

**The League of Women Voters of Hudson Study of the
Hudson Library and Historical Society
(Date Adopted by the Board)**

This document has been prepared by the League of Women Voters of Hudson in order to inform citizens about the operation and management of the Hudson Library and Historical Society (HLHS.)

The Mission Statement, as set forth in the “Regulations of The Hudson Library and Historical Society” (Regulations) states as follows:

The HLHS, known for its commitment to intellectual freedom, shall meet its patrons’ needs for educational, informational and entertainment resources and services in a timely, responsive, and dependable manner. The HLHS will provide access to information, assist in preservation of community history, and provide genealogical and historical resources.

In 2014, the library had 26,007 registered users who checked out 1,133,612 items. HLHS offered 1229 educational programs, which were attended by 41,211 people. Eighty-one per cent (81%) of all Hudson residents hold a HLHS card.

According to Ohio’s Sunshine Law (Ohio Revised Code Section (RC) 121.22), public bodies are required to provide public access to records and meetings and provide public records for valid requests.

The Preamble to the Regulations of HLHS acknowledges its obligation and states that HLHS is

“a nonprofit corporation formed and organized on October 29, 1910 under the laws of the State of Ohio. The Library shall at all times conduct its business and activities in accordance with all applicable laws, its Articles of Incorporation and these Regulations.”

Facilities

The original library was located at 49 Main Street in the home of Carolyn Baldwin Babcock, founder of Hudson’s library. In 2005, the HLHS moved to a new building at 96 Library Street. The 54,000 square foot building contains over 350,000 items.

A drive-through window providing pick up and return services is located in the parking lot.

Meeting and study rooms can be reserved for individual and community use.

The Friends of the Hudson Library Book Shop is located off the library lobby. The Friends of the Hudson Library is a separate 501(c)(3) organization that accepts book donations and raises money for HLHS through book sales.

The Watson-Ewell-Currin Community Art Gallery located in the front gallery provides a changing display of art by Hudson artists.

The Brewster Café sells refreshments during specified hours.

The Board of Trustees

The HLHS is an Association 501(c)(3) Library, not a Public Library. The Board of Trustees (Board) consists of nine members who are elected to 3-year terms. A member is limited to serving two consecutive terms, although current consideration is being given to changing this rule.

The election process is as follows: Members of the public apply for positions. The Nominating Committee questions applicants at meetings open to the public. All applicants' names are put on the ballot unless they don't meet eligibility requirements. (See Regulations for eligibility requirements.) The election for Board of Trustees takes place at the Library's Annual Meeting. Those who hold Library cards, live in Hudson, are at least 18 years old and who are present at the meeting are eligible to vote.

The Board establishes and monitors policies for HLHS. The Board has the administrative responsibility for the adoption of any new or revised regulations and for assuring that the policies document is correct.

The Board is responsible for the fiscal oversight of HLHS. Budgets are initially developed by the Director. The Board approves the HLHS budgets annually. The budgets include the General Fund Budget, the Brewster Café Budget and the Capital Replacement Fund Budget. The distribution of budget monies reflects the directions set by the Strategic Plan, the Director, and staff.

The Board decides to seek funding through a property levy and proposes the millage that will be requested. Because HLHS is not a taxing authority, but receives tax money through the City of Hudson, the City must approve any levy request. The Board is also involved in other fundraising activities.

The Board hires the Library Director and the Fiscal Officer. The Board oversees the job performance and sets the salaries of the Director and the Fiscal Officer.

A Strategic Plan, written in 2014, was facilitated by the Case Western Reserve University Weatherhead School of Management. The Library administrators and Board review it periodically.

The Board and its subcommittees meet monthly. Times are posted on the website, the outside bulletin board and Library monitor. Resolutions passed by the board are posted on the Library's website and bulletin board. Meetings are open to the public. Agendas must be requested in advance, as public records requests.

Revenue and Budget

Founded in 1910, the HLHS began as a subscription library where dues were paid to use the facility. Dues are no longer required.

In 1999, citizens passed a \$ 9,925,000 (1.25 mill) bond for the construction of the HLHS building. Currently that bond has an effective rate of .9 mills. All proceeds from this bond and the debt service payments go through the city, in its role as the taxing authority. The 1.25 mill levy for the building will expire in 2019.

The HLHS has several sources of revenue:

- The 2.3 mill, five-year operating levy approved in 2011, is the largest current source of revenue. This current operating levy ends in 2016 and is not a continuing levy. On March 15, 2016, a 2.9 mill levy, for funds beginning in 2017, will be on the ballot.
- HLHS receives Public Library Funds (PLF) originating from taxes paid to the State of Ohio and distributed through the counties. Summit County has a funding formula that is based upon circulation, the population within the city limits, the affluence of the community, the number of library branches, and the square footage of the library facilities. The formula guarantees a percentage of the state funds that are made available to the Public Library Fund, not a fixed amount.
- Donations are another source of revenue. In 2014, the Friends of the Hudson Library donated over \$32,000. HLHS also receives grants and funds from individuals, community groups, and foundations. The Burton D. Morgan Foundation, Hudson Garden Club, Hudson League for Service, and others have made contributions to HLHS. These funds are placed in the Library's Endowment Fund (also known as the Special Funds.) Key Bank is the current investment manager for these funds, which are generally spent on collection development, programming, and new service initiatives.

