

LWV Hudson 2011 Hudson Library & Historical Study

Hudson Library's Mission Statement:

The Hudson Library and Historical Society, known for its commitment to Intellectual freedom shall meet its patrons' needs in a timely, responsive, and dependable manner. The Hudson Library and Historical Society will provide access to information, assist in the preservation of community history, and provide genealogical and historical resources.
www.hudsonlibrary.org

I. An elected Board of Directors oversees the Hudson Library and Historical Society.

A. What are the responsibilities of the Board of Directors?

From the Policies handbook: "The Board of Trustees shall establish policies in accordance with Article VIII of the Bylaws of the Hudson Library and Historical Society. The officers of the Board have the administrative responsibility for incorporation of amendments assuring the policies document is correct. All Trustees and the Director are charged with contributing to the establishment of policies by the Board and monitoring compliance."

- The Board of Directors hires the Library Director and the Chief Fiscal Officer. The rest of the staff is hired by the Director.
- The Board oversees the job performance and sets the salaries of the Director and the Chief Fiscal Officer. The Director sets the salaries, within the scope of the budget, and conducts performance evaluations of the other employees.
- The Board has the fiscal responsibility for the funding and expenditures of the Library. They decide when to seek levies and set the mileage. They also help in seeking alternative funding, such as grants and other fundraising activities.

The library administration and staff are responsible for determining what grants to apply for and write them.

- The Board oversees the investment and expenditure of Endowment funds. Endowments are not reflected in the budget and can be used only as specified.
- The levy brings in public funds; private donations make up the Endowment.
- The Board must approve the budget which is developed by the Director and the Fiscal Officer. This constitutes the Board's "due diligence" for the public. The distribution of the budget monies reflects the directions set by the board and the director for example, how much to put into technology, increasing the book collection or special programs.
- A Strategic plan was written in 2004-5, with consultation with the Weatherhead School of Management and other groups including community members. The staff and board review the plan periodically.
- The Board and the finance committee meet monthly. Times are posted on the website, the bulletin board and library monitor. Resolutions passed by the board are posted on the web and the bulletin board. Meetings are open to the public.

B. How are the Directors chosen?

The Hudson Library and Historical Society is an Association Library, not a Public Library. Those who hold library cards, 18 years old or older and live in Hudson can select the directors. The Board of Directors consists of nine members who are elected to 3 year terms. A member is limited to serving two consecutive terms. The process is as follows:

- Members of the public apply for positions.

- The Nominating Committee asks the applicants questions to get to know them better at meetings open to the public.
- All applicants' names are put on the ballot unless they don't meet eligibility requirements.
- The election for Board of Directors takes place at the Annual Meeting which is held in February. Only those who hold library cards, 18 years old or older, are Hudson residents and who are present at the meeting are eligible to vote.

C. What are the current goals for the Board of Directors?

- To prepare for the upcoming levy in 2011
- To build the endowment fund

II. The Library relies on several sources of revenue.

A. Founded in 1910, the Hudson Library and Historical Society began as a subscription library where dues were paid to use the facility.

B. In 1999, the citizens passed a \$ 9,925,000 or a 1.25 mil levy for the construction of a new library facility. Currently that levy has an effective rate of .9 mils. All proceeds from this levy and the debt service payments go through the city as the taxing authority.

C. What are the current funding sources?

- The main source of funds is the 1.6 mil, five year operating levy approved in 2006. Since the library is not a taxing authority, the City of Hudson acts as such, and receives the real estate taxes and distributes them to the library. The current operating levy ends in 2011 and is not a continuing levy. If the new levy fails, the library will lose 59% of its revenue.
- The second source is the Ohio Public Library Funds. This originates from the state via a formula for all counties, which is then redistributed by the county. Each county in the state can determine a formula regarding distribution. Summit County has a formula that includes the population of the service area (the city's limits), the affluence of the community, number of branches, circulation and square footage of the main library/branches. The formula guarantees a percentage, not a fixed amount.
- Miscellaneous revenue is the third source and includes items such as fines, payment for lost materials, interest, room rental fees and copier fees.

D. How is the annual budget created?

The Director creates the library budget every year with the assistance of the Chief Fiscal Officer, as well as with significant input from library department heads. Together they determine the mix of media to be budgeted based on national, state and local usage trends, patron requests, department initiatives, and the library's strategic plan. The budget is then presented to the Library's Finance Committee. After budget hearings the budget is presented to the full Board for approval. The budget for the fiscal year, January to December, must be officially approved by the end of March.

E. What was the 2010 annual budget for the library?

The Library is permitted to have a carry-over.

The library does budget \$90,000 a year from the operating budget to be placed in a Capital Replacement Fund. By setting aside this amount the Library hopes to adequately provide for extra ordinary maintenance.

The Historical Society (Archives) is considered a department and therefore does not have a separate operating budget. Some donations are given to that department, are tracked and spent according to the donation request. Personnel for department are in the general personal line.

