



**Finance Committee Meeting Notice and Agenda**  
**January 16, 2018 — 6:15 p.m.**  
**Hudson Area Joint Library**  
**700First Street, Hudson, WI 54016**

1. Call to Order, Roll Call, Certification of Quorum, Certification of Compliance with Open Meeting Laws and Public Records Laws, Introduction of Visitors and Staff
2. **ACTION ITEM:** Approve Agenda
3. **ACTION ITEM:** Disposition of the prior committee meeting Minutes (November 21, 2017)
4. **ACTION ITEM:** Set date for next meeting to occur 15 minutes prior to next Library Board meeting, as approved by the Library Board.
5. **ACTION ITEM:** Discussion and possible recommendation financial reports:
  - a. Discussion and possible action on invoices that are not recurring or are not within the 2017 Budget vs. Actual to Date
  - b. Discussion and possible action on regularly recurring expenditures that are within the Board approved 2017 Budget vs. Actual to Date
  - c. Discussion and possible action 2017 year-to-date revenue and expenditure report
  - d. Discussion and possible action on 2016 and 2017 budget comparison
  - e. Discussion and possible action on 2017 budget and year-end report
6. **ACTION ITEM:** Request for recommendation to full for the approval to expend the 2018 Hudson Area Library Foundation Grants in the amount of \$30,850. See grant list for details.
7. **ACTION ITEM:** Request for reconmendation to full board for the approval to expend the 2018 FOL grant of \$20,000 for the Children's Collection Revitalization project.
8. **ACTION ITEM:** New business
9. **ACTION ITEM:** Adjournment

*Finance Committee Members: Dave Ostby (LT), Paul Berning, and Jim Schrock. Emailed Agenda to Committee Members, Joint Municipalities and Board Members on January 9, 2018 Emailed to media: January 9, 2018*

**NOTES:**

*Some Agenda items may be taken up earlier in the meeting, or in a different order than listed. Notice is hereby given that a majority of the members of the Hudson Area Joint Library Board of Trustees may be present at the foregoing meeting. This may constitute a meeting of the Library Board of Trustees pursuant to State ex. Rel. Badke v. Greendale Village Board, 174 Wis.2d 553, 494 N.W.2d 408 (1993), although the Board of Trustees will not take any formal action at this meeting. 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*



**Hudson Area Joint Library Board of Trustees UNAPPROVED Meeting Minutes  
November 21, 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, Berning, Copenbarger, Ostby, Peterson, Schrock  
Absent: Marion Shaw, Curt Weese  
Staff: Tina Norris, Director  
Others: Joyce Law, Gloria Kramer

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*

**ACTION TAKEN:**

**Motion to APPROVE the consent agenda by: Ostby**

**Second by: Peterson**

**Discussion: NONE**

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

4. Citizen Comments—

Gloria Kramer thanked the Board for getting the cross walk installed, and noted items that are still pending. Noted that the FOL had discussed a library coffee shop in previous years, and would love to see Sunday library hours. Encouraged everyone to shop Family Fresh and bring receipts to the Library.
5. Presentations by supporting organizations
  - a. Friends of the Library— President Joyce Law updated the Board on the Family Fresh receipts and noted that they are awaiting a \$1,000 check for having reached \$150,000 in receipts. Updated on book sale results and upcoming sale of FOL Book Bags. Law noted that FOL has discussed a coffee shop in the past, and it has been a community request on surveys in the past.
  - b. Library Foundation— Peterson provided an update on the Annual Appeal noting an error in which the appeal was mistakenly sent to Woodville residents, and that the Foundation is working to correct this error. Additionally, Peterson noted that the Foundation is developing an advocacy committee to create advocacy resources to help members speak out in support of the library.

6. President's comments, reports, and requests for action
  - a. Municipalities presentations update, discussion, and possible action.  
Hudson: City passed resolution requesting full funding from the County for the Hudson Area Public Library; the Town of Hudson and the Village of North Hudson have passed the same resolution. All three sent the resolution to the County. City of Hudson funding is same as last year, which is still above the 3-year average; Town of Hudson reduced funding to 3-year average; Village of North Hudson reduce to 3-year average; and, the Town of St. Joseph maintained the same contribution level as in 2017.
  
