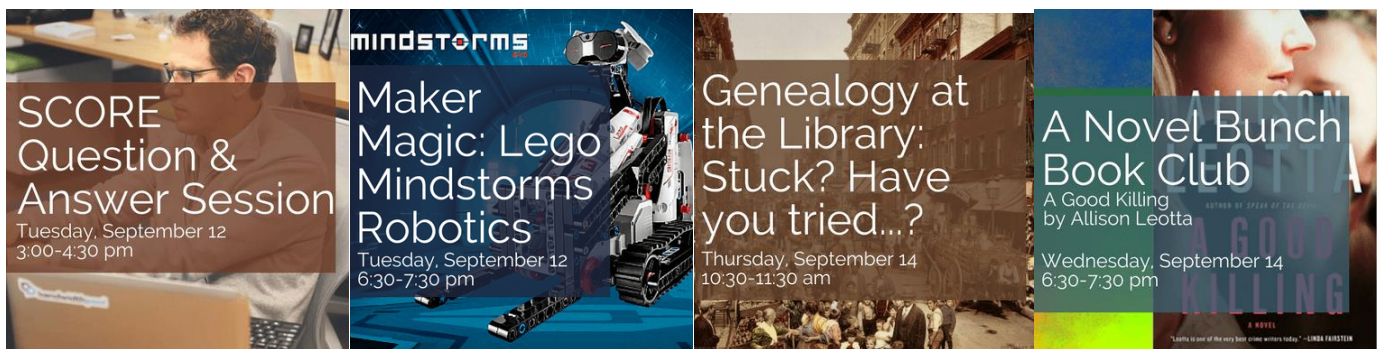
Respectfully Submitted by:  
Tina Norris, Director  
September 19, 2017

## Director's Report September 19, 2017

### News & Updates:

- Director attended Library Director Boot Camp, August 16 – 18, 2017 in Marshfield. The program was very informative.
- *iLabs* open on September 30<sup>th</sup> and we will have an app bar in the lobby, 3D printing demo in room 219, and other events from 11 AM – 1 PM.
- Annual reviews for all staff have begun and should be completed by the end of September.
- September is Library Card Month, and this year we are asking patrons to share why they love their Library.
- On September 15, I attended the regional Director's Council in Eau Claire, followed by a workshop on collaborating with Friends and other support organizations;

### Events at the Library:





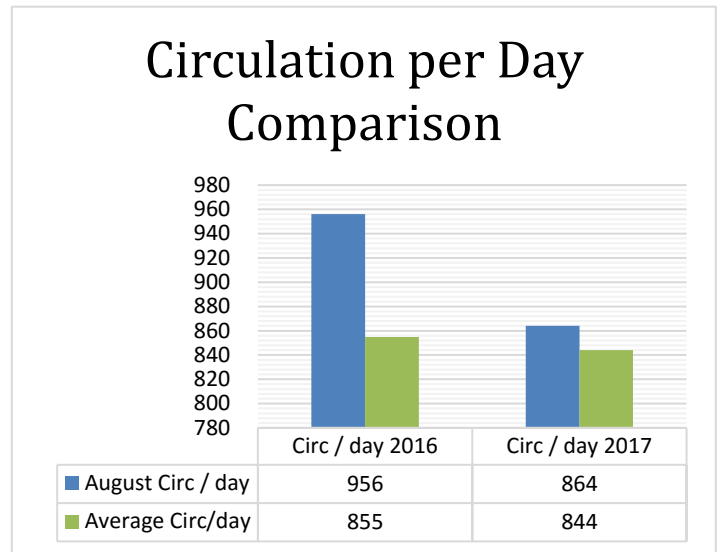
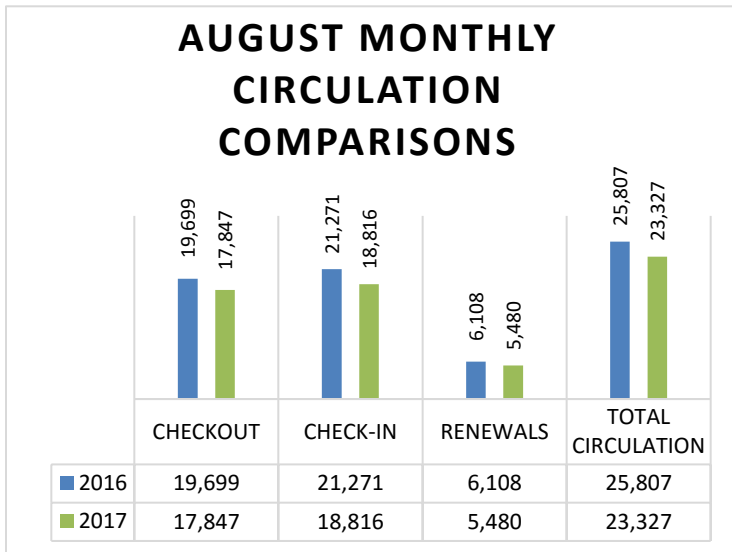
## August 2017 Statistics

### Statistical Summary

August	2017	2016	Year-to-date 2017
Check-outs	17,847	19,699	130,222
Check-ins	18,816	21,271	127,196
Renewals	5,480	6,108	42,158
<b>Total Circulation</b>	<b>23,327</b>	<b>25,807</b>	<b>172,380</b>
Items Borrowed	4,280	4,501	32,688
Items Loaned	3,895	2,630	32,030
New Patrons	122	139	875
Items Added	458	517	4,430
Pharos	1010	1240	7,604
Wireless	6,013	5,841	46,732
Digital Circulation	3,211	2,907	24,051
Website Visits	5,090	7,185	45,378
Facebook Posts	14	41	150
Facebook Likes	1,182	1033	6,766
Children's Programs	39		183
Children's Program Attendance	989	854	5,795
Teen Programs			48
Teen Program Attendance			156
Adult Programs	6		99
Adult Program Attendance	55	205	593
Meeting Room Usage	482	402	5,041
Visitors	11,639	12,856	67,064
Cardholders	16,572	15,814	16,473

