



**Meeting Agenda of the Hudson Area Joint Library Board of Trustees
December 20, 2016, 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. Introduction and Welcome new board member, Paul Berning
4. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from November 15, 2016 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 2016 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
 - e. *Discussion and possible action on 2015 and 2016 budget comparison*
5. Citizen Comments
6. Presentations by supporting organizations
 - a. Friends of the Library
 - b. Library Foundation
7. **ACTION ITEM:** President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.
 - b. County Board update, discussion and possible action.
8. **ACTION ITEM:** Director's Report, Statistics, and requests for action
 - a. Presentation of report
 - b. Presentation of monthly statistics
 - c. Overview of 2017 Collection Development Plan
 - d. Overview of 2017 Programming Plan
9. **ACTION ITEM:** Discussion and approval of Library Director's 2017 Goals—as presented at November board meeting.
10. **ACTION ITEM:** Finance Committee report
11. **ACTION ITEMS:** Corrections to minutes of the August 16, 2016 meeting minutes to reflect the following changes:
 - a.) **Item 3:** Action taken should read, "Ostby moved the approval of consent agenda; Peterson second; Vote taken: UNANIMOUSLY APPROVED"
 - b.) **Item 9c:** Should read: "By consensus of the Finance Committee (Ayes: Burchill and

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where the community gathers and knowledge flows freely.*

Schrock; Nay: Ostby) the 2017 Budget Option 1 was recommended for approval, on behalf of the Finance Committee, by Ostby”.

12. **ACTION ITEM:** Request by Ostby to correct minutes of the September 20, 2016 meeting minutes to reflect the following:
 - a.) Item 4 should read as follows: Consideration to approve action taken during closed session held on August 16, 2016, pursuant to Wis. Stat. § 19.85(1)(c) regarding a market rate adjustment of 12% to the salary of Library Director.
13. Other business
14. Board comments and items for future agendas
15. **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: December 13, 2016 and Emailed to Media: December 13, 2016

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. 105

***The Hudson Area Public Library is a center for lifelong learning,
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**Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
November 15, 2016, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson, WI 54016**

1. Call to Order at 6:30 p.m. by Rich 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

Library board present: Rich O'Connor, Barb Peterson, Marion Shaw, Jim Schrock, Katie Coppenbarger, Curt Weese Absent: Dave Ostby

Library Staff present: Tina Norris, Director

Others present: Gloria Kramer, Joyce Law—Friends of the Library

3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from October 18, 2016 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 2016 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
 - e. *Discussion and possible action on 2015 and 2016 budget comparison*

ACTION TAKEN:

**Motion by: Shaw to approve with removal of minutes.
Second by: Schrock
Vote taken: MOTION CARRIED**

**Motion by: Peterson to approve October 18, 2016 minutes;
Second by: Coppenbarger
Vote Taken: MOTION CARRIED**

4. Citizen Comments: Gloria Kramer noted great turnout for voting and other comments. Family Fresh has discontinued the barcode reward. Complimented O'Connor on Library advocacy efforts with other communities. Suggested 1 meeting a year be held at other communities.
5. Presentations by supporting organizations
 - a. Friends of the Library: Joyce Law: Book sale went very well. The bag sale did about \$500. Friends have approved a \$10,000 donation to be used specifically for collection enhancement.
 - b. Library Foundation: Annual Report handed out; annual appeal letters have been mailed; next meeting November 16, 2016.

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6. **ACTION ITEM:** President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action: Library report presented to the City Council; appointed Paul Berning to Library Board.
 - b. County Board update, discussion and possible action. No updates.

ACTION TAKEN: NO ACTION REQUIRED

Motion by:
Second by:
Vote Taken:

7. **ACTION ITEM:** Director's Report, Statistics, and requests for action
 - a. Presentation of report
 - b. Presentation of monthly statistics
 - c. Presentation of Strategic Plan Update
 - d. Library Director 2017 Goals Recommendation
 - e. Recommendation for Cataloging Services

8. **ACTION ITEM:** Discuss and approve 2017 goals for Library Director
ACTION TAKEN: (Tabled until December)

Motion by:
Second by:
Vote Taken:

9. **ACTION ITEM:** Review process of reviewing and approving minutes. Request for action to correct the minutes of a prior board meeting. Discussion on August 16 (3C & 9C and September 20 Item #4) Item tabled until December 2016.

ACTION TAKEN: Motion to table until December

Motion by: Schrock
Second by: Peterson
Vote Taken: MOTION CARRIED

10. **ACTION ITEM:** Finance Committee
Schrock reviewed financial reports; **no action required.**

ACTION TAKEN:

Motion by:
Second by:
Vote Taken:

11. **CLOSED SESSION: Under Wisconsin Statute 19.85 (1)(C) to consider employee compensation and Director review.**

Motion by: Peterson
Second by: Schrock
Roll Call Vote taken:

Coppenbarger: Aye	Shaw: Nay
O'Connor: Aye	Schrock: Aye
Peterson: Aye	Weese: Aye

Convened into Closed Session at 7:45 p.m.

12. **RECONVENE INTO OPEN SESSION for possible action on Employee Compensation and /**

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or Library Director Review

ACTION TAKEN:

Motion to reconvene at 7:55 p.m. by Peterson
Second by: Schrock
Vote Taken: Motion Carried

ACTION TAKEN: Discussion on Library Director's review. No action taken during closed session.

Motion to approve
Second by:
Vote Taken:

13. Other business: None

14. Board comments and items for future agendas:

15. **ACTION ITEM:** Adjournment

ACTION TAKEN:

Motion by: Weese
Second by: Peterson
Vote Taken: MOTION CARRIED

Respectfully Submitted,

Tina L. Norris

Tina L. Norris
Director



FINANCIAL REPORT

December 20, 2016

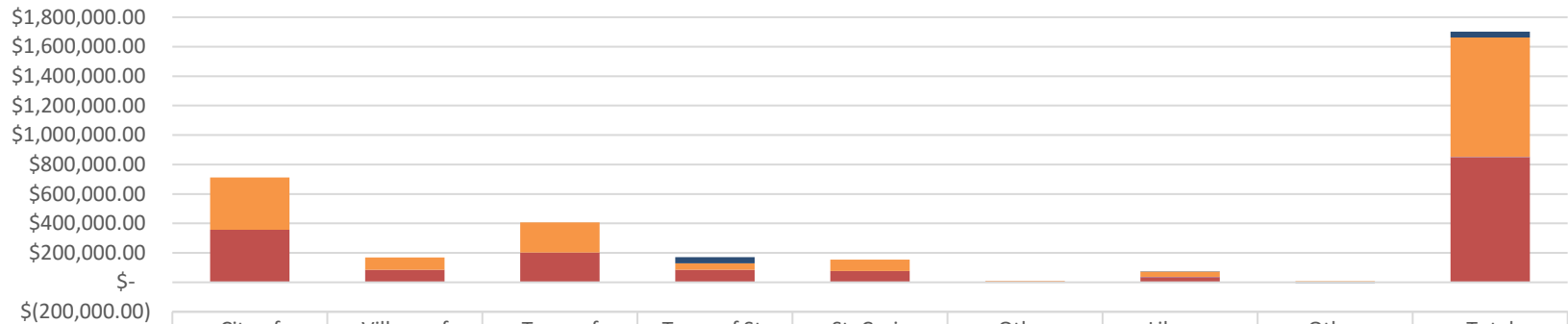
Financial Report for November 1-30, 2016

Tina Norris, Director

2016 Budget Overview Year- to-Date	Budget, Revised	November-16	Year-to-date	Amount Remaining	% Remaining
REVENUES					
City of Hudson	\$ 356,031.00	\$ -	\$ 356,031.00	\$ -	0%
Village of North Hudson	\$ 84,475.00	\$ -	\$ 84,475.00	\$ -	0%
Town of Hudson	\$ 203,201.00	\$ -	\$ 203,201.00	\$ -	0%
Town of St. Joseph	\$ 85,546.00	\$ -	\$ 42,773.00	\$ 42,773.00	50%
St. Croix County	\$ 77,352.00	\$ -	\$ 77,352.00	\$ -	0%
Other Counties	\$ 5,169.00	\$ -	\$ 5,272.00	\$ (103.00)	-2%
Library Revenue	\$ 35,000.00	\$ 3,026.00	\$ 34,820.05	\$ 179.95	1%
Other Revenue	\$ 2,300.00	\$ -	\$ 6,359.00	\$ (4,059.00)	-176%
Total Revenues	\$ 849,074.00	\$ 3,026.00	\$ 810,283.05	\$ 38,790.95	5%
	Budget, Revised	November-16	Year-to-date	Amount Remaining	
EXPENDITURES					
Personnel	\$ 504,746.00	\$ 36,326.00	\$ 417,777.94	\$ 86,968.06	17%
Library Materials	\$ 88,000.00	\$ 10,594.00	\$ 77,553.67	\$ 10,446.33	12%
Contractual Services	\$ 96,517.00	\$ 2,381.00	\$ 76,161.60	\$ 20,355.40	21%
Supplies & Expenses	\$ 33,600.00	\$ 1,848.00	\$ 22,370.69	\$ 11,229.31	33%
Fixed Charges	\$ 144,300.00	\$ 11,475.00	\$ 130,896.68	\$ 13,403.32	9%
General Operating Expense Total	\$ 867,163.00	\$ 62,624.00	\$ 724,760.58	\$ 142,402.42	16%
Ending Balance	\$ (18,089.00)		\$ 85,522.47	\$ 181,193.37	

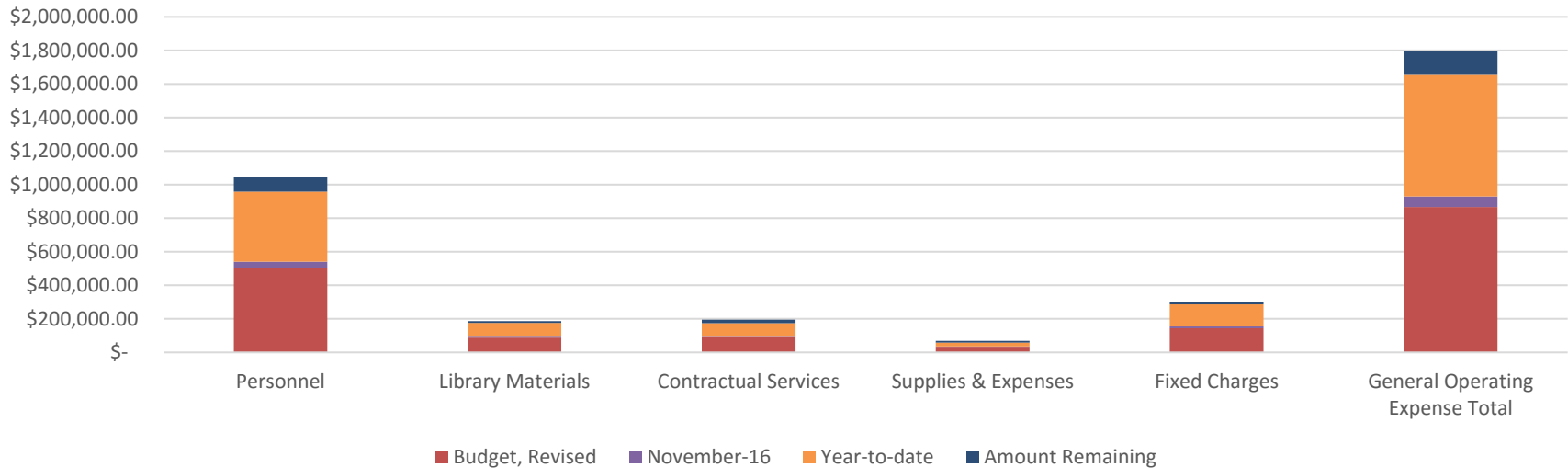
92% of year complete

2016 Revenues

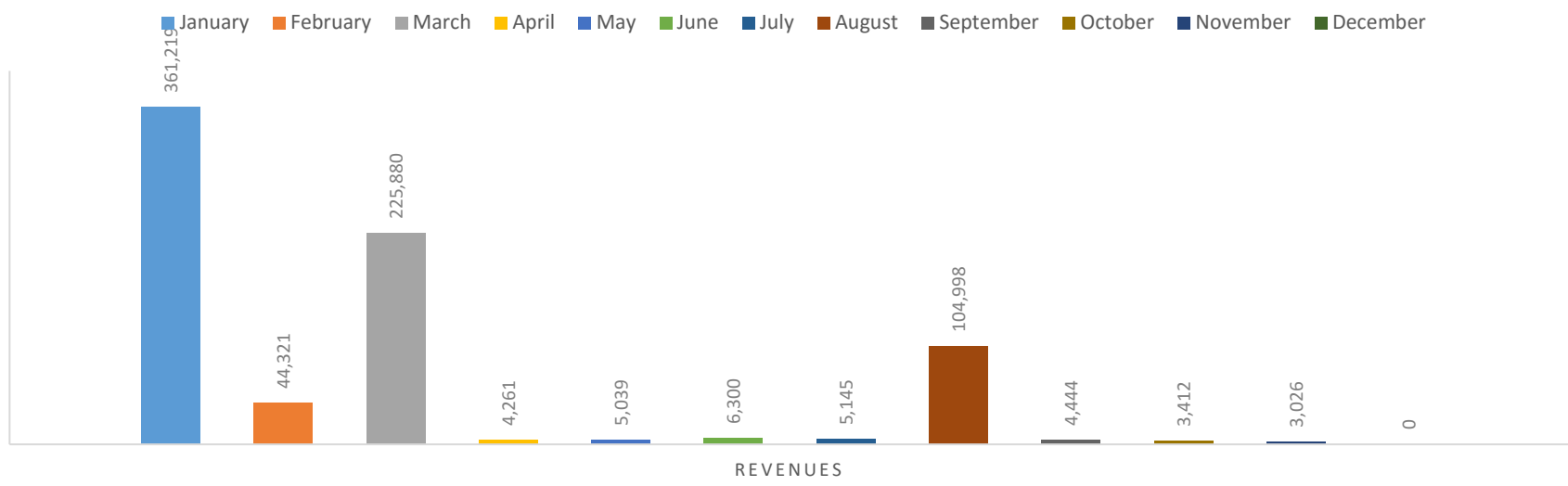


	City of Hudson	Village of North Hudson	Town of Hudson	Town of St. Joseph	St. Croix County	Other Counties	Library Revenue	Other Revenue	Total Revenues
■ Amount Remaining	\$-	\$-	\$-	\$42,773.00	\$-	\$(103.00)	\$179.95	\$(4,059.00)	\$38,790.95
■ Year-to-date	\$356,031.00	\$84,475.00	\$203,201.00	\$42,773.00	\$77,352.00	\$5,272.00	\$34,820.05	\$6,359.00	\$810,283.05
■ November-16	\$-	\$-	\$-	\$-	\$-	\$-	\$3,026.00	\$-	\$3,026.00
■ Budget, Revised	\$356,031.00	\$84,475.00	\$203,201.00	\$85,546.00	\$77,352.00	\$5,169.00	\$35,000.00	\$2,300.00	\$849,074.00