The 2010 Expenses and Revenues

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Expenses

Personnel	\$1,432,280.
Professional Services	29,696.
Technology	139,459.
Building and Maintenance	308,865.
Materials	136,402.
Programming	13,597.
Office/Lib. Supplies	47,900.
Capital Improvements	106,047.
Other (fees/services/etc)	14,137.
Contingency/proposed Carryover	<u>0</u>
Total	\$2,228,383.

Revenue

Unencumbered Carryover	898,103.
Public Library Fund	890,634.
Internal/Interest	82,340.
Operating Levy	<u>1,394,324.</u>
Total	\$3,265,401.

In October, 2010, the library requested that the City place a renewal of the current levy on the ballot. The City passed a Resolution of Necessity after a public hearing and three readings. In February the county certified the levy and the levy was placed on the May 3, 2011 ballot. The library is audited every other year like all public entities in the State of Ohio. The library has always passed the audits. The Library had a perfect audit for 2008 and 2009.

III. Personnel Information

A. How are librarians and other staff members selected?

The Director and Chief Fiscal Officer are selected by the Board of Directors. The Director selects the additional librarians and staff.

- When librarians are selected they have to have the following credentials: Masters of Library Science, significant work experience in a public library setting, excellent computer skills and three letters of recommendation.
- Currently there are 13 certified librarians plus others with advanced degrees. Most of the 68 -70 employees are not librarians.
- The library uses the services of volunteers of all ages. They volunteer from 250 – 400 hours per month depending on the time of year.

B. How are the salaries of personnel determined?

- The Board of Directors determines the salaries of the Library Director and Chief Fiscal Officer.
- The salary scale was developed by the Library Board with the assistance of an HR company (Gortz and Associates) taking into account the salary levels in similar libraries. Hudson has a smaller % of budget for personnel than most comparable area libraries.
- The Director of the Library determines the salaries of the other personnel.
- The Hudson Library and Historical Society has an organization chart designed to maximize service in this facility with the minimum amount of staff.
- The Library has been in a hiring freeze for the past two years. The salaried staff took a 2% pay cut for the past two years to help extend the funds.

IV. What methods does the library utilize to maximize its resources?

- The library seeks alternative funds to stretch its budget. The library director and staff write grants throughout the course of the year. One notable grant is the Burton D. Morgan Foundation which funded the Hudson Library & Historical Society's Burton D. Morgan Center for Entrepreneurship Research. . Another source of money is the Friends of the Library. The Friends give the library anywhere from \$25,000 to \$41,000 a year for programs and materials they wish to support. The library also receives interest and dividends from the Baldwin/Babcock Trust. The trust specifies \$600.00 for speakers. The Flood Family Fund is for arts and humanities programs. The Adele Rideout Funds are designated for the story room and children's programming and the interest earned is used for children's materials and programs. The library also added 4,300 books and other resources from the Friends book sale room which had an approximate value of \$48,912.in 2010.The Friends of the Library is a separate 501c3 and in 2010 donated \$21,500. The library has added 4,300 books and other resources with an approximate value of \$48,912 to the library
- The library maintains a Contingency Fund to help cover the unexpected expenses or a drop in state funding.
- The Library is part of the Clevnet Automation Network and receives automation support as well as a shared library catalog and statewide interlibrary loan resources.
- They are a member of the Oplin Network which provides us with free T1 lines for internet communication as well as online research databases for the public at a reduced rate.
- They are also members of various historical consortiums such as Windows on the Valley, which allow them to share resources.
- They also work with NEO_RLS, another consortium, to receive continuing education support and discounted pricing for computer hardware, software, DVDs, books on CD, music CD's and print bestsellers. These frequently purchase items can be discounted up to 42 percent.
- OhioNet also offers discounts on these and other library supplies.
- An Express Check-out machine was installed in 2010.

V. The Hudson Library and Historical Society is unique in that it also contains the Hudson Historical Society Archives.

A. Is there an inventory of all the Archives that have been donated to the Library?

The inventory is stored on a computer program, *Past Perfect*. There is also a hard copy of the manuscript inventory in book form.

B. Where are the Archives stored?

- All items are now stored at the Library. Some are on display in some of the cases. All the documents are in the vault. There are over 3,500 artifacts and over 4,000 boxes of manuscripts. A significant number of the stored items came from the David Hudson Family.
- The Archives room in the Library contains books on genealogy, histories of Ohio, Summit County and Hudson, books by Hudson authors, maps, Hudson obituaries for the last 200 years, and the history of certain homes and persons in Hudson. The library has the third largest collection of information on John Brown in the nation. The Archival materials are a non circulating collection in the Library.

C. How may the public view the items in the Archives?

The Library has 24 exhibit cases and two vignette rooms to highlight the Archives collection and library and community activities.

D. What programs and services do the Hudson Library and Historical Society provide with the Archival materials?

- A History Camp for young children and a 3rd grade Underground Railroad program.
- The Genealogy Group is one of the user groups of the Archives.