- The Library receives proceeds from a number of endowment funds, including The Baldwin Babcock Fund (arts and humanities), The Flood Family Endowment Fund (arts and humanities), The Historic Endowment Fund, the Libby Walker Fund (women’s studies) and the Children’s Literature Fund.
- Miscellaneous revenue is obtained from fines, payment for lost materials, interest, room rental fees and copier fees.

The Revised General Fund Operating Budget for 2015 sets forth the following revenue and expenses::

Revenue

Carryover	\$1,583,640
Public Lib. Fund	991,871
Miscellaneous	80,000
<u>Operating Levy</u>	<u>1,933,313</u>
Total	\$4,588,824

As per the HLHS investment policy, the Board dedicates \$35,000 for collection development and programming from the Endowment Fund (also known as the “Special Funds”) in order to supplement the public fund expenditures. The Board may authorize additional expenditures from the Endowment Fund, as needs arise.

Expenses

Personnel	\$1,848,300
Supplies	83,300
Professional and Contracted Services	657,700
Library Materials & Programs	499,900
Capital Expenses	582,000
Miscellaneous	6,100
Transfer to Capital Replacement Fund	90,000
<u>Contingency/Proposed Carryover</u>	<u>791,578</u>
Total	\$4,558,878

Outside auditors, as required by the State of Ohio, audit HLHS every other year.

Staffing

In 2015, HLHS employs 16 certified librarians, including 4 in management positions. The Library has approximately 70 staff members, including employees in Information Services and Technology, Circulation, Youth Services, Technical Services, and Adult Services, which includes the Archives. The director is responsible for the hiring of staff members. The Director, with supervisory input, determines the salaries of staff members based upon performance reviews and budget parameters. Individual salary increases are based on merit.

HLHS supplements its paid staff with volunteers. In 2014, volunteers donated 2,267 hours of service.

The Hudson Historical Society

The Hudson Historical Society (HS) is not a separate entity but is, instead, an integral part of HLHS. The HLHS Archives (“Archives”) houses one of the nation’s largest collections of materials about famed abolitionist John Brown. The Archives also holds substantial materials concerning founding Hudson families and local organizations, books and periodicals on genealogy, histories of Ohio, Summit County and Hudson, old phone books, books by Hudson authors, maps, Hudson obituaries for the last 200 years, and the history of certain homes and persons in Hudson. The majority of archival resources are non-circulating

Donations given to HS are tracked and spent according to the donor’s request

HLHS hosts a variety of local and national history programs that highlight the resources of this collection.

The designation of the National Historic District in Hudson, as well as certain historical markers, have been facilitated by the Library’s Archives.

The Archives is in possession of several thousand artifacts and manuscripts. The library uses its 24 exhibit cases and a vignette room to highlight the collection.

HS sponsors historical tours of Hudson, offers resources for genealogical research and assists the Hudson Genealogy Study Group’s programs.

The Burton D. Morgan Center for Entrepreneurship Research

The Burton D. Morgan Center for Entrepreneurship Research (The Morgan Center) is named in honor of Hudson entrepreneur Burton D. Morgan. Grants for the operation of The Morgan Center have been received from the Burton D. Morgan Foundation.

Aspiring and established entrepreneurs benefit from The Morgan Center's business research collection, ongoing lectures, workshops, technological support, and business mentoring opportunities.

Individuals may contact the Morgan Center for one-on-one consulting assistance with Certified Business Advisors from affiliate organizations.

Services

HLHS is a member of CLEVNET, a library consortium of 43 library systems across 12 counties in Northeast Ohio. CLEVNET provides patrons shared access to more than ten million items, exclusive online subscription resources and downloadable media, and statewide inter-library loan resources. HLHS patrons may check out library resources at any CLEVNET library.

The use of desktop computers is free to any library patron who presents a valid library card. Laptop computers, iPads and preloaded Kindles are available for check out.

HLHS databases include General Reference, Automotive, Biography, Books and Literature, Business, Finance and Entrepreneurship, Job Resources, Languages, Local Resources, Online Newspapers and Magazines, Foreign Language Books, Learning and Testing, Science and Environment, Social Sciences. Additional services include Faxing, Golden Buckeye Program, Homebound Services, Interlibrary Loans, Notary Service, and Playhouse Square Discount Tickets. A wheelchair is available for use in the library.

Electronic resources include options to download eBooks, music, videos, audio books and digital magazines and newspaper using Zinio, Flipster, Hoopla, Overdrive, Freegal, Tumblebooks, One Click Digital, Freading, and IndieFlix.

The library strives to provide the latest Emerging Technologies, including 3-D printing.

Youth Services include co-ordination with the public, private and home schooled students to enhance learning and literacy. The Library also supports early learning through puzzles, puppets, science kits, Born to Play, summer and winter reading programs, 1000 Books Before Kindergarten, curriculum enrichment programming, and story time programs. Literacy is encouraged with the Tall Waggin' Tutor program and books circulated to local pre-schools.

Older youth services include homework assistance, tutoring in math and language arts and free SAT/PSAT/ACT prep classes. HLHS also offers the STEM program, teaching robotics and computer coding to patrons of all ages.

Adult Services include delivery of materials to homebound patrons. HLHS offers assorted Technology Classes, including programs in Excel, Work Publisher, Website development, iPad for beginners, LinkedIn, and Quickbooks. The Library

also presents nationally known fiction and non fiction writers and many wide-ranging lectures and activities, including music and other cultural programs.

Over the past two years, the library has received a five-star rating from the Library Journal Index of Public Library Service, an honor given to less than 1% of all libraries nationwide.