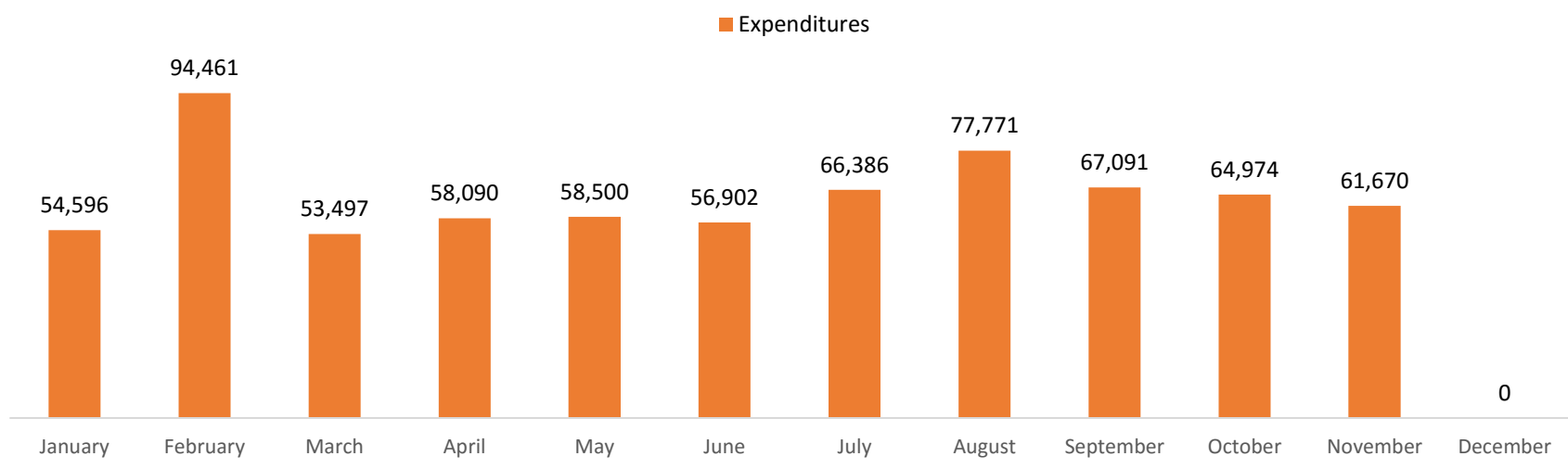
Year-to-Date 2016 Expenditures



REVENUE BY MONTH 2016



Expenditures by Month



Hudson Library Revenue and Expenditure Report

12/6/2016

January - December 2016

Actual vs. Budget	Code	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual to Date	Amount Remaining	Percent Remaining
Revenue																	
City of Hudson	49210	356,031	356,031												356,031	0	0%
Village of N. Hudson	47302	84,475			42,238						42,238	0			84,475	0	0%
Town of Hudson	47303	203,201			101,650					101,551		0			203,201	0	0%
Town of St. Joseph	47304	85,546		42,773								0			42,773	-42,773	-50%
St. Croix County	47311	77,352			77,352							0			77,352	0	0%
Other Counties	47311	5,169	2,133		2,285				854			0			5,272	103	2%
Copies, Fines, Misc.	46111	35,000	1,749	1,548	2,325	2,985	5,039	3,984	3,492	3,447	3,813	3,412	3,026		34,820	-180	-1%
Interest	48100	0			30	1,215		16	799		592				2,652	2,652	
Gain/Loss on marketable investments	48200	0	1,306												1,306	1,306	
Donations - Other	48500	0				61					40				101	101	
SRP Grant	48560	2,300						2,300							2,300	0	
Donation -Bridge the Gap	48564	0													-	0	
Donations - History Collection	48562	0													-	0	
Miscellaneous Revenues	48600	0							347						347	347	
General Govt. Revenue	47310	0													-	0	
Total Revenue		849,074	361,219	44,321	225,880	4,261	5,039	6,300	5,145	104,998	46,683	3,412	3,026	0	810,630	-38,791	-5%
Staff Compensation																	
Full Time Salaries	121	165,100	9,426	11,684	11,849	13,655	11,646	12,343	15,593	11,754	11,655	10,245	11,700		\$ 131,549	33,551	20%
Overtime Salaries	122	200	0	0	0	0	0			0		0	0		\$ -	200	100%
Part Time Salaries	125	212,765	12,248	15,787	15,780	14,888	14,873	14,672	24,695	15,044	15,052	17,036	15,382		\$ 175,457	37,308	18%
FICA	151	28,978	1,964	1,995	2,007	2,077	1,922	1,960	2,976	1,944	1,937	1,981	1,965		\$ 22,728	6,250	22%
Pension	152	20,853	1,415	1,440	1,440	1,564	1,443	1,486	2,208	1,472	1,485	1,495	1,498		\$ 16,946	3,907	19%
Health Insurance	154	76,600	11,447	5,929	5,778	5,976	5,776	5,811	6,776	6,034	5,810	5,980	5,780		\$ 71,097	5,503	7%
Life Insurance	155	250	0	0	0					0			0		\$ -	250	100%
															\$ -	0	
Staff Compensation Subtotal		504,746	36,500	36,836	36,854	38,160	35,660	36,272	52,248	36,246	35,939	36,736	36,326	0	\$ 417,778	86,968	17%

Hudson Library Revenue and Expenditure Report

January - December 2016

2012 Actual vs. Budget	Code	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual to Date	Amount Remaining	Percent Remaining
General Operating Expenses																	
Hudson Finance/Personnel Fee	213	14,027	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	12,606	1,421	10%
IFLS-operating/maintenance	216	33,764		32,825	0	0	0	0	0						32,825	939	3%
IFLS-addl courier/self check	217	2,500		2,512		0	0	0	0						2,512	-12	0%
IFLS-catalogging	218	24,726					0	0	0	12,775					12,775	11,951	48%
Telephone	225	3,600		83	63	67	47	123	45	83	51		77		640	2,960	82%
Contracted Maint. & Repair	249	600		0		0	0	0	0	0		0	0		-	600	100%
Programming - Adult	294	2,750		155	120	25	16	262		761	395	294	134		2,163	587	21%
Programming - Children	295	4,050		405	0	10	5	473	285	187	328	295	900		2,887	1,163	29%
Maintenance Agmt/Leases	298	9,000	124	457	241	124	491	367	0	636	3,327	2,659	124		8,550	450	5%
Contract Services	299	1,500										1,204			1,204	296	20%
Postage	311	5,000	237	197	6	6	217	145	3	202	36	8	96		1,152	3,848	77%
Office Supplies	312	13,000	10	533	80	387	420	887	0	519	470	35	303		3,643	9,357	72%
Memberships	324	500	0		0	0	65	0	0	0	130	224	104		523	-23	-5%
Advertising	326	1,000	0	0	0	0	0	0	0	0	0	0			-	1,000	100%
Staff Development	338	1,600		190	200	0	0	0	0	0	436	200	80		1,106	494	31%
Maint & Repair Supplies	357	1,000	0	0	54	0	25	0	0	1,265	104	-1,168	137		417	583	58%
Books	395	65,000	314	5,622	2,240	4,025	8,299	5,356	0	10,309	5,545	9,414	6,506		57,630	7,370	11%
Technology	396	10,000		899	4	1,388	0	600	0	0	78	692			3,660	6,340	63%
Periodicals	397	7,000	0	0	0	300	0	0	0	327	3,668	434			4,728	2,272	32%
Audio-Visual	398	16,000	69	795	760	943	605	865	0	4,210	2,427	434	4,088		15,196	804	5%
Activity Supplies	399	1,500	0	37		87	0	149	0	6	62	213	174		729	771	51%
Ins. Workers Comp	510	1,100	900	0		-50				0					850	250	
Ins. Public Liab.	511	1,700	250	0		0				0					250	1,450	85%
Ins. Public Officials	513	2,100	2,052	0		0				0					2,052	48	2%
Ins. Property Ins.	517	1,700	1,520			0				0					1,520	180	11%
Bld. Occupancy Exp.	532	137,700	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,475	11,475		126,225	11,475	8%
General Operating Subtotal		362,417	18,096	57,331	16,389	19,932	22,812	21,848	12,953	43,899	29,678	27,558	25,344	0	295,841	66,576	18%
Total Expenses		867,163	54,596	94,167	53,243	58,092	58,473	58,120	65,202	80,146	65,617	64,294	61,670	0	713,619	153,544	18%
NET REVENUE (EXPENSE)		-18,089	306,623	-49,847	172,637	-53,831	-53,434	-51,819	-60,057	24,852	-18,934	-60,882	-58,643	0	97,011	(115,100)	
Less Donation Revenues			0	0	0	0									-	-	
Add Donation Expenditures			0	0	0	0									-	-	
OPERATING REV. (EXP)		-18,089	306,623	-49,847	172,637	-53,831	-53,434	-51,819	-60,057	24,852	-18,934	-60,882	-58,643	0	97,011	-115,100	

Hudson Library Revenue and Expenditure Report

12/6/2016

January - December 2016

Capital Expenditures		Budget	January	February	March	April								Actual to Date	Amount Remaining	Percent Remaining
Donations Cash Accounts	11381															
Cash Balance - beginning														-		
Donation - Private Org/Ind	48500	13,566												13,566		
Interest earnings														-		
Less transfer to Library operating														-		
Less expenditures from donations														-		
Cash Balance - end		13,566	0	0	0	0	0							13,566		

History Collection Account	11385															
Cash Balance - beginning														-		
Donations - History Collection	48562	164												164	164	
Interest Earned														-		
Less expenditures from donations														-		
Cash Balance - end		164	0	0	0	0	0							164		

Literary Account	11386															
Cash Balance - beginning			0													
Donation -Bridge the Gap	48564	0	0	0	0	0	0							-		
Interest Earned																
Less expenditures from donations																
Cash Balance - end			0	0	0	0	0							-		

**HUDSON AREA LIBRARY
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2016 Budget
			November		\$	%	
			2016	2015			
Revenue							
City of Hudson	49210	356,031	\$ 356,031	\$ 300,900	\$ 55,131	18%	100%
Village of N. Hudson	47310	84,475	\$ 84,475	\$ 82,815	\$ 1,660		100%
Town of Hudson	47310	203,201	\$ 203,201	\$ 197,283	\$ 5,918	3%	100%
Town of St. Joseph	47310	85,546	\$ 42,773	\$ 86,788	\$ (44,015)		50%
St. Croix County	47310	77,352	\$ 77,352	\$ 81,690	\$ (4,338)	-5%	100%
Other Counties	47310	5,129	\$ 5,272	\$ 5,169	\$ 103	2%	103%
Copies, Fines, Misc.	46710	35,000	\$ 34,820	\$ 33,442	\$ 1,378	4%	99%
Donations - Other	48561	0	\$ 101	\$ 2,898	\$ (2,797)	-97%	
SRP Grant	48560	0	\$ 2,300	\$ -	\$ 2,300	#DIV/0!	
Donation - Literacy Program	48562		\$ -	\$ 1,185			
Donation -Bridge the Gap	48101	0	\$ -	\$ 3,640	\$ (3,640)	-100%	
Donations - History Collection	48500	0	\$ -	\$ -	\$ -		
Gain/Loss on marketable investments	48564				\$ -	#DIV/0!	
Miscellaneous Revenue	48600	0	\$ -	\$ 500	\$ (500)		
General Govt. Revenue	47310						
Total Revenue		\$ 849,074	\$ 810,630	\$ 796,310	\$ 11,200	1%	95%
Staff Compensation							
Full Time Salaries	121	165,100	\$ 131,549	\$ 127,439	\$ 4,110	3%	80%
Overtime Salaries	122	200	\$ -	\$ 1,464	\$ (1,464)	-100%	0%
Part Time Salaries	125	212,765	\$ 175,457	\$ 148,181	\$ 27,276	18%	82%
FICA	151	28,978	\$ 22,728	\$ 21,847	\$ 881	4%	78%
Pension	152	20,853	\$ 16,946	\$ 16,176	\$ 770	5%	81%
Health Insurance	154	76,600	\$ 71,097	\$ 53,060	\$ 18,037	34%	93%
Life Insurance	155	250	\$ -	\$ -	\$ -		
Staff Compensation Subtotal		504,746	\$ 417,778	\$ 368,167	\$ 49,611	13%	83%
General Operating Expenses							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 12,606	\$ 12,606	\$ -	0%	90%
IFLS-operating/maintenance	216	33,764	\$ 32,825	\$ 36,159	\$ (3,334)	-9%	97%
IFLS-addl courier/self check	217	2,500	\$ 2,512	\$ 4,607	\$ (2,095)	-45%	100%
IFLS-catalogging	218	24,726	\$ 12,775	\$ 13,172	\$ (397)		52%
Telephone	225	3,600	\$ 640	\$ 648	\$ (8)	-1%	18%
Contracted Maint. & Repair	249	600	\$ -	\$ 50	\$ (50)		0%
Programming - Adult	294	2,750	\$ 2,163	\$ 690	\$ 1,473	213%	79%
Programming - Children	295	4,050	\$ 2,887	\$ 1,565	\$ 1,322	84%	71%
Maintenance Agmt/Leases	298	9,000	\$ 8,550	\$ 2,728	\$ 5,822	213%	95%
Contract Services	299	1,500	\$ 1,204	\$ 5,491	\$ (4,287)	-78%	80%
Postage	311	5,000	\$ 1,152	\$ 1,684	\$ (532)	-32%	23%
Office Supplies	312	13,000	\$ 3,643	\$ 5,807	\$ (2,164)	-37%	28%
Memberships	324	500	\$ 523	\$ 205	\$ 318		105%
Advertising	326	1,000	\$ -	\$ -	\$ -		0%
Staff Development	338	1,600	\$ 1,106	\$ 202	\$ 904		69%
Maint & Repair Supplies	357	1,000	\$ 417	\$ 976	\$ (559)	-57%	42%
Books	395	65,000	\$ 57,630	\$ 50,135	\$ 7,495	15%	89%
Technology	396	10,000	\$ 3,660	\$ 16,553	\$ (12,893)	-78%	37%
Periodicals	397	7,000	\$ 4,728	\$ 300	\$ 4,428		68%
Audio-Visual	398	16,000	\$ 15,196	\$ 13,681	\$ 1,515	11%	95%
Activity Fund	399	1,500	\$ 729	\$ 1,051	\$ (322)		49%
Ins. Workers Comp.	510	1,100	\$ 850	\$ 1,222	\$ (372)	-30%	77%
Ins. Public Liab.	511	1,700	\$ 250	\$ 1,491	\$ (1,241)	-83%	15%
Ins. Public Officials	513	2,100	\$ 2,052	\$ 2,253	\$ (201)	-9%	98%
Ins. Property Ins.	517	1,700	\$ 1,520	\$ 1,632	\$ (112)	-7%	89%
Bld. Occupancy Exp.	532	137,700	\$ 126,225	\$ 121,385	\$ 4,840	4%	92%