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

#### 8. Action Item: Closed Session

The Library Board of the Hudson Area Joint Library will meet at approximately 6:30 p.m., or as soon thereafter as time permits, on Tuesday, November 21, 2017 in Room 219, Hudson Area Public Library, 700 1<sup>st</sup> Street, Hudson, Wisconsin, following the conclusion of consideration of the above portion of its regularly scheduled agenda, to vote on a motion to convene in closed session at said time and place for discussion / action relative to (1.) the termination of an employee; (2.) Consideration of 2018 annual compensation of employees, and; (3.) conduct the Library Director's annual evaluation.

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

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

Motion to close session by Schrock; Second by Ostby. Roll call taken:

O'Connor -aye; Coppenbarger - aye; Peterson - Aye; Ostby - aye; Berning - aye; Schrock - aye  
6 ayes 0 nays

9. **ACTION ITEM:** 2018 Wages  
Motion by Berning to increase Library Assistant salaries by 2%; Library Director salary from \$62,829 to \$67,267; Associate Librarian from \$48,672 to 49,649; Children's Librarian from \$46,550 to 47,486; Library Clerks from \$10.81 - \$11.85; and, Library Aides from \$7.50 to \$8.50 effective January 1, 2018.  
Second by: Peterson  
Vote taken: 6 Ayes / 0 Nays MOTION APPROVED
  
10. **ACTION ITEM:** Library Directors Evaluation:  
Motion by Peterson to approve Library Director's Evaluation with a rating of 4.4.  
Second by Berning  
Discussion: NONE  
Vote Taken: 6 Ayes 0 Nays MOTION APPROVED

11. Other Business: None
12. Board comments and items for future agendas: None.
13. ACTION ITEM: Adjournment  
Motion to adjourn by Ostby  
Second by Berning  
Vote taken: 6 Ayes 0 Nay  
MOTION CARRIED

Respectfully Submitted,

*Tina L. Norris*

Tina L. Norris, Director

<b>General Revenues</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Projected 2017</b>		<b>Grant Revenues</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Projected 2017</b>
Library Revenues	37,182.00	37,418.00	32,148.48		Hudson Area Library Foundation	-		27,034.00
Misc: Revenue			549.38		Hudson Area Friends	-		10,150.00
City of Hudson	300,900.00	356,031.00	347,310.00		Hudson Hospital Foundation	-		5,000.00
Town of Hudson	197,283.00	203,201.00	203,201.00		St. Croix Community Foundation	-	2,457.00	-
Town of St. Joseph	86,788.00	85,546.00	86,374.00		<b>Total Grant Expenditures</b>	<b>-</b>	<b>2,457.00</b>	<b>42,184.00</b>
Village of North Hudson	82,815.00	84,475.00	84,084.00					
Act 150: St. Croix County	81,690.00	77,352.00	54,186.00					
Act 420: Other Counties	5,169.00	5,272.00	6,435.56		<b>Grant Expenditures</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Projected 2017</b>
Interest	2,659.00	2,652.00	4,304.39		Personnel			
Gain / Loss Market Investment	644.00	1,306.00	3,986.10		Contractual Services		2,457.00	13,673.91
Donations for general use	8,223.00				Supplies & Expenses			13,056.19
<b>Total General Revenue</b>	<b>803,353.00</b>	<b>853,253.00</b>	<b>822,578.91</b>		Collections			15,453.90
					Fixed Costs			
<b>General Expenditures</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>		<b>Total Grant Expenditures</b>	<b>-</b>	<b>2,457.00</b>	<b>42,184.00</b>
Personnel	418,841.00	468,793.00	471,819.07					
Contractual Services	94,154.00	88,526.00	96,222.12					
Supplies & Expenses	29,873.00	15,493.00	15,014.99					
Collections	83,260.00	84,395.00	76,934.26					
Fixed Costs	139,018.00	142,372.00	144,081.33					
<b>Total General Expenditures</b>	<b>765,146.00</b>	<b>799,579.00</b>	<b>804,071.77</b>					
<b>Summary</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>					
General Revenues	803,353.00	853,253.00	822,578.35					
General Expenditures	765,146.00	799,579.00	804,071.77					
<b>Surplus / (Deficit)</b>	<b>38,207.00</b>	<b>53,674.00</b>	<b>18,506.58</b>					
Grant & Donation Revenues	0	2457	42184					
Grant & Donation Expenditures		2457	42184					
<b>Surplus / (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>					

