

Hudson Area Joint Library Board
Meeting Minutes of August 10, 2009
Approved with Corrections

Meeting called to order by President O'Connor at 6:30 pm.

PRESENT: Library Board members: Alan Burchill, Marion Shaw, Jim O'Connor, Mike Hipsher, Teresa Johnson for Dan Gavin, Sarah Smith, Dave Ostby, and Dan Koch.

ALSO PRESENT:

City of Hudson : David Hardin, Steve Anderson, Scot O'Malley, Lori Bernard, Chris Kitbe, Mark Pribonic, Leif Halverson, Amara Treuenfels, Manfred Rorig, Judy Kelly, and Dean Knudson.

Town of Hudson: Donna Miller.

Village of North Hudson: Curt Weese, Stephen Dahle, Nick Whitney, Laura Whitney, and George Klein.

City of Baldwin: Matthew Winkler.

Also present: Children's Librarian Mary Davis and Library Director Linda Donaldson.

PUBLIC COMMENT:

Weese commented that he does not feel the library trustee from the Village of Hudson is listening to village voters regarding the future and funding of the Hudson Area Joint Library (HAJL). Weese noted the November 2008 voting results showed a 4-4[LAD1] split against additional funding and 4-2 split against acquiring new library space.

O'Connor responded that the April 2008 non-binding referendum showed that citizens would like the library board to explore the NMC site for a library. The vote was over 70% in favor of the NMC site for a library. In November 2008, the binding referendum (\$10 million library proposal) was voted down but the vote does not negate the 3-1 voting results for the idea of expanding the library. The Library Board is using this idea in pursuing a less expensive expansion of the library.

Next meeting Monday, September 14th at 6:30 pm.

MINUTES:

MOTION by Hipsher, second by Burchill, to approve the June 8th meeting minutes with correction[LAD2]. Vote taken. All ayes. -- MOTION CARRIED.

Director's Report

By consensus the Library Board approved the purchase of two HPC6150T CPUs (\$655.00 per unit) to replace two non-functioning CPUs purchased in 2003. It is not necessary to replace monitors at this time.

Review/Discuss IFLS Assessment Report

The Assessment Report prepared for HAJL by John Thompson Director of the Indianhead Federated Library System was distributed to the audience. This report will be recognized from this point on as the *Thompson Report*.

O'Connor stated the Thompson Report does contain some inaccuracies as noted by Mayor Knudson in three areas.

1. The square footage of the library should be 12,062 sq. ft.
2. The Superior, West Bend, and Neenah libraries are larger than Hudson and should be removed as peer libraries.
3. Some improvements in the report are too ambitious for HAJL given the economic constraints at this time.

O'Connor suggested that doable items in the report be reviewed and discussed further.

O'Connor reported when comparing the six remaining libraries (Franklin, Oak Creek, Mequon-Thiensville, Sun Prairie, Salem, Glendale), the report does show a deficiency in the size of the library collection, available space, computers, staffing, and funding. MOTION by Shaw, second by Burchill, to reject the Thompson Report due to the discrepancies in the report. Vote taken. Six ayes. O'Connor and Smith opposed. -- MOTION CARRIED.

When O'Connor was asked why the Library Board decided to request an Assessment Report, he stated the goal was to update and quantify the need for improvements and to obtain recommendations from a library professional on how library services could be improved. The last report was completed in July 2006 by the Robert Rohl Associates, Inc.

MOTION by Hipsher, second by Smith, to request John Thompson resubmit a revised report that includes information from Zais, O'Connor, and Mayor Knudson for the Library Board to review. Vote taken. Seven ayes. Shaw opposed. MOTION CARRIED.

Review/Discuss Memo from Mayor Knudson

The memo from Mayor Knudson stressed the need to compare the Hudson library to communities of comparable populations.

In response to the Mayor Knudson memo, O'Connor prepared, distributed and reviewed the document "Comparison of Nine Similar Libraries with Hudson" using 2007 Wisconsin Public Library data.

O'Connor began his presentation stating that libraries should strive to provide the best service at the lowest possible cost. A measurement known as cost per circulation is used in determining the funding level for libraries. Cost per circulation is computed

taking the annual operational cost divided by the yearly circulation. HAJL cost per circulation in 2007 was \$2.14 and the average of comparable libraries was \$2.66 per circulation.

The "Comparison of Nine Similar Libraries with Hudson" contained information on population (city and service), square footage, book volumes, annual circulation, staff size, cost per circulation, and total government funding per service population. In reviewing the "Comparison of Nine Similar Libraries with Hudson", O'Connor noted the average total government funding per service population of the nine libraries is \$29.71. HAJL is \$19.99.

Additional information by O'Connor included information contained on public library's annual report. The annual report for public libraries contains a total income line requiring libraries to report unallocated funds as income. The Hudson Library unallocated funds are \$300,000 which includes reserves. He noted that unallocated funds help to pay expenses at the beginning of the new year until funds arrive from the municipal partners, as well as funds held for library expansion.

Mayor Knudson stated the original Joint Area Library Agreement funding formula was based on property values. The Revised and Restated Joint Library Agreement funding formula is based on municipal population. When presenting the Library's annual budget to the four partners, the Library Finance Committee will need to justify any request for additional funding by the municipal partners.

The Mayor Knudson reported that the Hudson library's municipal support was \$18.71, total income \$31.26, total expenditure per circulation \$2.14, circulation per FTE 29,534, salary and benefit 59%, and program attendance 4,144.

Update on Expansion Plans

Hipsher offered a preliminary budget proposal if the library was to share one-half of the NMC building. The proposal span was 2009-2014 with the library moving into a shared NMC building in 2011. The yearly increase was projected at 3%. To supplement the Library's operational expenses, unallocated funds and funds from the Friends of the Hudson Library would be used to supplement increased expenses. In this preliminary proposal, portions of the budget would be capped. Salaries, reimbursements, insurance, rent, finance/personnel, IFLS operating/maintenance, maintenance Agmt/Leases would increase in funding. In 2014 the library would need to find sources of funding (philanthropic, funding campaign, etc.) to replace the depletion of unallocated funds and the loss of Friends of the Hudson Library funding.

O'Malley mentioned impact fees and the upcoming deadline to spend the fees or returning the funds to the developer.

Discussion/action on library hours

Donaldson presented information about reducing hours to the public that was requested from the Strategic Planning Committee. After discussion, the Library Board requested a cost benefit analysis be presented at the next Library Board meeting.

Finance Committee Report

O'Connor suggested that the Library Board approve a 5% budget increase for 2010. Several board members objected and asked for a budget[LAD3] of not more than 3% increase.

Policy Committee

The Movie Public Performance Policy and the Web Site Collection Development Policy are deferred by consensus to the September meeting.

Board comments and items for future agendas

Boarman, Kroos, Vogel (BKV) Group March 2009 report added for discussion of Option 1 – Minimal work \$196,581.
Progress of Municipal building rental agreement with the City

Adjourn

MOTION by Burchill, second by Ostby, to adjourn the meeting. Vote taken. All ayes. MOTION CARRIED.