**HUDSON AREA LIBRARY
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2016 Budget
			November		\$	%	
			2016	2015			
General Operating Subtotal		362,417	\$ 295,841	\$ 296,293	\$ (452)	0%	82%
Total Operating Expenses		867,163	\$ 713,619	\$ 664,460	\$ 49,159	7%	82%
NET OPERATING REVENUE (EXPENSE)		-18,089	\$ 97,011	\$ 131,850	\$ (37,960)	-29%	
Insurance Reimbursement	46711	0	\$ -	\$ -	\$ -		
Interest	48562	0	\$ 2,652	\$ 2,659	\$ (7)		
Gain/Loss on marketable investments	48564	0	\$ 347	\$ 644			
NET REVENUE (EXPENSE)			\$ 100,010	\$ 135,153	\$ (37,966)	-28%	

-----FUND----- 240 HUDSON AREA JOINT LIBRARY

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	
<u>ASSETS</u>					
CURRENT ASSETS:					
240.11100	TREASURER'S CASH	331,185.42	59,100.23CR	76,524.23	407,709.65
240.11200	CASH - UNDEPOSITED	0.00	0.00	0.00	0.00
240.11381	INVESTMENT-LIBRARY DONATIONS	13,566.48	0.00	121.30	13,687.78
240.11382	INVESTMENT-BUILDING FUNDS	0.00	0.00	0.00	0.00
240.11383	INVESTMENT-JACOBS TRUST	0.00	0.00	0.00	0.00
240.11384	INVESTMENT-BRIDGE THE GAP	0.00	0.00	0.00	0.00
240.11385	INVESTMENT-HISTORY ROOM	164.22	0.00	0.72	164.94
240.11386	INVESTMENT-LITERACY	0.04	0.00	0.00	0.04
240.11800	PETTY CASH	0.00	0.00	0.00	0.00
240.11801	CASH - PAYPAL	0.00	0.00	0.00	0.00
240.13100	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00	0.00
240.14700	DUE FRO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
240.16220	PREPAID EXPENSES	275.00	0.00	275.00	550.00
240.16300	PENSION ASSET	38,136.00	0.00	0.00	38,136.00
240.16301	DEFFERRED OUTFLOW/PENSION	39,892.00	0.00	0.00	39,892.00
	TOTAL CURRENT ASSETS:	423,219.16	59,100.23CR	76,921.25	500,140.41
FIXED ASSETS:					
240.18300	LEASEHOLD IMPROVEMENTS	523,386.30	0.00	0.00	523,386.30
240.18390	ACCUM DEPR-LEASEHOLD IMP	111,616.56CR	0.00	0.00	111,616.56CR
240.18500	MACHINERY AND EQUIPMENT	179,401.59	0.00	0.00	179,401.59
240.18590	ACCUM DEPR-MACH AND EQUIP	96,655.82CR	0.00	0.00	96,655.82CR
240.18810	COLLECTION - BOOKS	364,897.40	0.00	0.00	364,897.40
240.18820	COLLECTION - AUDIO / VIDEO	47,041.32	0.00	0.00	47,041.32
	TOTAL FIXED ASSETS:	906,454.23	0.00	0.00	906,454.23
	TOTAL ASSETS:	1,329,673.39	59,100.23CR	76,921.25	1,406,594.64
<u>LIABILITIES AND FUND BALANCE</u>					
CURRENT LIABILITIES:					
240.21200	VOUCHERS PAYABLE	26,523.27CR	2,629.66	17,152.48	9,370.79CR
240.21210	ACCOUNTS PAYABLE - OTHER	0.00	0.00	0.00	0.00
240.21300	UNCLAIMED FUNDS	0.00	0.00	0.00	0.00
240.21511	FICA PAYABLE	0.00	0.00	0.00	0.00
240.21512	WH TAXES-FEDERAL	0.00	0.00	0.00	0.00
240.21513	WH TAXES-STATE	0.00	0.00	0.00	0.00
240.21520	PENSION PAYABLE	0.00	0.00	0.00	0.00
240.21530	INSURANCE PAYBALE	0.00	0.00	0.00	0.00
240.21531	HEALTH INSURANCE PAYABLE	0.00	0.00	0.00	0.00
240.21532	HEALTH INS-RETIRED COBRA	0.00	0.00	0.00	0.00
240.21540	PAYROLL DEDUCTION-UNITEDWAY	0.00	0.00	0.00	0.00
240.21541	DEDUCTION-CHILD SUPPORT	0.00	0.00	0.00	0.00

-----FUND-----		240	HUDSON AREA JOINT LIBRARY				
ACCOUNT				BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
240.21550	UNION DUES PAYABLE			0.00	0.00	0.00	0.00
240.21560	DEFERRED LONGEVITY PAYABLE			0.00	0.00	0.00	0.00
240.21570	TAX SHELTER ANNUITY DEDUCT			0.00	0.00	0.00	0.00
240.21571	PEBSCO DEFERRED COMP			0.00	0.00	0.00	0.00
240.21572	PRUDENTIAL DEFERRED COMP			0.00	0.00	0.00	0.00
240.21573	ICMA			0.00	0.00	0.00	0.00
240.21574	AFLAC-PRETAX			0.00	0.00	0.00	0.00
240.21575	AFLAC-AFTERTAX			0.00	0.00	0.00	0.00
240.21700	ACCRUED WAGES PAYABLE			5,169.93CR	0.00	5,169.93	0.00
240.21810	UNUSED VACATION TIME			19,970.91CR	0.00	0.00	19,970.91CR
240.21811	UNUSED COMP TIME			907.22CR	0.00	0.00	907.22CR
240.21900	OTHER BENEFIT LIABILITY			29,701.85CR	0.00	0.00	29,701.85CR
240.24210	SALES TAX PAYABLE			0.00	3.55	19.23CR	19.23CR
240.24420	DUE CITY OF HUDSON			0.00	0.00	0.00	0.00
	TOTAL CURRENT LIABILITIES:			82,273.18CR	2,633.21	22,303.18	59,970.00CR
	LONG TERM LIABILITIES:						
240.28999	CLEARING - LIBRARY RECPT			0.00	0.00	0.00	0.00
	TOTAL LONG TERM LIABILITIES:			0.00	0.00	0.00	0.00
	TOTAL LIABILITIES:			82,273.18CR	2,633.21	22,303.18	59,970.00CR
	FUND BALANCE:						
240.34110	ENCUMBRANCES RESERVE			713.51CR	4,048.60CR	13,167.53CR	13,881.04CR
240.34115	ENCUMBRANCES DEBIT			713.51	4,048.60	13,167.53	13,881.04
240.34175	DESIGNATED/DONATIONS			13,730.70CR	0.00	60.92CR	13,791.62CR
240.34176	DESIGNATED/BUILDING FUNDS			0.00	0.00	0.00	0.00
240.34177	DESIGNATED/UNEXPENDED TRUST			0.00	0.00	0.00	0.00
240.34300	FUND BALANCE			1,233,669.51CR	0.00	60.92	1,233,608.59CR
240.34350	ESTIMATED REVENUES			0.00	0.00	0.00	0.00
240.34400	REVENUE CONTROL			0.00	3,026.40CR	810,629.67CR	810,629.67CR
240.34450	APPROPRIATIONS			0.00	0.00	0.00	0.00
240.34500	EXPENDITURE CONTROL			0.00	59,493.42	711,405.24	711,405.24
	TOTAL FUND BALANCE:			1,247,400.21CR	56,467.02	99,224.43CR	1,346,624.64CR
	TOTAL LIABILITIES AND FUND BALANCE:			1,329,673.39CR	59,100.23	76,921.25CR	1,406,594.64CR
	TOTAL FUND:			0.00	0.00	0.00	0.00

Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH NOV 30, 2016

		Adopted Budget	ANNUAL Revised Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	POSTED	REMAINING BALANCE	PCT
240	LIBRARY								
70	LIBRARY								
43261	FED GRANT-LIBRARY								
000	GENERAL DESCRIPTION	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	FED GRANT-LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0	
	PUBLIC CHARGES FOR SERVICES								
46111	COPIES - TAXABLE								
000	COPIES - TAXABLE	0.00	35,000.00	349.67	3,866.03	31,133.97	11 -		
TOTAL:	COPIES - TAXABLE	0.00	35,000.00	349.67	3,866.03	31,133.97	11 -		
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	0.00	0.00	2,538.73	29,199.79	29,199.79-	9999	-----!!!!	
TOTAL:	LIBRARY FINES	0.00	0.00	2,538.73	29,199.79	29,199.79-	9999	-----!!!!	
46713	LIBRARY RENTALS								
000	LIBRARY RENTALS	0.00	0.00	138.00	1,754.20	1,754.20-	9999	-----!!!!	
TOTAL:	LIBRARY RENTALS	0.00	0.00	138.00	1,754.20	1,754.20-	9999	-----!!!!	
TOTAL:	PUBLIC CHARGES FOR SERVICES	0.00	35,000.00	3,026.40	34,820.02	179.98	99	-----	
	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	42,237.50	42,237.50-	9999	-----!!!!	
TOTAL:	CITY OF HUDSON	0.00	0.00	0.00	42,237.50	42,237.50-	9999	-----!!!!	
47302	VILLAGE OF NORTH HUDSON								
000	VILLAGE OF NORTH HUDSON	84,962.00	84,475.00	0.00	42,237.50	42,237.50	50	-----	
TOTAL:	VILLAGE OF NORTH HUDSON	84,962.00	84,475.00	0.00	42,237.50	42,237.50	50	-----	
47303	TOWN OF HUDSON								
000	TOWN OF HUDSON	191,538.00	203,201.00	0.00	203,201.00	0.00	100	-----	
TOTAL:	TOWN OF HUDSON	191,538.00	203,201.00	0.00	203,201.00	0.00	100	-----	
47304	TOWN OF ST JOSEPH								
000	TOWN OF ST. JOSEPH	86,788.00	85,546.00	0.00	42,773.00	42,773.00	50	-----	
TOTAL:	TOWN OF ST JOSEPH	86,788.00	85,546.00	0.00	42,773.00	42,773.00	50	-----	
47310	GENERAL GOVERNMENT REVENUE								
000	LOCAL GOVERNMENT-GENERAL	35,000.00	0.00	0.00	854.40	854.40-	9999	-----!!!!	
TOTAL:	GENERAL GOVERNMENT REVENUE	35,000.00	0.00	0.00	854.40	854.40-	9999	-----!!!!	
47311	COUNTY LIBRARY LEVY								

Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH NOV 30, 2016

	Adopted Budget	ANNUAL Revised Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
240 LIBRARY									
70 LIBRARY									
INTERGOVERNMENTAL CHARGES									
47311 COUNTY LIBRARY LEVY									
000 COUNTY LIBRARY LEVY	86,859.00	82,521.00	0.00	0.00	81,769.60	81,769.60	751.40	99	-----
TOTAL: COUNTY LIBRARY LEVY	86,859.00	82,521.00	0.00	0.00	81,769.60	81,769.60	751.40	99	-----
TOTAL: INTERGOVERNMENTAL CHARGES	485,147.00	455,743.00	0.00	0.00	413,073.00	413,073.00	42,670.00	90	-----
MISCELLANEOUS REVENUES									
48100 INTEREST									
000 INTEREST	0.00	0.00	0.00	0.00	2,651.61	2,651.61	2,651.61-	9999	-----!!!!
TOTAL: INTEREST	0.00	0.00	0.00	0.00	2,651.61	2,651.61	2,651.61-	9999	-----!!!!
48120 NET CHANGE IN MARKET VALUE									
000 NET CHANGE IN MARKET VALUE	0.00	0.00	0.00	0.00	1,306.25	1,306.25	1,306.25-	9999	-----!!!!
TOTAL: NET CHANGE IN MARKET VALUE	0.00	0.00	0.00	0.00	1,306.25	1,306.25	1,306.25-	9999	-----!!!!
48400 INSURANCE REFUND									
000 INSURANCE REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: INSURANCE REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
48500 DONATIONS- PRIVATE ORG/IND									
000 DONATIONS-PRIVATE ORG/IND	0.00	0.00	0.00	0.00	100.79	100.79	100.79-	9999	-----!!!!
TOTAL: DONATIONS- PRIVATE ORG/IND	0.00	0.00	0.00	0.00	100.79	100.79	100.79-	9999	-----!!!!
48560 DONATION-SUMMER READ PROGRAM									
000 DONATION-SUMMER READ PROGRAM	0.00	2,300.00	0.00	0.00	2,300.00	2,300.00	0.00	100	-----
TOTAL: DONATION-SUMMER READ PROGRAM	0.00	2,300.00	0.00	0.00	2,300.00	2,300.00	0.00	100	-----
48561 DONATION-LITERACY PROGRAM									
000 DONATION-LITERACY PROGRAM	0.00	0.00	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	0.00	0.00	0	
48562 DONATIONS-HISTORY ROOM									
000 DONATION-HISTORY COLLECTION	0.00	0.00	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	0.00	0.00	0	
48563 FRIENDS OF LIBRARY PLEDGE									
000 FRIENDS OF LIBRARY PLEDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: FRIENDS OF LIBRARY PLEDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
48564 DONATIONS-BRIDGE THE GAP									
000 DONATION-BRIDGE THE GAP	0.00	0.00	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	0.00	0.00	0	
48600 MISCELLANEOUS REVENUES									
000 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	347.00	347.00	347.00-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	347.00	347.00	347.00-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	0.00	2,300.00	0.00	0.00	6,705.65	6,705.65	4,405.65-	291	-----!!!!

Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH NOV 30, 2016

	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	295,000.00	356,031.00	0.00	356,031.00	0.00	100 -----
TOTAL: TRANSFER FROM GENERAL FUND	295,000.00	356,031.00	0.00	356,031.00	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	295,000.00	356,031.00	0.00	356,031.00	0.00	100 -----
TOTAL: LIBRARY	780,147.00	849,074.00	3,026.40	810,629.67	38,444.33	95 -----
TOTAL: LIBRARY	780,147.00	849,074.00	3,026.40	810,629.67	38,444.33	95 -----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH NOV 30, 2016

	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	165,100.00	0.00	11,700.04	131,549.28	33,550.72	79 -----
122	SALARY-WAGES OVERTIME	200.00	0.00	0.00	0.00	200.00	0
125	SALARY-WAGES PART TIME	212,765.00	0.00	15,382.32	175,456.14	37,308.86	82 -----
133	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0
151	FICA	28,978.00	0.00	1,965.47	22,728.67	6,249.33	78 -----
152	RETIREMENT	20,853.00	0.00	1,498.18	16,946.83	3,906.17	81 -----
153	PENSION GASB 68	0.00	0.00	0.00	0.00	0.00	0
154	HEALTH INSURANCE	76,600.00	0.00	5,779.95	71,097.72	5,502.28	92 -----
155	LIFE INSURANCE	250.00	0.00	0.00	0.00	250.00	0
TOTAL:	PERSONAL SERVICES	504,746.00	0.00	36,325.96	417,778.64	86,967.36	82 -----
	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	12,606.00	1,421.00	89 -----
216	IFLS - OPERATING/MAINT	33,764.00	0.00	0.00	32,825.00	939.00	97 -----
217	IFLS - COURIER/SELF CHECK	2,500.00	0.00	0.00	2,512.00	12.00	100 -----
218	IFLS - CATALOGING	24,726.00	0.00	0.00	12,774.64	11,951.36	51 -----
225	TELEPHONE	3,600.00	30.00	46.76	610.34	2,959.66	17 -
249	CONTRACTED MAINT & REPAIR	600.00	0.00	0.00	0.00	600.00	0
294	PROGRAMMING - ADULT	2,750.00	133.60	0.00	2,029.07	587.33	78 -----
295	PROGRAMMING - CHILDREN	4,050.00	0.00	900.00	2,791.34	1,258.66	68 -----
298	MAINTENANCE AGMT & LEASES	9,000.00	124.00	0.00	8,425.40	450.60	94 -----
299	OTHER CONTRACTUAL SERVICES	1,500.00	0.00	0.00	1,203.82	296.18	80 -----
TOTAL:	CONTRACTUAL SERVICES	96,517.00	287.60	2,092.76	75,777.61	20,451.79	78 -----
	SUPPLIES & EXPENSES						
311	POSTAGE	5,000.00	95.15	0.00	1,079.41	3,825.44	23 --
312	OFFICE SUPPLIES	13,000.00	81.99	221.00	3,560.29	9,357.72	28 --
324	MEMBERSHIPS & SUBSCRIPTIONS	500.00	104.00	0.00	419.00	23.00	104 -----
326	ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00	0
338	TRAINING-STAFF DEVELOPMENT	0.00	0.00	0.00	200.00	200.00	9999 -----!!!!
339	TRAVEL & CONFERENCES	1,600.00	280.34	0.00	825.92	493.74	69 -----
357	MAINT & REPAIR SUPPLIES	1,000.00	136.86	0.00	279.81	583.33	41 ----
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	65,000.00	5,878.81	0.00	51,081.99	8,039.20	87 -----
396	TECHNOLOGY	10,000.00	0.00	0.00	3,660.20	6,339.80	36 ---
397	PERIODICALS	7,000.00	11.96	0.00	4,805.36	2,182.68	68 -----
398	AUDIO-VISUALS	16,000.00	4,088.00	0.00	11,107.35	804.65	94 -----
399	ACTIVITY SUPPLIES	1,500.00	25.16	0.00	554.28	920.56	38 ---
TOTAL:	SUPPLIES & EXPENSES	121,600.00	10,702.27	221.00	77,573.61	33,324.12	72 -----
510	FIXED CHARGES						
	WORKERS COMPENSATION INS.	1,100.00	0.00	0.00	849.68	250.32	77 -----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH NOV 30, 2016

	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	1,700.00	0.00	0.00	250.00	1,450.00	14 -
513 PUBLIC OFFICIALS	2,100.00	0.00	0.00	2,052.00	48.00	97 -----
517 PROPERTY INS	1,700.00	0.00	0.00	1,520.00	180.00	89 -----
519 UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00	0
532 RENT	137,700.00	0.00	11,475.00	126,225.00	11,475.00	91 -----
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	144,300.00	0.00	11,475.00	130,896.68	13,403.32	90 -----
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	867,163.00	10,989.87	50,114.72	702,026.54	154,146.59	82 -----
TOTAL: LIBRARY	867,163.00	10,989.87	50,114.72	702,026.54	154,146.59	82 -----
TOTAL: LIBRARY	867,163.00	10,989.87	50,114.72	702,026.54	154,146.59	82 -----

Schedule of Bills by Fund
 BY FUND FOR (A/P)

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
CARDMEMBER SERVICES									
HOME DEPOT - LIGHT BULBS	136.86	MAINT & REPAIR SUPPLIES	240.70.55111.357	214123	95000121059511	035983	F	999	00001
CARIBOU CARDS FOR PRIZES	45.00	PROGRAMMING - ADULT	240.70.55111.294	214123	95000121059511	035975	F	999	00002
TARGET - LIB CON SUPPLY	9.88	PROGRAMMING - ADULT	240.70.55111.294	214123	95000121059511	035975	F	999	00003
JIMY JON: FD FOR LIB CON	77.95	PROGRAMMING - ADULT	240.70.55111.294	214123	95000121059511	035975	F	999	00004
COUNTY MARKET APPLE ACT	17.23	ACTIVITY SUPPLIES	240.70.55111.399	214123	95000121059511	036032	F	999	00005
STAFF DEVELOPMENT DAY	6.98	TRAVEL & CONFERENCES	240.70.55111.339	214123	95000121059511	035906	F	999	00006
STAFF DEVELOPMENT DAY	22.44	TRAVEL & CONFERENCES	240.70.55111.339	214123	95000121059511	035906	F	999	00007
BOOKS FROM AMAZON	26.22	BOOKS	240.70.55111.395	214123	95000121059511	035983	F	999	00008
0073665928	47.44	BOOKS	240.70.55111.395	214123	95000121059511	036111	F	999	00009
ALA MEMBERSHIP	104.00	MEMBERSHIPS & SUBSCRIPTI	240.70.55111.324	214123	95000121059511	036084	P	999	00010
ALA STORE	89.76	BOOKS	240.70.55111.395	214123	95000121059511	036151	F	999	00011
AMAZON.COM	44.91	BOOKS	240.70.55111.395	214123	95000121059511	036151	F	999	00012
AMAZON.COM	11.96	PERIODICALS	240.70.55111.397	214123	95000121059511	036151	F	999	00013
	640.63	*VENDOR TOTAL							
HUDSON AREA JOINT LIBRARY	640.63	*****							

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	640.63
TOTAL	ALL FUNDS	640.63

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	640.63
TOTAL	ALL BANKS	640.63

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY
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Schedule of Bills by Fund
 BY FUND FOR (A/P)

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
HUDSON AREA JOINT LIBRARY *****							
AT&T							
SVC 11-16/12-15	23.53	TELEPHONE	240.70.55111.225	214297	715Z0800431116		P 022 00001
SVC 11-16/12-15	23.52	TELEPHONE	240.70.55111.225	214297	715Z0800431116		P 022 00002
	47.05	*VENDOR TOTAL					
HUDSON AREA JOINT LIBRARY	47.05	*****					

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	47.05
TOTAL	ALL FUNDS	47.05

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	47.05
TOTAL	ALL BANKS	47.05

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY
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Schedule of Bills by Fund
 BY FUND FOR (A/P)

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
HUDSON AREA JOINT LIBRARY *****							
DONALDSON/LINDA							
ANNUITANT HLT-DEC	116.87	HEALTH INSURANCE	240.70.55111.154	214007	12/2016		P 941 00001
ANNUITANT HLT-DEC	137.06	HEALTH INSURANCE	240.70.55111.154	214007	12/2016		P 941 00002
	253.93	*VENDOR TOTAL					
HUDSON AREA JOINT LIBRARY	253.93	*****					

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	253.93
TOTAL	ALL FUNDS	253.93

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	253.93
TOTAL	ALL BANKS	253.93

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY
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Schedule of Bills by Fund
 BY FUND FOR (A/P)

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
HUDSON AREA JOINT LIBRARY *****							
WI DEPT OF REVENUE ASLES TAX - OCTOBER	22.78	SALES TAX PAYABLE	240.24210	214030	10/2016		P 925 00001
HUDSON AREA JOINT LIBRARY	22.78	*****					

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	22.78
TOTAL	ALL FUNDS	22.78

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	22.78
TOTAL	ALL BANKS	22.78

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY
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Report Selection:

RUN GROUP... 1213WA COMMENT... 12/13 WALMART PYMT

DATA-JE-ID DATA COMMENT

W-12132016-098 12/13 WALMART PYMT

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01	1		Y	S	8	068	10			

Schedule of Bills by Fund
 BY FUND FOR (A/P)

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
WALMART									
OFFICE SUPPLIES	81.49	OFFICE SUPPLIES	240.70.55111.312	214331	202000570433	035981	F	098	00001
ACTIVITY SUPPLIES	6.77	PROGRAMMING - ADULT	240.70.55111.294	214331	202000570433	035981	F	098	00002
ACTIVITY SUPPLIES	1.32	PROGRAMMING - ADULT	240.70.55111.294	214331	202000570433	035981	F	098	00003
	89.58	*VENDOR TOTAL							
HUDSON AREA JOINT LIBRARY	89.58	*****							

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	89.58
TOTAL	ALL FUNDS	89.58

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	89.58
TOTAL	ALL BANKS	89.58

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY
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Report Selection:

RUN GROUP... 1220LI COMMENT... 12/20 PAYMENTS

DATA-JE-ID DATA COMMENT

W-12202016-100 12/20 PAYMENTS

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01	1		Y	S	8	068	10			

Schedule of Bills by Fund
BY FUND FOR (A/P)

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
ASSOCIATED BANK									
PACKAGES MAILED	13.84	POSTAGE	240.70.55111.311	214333	RECEIPTS	036217	F	100	00001
PACKAGES MAILED & STAMPS	60.84	POSTAGE	240.70.55111.311	214333	RECEIPTS	036217	F	100	00002
PACKAGE MAILED	6.95	POSTAGE	240.70.55111.311	214333	RECEIPTS	036217	F	100	00003
PACKAGES MAILED	13.52	POSTAGE	240.70.55111.311	214333	RECEIPTS	036217	F	100	00004
ACTIVITY SUPPLIES	4.09	ACTIVITY SUPPLIES	240.70.55111.399	214446	RECEIPTS		P	100	00005
ACTIVITY SUPPLIES	20.05	ACTIVITY SUPPLIES	240.70.55111.399	214446	RECEIPTS		P	100	00006
ACTIVITY SUPPLIES	20.00	ACTIVITY SUPPLIES	240.70.55111.399	214446	RECEIPTS		P	100	00007
IPLS CONF	3.50	ACTIVITY SUPPLIES	240.70.55111.399	214446	RECEIPTS		P	100	00008
IPLS CONF	30.00	ACTIVITY SUPPLIES	240.70.55111.399	214446	RECEIPTS		P	100	00009
BOOK A MILLION	7.54	BOOKS	240.70.55111.395	214446	RECEIPTS		P	100	00010
ACTIVITY SUPPLES	5.07	ACTIVITY SUPPLIES	240.70.55111.399	214446	RECEIPTS		P	100	00011
	185.40	*VENDOR TOTAL							
AUGUSTIN/DIANE									
BEAD NECKLACE CLASS	200.00	PROGRAMMING - ADULT	240.70.55111.294	214493	1		P	100	00012
BAKER & TAYLOR									
2032433040	44.43	BOOKS	240.70.55111.395	214340	2032433040	036212	F	100	00037
2032444253	356.33	BOOKS	240.70.55111.395	214341	2032444253	036212	F	100	00042
2032433831	1,083.88	BOOKS	240.70.55111.395	214342	2032433831	036212	F	100	00038
2032429292	201.02	BOOKS	240.70.55111.395	214343	2032429292	036212	F	100	00035
2032434125	129.23	BOOKS	240.70.55111.395	214344	2032434125	036212	F	100	00039
2032434181	193.93	BOOKS	240.70.55111.395	214345	2032434181	036212	F	100	00040
2032429291	10.06	BOOKS	240.70.55111.395	214346	2032429291	036212	F	100	00034
2032409384	75.53	BOOKS	240.70.55111.395	214347	2032409384	036108	F	100	00021
2032399853	96.74	BOOKS	240.70.55111.395	214348	2032399853	036108	F	100	00016
2032409361	196.88	BOOKS	240.70.55111.395	214349	2032409361	036108	F	100	00020
2032409245	191.77	BOOKS	240.70.55111.395	214350	2032409245	036108	F	100	00018
2032409333	105.20	BOOKS	240.70.55111.395	214351	2032409333	036108	F	100	00019
2032405931	141.71	BOOKS	240.70.55111.395	214352	2032405931	036108	F	100	00017
2032395459	263.29	BOOKS	240.70.55111.395	214353	2032395459	036108	F	100	00015
2032454467	179.61	BOOKS	240.70.55111.395	214354	2032454467	036281	F	100	00045
2032448170	66.59	BOOKS	240.70.55111.395	214355	2032448170	036281	F	100	00043
2032448272	66.91	BOOKS	240.70.55111.395	214356	2032448272	036281	F	100	00044
2032454544	11.95	BOOKS	240.70.55111.395	214357	2032454544	036281	F	100	00046
2032415959	13.14	BOOKS	240.70.55111.395	214409	2032415959	036154	F	100	00024
2032429378	60.16	BOOKS	240.70.55111.395	214410	2032429378	036154	F	100	00036
2032423843	129.58	BOOKS	240.70.55111.395	214411	2032423843	036154	F	100	00032
2032420739	361.82	BOOKS	240.70.55111.395	214412	2032420739	036154	F	100	00029
2032420738	16.95	BOOKS	240.70.55111.395	214413	2032420738	036154	F	100	00014
2032420737	22.05	BOOKS	240.70.55111.395	214414	2032420737	036154	F	100	00028
2032415960	132.30	BOOKS	240.70.55111.395	214415	2032415960	036154	F	100	00025
2032423699	498.36	BOOKS	240.70.55111.395	214416	2032423699	036154	F	100	00031
2032420336	286.75	BOOKS	240.70.55111.395	214417	2032420336	036154	F	100	00027
2032419331	73.56	BOOKS	240.70.55111.395	214418	2032419331	036154	F	100	00026
2032422134	31.84	BOOKS	240.70.55111.395	214419	2032422134	036154	F	100	00030
2032412225	376.14	BOOKS	240.70.55111.395	214420	2032412225	036154	F	100	00023

Schedule of Bills by Fund
BY FUND FOR (A/P)