### Circulation Summary YTD 2017

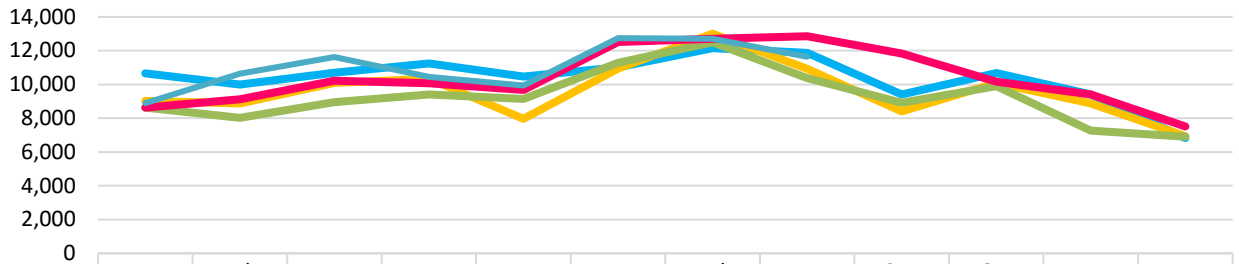
#### Yearly Circulation Activity



### 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
Septembe			
October			
Novembe			
Decembe			

### Comparison of Visitors 2013-2017

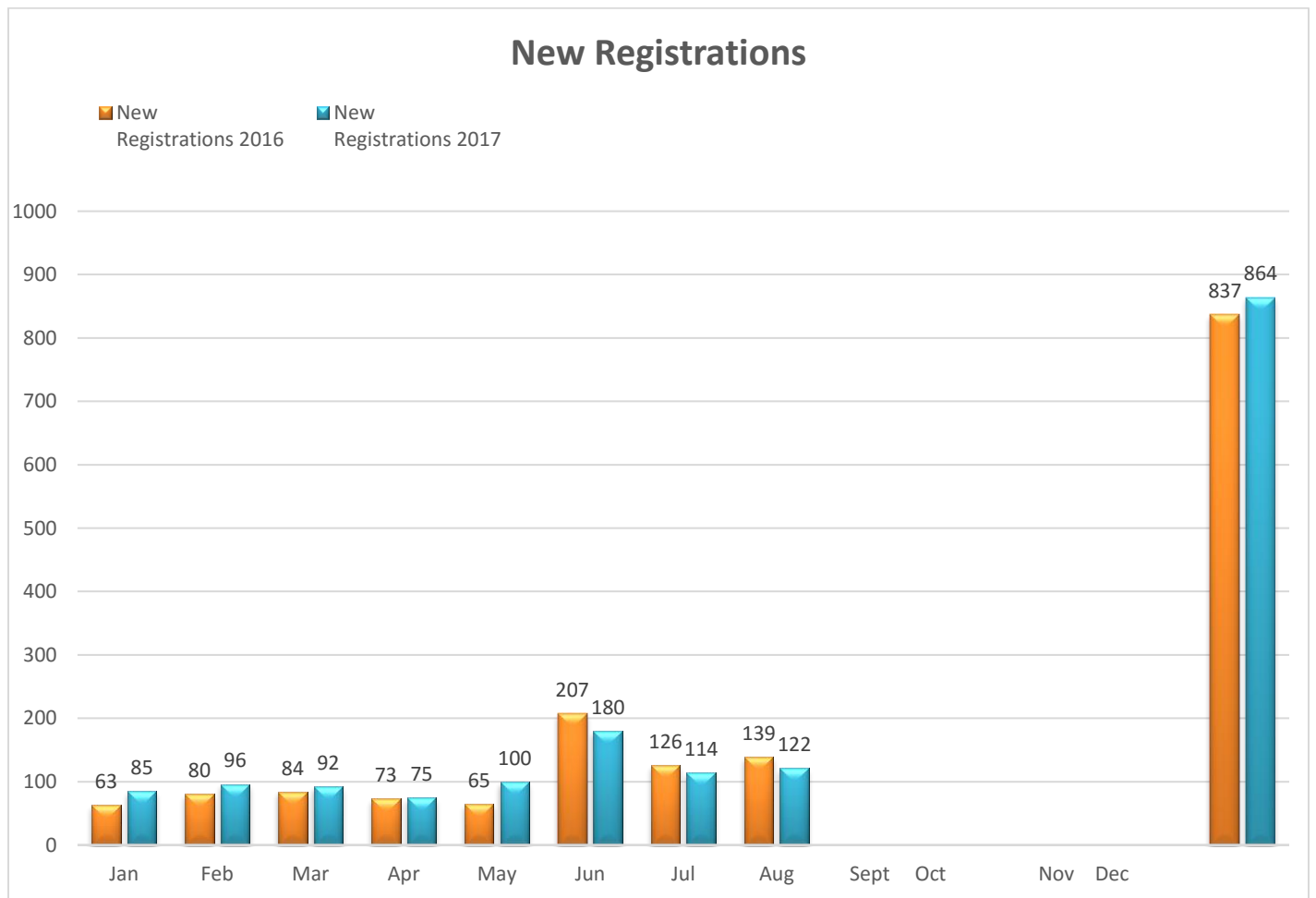
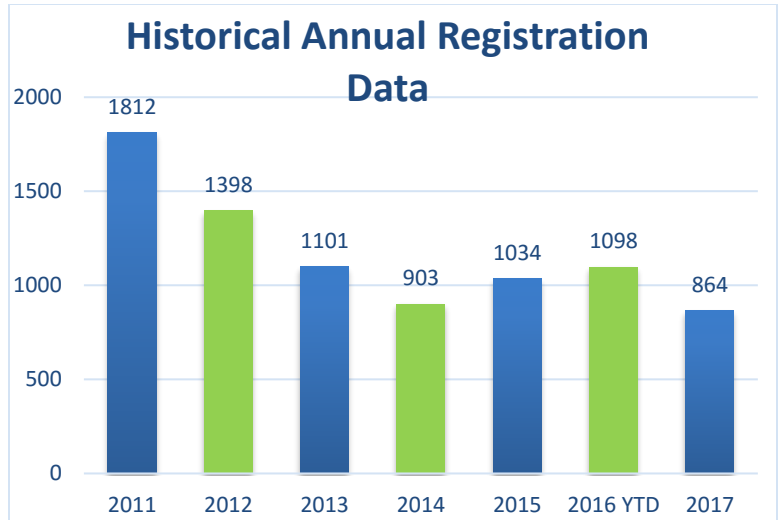
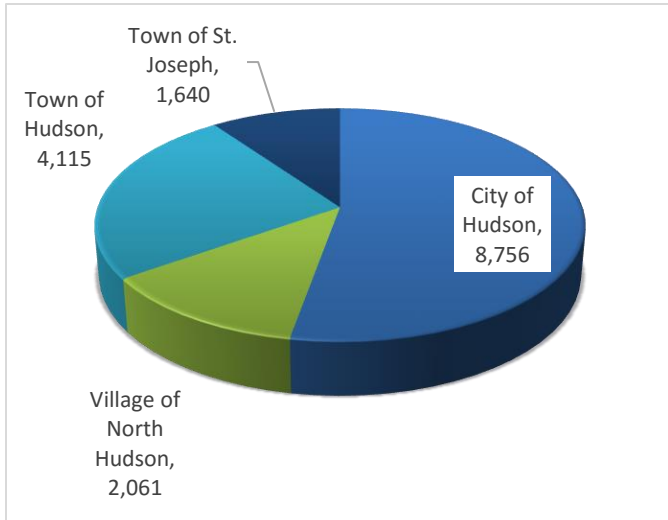


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10671	9399	6826
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10081	8883	6935
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	12,494	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				

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	11,081	410

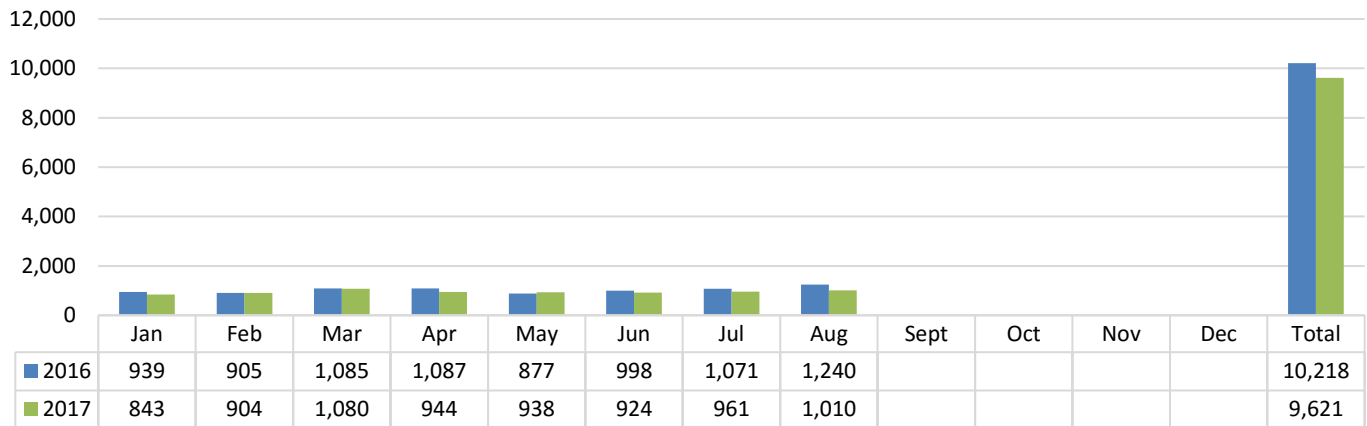
### Cardholders by Municipality

	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	8756	2,061	4,115	1,640	16,572