**Hudson Area Joint Library  
2017 Budget  
Summary**

	2015 Actual	2016 Budget	2017 Budget Approved	2017 YTD
<b>Revenue</b>				
City & County	754,645.00	811,877.00	746,020.00	\$ 781,591
Fees & Fines	0.00	0.00	36,000.00	\$ 32,697
Grants	0.00	0.00	0.00	\$ 42,184
Other	2,659.00	2,652.00	1,500.00	\$ 8,290
<b>Total</b>	<b>757,304.00</b>	<b>814,529.00</b>	<b>783,520.00</b>	<b>\$ 864,762</b>

<b>Expenditures</b>	2015	2016	2017	2017 YTD
Personnel	418,841.00	468,793.00	498,590.00	\$ 471,819
Collections	83,260.00	84,395.00	76,632.00	\$ 92,388
Contractual Services	94,154.00	90,938.00	91,887.00	\$ 109,896
Supplies and Expenses	29,873.00	23,493.00	20,800.00	\$ 28,071
Fixed Costs	139,018.00	142,372.00	146,116.00	\$ 144,081
Capital	0.00	0.00	0.00	\$ -
<b>Total</b>	<b>765,146.00</b>	<b>809,991.00</b>	<b>834,025.00</b>	<b>\$ 846,256</b>

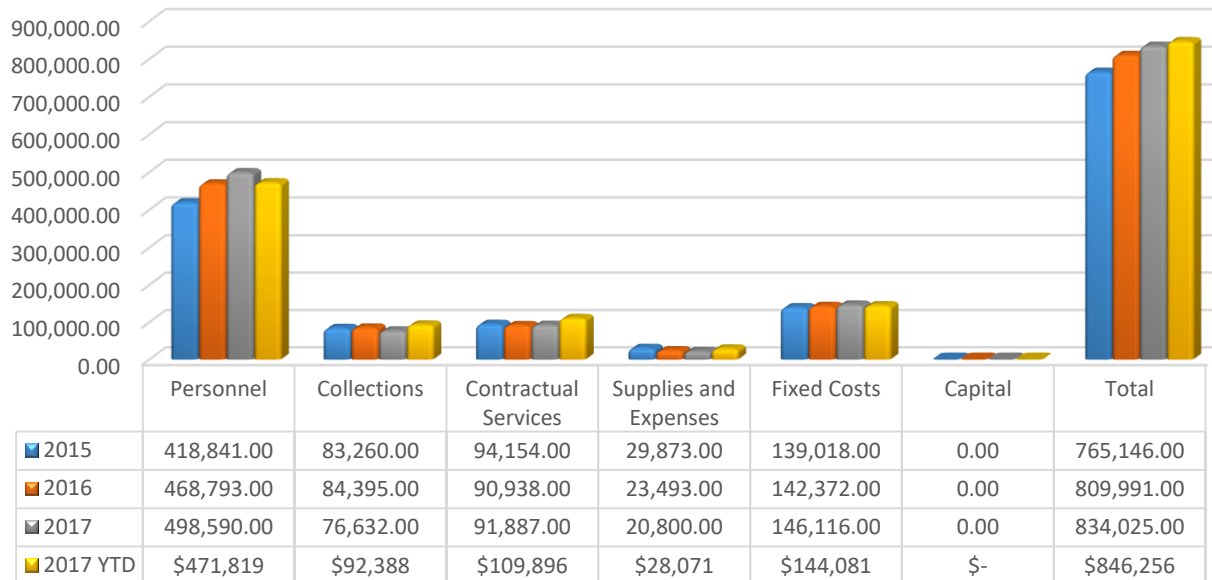
	2015	2016	2017	2017 YTD
<b>Revenue vs Expenditures</b>	<b>-7,842.00</b>	<b>4,538.00</b>	<b>-50,505.00</b>	<b>\$ 18,506</b>