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
BAKER & TAYLOR									
2032410961	10.62	BOOKS	240.70.55111.395	214421	2032410961	036154	F	100	00022
2032425084	147.16	BOOKS	240.70.55111.395	214422	2032425084	036154	F	100	00033
2032457289	15.66	BOOKS	240.70.55111.395	214476	2032457289	036309	F	100	00047
2032457290	23.49	BOOKS	240.70.55111.395	214477	2032457290	036309	F	100	00048
2032457291	37.04	BOOKS	240.70.55111.395	214478	2032457291	036309	F	100	00049
2032457292	3.77	BOOKS	240.70.55111.395	214479	2032457292	036309	F	100	00050
2032457293	19.30	BOOKS	240.70.55111.395	214480	2032457293	036309	F	100	00051
2032457294	7.80	BOOKS	240.70.55111.395	214481	2032457294	036309	F	100	00052
2032457295	13.98	BOOKS	240.70.55111.395	214482	2032457295	036309	F	100	00053
2032464955	358.45	BOOKS	240.70.55111.395	214483	2032464955	036309	F	100	00054
2032469211	172.81	BOOKS	240.70.55111.395	214484	2032469211	036309	F	100	00056
2032464994	10.62	BOOKS	240.70.55111.395	214485	2032464994	036309	F	100	00055
2032473356	65.44	BOOKS	240.70.55111.395	214486	2032473356	036309	F	100	00057
CREDIT	22.05	CR BOOKS	240.70.55111.395	214487	0002893822	036309	F	100	00013
2032434225	119.41	BOOKS	240.70.55111.395	214494	2032434225	036212	F	100	00041
	6,401.21	*VENDOR TOTAL							
BALDWIN TELECOM INC									
12693	30.00	TELEPHONE	240.70.55111.225	214332	12693	036216	F	100	00058
CDW GOVERNMENT INC									
GBT7598	930.51	OFFICE SUPPLIES	240.70.55111.312	214474	GBT7598	036311	F	100	00059
DEMCO									
6015956	54.15	ACTIVITY SUPPLIES	240.70.55111.399	214475	6015956	036310	F	100	00060
EO JOHNSON OFFICE TECHNO									
INV18319	172.00	MAINTENANCE AGMT & LEASE	240.70.55111.298	214338	INV18319	036278	F	100	00061
EO JOHNSON OFFICE TECHNO									
I00336066	124.00	MAINTENANCE AGMT & LEASE	240.70.55111.298	214339	I00336066	036277	F	100	00062
GALE									
59369661	29.24	BOOKS	240.70.55111.395	214334	59369661	036211	F	100	00065
59331165	108.71	BOOKS	240.70.55111.395	214335	59331165	036152	F	100	00063
59332533	25.49	BOOKS	240.70.55111.395	214336	59332533	036152	F	100	00064
59395231	24.74	BOOKS	240.70.55111.395	214337	59395231	036280	F	100	00066
	188.18	*VENDOR TOTAL							
HUDSON FLOWER SHOP									
ADULT CRAFT	240.00	PROGRAMMING - ADULT	240.70.55111.294	214492	93794/1		P	100	00067
MIDWEST TAPE									
94525053	68.97	AUDIO-VISUALS	240.70.55111.398	214358	94525053	036279	F	100	00089
94525055	27.97	AUDIO-VISUALS	240.70.55111.398	214359	94525055	036279	F	100	00090
94525056	99.95	AUDIO-VISUALS	240.70.55111.398	214360	94525056	036279	F	100	00091
94525057	49.52	AUDIO-VISUALS	240.70.55111.398	214361	94525057	036279	F	100	00092

Schedule of Bills by Fund
BY FUND FOR (A/P)

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
MIDWEST TAPE									
94532671	124.97	AUDIO-VISUALS	240.70.55111.398	214362	94532671	036279	F	100	00093
94452839	60.44	AUDIO-VISUALS	240.70.55111.398	214423	94452839	036153	F	100	00077
94452838	421.18	AUDIO-VISUALS	240.70.55111.398	214424	94452838	036153	F	100	00076
94458033	184.95	AUDIO-VISUALS	240.70.55111.398	214425	94458033	036153	F	100	00078
94452836	98.30	AUDIO-VISUALS	240.70.55111.398	214426	94452836	036153	F	100	00075
94452499	22.99	AUDIO-VISUALS	240.70.55111.398	214427	94452499	036153	F	100	00074
94481894	25.18	AUDIO-VISUALS	240.70.55111.398	214428	94481894	036199	F	100	00080
94481892	266.30	AUDIO-VISUALS	240.70.55111.398	214429	94481892	036199	F	100	00079
94421255	39.99	AUDIO-VISUALS	240.70.55111.398	214430	94421255	036199	F	100	00071
94509255	15.98	AUDIO-VISUALS	240.70.55111.398	214431	94509255	036199	F	100	00088
94509254	37.14	AUDIO-VISUALS	240.70.55111.398	214432	94509254	036199	F	100	00087
94509252	180.91	AUDIO-VISUALS	240.70.55111.398	214433	94509252	036199	F	100	00086
94506593	39.98	AUDIO-VISUALS	240.70.55111.398	214434	94506563	036199	F	100	00085
94506561	189.95	AUDIO-VISUALS	240.70.55111.398	214435	94506561	036199	F	100	00084
94394816	170.53	AUDIO-VISUALS	240.70.55111.398	214436	94394816	036199	F	100	00068
94394818	36.52	AUDIO-VISUALS	240.70.55111.398	214437	94394818	036199	F	100	00069
94399158	36.74	AUDIO-VISUALS	240.70.55111.398	214438	94399158	036199	F	100	00070
94439320	44.49	AUDIO-VISUALS	240.70.55111.398	214439	9443939320	036199	F	100	00072
94439322	77.97	AUDIO-VISUALS	240.70.55111.398	214440	9443939322	036199	F	100	00073
94486871	274.92	AUDIO-VISUALS	240.70.55111.398	214441	94486871	036199	F	100	00082
94486873	33.98	AUDIO-VISUALS	240.70.55111.398	214442	94486873	036199	F	100	00083
94481895	130.92	AUDIO-VISUALS	240.70.55111.398	214443	94481895	036199	F	100	00081
94548708	4.79	AUDIO-VISUALS	240.70.55111.398	214488	94548708	036308	F	100	00094
94548709	7.99	AUDIO-VISUALS	240.70.55111.398	214489	94548709	036308	F	100	00095
94548770	43.98	AUDIO-VISUALS	240.70.55111.398	214490	94548770	036308	F	100	00096
94548772	15.95	AUDIO-VISUALS	240.70.55111.398	214491	94548772	036308	F	100	00097
	2,833.45	*VENDOR TOTAL							
PIVEC/NICOLE SUPPLIES FOR PROGRAM	32.74	ACTIVITY SUPPLIES	240.70.55111.399	214444	RECEIPTS			P	100 00098
TIME TO RELAX RELAXATION PROGRAM FEE	50.00	PROGRAMMING - ADULT	240.70.55111.294	214445	414			P	100 00099
HUDSON AREA JOINT LIBRARY *****	11,441.64								

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	11,441.64
TOTAL	ALL FUNDS	11,441.64

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	11,441.64
TOTAL	ALL BANKS	11,441.64

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY
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**HUDSON AREA JOINT LIBRARY CLAIMS FOR PAYMENT
December 20, 2016**

Batch	Purpose	Amount	Subtotal
12/1/2016	City of Hudson Admin charge	\$ 1,146.00	
12/1/2016	City of Hudson Occupancy costs	\$ 11,475.00	
11/21/2016	Annuitant- Linda Donaldson see details	\$ 253.93	
11/15/2016	WI Sales Tax see details	\$ 22.78	
12/13/2016	Walmart see details	\$ 89.58	
12/2/2016	ATT see details	\$ 47.05	
12/1/2016	Cardmember Services see details	\$ 640.63	
Claims paid since previous approval			\$ 13,674.97
LI12202016	Payments see details		\$ 11,441.64
 NON-PAYROLL TOTALS			
Claims to be paid			\$ 25,116.61
	Biweekly payroll 10/07/2016	\$ 18,006.33	
	Biweekly payroll 10/21/2016	\$ 18,065.70	
 PAYROLL TOTALS			\$ 36,072.03
TOTAL FOR APPROVAL			<u>\$ 61,188.64</u>

The preceding bills payable and recurring disbursements were reviewed and approved for payment by the Hudson Area Joint Library.

Date _____

Approved by _____



DIRECTOR'S REPORT & MONTHLY STATISTICS

November 1-30, 2016

Respectfully Submitted by:
Tina Norris, Director
December 20, 2016

Director's Report December 20, 2016

News & Updates:

- New Library Aide, Sally Burkhardt, has been hired and began her new position on December 5, 2016.
- Annual reports for municipalities are being prepared and will be presented to the Library Board in January, prior to mailing to all members of the City Council, as well as the Towns of Hudson and St. Joseph and Village of North Hudson Boards.
- Library cards will be purged by year's end. Last activity date, rather than expiration date, is being used as one of the parameters, which allows us to not purge users who do actively use their cards for OverDrive or logging onto the Library's public access computers, and / or Library website. Cards expired for 3 years or more, without recent activity, will be deleted. So, the number of cardholders will drop in January but will be a more accurate reflection of the number of library cardholders.
- A collection development plan for 2017 has been created and included in this board packet for informational purposes only. This is an internal document and will serve as a roadmap for staff to ensure that everyone is working toward the stated goals of serving our community, and fulfilling the mission of the library.
- A programming plan for 2017-2019 has been developed, as well, and is included in this board packet. Again, this is an internal document and is not policy. The program plan provides the staff with services targets, priorities, actions for attaining goals. Additionally, the plan requires assessment of programs to ensure that we are meeting the needs of the community.
- Met with Kari Rambo, Hudson Hospital Foundation, to discuss the Hospital Foundations annual wine event. The Library, via the Hudson Area Library Foundation, will be receiving funds to acquire a new health-related database, as well as funding for health and wellness related collection resources. The Hospital Foundation anticipates a planning meeting in Q1 2017 to determine actual funding amounts and funding plans. I will know more after that meeting.

November 2016 Statistics

Statistical Summary for November

November	2016	2015	Year-to-date 2016
Checkouts	14,132	12,491	177,835
Check-ins	14,658	12,824	176,409
Renewals	4,495	4,623	56,506
Total Circulation	18,627	17,114	234,341
Items Borrowed	3,645	2,928	44,615
Items Loaned	4,137	2,306	29,985
New Patrons	52	57	1,056
Items Added	525	507	5,906
Pharos	954	722	11,357
Wireless	5,284	3,160	51,352
Digital Circulation	2,655	2,354	30,642
Website Visits	5,679	4,852	71,954
Facebook Posts	28	20	417
Facebook Likes	1,065	828	10,792
Children's Programs	37	27	295
Children's Program Attendance	906	761	10,115
Teen Programs	7	n/a	69
Teen Program Attendance	62	n/a	584
Adult Programs	12	n/ a	89
Adult Program Attendance	67	n/a	1,293
Meeting Room Usage	325	Not tracked	3,592
Visitors	9,338	7,266	117,196
Cardholders	16,722	15,790	16,722

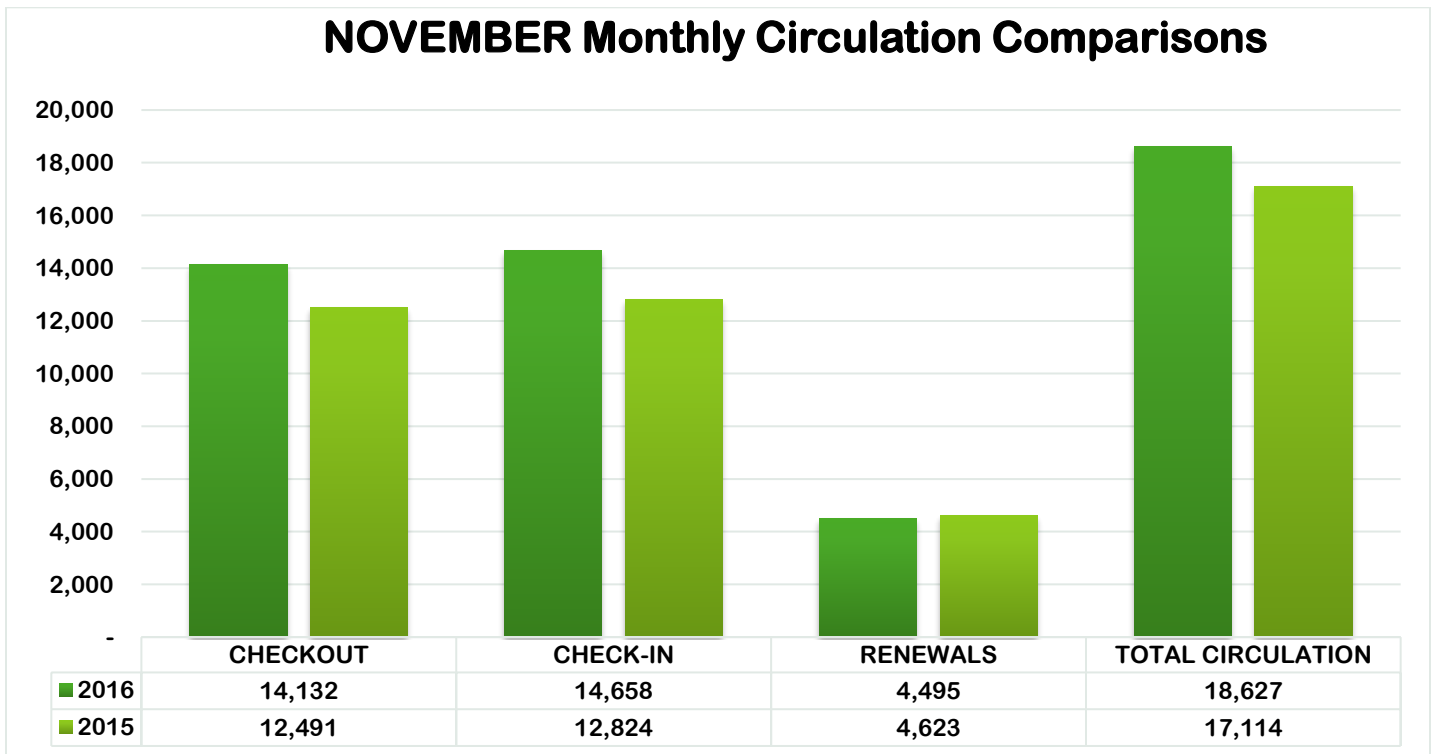
Circulation Summary YTD 2016

Yearly Circulation Activity

Hudson Area Public Library					
YEAR TO DATE CIRCULATION ACTIVITY					
	Checkouts 2016	Checkouts 2015	Check-ins	Renewals	Items Circulated
Jan	14,951	16,551	13,511	4,420	19,371
Feb	14,639	15,493	13,993	5,120	19,759
Mar	16,785	16,408	17,121	5,397	22,182
Apr	14,821	15,734	14,960	4,963	19,784
May	12,388	15,198	12,414	4,587	16,975
Jun	20,820	20,104	17,785	5,424	26,244
Jul	20,120	21,163	9,400	6,065	26,185
Aug	19,699	17,667	21,263	6,108	25,807
Sep	15,121	14,982	16,272	4,793	19,914
Oct	14,359	15,696	14,994	5,134	19,493
Nov	14,132	12,491	14,658	4,495	18,627
Dec		13,338			
Totals	177,835	194,825	166,371	56,506	234,341

*Road construction during partial month of April, entire month of May + 1 closure due to construction in May, and 5 days of construction in June.