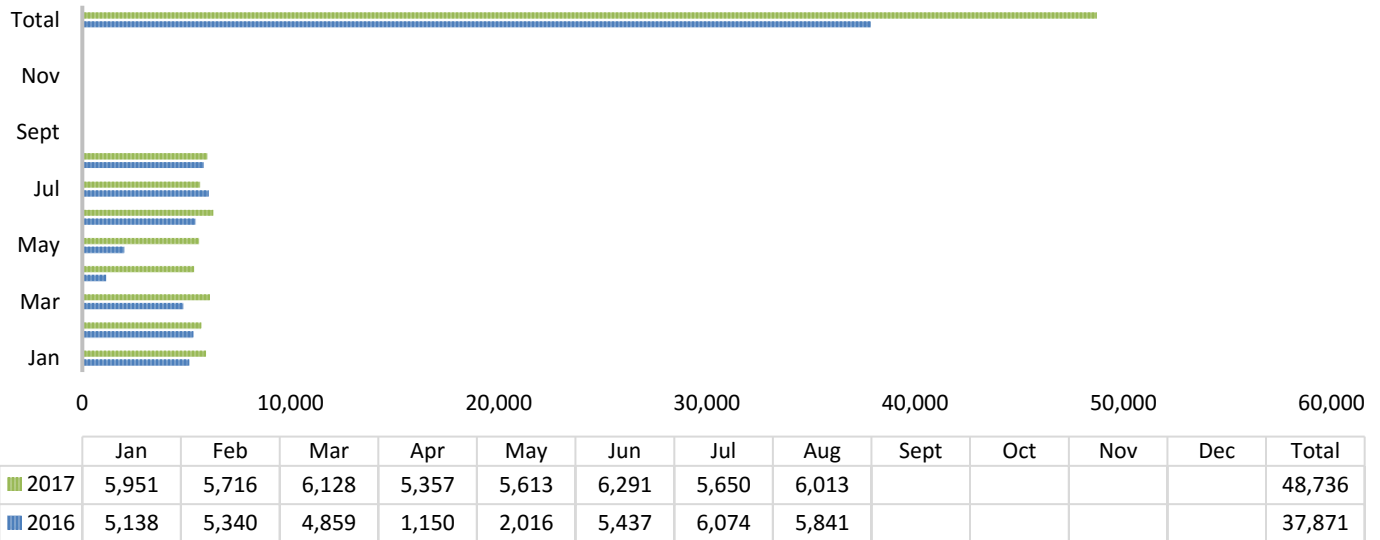


## Technology Usage

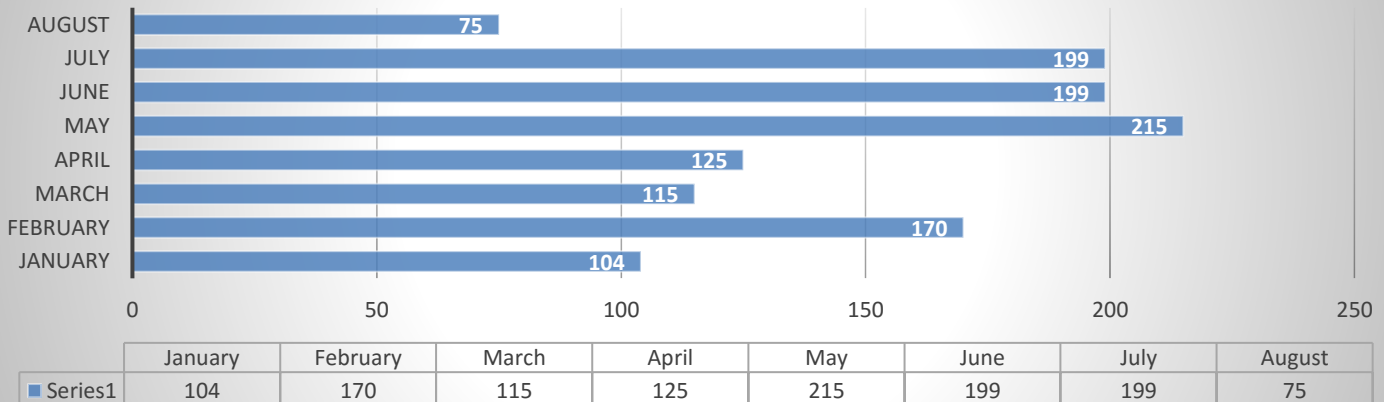
### Computer Usage Year-to-Date



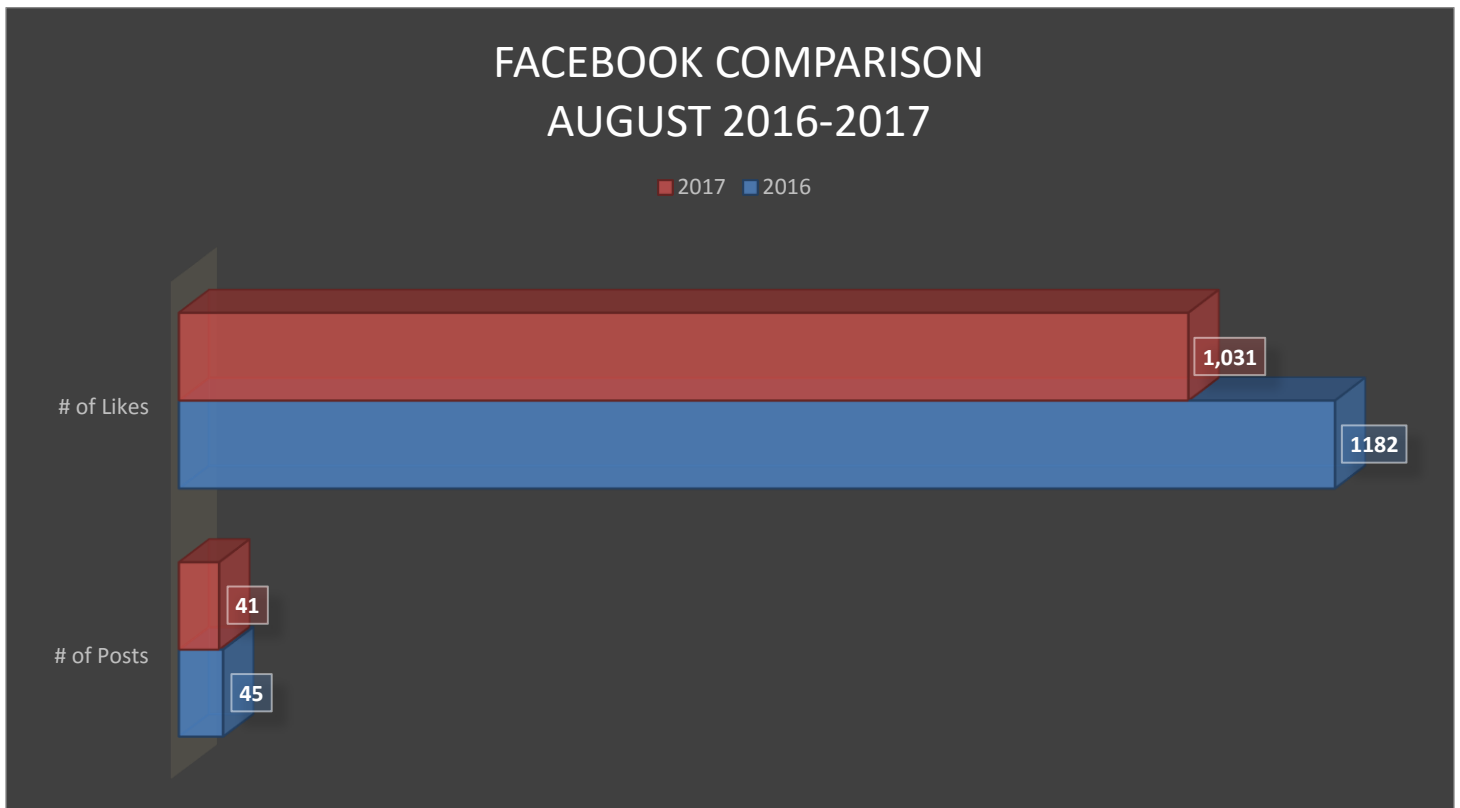
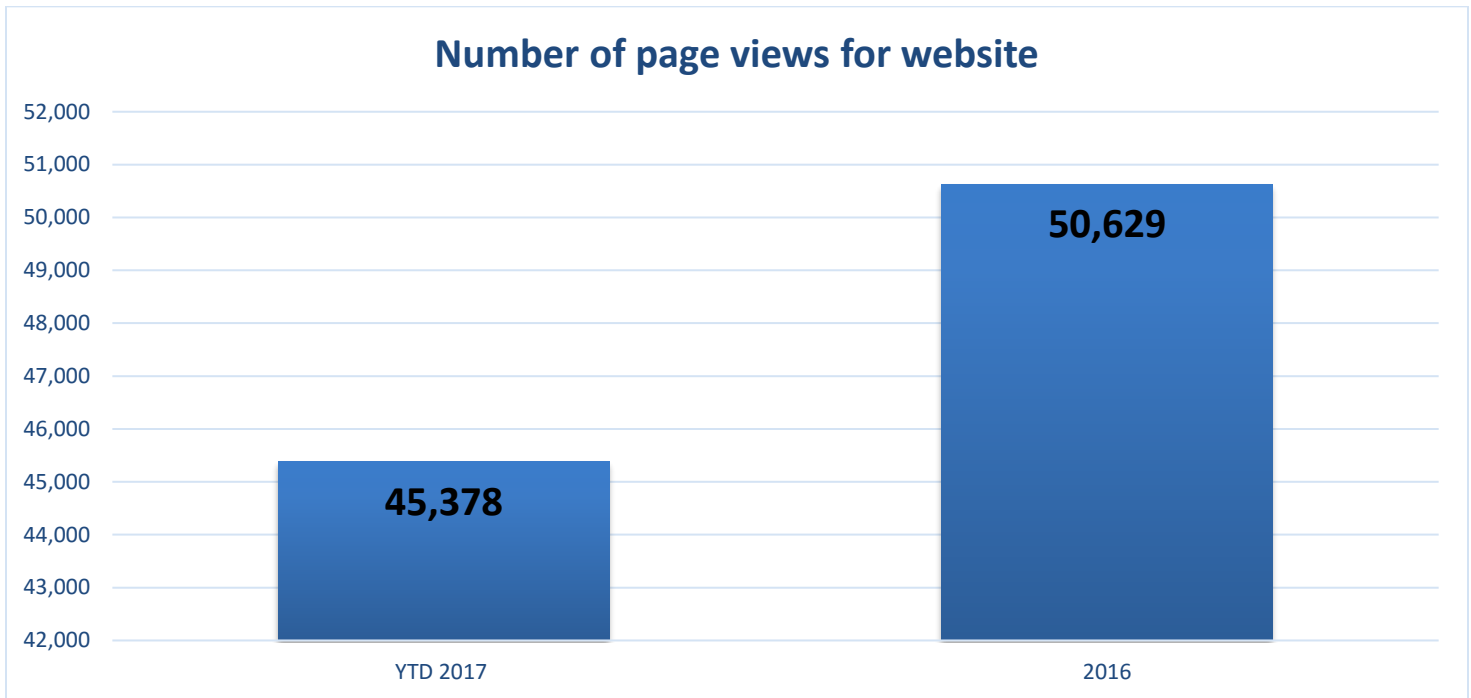
## YTD WIRELESS USAGE COMPARISONS