100% of year completed

### Revenue Summary 2017



### Expenditure Summary 2017



**2016-2017 Year-to-Date Comparison**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2017 Budget
			December		\$	%	
			2017	2016			
<b>Revenue</b>							
Library Revenues: Fees & Fines	46111	36,000	\$ 32,148	\$ 37,148	\$ (5,000)	-13%	89%
City of Hudson	47301	317,310	\$ 347,310	\$ 356,031	\$ (8,721)	-2%	109%
Village of N. Hudson	47302	84,084	\$ 84,084	\$ 84,475	\$ (391)		100%
Town of Hudson	47303	197,340	\$ 203,201	\$ 203,201	\$ -		103%
Town of St. Joseph	47304	86,374	\$ 86,374	\$ 85,546	\$ 828	1%	100%
General Govt. Revenue	47310	0	\$ -	\$ -	\$ -		
St. Croix County / Other Counties	47311	60,912	\$ 60,622	\$ 82,624	\$ (22,002)		100%
Other Counties	47311				\$ -		
Interest	48100	1,500	\$ 4,304	\$ 2,652	\$ 1,652	62%	287%
Net change in market value	48120		\$ 3,986	\$ 1,306	\$ 2,680		
Donations - Other	48500		\$ 42,184	\$ 2,401	\$ 39,783		
Donation-Literacy Program	48561	0	\$ -	\$ -	\$ -		
Donations - History Collection	48562	0	\$ -	\$ -	\$ -		
Donation - Grant FOL	48563		\$ -	\$ -	\$ -		
Miscellaneous Revenues	48600	0	\$ 549	\$ 672	\$ (123)		
<b>Total Revenue</b>		<b>783,520</b>	<b>\$ 864,763</b>	<b>\$ 856,056</b>	<b>\$ 8,707</b>	<b>1%</b>	<b>110%</b>
<b>Staff Compensation</b>							
Full Time Salaries	121	164,404	\$ 157,451	\$ 150,060	\$ 7,391	5%	96%
Overtime Salaries	122	0	\$ -	\$ -	\$ -		
Part Time Salaries	125	205,166	\$ 198,106	\$ 197,002	\$ 1,104	1%	97%
Longevity	133	0	\$ -	\$ -	\$ -		
FICA	151	28,500	\$ 26,094	\$ 25,666	\$ 428	2%	92%
Pension	152	21,020	\$ 19,901	\$ 19,168	\$ 733	4%	95%
Health Insurance	154	79,500	\$ 70,268	\$ 76,877	\$ (6,609)	-9%	88%
Life Insurance	155	0	\$ -	\$ -	\$ -		
<b>Staff Compensation Subtotal</b>		<b>498,590</b>	<b>\$ 471,819</b>	<b>\$ 468,773</b>	<b>\$ 3,046</b>	<b>1%</b>	<b>95%</b>
<b>General Operating Expenses</b>							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 13,752	\$ 13,752	\$ -	0%	98%
I/FLS-operating/maintenance	216	34,822	\$ 34,822	\$ 32,825	\$ 1,997	6%	100%
I/FLS-addl courier/self check	217	2,512	\$ 2,540	\$ 2,512	\$ 28	1%	101%
I/FLS-catalogging	218	24,726	\$ 29,069	\$ 25,706	\$ 3,363	13%	118%
Telephone	225	1,200	\$ 3,555	\$ 743	\$ 2,812	378%	296%
Contracted Maint. & Repair	249	600	\$ 807	\$ -	\$ 807		135%
Programming - Adult	294	4,625	\$ 5,616	\$ 2,660	\$ 2,956	111%	121%
Programming - Children	295	4,545	\$ 9,587	\$ 2,792	\$ 6,795	243%	211%
Maintenance Agmt/Leases	298	9,000	\$ 10,149	\$ 8,744	\$ 1,405	16%	113%
Contract Services	299	1,500	\$ -	\$ 1,204	\$ (1,204)		0%
Postage	311	2,000	\$ 923	\$ 1,410	\$ (487)	-35%	46%
Office Supplies	312	7,100	\$ 6,220	\$ 5,796	\$ 424	7%	88%
Memberships	324	500	\$ 539	\$ 523	\$ 16	3%	108%
Advertising	326	350	\$ 127	\$ -	\$ 127		36%
Staff Development	338	1,600	\$ 2,205	\$ 1,106	\$ 1,099	99%	138%
Maint & Repair Supplies	357	750	\$ 183	\$ 417	\$ (234)	-56%	24%
Books	395	66,000	\$ 67,206	\$ 63,873	\$ 3,333	5%	102%
Technology	396	18,679	\$ 17,180	\$ 5,379	\$ 11,801	219%	92%
Periodicals	397	6,000	\$ 5,833	\$ 15,454	\$ (9,621)		97%
Audio-Visual	398	18,500	\$ 19,349	\$ 15,464	\$ 3,885	25%	105%
Activity Fund	399	1,000	\$ 695	\$ 842	\$ (147)		69%
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	\$ 137,674	\$ 126,225	\$ 11,449	9%	99%
<b>General Operating Subtotal</b>		<b>366,152</b>	<b>\$ 374,437</b>	<b>\$ 332,099</b>	<b>\$ 42,338</b>	<b>13%</b>	<b>102%</b>
<b>Total Operating Expenses</b>		<b>864,742</b>	<b>\$ 846,256</b>	<b>\$ 800,872</b>	<b>\$ 45,384</b>	<b>6%</b>	<b>98%</b>
<b>NET OPERATING REVENUE (EXPENSE)</b>		<b>-81,222</b>	<b>\$ 18,507</b>	<b>\$ 55,184</b>	<b>\$ (36,677)</b>	<b>-66%</b>	