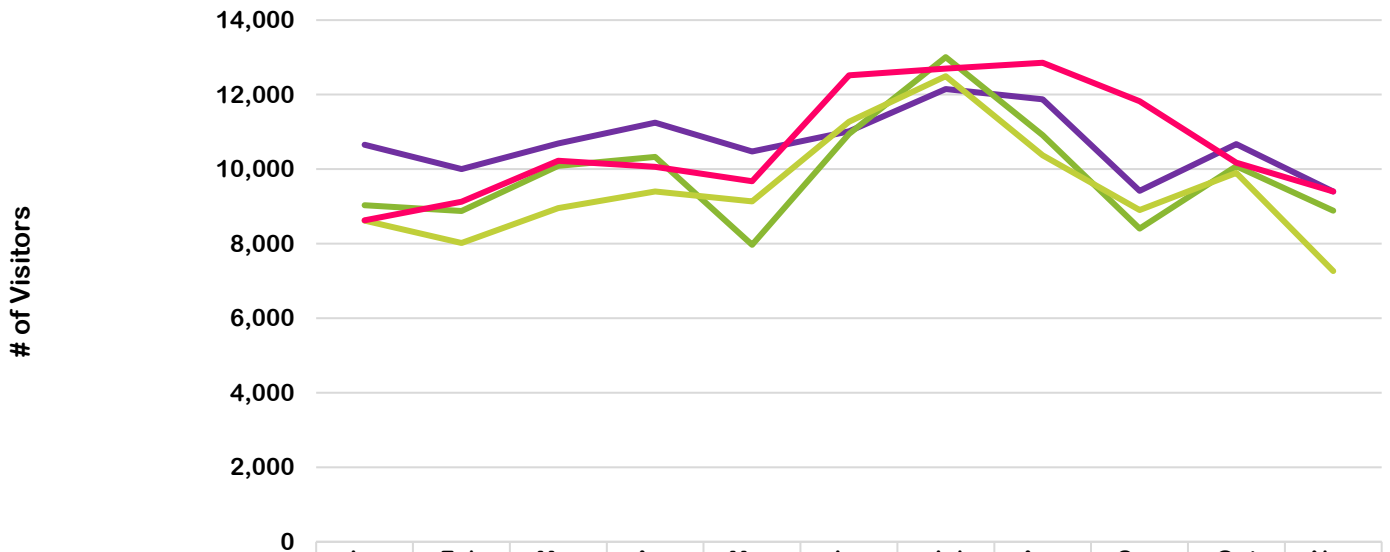
NOVEMBER Monthly Circulation Comparisons



Library Visitors

	MONTHLY VISITOR COUNT	AVERAGE PER DAY	NUMBER OF DAYS OPEN
January	8,627	345	25
February	9,125	365	25
March	10,228	393	26
April	10,064	387	26 (11 DAYS W/ CONSTRUCTION)
May	9,678	403	24 (closed 1 day due to construction; road construction during entire month)
June	12,519	481	26 (5 days w/ road construction)
July	12,702	489	26
August	12,856	477	27
September	11,823	455	26
October	10,173	407	25
November	9,401	409	23
December			

Visitor Counts Comparison



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Visitor Counts 2013	10,658	9,999	10,693	11,251	10,477	11,014	12,150	11,871	9,415	10,671	9,399
Visitor Counts 2014	9,032	8,879	10,088	10,331	7,970	10,947	13,007	10,916	8,407	10,081	8,883
Visitor Counts 2015	8,621	8,016	8,955	9,404	9,135	11,276	12,494	10,371	8,906	9,898	7,266
Visitor Counts 2016	8,627	9,125	10,228	10,064	9,678	12,519	12,702	12,856	11,823	10,173	9,401

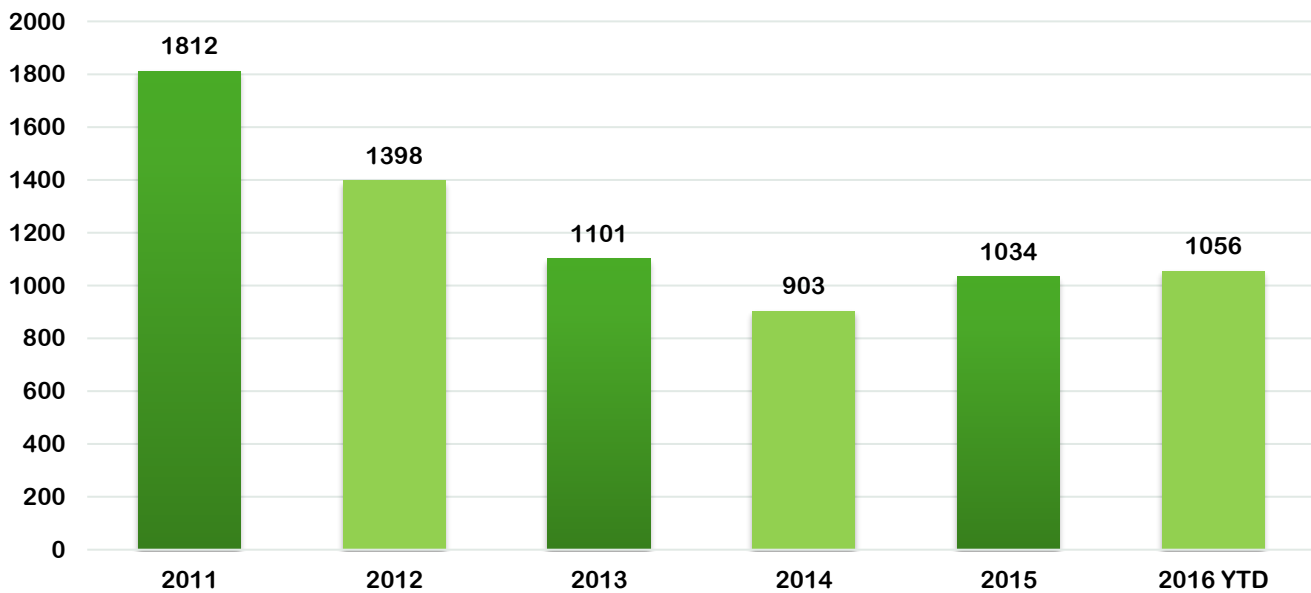
VISITORS	Monthly Average	Daily Average
2011 (April-December)	13,374	533
2012	11,902	502
2013	10,369	493
2014	10,206	493
2015	9,483	438
2016	10,654	419

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	January	8273	1995	4030	1597	15,912
	February	8306	1996	4046	1598	15,946
	March	8,350	2,001	4,065	1,611	16,027*
	April	8374	2012	4080	1620	16,086*
	May	8419	2018	4092	1624	16,153
	June	8510	2036	4132	1636	16,314
	July	8,580	2,053	4,152	1,641	16,426
	August	8,678	2,060	4,178	1,647	16,563
	September	8,715	2,068	4,182	1,656	16,621
	October	8,755	2,072	4,200	1,659	16,686
	November					0
	December					0

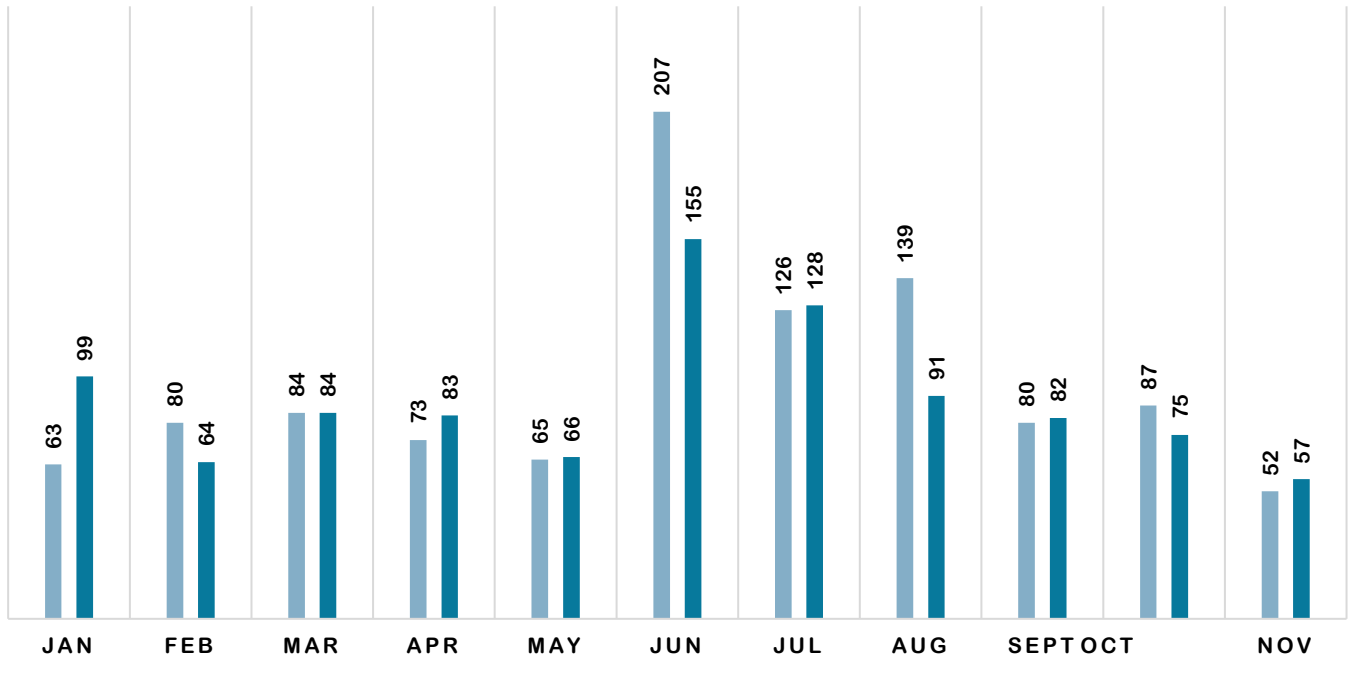
*Please note expired patron records have not been purged. We are in the process of determining parameters for purging.