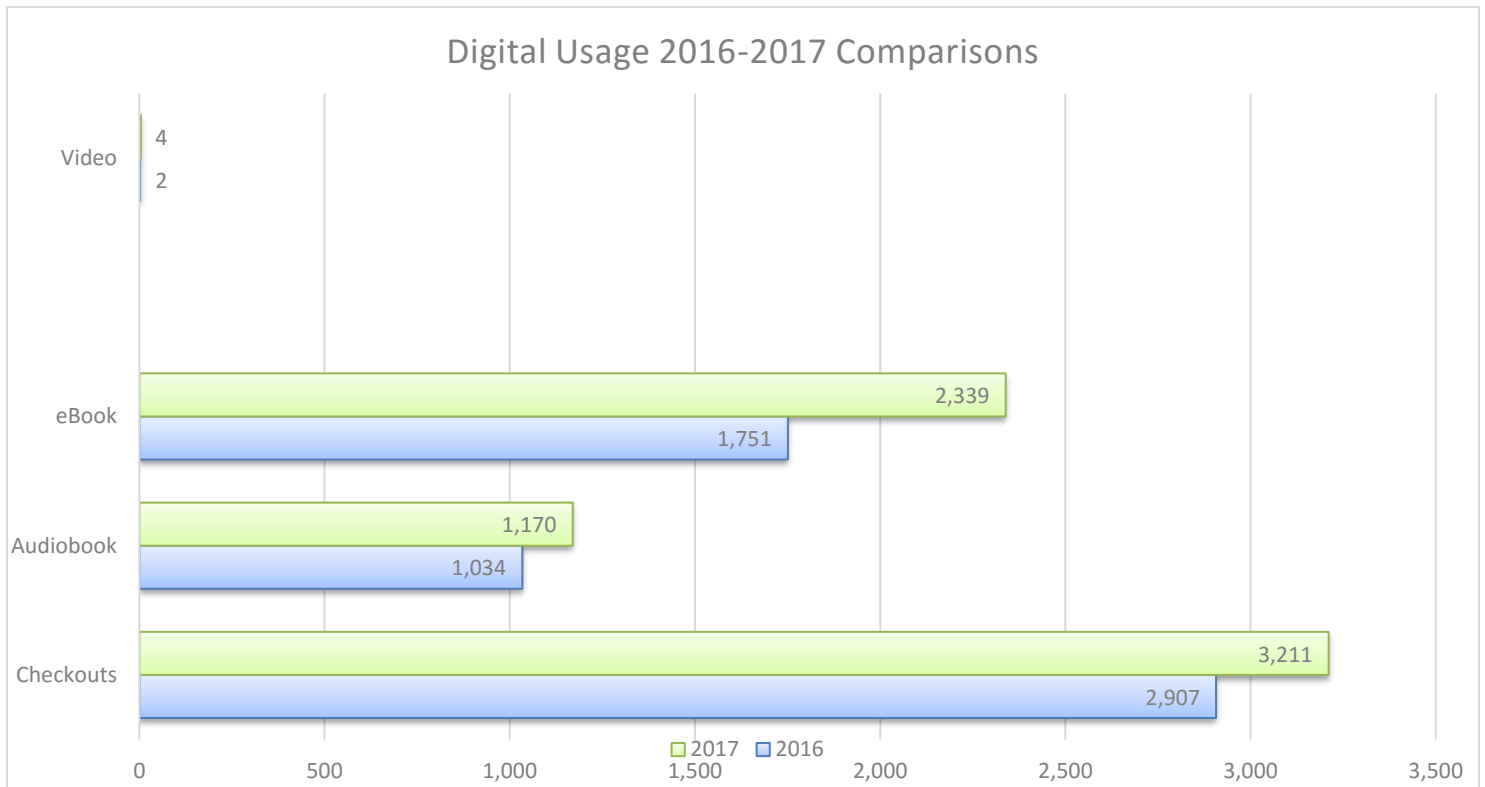
## TumbleBooks Downloads



## Website & Facebook Statistics



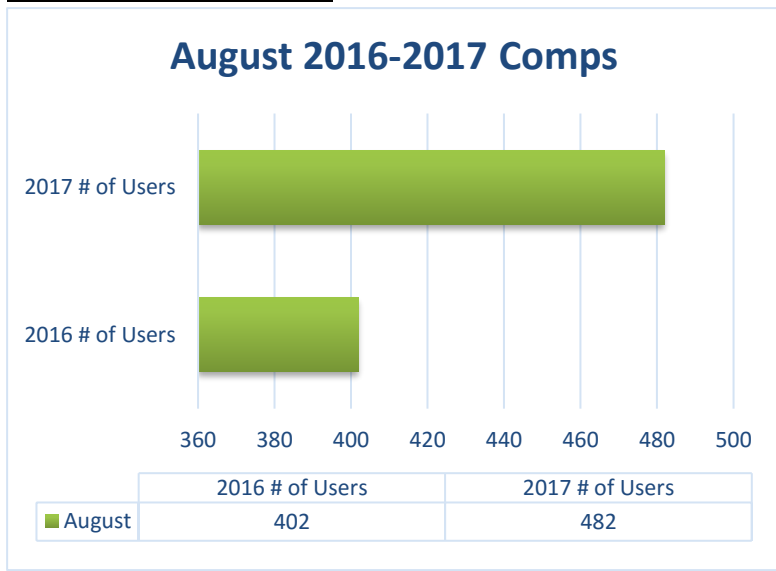
**OverDrive Checkouts by Technology & Format**



**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						36

**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		
October		
November		
December		
<b>Total Year-to-Date</b>	<b>2750</b>	<b>5523</b>

# 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					678
# of programs	15	16	12	12	9	12	5	6					87
Book Clubs	1	2	2	2	2	2	2	2					15

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					264
Children Attending													
2016	0	532	591	482	1790	1232	806	696	29	813	607	429	8007
2017	85		633	526	1615	952	1119	675					5605
Adults Attending													
2016	0	278	317	232	112	370	372	185	18	381	299	175	2739
2017	39		366	273	118	351	649	314					
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					8518
Passive Programs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	1		5	5	0	2	5	2					20
# of Participants	9		108	24	0	56	110	32					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					202
#Programs 2017	3	7	7	6	5	5	5	5					43
YA Volunteers & Hours													
2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
# Vols.	12	10	12	10		13	19	22					98
# of hrs	53	48.25	61	49.5		58	99.75	116					485.5
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				9
Attendance	10	8	2	9	4	4	8	5	8				58
YA Book Clubs													
2017					1	2	2	2				24	5



# Request for Action Narrative

**Meeting Date:** September 19, 2017

**Action Request:** Approve recommendation to seek RFQs / RFPs for hiring a space use consultant for library space planning purposes per the 2015 -2018 Hudson Area Joint Library Strategic Plan.