E. How does the Historical Society and its Archives benefit the city?

- Most Historical Markers in Hudson were made possible by the library and the historical society working with other groups. (The marker at the Evaporator Works as an example)
- The designation of the National Historic District in Hudson was a joint project with the HLHS and other groups.
- The Ohio Chautauqua program (2010) was a joint project with the Hudson School District and the library. .

VI. Library services offered to the public.

A. What services are provided for children and teens?

- Provide curriculum support including after school and weekends academic enrichment programs
- Works with both public and private schools in the area
- 1000 programs were provided for the public and the schools throughout the whole library in 2009.
- Provides support for early literacy and curriculum, enrichment and early development.
- Circulates story time collections to the local pre-schools.
- Gives literacy assistance through its Tail Waggin' tutor program.
- Provides textbooks from the Hudson Public Schools.
- Assists in homework with specialty online databases.
- Gives free tutoring in math and language arts.
- Offers free SAT/PSAT/ACT Prep classes.

B. What services are provided for adult members of the community?

- Specialized support for business people through the Burton D. Morgan Center for Entrepreneurship Research, founded in 2008. The center provides forty or more workshops/lectures a year of a variety of business related topics taught by business professionals. The Center has a large circulating collection. Podcasts and streaming videos of the program will be available online in 2011. It also offers one on one business mentoring in partnership with Akron SCORE, the Ohio Small Business Association, PTAC, TIE and Jumpstart. .
- Delivery of materials to those who are homebound
- Maintains a collection of foreign language materials: Russian, Chinese, Korean Japanese, Hindi, French and Spanish
- Allows public use of the library facilities for meetings in the Flood Family Meeting Room as well as the Laurel Lake Room for nonprofit and for profit groups
- Works with the Hudson Society of Artists to showcase community art. The rotunda is booked monthly for adult and student artwork.

VII. General Information

A. Does the Library accept donations?

The Library writes numerous grants each year to supplement its state and local funding. In addition it receives gifts from the community. These gifts are used to purchase print and non print resources, pay for programs, and enhance the facility. The Friends of the Hudson Library run book sales twice a month to raise money for resources, computers, programs and scholarships for the library staff.

B. Can anyone borrow materials from the Library?

Hudson Library materials can be borrowed by anyone who has a Clevnet library card. This includes residents and non residents.

C. How many computers are available for the public to use?

There are 162 computers in the building and are available for public use.

D. How many people use the Hudson Library?

90% of the residents have an active library card and between 70,000 – 80,000 people use the library each month. They are counted by a People Counter at the entrance.

E. In this age of electronic books, how is the library adjusting to this trend?

- The Hudson Library is the only library in Summit County with a download station.
- The download station is in the Reference Room. Patrons can download books on tape, music, and videos to their own devices. This site can also be accessed from a patron's home. The Library will begin a pilot project this year to check out Nooks and other electronic readers.

Appendix A

-Akron SCORE: Is the local chapter of SCORE America, Counselors of America's small business owners. This organization is dedicated to helping small business owners form and grow their own businesses. We have partnered with them to provide our clients at the Burton D. Morgan Center for Entrepreneurship Research with one on one business support and mentoring.

CLEVNET: a network that consists of Cleveland Area libraries which allows access to a shared catalog of materials and interlibrary loan capability.

-TiE Ohio: Is a global network of Entrepreneurial leaders/mentors who assist Start-up ventures. We partner with them to provide business counseling at the Morgan Research Center.

-Jumpstart: Is the nationally recognized nonprofit creating economic transformation of Northeast Ohio by providing resources to entrepreneurs leading high potential early stage companies. We partner with them at the Center. They have been guest presenters at our lecture series as well as sit on the Center's advisory board.

-NEORLS: Is the Northeast Ohio Regional Library System. This is a multi-type library consortium assisting members to better meet the needs of their constituency through shared purchasing as well through continuing education support.

-OPLIN: This is the Ohio Public Library Information Network, which provides broadband Internet connections and related information services to Ohio's public libraries. Its primary mission is to provide all Ohio residents with access to free high speed Internet through the 251 public libraries in Ohio as well as access to high quality research databases not available on the worldwide web.

-OSBDC: (The Ohio Small Business Development Center) provides speakers for our Morgan Entrepreneurship Business Lecture Series and we also partner with them to provide free, high quality one on one business mentoring for our clients/users.

-PTAC: (Kent Procurement Technical Assistance Center) also provides business mentoring assistance

-HLHS: Hudson Library & Historical Society

The League of Women Voters of Hudson supports continuing public funding to maintain or improve the Hudson Library and Historical Society as it is:

- Accountable with the oversight by an elected citizens' Board of Directors
 - Transparent with public Board Meetings
 - Uses Public Funds responsibly
 - Preserves Hudson's past in its historical and archival endeavors
- Meets the varying and changing needs of the community with its myriad of program offerings and variety of materials