Historical Annual Registration Data



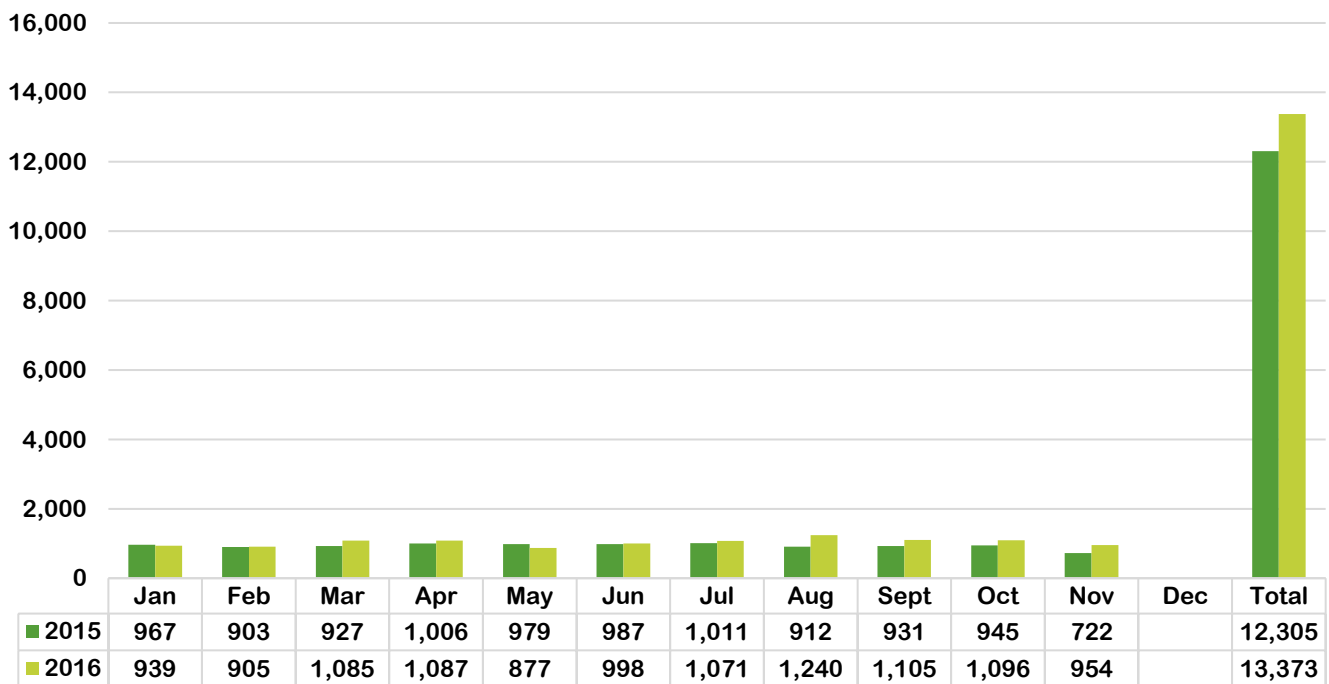
NEW REGISTRATIONS

■ New Registrations 2016 ■ New Registrations 2015

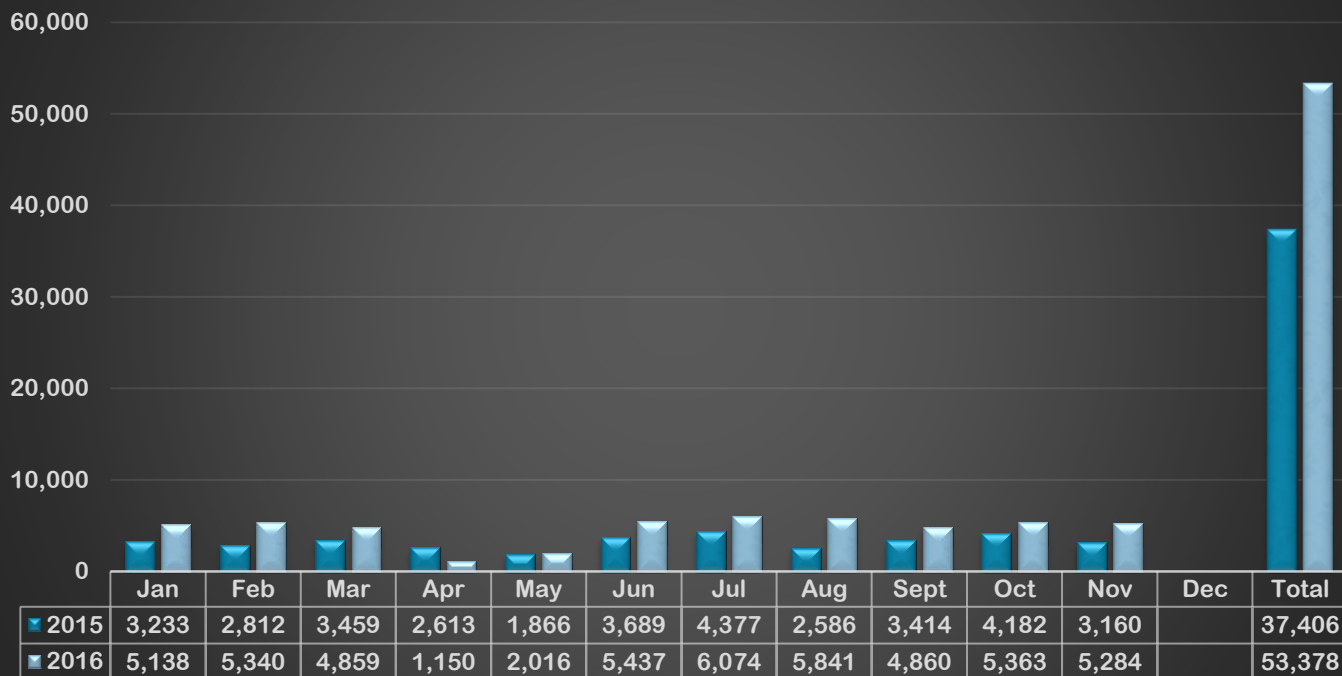


Technology Usage

Computer Usage Year-to-Date

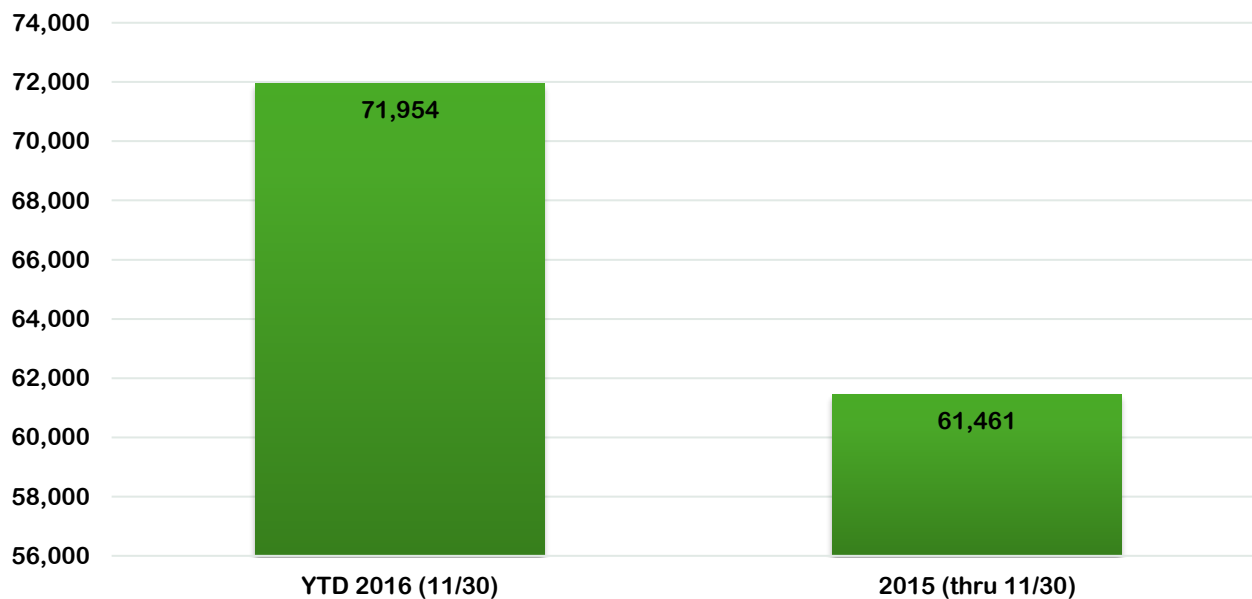


YTD Wireless Usage Comparisons

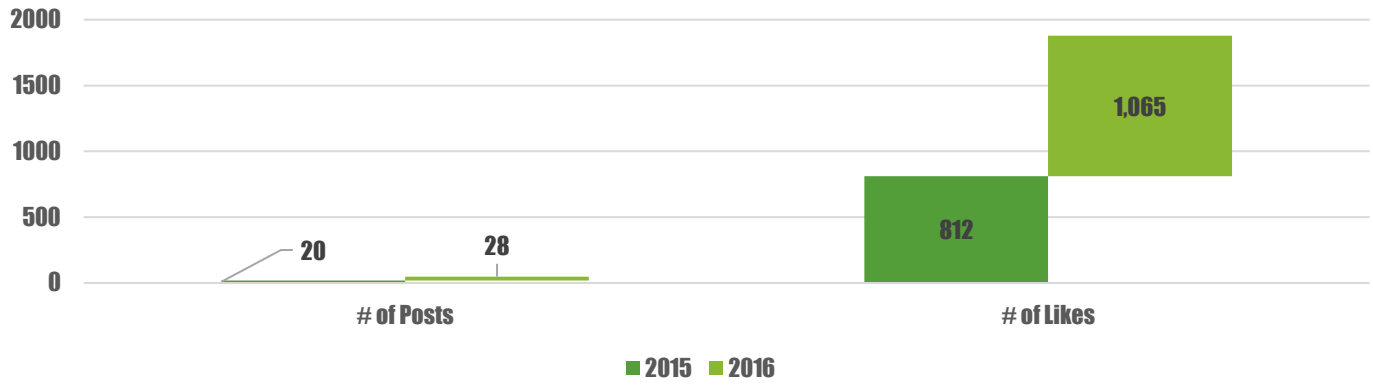


Website & Facebook Statistics

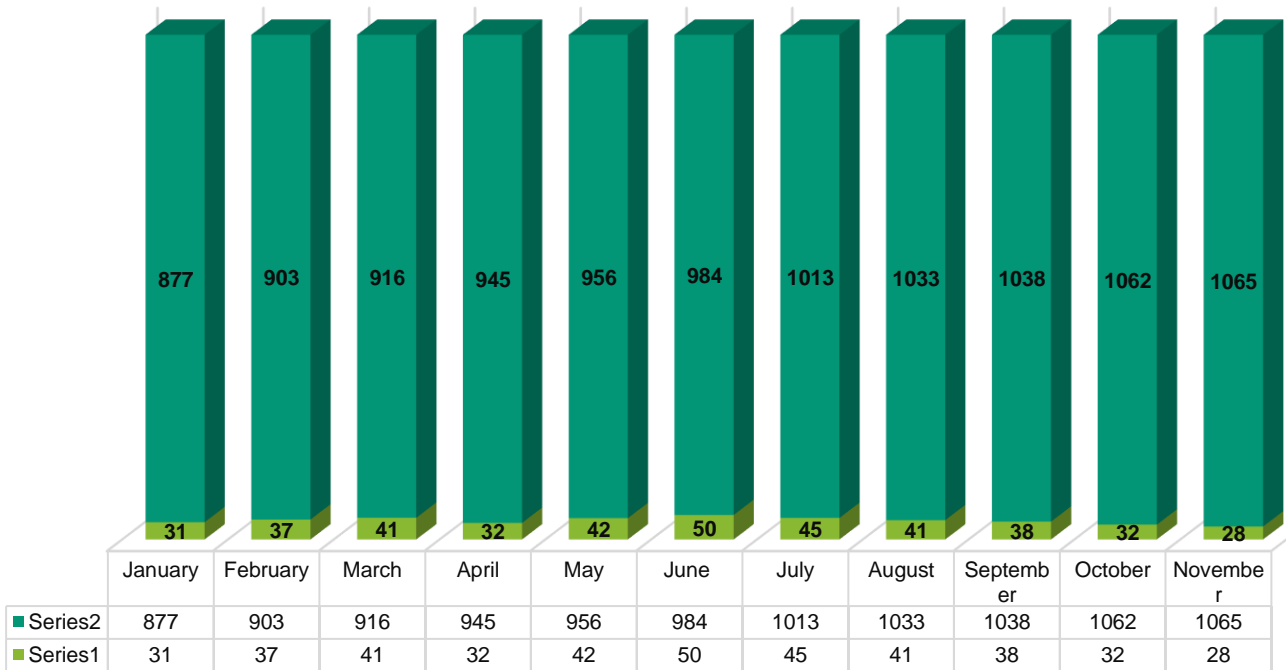
Number of page views for website



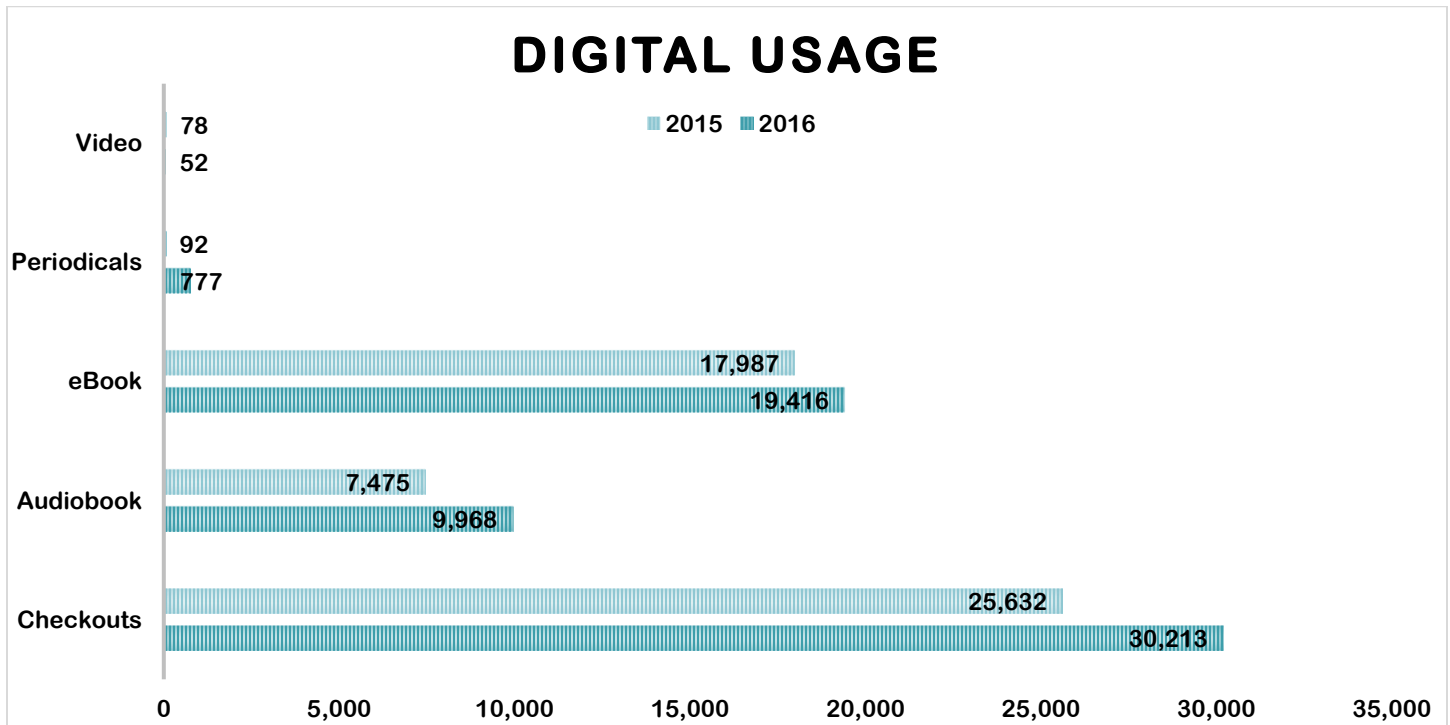
Facebook Comparisions November 2015-November 2016



2016 FACEBOOK ACTIVITY



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	6		84

2016 Meeting Room Use	Avg. Uses / Day	# of Users
January		
February	22	556
March	10	243
April	11	283
May	12	305
June	14	356
July	15	395
August	15	402
September	14	352
October	15	375
November	14	325
December		
Total Year-to-Date		3592

Programming Statistics

YA Programming Statistics													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs	6	8	4	12	8	18	18	13	6	7	7		107
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		638
YA Volunteers & Hours													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016													
# Vols.	12	12	12	13	13	13	12	16	12	17	13		145
# of hrs.	59	61	65	66.25	76	68.5	61.25	69.5	43.25	86.75	70		727
YA TAB Meetings & Attendance													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016													
Meetings	1	1	1	1	1	1	1	0	0		1		8
Attendance	7	7	7	8	9	5	2	0	0		5		50
YA Book Clubs													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016	1	1	1	1	2	3	3	3	1		0		16

Teen

Programs

January	Magic Makers (14); Mustache Instagram Program (9); Movie (Bowie) (3)	Harry Potter (11)
February	Magic Makers (9); HP World Book Night (5 teens; 29 Tweens; 11 adults); Hot Air Affair Smoosh Boarding (6 teens / 5 Adults); Blind Date w/ a book (37 ckos); SRP Video (3) Candy Heart Bingo (Harry Potter (7)
March	Magic Makers (6); St Patty Scavenger Hunt (44); Minute to Win It (14); Passive (19)	Harry Potter (7)
April	Shakespeare (6) Passive (15);	Harry Potter (7)
May	Marvel Trivia (7); Rick Riordan Release (14) Lawn Games (22)	Harry Potter (7)
June	Maker Magic (8); Teen Chef Challenge (15); Lawn Games (3);	Roller Girl Walk & Talk Book Club (7); Teen Book Club (2); AP Lit Book Club (2)
July	Maker Magic (28); Teen Chef (15); Trivia (4); Lemoncello (8); Bubbles (0); Lawn Games (rained out)	Walk & Talk (4); AP Lit (2)
August	Maker Magic; Teen Chef; PokeWalk; Book Speed Dating; Hour of Code; Trivia Night; Lawn Games; Lemoncello Library Olympics, Regression Session	Walk & Talk; Teen Book Club; 'Tweens Book Club
September	Squishy Circuits; Hour of Code; Writing Workshop; Hack-a-Banana; Maker Magic; PokeWalk	
October	Maker Magic	
November	Maker Magic, Harry Potter Game Night, Build Night, Pokémon Day, NaNoWriMo Teen Author Event, Arduino Coding, Connecting to the Cloud, TAB	
December		

Children's Programs	11/30/2016	11/30/2015
Story time: 3-5 year olds	88	98
Story time: adult	50	51
Walkie Talkie: talking to age 3	122	115
Walkie Talkie: adults	99	80
Rhyme Time: babies	115	46
Rhyme Time: adults	89	39
Class visits in library: children	35	0
Class visits in library: adults	5	0
Class visits out of library: children	162	163
Class visits out of library: adults	24	26
Special programs: children	85	94
Special programs: adults	32	46
Total Children	607	516
Total adults	299	245
Grand total for the month	906	761
Programs for month	37	27

Children's Programming													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
# of Programs		26	35	29	27	41	39	21	2	38	37		295
Children Attending	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2016	0	532	591	482	1790	1232	806	696	29	813	607		7578
2015	0	554	665	391	121	610	645	291	0	730	516	485	4523
Adults Attending													
2016	0	278	317	232	112	370	372	185	18	381	299		2564
2015	0	312	319	217	40	261	300	150	0	225	245	289	2069
Total Attendance													
2016	0	810	908	714	1902	1602	1178	854	47	1194	906		10115
2015	0	866	984	608	161	871	945	441	0	1043	761	774	6680

*Adult count is for adults attending story times with children.