**Background Information:**

At the April 2017 board meeting a Space Audit Report was presented. This request for action is a result of that presentation and report. A copy of the report is included in this packet.



# Space Assessment 2017



# Strategic Plan

Goal 4: Enhance and Improve Library Services and Resources

Strategy 1: Explore reuse of existing space to serve the public more effectively.

Tactic: Conduct an internal space audit by staff to determine possible rearrangement of services in different spaces to increase service.



# Library as Place

Today's library is both a physical and a virtual place, but it is the physical aspect of the library that provides the anchor to the community. The physical library connects the Hudson Area community in many ways. The Hudson Area Public Library provides the community with connections to information, resources, tools, and lifelong learning opportunities. The Library provides a community gathering place, provides a positive return on investment, is a safe and trusted location for resources and information, and draws people together.

The Hudson Area Public Library positively impacts the community it serves.



# Purpose

- The purpose of this assessment is to determine:
  - Opportunities to better utilize the library and its space, and;
  - To determine a course of action moving forward.

## The Options

### Option 1: Do nothing

Everything stays the same.

**NOT RECOMMENDED**

### Option 2: Incremental Changes

Ultimately, the goal would be to significantly rearrange the Library, but this option would have it done in baby steps.

### Option 3: Significantly reconfigure the Library to better serve the community.

This option calls for making significant changes in one big project.

# Option 2: Ideas for incremental changes

## Main Level:

- 1.) Relocate DVDs / AV to area where holds materials are located, currently
- 2.) Create movable display area for new books and displays that feature the book collections;
- 3.) Move holds to current DVD / AV location
- 4.) Reconfigure service desk / self-check areas;
- 5.) Consider placing study / work tables in atrium for better use of space
- 6.) Transform computer lab to *ilab*—3D printer and other maker technology
- 7.) Computer Bar along wall

## Main Level Workroom:

- 1.) Needs an overhaul to be more efficient, to include better cart storage, and to include a staff break room.

## Upper Level:

- 1.) Story-time room becomes a more versatile programming space;
- 2.) Update Room 219 technology
- 3.) Computer bar
- 4.) Study tables

## Upper Level—Staff Room transform to Community Room:

- 1.) Determine new location for staff area on upper level, if necessary.
- 2.) Build storage closet outside of current staff area for storage of FOL tables & chairs.
- 3.) Reconfigure staff room to become a Community Room for programs, meetings, etc. Should be wired for technology.



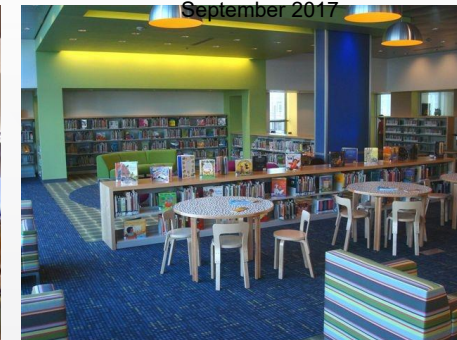




## Option 3: Significant Reconfiguration

Option 3 is a huge undertaking, and the floor plan renderings which follow are only ideas—food for thought. Please keep in mind these are NOT professional renderings, and the scale may be off—they really are just food for thought.