## 2018 Grant Funding Proposal

<i><b>Grant Request Number</b></i>	<i><b>Name of Grant</b></i>	<i><b>Target Audience</b></i>	<i><b>Purpose</b></i>	<i><b>Amount Requested</b></i>
2018-1	Winter Reading Program for Adults & Teens	Adults & Teens	To provide support for the Annual Winter Reading Program	\$ 350.00
2018-2	SCORE Grant	Adults	To provide funding for SCORE workshops for the Hudson Area's small business and entrepreneur	\$ 1,500.00
2018-3	Summer Reading Program	All ages / whole community	To provide a vibrant, interactive, community focused Summer Reading Program that promotes the literacy, lifelong learning, and a love of	\$ 6,000.00
2018-4	Community Programming	Intergenerational Programming	To provide a variety of community programming to enhance life-long learning opportunities.	\$ 1,000.00
2018-5	Family & Early Learner Grant	0-5 years and their Families	To provide early learners with literacy and learning opportunities.	\$ 1,200.00
2018-6	Teen Program Enhancement	Teens / Pre-teens	To provide enhanced programming opportunities for Hudson Area Teens and pre-Teens	\$ 2,000.00
2018-7	Adult Programming Enhancement	Adults	To provide a variety of lifelong learning, literacy, craft, and other programs to the Hudson Area Public Library community.	\$ 2,800.00
2018-8	Author Events	All ages / whole community	To provide funding for authors and presenters for adults, young adults, and children.	\$ 1,550.00
2018-9	Website Design & Development	Whole community	To increase visibility in the community, to increase functionality and user engagement, better SEO, and potential for increased donations.	\$ 11,250.00
2018-10	Professional Development Grant	Staff	To provide enhanced opportunities for professional development.	\$ 1,000.00
2018-11	Children's Program Enhancement	Ages 5 - 11 years	To provide enhanced programming opportunities for Hudson Area children and their families	\$ 2,200.00
				<b>\$ 30,850.00</b>
			Community Programming	\$ 18,600.00
			Staff Development	\$ 1,000.00
			Website Design & Development	\$ 11,250.00