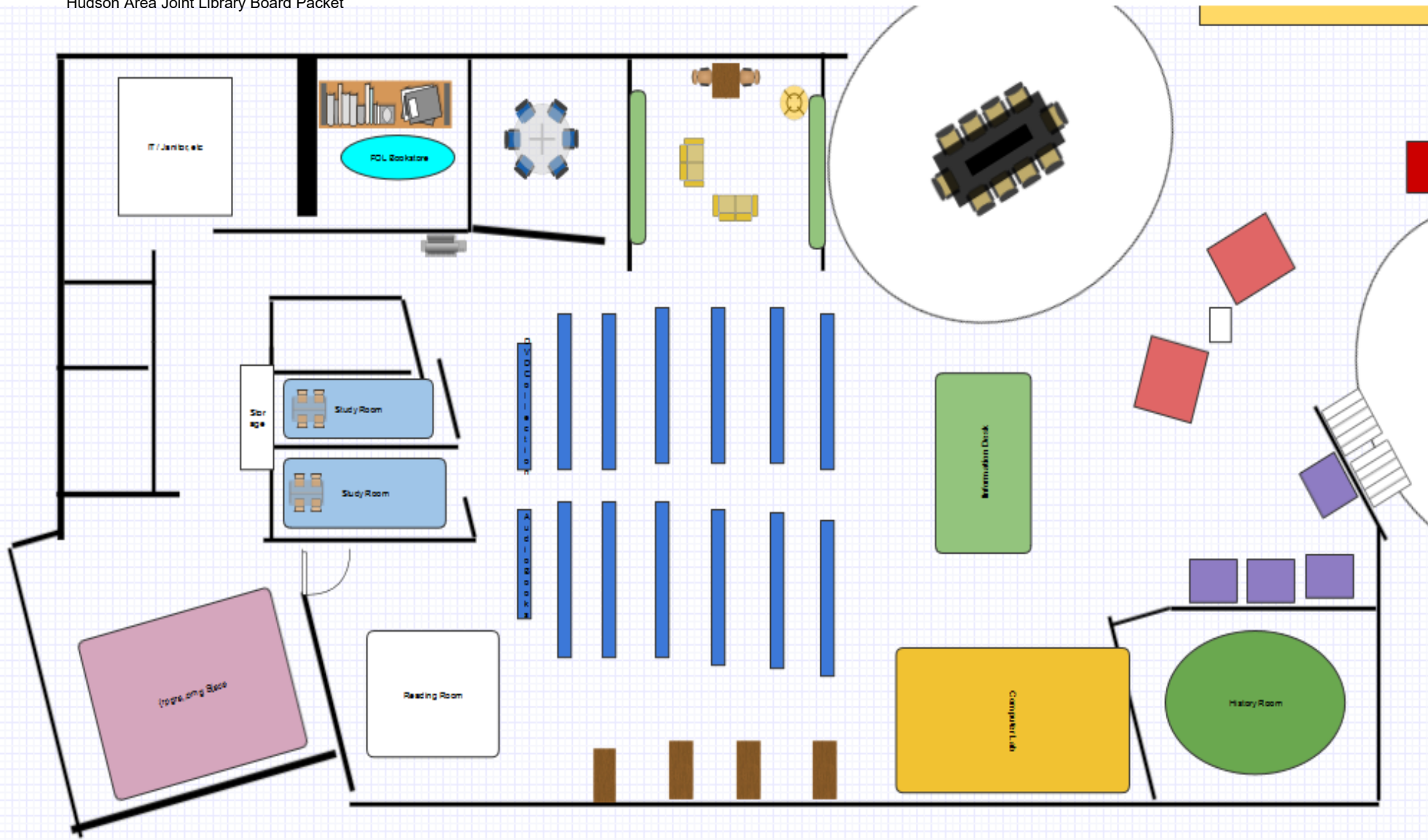




## Main Level

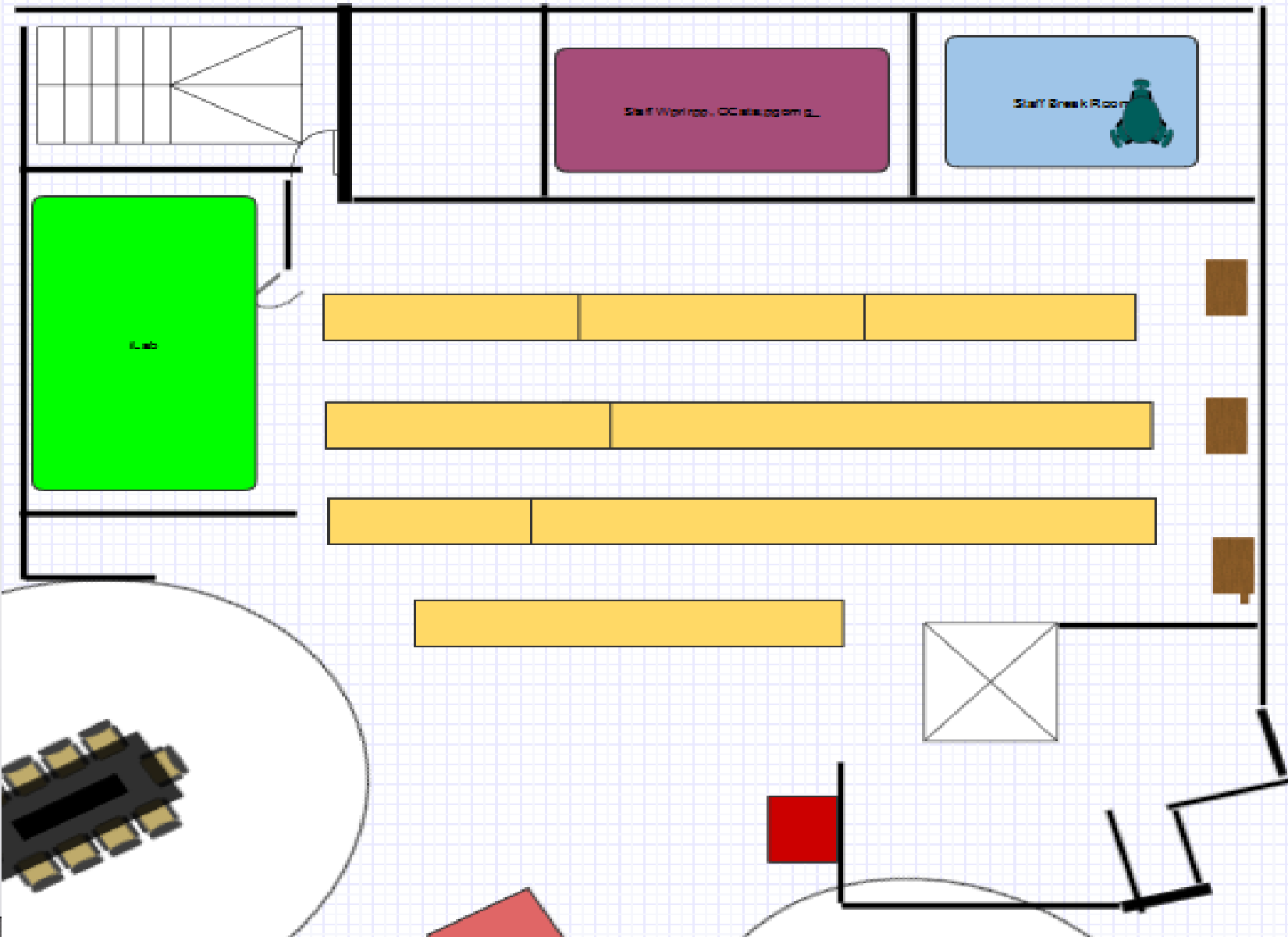
- Children's area relocated and expanded;
- YS staff room created;
- YS Programming room created;
- Information desk redesigned and moved;
- Hold area relocated;
- Study tables added to atrium





## NW Side of Upper Level

- Computer lab relocated outside of History Room;
- DVDs / AV Material moved to upper level;
- Info desk at top of stairs;
- Adult Fiction expanded;
- Teen area expanded;
- Community Room created.



## SE side of Upper Level

- Staff workroom for cataloging created;
- Staff break room created;
- Adult non-Fiction relocated here;
- *iLab* created in former story-time room;
- Study areas created;
- Director's office relocated to upstairs

## Final Recommendation

Hire a design consultant to determine best, most efficient use of space and to determine the cost and feasibility of options 2 and 3.

# Request for Action Narrative

**Meeting Date:** September 19, 2017

**Action Request:** This request is for the adoption of the revised *General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records* as approved by the Public Records Board on June 12, 2017.

**See Attached records schedule for review.**

### Notification of General Records Schedule Adoption

Schedule Title: Wisconsin's Public Libraries and Public Library Systems Related Records General Records Schedule  
Date: September 19, 2017

**Instructions:**

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist.
- Please attach a brief narrative explaining your rationale for opting out of each record series. Examples: Increased retention needed for business purpose, or federal or state regulation requires longer retention. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

**NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.**

Wisconsin Government Agency: Hudson Area Joint Library

Address: 700 1<sup>st</sup> Street Hudson, WI 54016

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule.

**Check appropriate box(es):**

We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)

We opt out of the entire schedule. (Available for State Agencies)  
**(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** Please attach a brief narrative explaining your rationale.

X We opt (out of), **(in to)**, the following record series (circle one). (Available for UW System and Local Units of Government)  
Please list identifying the specific retention schedule numbers and titles:

General Records Schedule for Wisconsin's Public Libraries and Public Library Systems and Related Records

**In those areas not covered, records disposition will cease until separate schedules are developed and approved.**

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

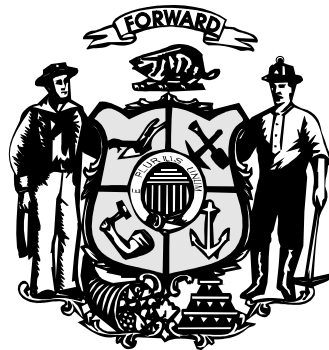


# General Records Schedule

## ***Wisconsin's Public Libraries and Public Library Systems and Related Records***

Approved by the Public Records Board:

***June 12, 2017***



**Expiration: June 12, 2027**

**For use by all units of Wisconsin Government at the State, County, and Municipal level**

## I. Scope

This schedule governs the records retention obligations of state agencies pursuant to [Wis. Stat. § 16.61](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). These “public records” are referred to as “records” in this schedule.

This schedule covers records which most state agencies, including the University of Wisconsin System Administration, the University of Wisconsin Institutions, all Wisconsin counties, municipalities and other units of local government create and use in the operation of public libraries and public library systems. The schedule is applicable to all records regardless of format or media.

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

See the [Introduction to General Records Schedules](#) for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

This schedule goes into effect upon final approval by the Public Records Board.

### Historical Records – Notification to State Historical Society

To adopt this General Records Schedule, complete and submit form PRB-002, [Notification of General Records Schedule Adoption](#). If a library adopts the schedule, the Notification of Adoption Form provides a "blanket" waiver of the 60-day notice to the Historical Society in compliance with [Wis. Stat. § 19.21](#). Unless the Historical Society informs the library otherwise, the library may begin record destruction upon acknowledgment of receipt of the form from the Historical Society.

Notice to the State Historical Society is required for any record not listed in this schedule.

## II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Wis. Admin. Code ch. Admin 12](#).

### **III. Personally Identifiable Information**

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

Information about identity theft and information security is available at <http://itsecurity.wi.gov/>.

### **IV. Confidentiality of Records**

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

### **V. Superseded Record Series**

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

### **VI. Related Records**

The “Related Records Series” section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records. See the “Related Records Series” section included in this document.

## **VII. Closed Record Series**

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

## **VIII. Revision History**

See the “Revision History” section for a listing of changes to this GRS.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
<b>Board / Governing Body Materials for Libraries &amp; Systems</b> *Prior to destroying any records, review instructions in Scope section above.								
001	<b>Bylaws</b>	Bylaws of the public library or public library system.	No	No	<b>Event and destroy</b>	<i>Event is superseded</i>	Bylaws created and amended by the Board to establish the structure and responsibilities of the board, and the manner in which the library will meet its regulatory requirements.	
002	<b>Annual Reports</b>	Annual reports documenting the library's services and finances over the previous year.	No	No	<b>Event + 2 years and destroy</b>	<i>Event is date the report is submitted to DPI.</i>	These reports are submitted to the Board &/or Municipality and to DPI per Wis. Stat. ch. 43.58(6)(a).	<b>003; 004</b>
<b>Administrative Files</b> *Prior to destroying any records, review instructions in Scope section above.								
003	<b>Donor Files – Monetary Donations</b>	Information about monetary donations to the library and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	<b>Event + 5 years and destroy confidential</b>	<i>Event is when the library acknowledges receipt of donation.</i>	May include receipts for donations, letters of acknowledgment, and supporting documentation.	<b>012</b>

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
004	<b>Donor Files – Property Donations</b>	Information about donors of property (such as artwork, furniture, computers, etc.) to the library and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	<b>Event + 5 years and destroy confidential</b>	<i>Event is when item is no longer in library's possession or conditions of contract have been met.</i>	May include signed deed of gift forms, receipts for donations, letters of acknowledgment, contracts stating terms of donation and supporting documentation.	<b>013; 115</b>
005	<b>Patron Incident and Disciplinary Files</b>	Records regarding patrons who have received disciplinary action or prohibitory sanctions.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event + 5 years and destroy confidential</b>	<i>Event is the date of the incident or rule violation.</i>	May consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges.	<b>016</b>
006	<b>Purchase Request</b>	Requests from library patrons requesting items to be added to the library collection.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event + 1 year and destroy confidential</b>	<i>Event is decision made regarding requested item.</i>		<b>017</b>
007	<b>Request for Reconsideration of Library Materials</b>	Suggestions received from a patron or patrons asking the library to discard or reclassify a specific item in the collection, the library's response and action if any.	Yes	No	<b>Event + 6 years and destroy confidential</b>	<i>Event is date decision is made by the library.</i>		<b>019</b>

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>Examples/ Notes</b>	<b>Previous RDA Number (if applicable)</b>
008	<b>Legal Opinions</b>	Correspondence with the attorney who provided legal counsel to the library.	Yes	Yes, Wis. Stat. § 905.03	<b>Event + 5 years and destroy confidential</b>	<i>Event is date superseded or opinion is no longer relevant.</i>	These records may be covered by attorney-client confidentiality.	<b>025</b>
009	<b>Litigation Files</b>	Records documenting any litigation to which the library is a party.	Yes	Yes, Wis. Stat. § 905.03	<b>Event + 5 years and destroy confidential</b>	<i>Event is date case is closed and appeals exhausted.</i>	These records may be covered by attorney-client confidentiality. May include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	<b>026</b>
010	<b>Accident Reports / Claims</b>	Records pertaining to any incidents on the library premises by non-employees.	Yes	No	<b>Event + 7 years and destroy confidential</b>	<i>Event is the date of the reported incident.</i>	May include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	<b>015</b>

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
<b>Financial Materials</b> *Prior to destroying any records, review instructions in Scope section above.								
011	<b>Budget Records</b>	Records used to prepare the library's budget.	No	No	<b><i>Fiscal year + 6 years and destroy</i></b>		May include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.	<b>028; 029</b>
012	<b>Annual Inventory and Depreciation Schedules</b>	Records listing all major library property, electronic equipment and its book/materials value.	No	No	<b><i>Fiscal year + 5 years and destroy</i></b>		Items remain on the inventory until their active life has elapsed.	<b>042</b>
<b>Integrated Library System, Interlibrary Loan &amp; Information Technology</b> *Prior to destroying any records, review instructions in Scope section above.								
013	<b>Bibliographic Records and Finding Aids</b>	Basic information about each title in the library collection and/or items in the archival collection.	No	No	<b><i>Event and destroy</i></b>	<i>Event is when item is withdrawn from the library's collection.</i>	Records are maintained in a card catalog system and shelf list, or electronically in an ILS.	<b>87; 118</b>
014	<b>Item Level Record</b>	Records documenting each individual copy of any title or item within the collection.	No	No	<b><i>Event and destroy</i></b>	<i>Event is when item is withdrawn from the library's collection.</i>	Record consists of links to a bibliographic record, plus the copy number, location, and availability.	<b>088</b>



RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
015	<b>Authority Files</b>	Authority information used to identify names and subjects according to established rules in bibliographic records.	No	No	<b>Event and destroy</b>	<i>Event is when item is withdrawn from the library's collection.</i>	Records are deleted from an ILS when there is no longer an item to which it can refer (blind reference).	<b>089</b>
016	<b>Patron Registration and Application Forms</b>	Patron registration and applications used to identify each individual, including contact information, who may borrow materials or use library resources.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event and destroy confidential</b>	<i>Event is when the information has been entered into the Patron Database and information is verified for accuracy.</i>	Forms may include, registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet.	<b>090</b>
017	<b>Patron Level Record</b>	Identifying information from the patron registration form and other information entered into the ILS to identify items currently borrowed, fines, holds, and special privileges.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event and destroy confidential</b>	<i>Event is when the card expires without renewal and all items are returned and fines paid, per library policy.</i>		<b>091</b>
018	<b>Overdue Notices</b>	Notices are sent to patrons to remind them to return borrowed items.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event and destroy confidential</b>	<i>Event is when fines are paid or are written off, per library or system policy.</i>	Notices may be generated manually or automatically by the ILS.	<b>092</b>

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>Examples/ Notes</b>	<b>Previous RDA Number (if applicable)</b>
019	<b>Library Use Reports and Statistics</b>	Reports summarizing acquisition, interlibrary loan activity, catalog, and circulation activities.	No	No	<b>Creation + 1 year and destroy</b>		Libraries should be aware of what use report information their shared ILS retains.	<b>093</b>
020	<b>Interlibrary Loan Records</b>	Records used to track the request and return of library items with libraries outside the local ILS.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event and destroy confidential</b>	<i>Event is when item is returned to the lending library.</i>	Records indicate when and where the item was sent, when it is due back, and when it was returned.	<b>095</b>
021	<b>Interlibrary Loan Request Records</b>	Records providing information about items shipped, unfilled requests, conditional loans, renewal requests, and returns.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event + 30 days and destroy confidential</b>	<i>Event is when item is returned to the lending library.</i>		<b>096; 097</b>
022	<b>Log of Interlibrary Loan Transactions</b>	Information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries.	No	No	<b>Event + 30 days and destroy</b>	<i>Event is when item is returned to the lending library.</i>	This log is a source document for monthly statistics.	<b>098</b>

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
<b>Departmental Records</b> *Prior to destroying any records, review instructions in Scope section above.								
023	<b>Internet, Equipment or Room Use Agreements</b>	Patron agreements to abide by the library's policies when using a computer, the internet, and equipment or rooms at the library.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event and destroy confidential</b>	<i>Event is end of business day or when equipment or room are returned undamaged.</i>	Agreements include the personally identifiable information about the patron.	<b>103; 104</b>
024	<b>Reference Requests &amp; Responses</b>	Records documenting research or scholarly requests for information about or access to items within the institution's collections.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event and destroy confidential</b>	<i>Event is date request is fulfilled or response is provided.</i>	May include requester's contact information and records necessary for the administration of the institution's ILL program.	<b>106</b>
025	<b>Programming and Events Files</b>	Information about specific library programs or events.	No	No	<b>Event + 1 year and destroy</b>	<i>Event is date of the program or event.</i>	May contain a copy of materials developed for publicity and programming, and evaluation forms.	<b>108; 109; 111;112</b>
026	<b>Contest Entry Forms</b>	Forms used to award prizes for contests.	Yes	Yes, Wis. Stat. § 43.30(1m)	<b>Event + 30 days and destroy confidential</b>	<i>Event is when contest winner is determined.</i>	May include names, contact information, school, grade, and age.	<b>110</b>

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
027	<b>Press Releases</b>	Official press releases and related topical indexes.	No	No	<b>Creation + 5 years and destroy</b>			<b>114</b>
028	<b>Archival Accession / Deaccession Records and Processing Files</b>	Information documenting the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from local history collections including what is retained or deaccessioned during collection processing.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	<b>Permanent</b>		May include date of transfer, name or brief bio of the donor/creator, contents of container, documentation transferring intellectual property rights to the library, restrictions of collection on use and letter of acknowledgement.	<b>116; 117</b>
<b>Library System / Shared Automated System Records</b> *Prior to destroying any records, review instructions in Scope section above.								
029	<b>Library System Plans</b>	Plans identifying the services that are offered by the library system, and the budget for other services.	No	No	<b>Event + 10 years and transfer to WHS</b>	<i>Event is superseded.</i>	The system board approves the plan and it must also be approved by DPI. Retention per Wis. Admin. Code ch. PI 6.06(4)(a).	<b>119</b>

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>Examples/ Notes</b>	<b>Previous RDA Number (if applicable)</b>
030	<b>Materials and Rotating Collections Records</b>	Lists of current materials available for use by member libraries.	No	No	<b><i>Event and destroy</i></b>	<i>Event is superseded or no longer needed.</i>	May include professional collections, supplemental materials, AV materials, or rotating collections.	<b>122; 123</b>
031	<b>Materials and Rotating Collections Use Summary</b>	Report of the circulation or distribution information from the system holdings to borrowers or member libraries' temporary holding status.	No	No	<b><i>Event + 30 days and destroy confidential</i></b>	<i>Event is when item is returned to the lending library.</i>		<b>124</b>
032	<b>Delivery Service Forms</b>	Records documenting ILL items that are in transit.	No	No	<b><i>Event and destroy</i></b>	<i>Event is when item has been delivered.</i>	May include courier routes and hub connections with other state, system, school district, and private courier services.	<b>125; 126</b>

### Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
008	Subject Files	ACT+5	Individual RDAs in the GRS cover records in a more succinct manner.
053	License and Permits	EXP+1	Not a public library record.
054	Inspection Reports	ACT	Not a public library record.
059	Mobile Collection Schedule	SUP	Duplicates 126 Delivery and Mobile Collections Schedule
094	Online Union Catalogs	ACT	Obsolete.
101	Interlibrary Loan (ILL) Reference Codes	ACT	Not a public library record.
102	ILL Periodical Title Requests	FIS+5	Not a public library record.
113	Library Newsletters	CR+3	Not a public library record.
121	Membership Lists	ACT	Not a public library record.
128	Workshop Calendars and Flyers	SUP	Not a public library record.



### Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board [webpage](#).

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	002	Policy Manual	Superseded by ADM00023.
01/2017	005	Minutes and Meeting Materials	Superseded by ADM00025.
01/2017	006	General Correspondence	Superseded by ADM00010.
01/2017	007	Director/Assistant Director's Reports	Superseded by ADM00025.
01/2017	009	Meeting Records – Internal Staff	Superseded by ADM00027.
01/2017	010	Procedures	Superseded by ADM00027.
01/2017	011	Planners/Calendars	Superseded by ADM00005.
01/2017	014	Grant Files	Superseded by ADM00013.
01/2017	018	Compliments/Complaints/Suggestions	Superseded by ADM00007.
01/2017	020	Strategic Planning – Development Documentation	Superseded by ADM00017.
01/2017	021	Strategic Planning – Final	Superseded by ADM00017.
01/2017	022	Open Records Requests	Superseded by ADM00022.
01/2017	023	Contracts	Superseded by PUR00010.
01/2017	024	Leases	Superseded by PUR00010.
01/2017	027	Staff/System Newsletters	Superseded by ADM00015.
01/2017	030	Annual Financial Report/Audit	Superseded by 90000004.



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Superseded General Records Schedules available on the Public Records Board [webpage](#).

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	031	Monthly Financial Reports	Superseded by 90000002.
01/2017	032	Accounts Payable/Receivable	Superseded by 90000021.
01/2017	033	Journal Entries/General Ledger	Superseded by 90000021.
01/2017	034	Balance Sheet	Superseded by 90000021.
01/2017	035	Deposit Slips and Cancelled Checks	Superseded by 90000041.
01/2017	036	Invoices	Superseded by 90000021.
01/2017	037	Purchase/Order Records	Superseded by PUR00010.
01/2017	038	Sales Records	Superseded by 90000021.
01/2017	039	Cash Receipts	Superseded by 90000021.
01/2017	040	Petty Cash Vouchers	Superseded by 90000021.
01/2017	041	Bank Statements and Reconciliation	Superseded by 90000021.
01/2017	043	State Tax Returns	Superseded by 90000092.
01/2017	044	Payroll Deduction/Liability Records	Superseded by PAY00021.
01/2017	045	Insurance Policies	Superseded by RISK0025 & RISK00035.
01/2017	046	Request for Bids, Proposals and RFP	Superseded by PUR00010.
01/2017	047	W-2 Forms	Superseded by PAY00016A.

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Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	048	Employer Contributions to Retirement Accounts	Superseded by PAY00012.
01/2017	049	Electronic Funds Transfer	Superseded by PAY00021.
01/2017	050	Payroll Summaries	Superseded by PAY00011.
01/2017	051	Payroll Records	Superseded by PAY00011.
01/2017	052	Blueprints/Building Plans/Final Specifications	Superseded by FAC00015.
01/2017	055	Hazardous Material Safety Data Sheets	Superseded by RISK00048.
01/2017	056	Security Log	Superseded by FAC00086.
01/2017	057	Surveillance Recordings	Superseded by FAC00082.
01/2017	058	Vehicle Files	Superseded by FLEET013.
01/2017	060	Personnel Files	Superseded by HR000190.
01/2017	061	Interview Materials for Non-Hires	Superseded by HR000016.
01/2017	062	Open Application Files	Superseded by HR000022.
01/2017	063	Withholding Forms	Superseded by PAY00021.
01/2017	064	Health Plan Applications	Superseded by PAY00021.
01/2017	065	Union Membership	Superseded by HR000105.
01/2017	066	I-9 File	Superseded by HR000026.

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Superseded General Records Schedules available on the Public Records Board [webpage](#).

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	067	Staff Work Schedules	Superseded by ADM00005.
01/2017	068	Time and Attendance	Superseded by PAY00009.
01/2017	069	Vacation and Sick Leave Calculator and Report	Superseded by PAY00012.
01/2017	070	Time Off/Vacation Requests	Superseded by PAY00012.
01/2017	071	Employee Injury Records	Superseded by RISK0010.
01/2017	072	Grievances	Superseded by HR000110.
01/2017	073	Union Contract Negotiation Files	Superseded by HR000105.
01/2017	074	Workers Disability Compensation Files	Superseded by RISK0010.
01/2017	075	Job Descriptions	Superseded by HR000045.
01/2017	076	Volunteer/Community Service Files	Superseded by HR000191.
01/2017	077	Continuing Education & Training	Superseded by HR000185.
01/2017	078	User Accounts	Superseded by IT000032.
01/2017	079	Confidentiality Form	Superseded by IT000033.
01/2017	080	Logon ID Request Acknowledged by User	Superseded by IT000033.
01/2017	081	Security Reports	Superseded by IT000026.
01/2017	082	Network Usage Logs	Superseded by IT000026.

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Superseded General Records Schedules available on the Public Records Board [webpage](#).

<b>Revision Date</b>	<b>RDA Number</b>	<b>Record Series Title</b>	<b>Revision Made</b>
01/2017	083	Electronic Equipment Inventory	Superseded by 90000110.
01/2017	084	Web/Intranet Files	Superseded by IT000042.
01/2017	085	Library/System Website	Superseded by IT000042.
01/2017	086	Order Records	Superseded by 90000021.
01/2017	099	Monthly ILL Transactions-Borrowing Statistics	Superseded by ADM00001.
01/2017	100	Monthly Statistics on Items Lent by Member Libraries	Superseded by ADM00001.
01/2017	105	Reference Statistics	Superseded by ADM00001.
01/2017	107	Publicity, Design, and Production Requests	Superseded by 90000021.
01/2017	120	System Advisory Board Meeting Records	Superseded by ADM000025.
01/2017	127	Training and Workshop Records	Superseded by ADM00012.
01/2017	129	Registration Forms	Superseded by ADM00012.
01/2017	130	Workshop Statistics	Superseded by ADM00001.