Passive Programming for families: July 2 & 23: 17 participants

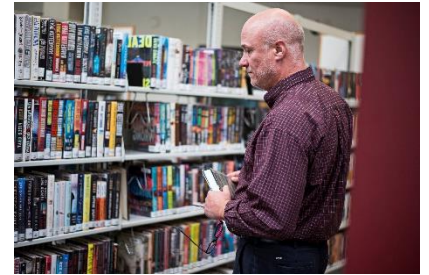
August 13, 20, & 27: 30 participants

2016 Adult Programs	# of Programs
January	Adult Card making Program
February	Chocolate Festival (16); Book Clubs (7) WI History Tour Programs (356)
March	Career Services (2); Tech Help (2); Artist Talk (4); Winter Reading Program (25); Coloring (4); Craft Night (9) Book Club (3)
April	Career Services (1); 1-on-1 Tech Help (2); Tech Tuesdays (10); Genealogy (8); Craft (4); Coloring (9); Shakespeare (2); Author Visit (8)
May	Career Services (1); Tech Tuesdays (2); 1-on-1 Help (3); Genealogy (11); Coloring (9); Crafts (9); Author (141);
June	1-on-1 Tech Help; Career Services; Genealogy; Trivia Night; Adult Craft; Lawn Games; Sketch crawl; Tech Tuesdays; Planner Play; Yoga; Coloring
July	Career Services; 1-on-1 Tech Help; Tech Tuesdays; Seed Art; Yoga; Genealogy; Summer Card making; Adult Movie event; Planner Play; Health Fair; Ice Cream Social
August	Tech Tuesdays (4); Career Services; A Barrage of Collage; 1-on-1 Tech Help; D.I.Y. Beauty; Genealogy; Paula Stuart Warren; Movie Event; Planner Play
September	1-on-1 Tech Help; Writing Workshop; Protect Yourself from ID Theft; John Muir Presentation; Knitted Cowl Class; Stitch Night; Writer's Workshop; Tech Tuesday: Adobe Photoshop
October	Card making Class; Halloween Movie Night; Stitch Night; John Muir Book Club; How to Write a Business Plan; One-on-One Tech Help; Halloween Wreath Craft; Planner Play
November	Career Services, NaNoWriMo, Author Events, Card Making, Stitch Night, Planner
December	

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		1303
# of programs	1	4	9	8	7	11	11	10	8	8	12		89
Book Clubs	2	2	2	4	2	2	2	2	3	1	0		22

Summer Reading Program	2016	2015	% Change
Audience			
Children (0-10 years)	580	522	11%
Tees & 'Tweens (11-18)	207	156	33%
Adults (18 years & up)	162	50	224%
Total Participants	944	728	30%
Program Attendance	3,634	2,352	55%



Hudson Area Public Library

Collection Development & Service Goals & Objectives for 2017

Collection Development Priorities

GOAL: Hudson Area Public Library is treasured by its community and is recognized as everyone's favorite place to borrow books, movies, and music, with the help of knowledgeable, friendly, and welcoming staff.

Focus Area 1: Collection Development

Objective: *Build collections meet the needs and expectations of the community, and that inspire innovation and creativity, build skills, promote recreational reading, support lifelong learning, and spark ideas.*

Actions:

- a.) Continue to purchase best sellers for all ages;
- b.) Provide material that responds to regional and local trends by monitoring and utilizing a variety of resources;
- c.) Begin development of a new patron request system that allows patrons to request new and upcoming titles six months in advance;
- d.) Purchase and replace youth materials contingent of circulation trends;
- e.) Collaborate with local schools to ensure Library is supporting education by providing students with access to needed materials.

Focus Area 2: Collection Driven Patron Experience Improvement

Objective: *Improve patron experience through readers' advisory, by creating unique collection displays, effectively marketing collections, and providing materials to patrons in a timely manner.*

Actions:

- a.) Adult and YS Librarians / Library Assistants attend (in-person or webinars) 1-2 annual trainings related to readers' advisory, book talking, or other reading guidance topics.
- b.) Explore ways to use various readers' advisory tools (Pinterest, blogs, Good Reads, etc.)
- c.) Continue to create unique collection displays that focus on programming topics, as well as displays that highlight various sections of the collection. Monitor circulation trends.
- d.) Coordinate two annual reading events in the community.
- e.) Host 2 book discussions that are at non-library venues.
- f.) Create a blog related to library collections. All Adult and Youth Services staff should participate in writing a blog about the collections—these topics can include a blog about genres, staff picks, new and trending books, DIY topics, readers' advisory, a book talk, etc. Blog should be on the library website.
- g.) Begin a "Upcoming Fiction" List for patrons to peruse and make requests.
- h.) Consider outreach in the community that will focus on the library's collections (i.e., establish opportunities to visit local schools; senior living facilities.
- i.) Create a 2017 "Read through the Year" list (a book a month)
- j.) Create a "2017 Staff Picks" list.
- k.) Efficient, effective delivery of materials to patrons achieved through redesign of workroom processes.

Focus Area 3: Collection Maintenance

Objective: A well-maintained collection that is timely, relevant, interesting, informative, and patron-driven.

Actions:

- a.) Implement a collection maintenance schedule with defined monthly targets for weeding;
- b.) Develop and implement a title request system that provides patron's the opportunity to request upcoming fiction six months in advance and provides patron driven data for collection development.
- c.) Utilize Decision Center to evaluate the library's individual collections. Address gaps and other issues identified through collection development and maintenance.
- d.) Establish a guideline for determining when to get rid of books (MUSTY) and when to replace books.

Performance Targets & Measurements of Success:

- 1. Increased patron satisfaction with library collection.
 - a.) Patron feedback;
 - b.) Observation;
 - c.) Collection turnover rates;
 - d.) Circulation increase.
- 2. Increased awareness of collections;
 - a.) Increased number of visitors using collections (observations)
 - b.) Increased circulation;
 - c.) Increased requests for materials.
- 3. Increased awareness of digital collections;
 - a.) Increased usage of digital collections.
 - b.) Increased requests for digital materials.
- 4. A well-maintained collection.
 - a.) Monthly weeding implemented;
 - b.) Decision Center utilized for assessment;
 - c.) Guidelines for de-selection developed and implemented.
- 5. Staff training and professional development opportunities provided and utilized.
 - a.) Increased readers' advisory;
 - b.) Increased outreach opportunities that promote the collection;



Inspire!
Imagine! Create!



Hudson Area Public Library

2017 -2019

Programming Plan

Programming Priorities

INTRODUCTION

The 2017-2019 Programming Plan for the Hudson Area Public Library is intended to provide a strategic roadmap for developing, implementing, and evaluating library programming and outreach over the course of the next three years. Additionally, the plan is intended to inspire continual growth and improvement in programming and outreach.

To achieve the stated purpose, the plan establishes four areas of focus:

1. Adult Services
2. Youth Services
3. Community and Outreach
4. *iLabs* Creative Space

Each Focus Area has an established goal, as well as stated objectives and action plans. In order to ensure this plan is meeting the ever-changing needs of the community and to embrace new developments in technology, these goals, objectives and action plans will be assessed and modified on an annual basis.

CORE VALUES

The Hudson Area Public Library upholds the following core values:

- **Accountability:** We are accountable to our community stakeholders, community partners, and our library users. We support and protect the privacy and confidentiality of Library users' records.
- **Collaboration and Teamwork:** We are committed to collaborating and working together to provide excellent services and programming to inspire lifelong learning, promote literacy, and build a strong community.
- **Community:** We are committed to serving the Hudson Area communities and providing a warm welcoming gathering place.
- **Excellence:** We are committed to organizational excellence and to providing the highest quality of service to our community.
- **Freedom:** We provide open and free access to information to all members of our community.
- **Honesty, Trust, Integrity, and Respect:** We embrace these virtues in all aspects of our service to the community, in our stewardship of public and private funding, in providing excellent customer service, and in our treatment of each other, our patrons, and all community stakeholders.
- **Innovative and Future Focused:** We strive to focus on the future, embrace changing and emerging technology trends, and explore new ideas and initiate changes to enhance our service to the community.
- **Lifelong Learning:** We believe in the value of lifelong learning. The Library is a community resource for all ages. We support and encourage learning for the sake of learning, as well as learning for personal enrichment, opportunity and growth. Additionally, we promote literacy in all of its forms.

STRATEGIC PRIORITIES

Focus Area 1: Adult Services

Goal: To provide the Hudson Area Public Library community with a variety of programming and lifelong learning opportunities.

TARGET AUDIENCE: ADULTS—GENERAL PROGRAMMING

Objective: *To establish the Hudson Area Public Library as a place where adults can participate in programming, engage with others, and enrich their lives through recreational, lifelong learning.*

Actions:

- Provide monthly, ongoing craft programs for adults
- Provide regularly scheduled monthly opportunities for community members to engage and learn from each other (Paper Play, Stich Night, others to be developed)
- Develop a library sponsored adult book club
- Continue to develop annual events, such as the Winter Reading Program (January – February) Community Read (March), Health & Wellness Fair, National Library Card Month, and NaNoWriMo
- Research and develop other adult programming, such as author visits, gardening series, cooking series, health and wellness workshops, etc)
- Create and implement a monthly genealogy workshop
- Consider development of a History Book Club and / or discussion forum

TARGET AUDIENCE: ADULTS—CAREER SERVICES & TECHNOLOGY TRAINING

Objective: *To provide community library users with career services and technology workshops and learning opportunities.*

Actions:

- Evaluate “Tech Tuesdays” and consider re-structuring program
- Continue Librarian led *Learn @ the Library* topics
- Provide workshops that engage learners in various job and career development software available at the Library
- Ensure all programs are actively promoted to the community

TARGET AUDIENCE: ADULTS—SMALL BUSINESS AND ENTREPRENEURS

Objective: *To support community entrepreneurs and small businesses by providing programs and workshops focused on idea and business development.*

Actions:

- Work with SCORE to develop and promote workshops
- Develop partnerships with local business experts to provide programming to this constituency
- Effectively promote and market events

Focus Area 2: Youth Services

Goal: To provide children, young adults, families and caregivers of the Hudson Area Public Library community with a variety of programming and lifelong learning opportunities.

TARGET AUDIENCE: CHILDREN & FAMILIES AGES 0-5 YEARS

Objective: *To provide children (0-5 years) and their families and / or caregivers with programming and learning opportunities that promote literacy and foster a lifelong love of reading and learning.*

Actions:

- Continue to provide regularly scheduled story-times.
 - Research trends in story time and evaluate local offerings to determine potential changes to current formats, if needed
 - Create a “story time” lesson plan for weekly planning
 - Update story time names to refresh program
- Continue to provide Summer Reading Program
 - Consider limiting prizes and focus on bringing families to the library
 - Research and develop new ideas related to the Summer Reading Program for this age group
- Develop programming that involves parent / caregiver and child interaction such as family game time, parent / child yoga, etc.
- Consider offering “play & learn” story sessions
- Teach emergent literacy skills utilizing Every Child Ready to Read or Mother Goose on the Loose
- Utilize themes in story times and create a display of books related to the theme for the week
- Include an educational aspect to each story-time
 - Provide parents with a “take-home” informational sheet
 - Promote story-time as educational
 - Develop a story-time craft session, social hour, STEM learning opportunity, or some other element.

TARGET AUDIENCE: SCHOOL AGE CHILDREN K-5 GRADES

Objective: *To provide school-age children and their families and / or caregivers with programming and enrichment opportunities that develop and encourage a lifelong love of reading and learning.*

Actions:

- Continue to develop year-round programs for school-age children
- Partner with schools to effectively communicate and promote library programming for this age group
- Identify topics for programming to this age group
- Continue and expand STEM / STEAM offerings

- Continue family oriented programming on Saturdays and develop a once-a-month family story time
- Promote and expand the 1,000 Books by Kindergarten program or consider some alternative to this program
- Survey families of school-age children to determine how to best serve this age group
- Develop and implement monthly programming (Lego Club, Chess Club, a craft or art club, or ???)

TARGET AUDIENCE: YOUNG ADULTS (TEENS & 'TWEENS)

Objective: *To expand young adult user base, to increase young adult participation, and encourage young adults to become lifelong library users by providing a variety of educational, informational, and recreational learning opportunities.*

Actions:

- Research and consider the *40 Developmental Needs of Adolescents* when developing YA programming
- Evaluate current programming and determine continuance and / or changes
- Continue to develop and expand TAB
- Continue to develop and implement STEM / STEAM programming
- Provide program participants the opportunity to evaluate programs and provide feedback
- Identify new opportunities for marketing programs and that create awareness of programs for young adults
- Plan programs with publicity and marketing in mind, ensure ample time for marketing and promotion
- Develop passive programming opportunities
- Connect with local schools to promote programming opportunities for this age group
- Create “lesson plans” for programs and determine goals and desired outcomes for programs

TARGET AUDIENCE: HOMESCHOOL COMMUNITY

Objective: *To provide a variety of learning experiences for children and families of the homeschool community that develop lifelong library users and encourage the pursuit of lifelong learning.*

Actions:

- Investigate potential opportunities for reaching this audience
- Expand awareness of library programming to this audience
- Communicate with this constituency to determine how the library could best serve them
- Develop 1-2 programs semi-annually that target this audience

Focus Area 3: Community Events & Outreach

Goal: To provide the community with a variety of recreational and learning opportunities that encourage library usage and promote lifelong learning experiences both inside and outside of the Library.

TARGET AUDIENCE: WHOLE COMMUNITY

Objective: *To provide the community with opportunities that encourage a love of reading and lifelong learning.*

Actions:

- Develop and implement a Community Read to be held in March of each year.
- Continue to offer an Annual Community Health & Wellness Fair to promote Health Literacy
- Develop and implement a quarterly author visit
- Continue to offer Winter Reading Program for Adults and Teens
- Continue to offer Summer Reading Program
- Continue to offer and expand summer programming
- Continue annual Library Ice-Cream Social
- Continue to seek opportunities to bring traveling exhibits to the Hudson Area Public Library
- Celebrate National Library Card Month in September on an annual basis
- Continue to develop and offer NaNoWriMo opportunities annually

TARGET: COMMUNITY OUTREACH

Objective: *To identify new opportunities for marketing programs, creating awareness, building community partnerships, and reaching members of the community that otherwise might not be reached.*

Actions:

- Continue to participate in community events (RiverFest, Hot Air Affair, etc.)
- Continue to provide story times to local day care and schools
- Continue to promote the Summer Reading Program in local schools
- Attend school events, as invited
- Participate in National Night Out
- Seek out other opportunities for outreach.

Focus Area 4: iLabs Creative Learning Spaces and STEAM Programming

Goal: To develop iLabs creative spaces at the Hudson Area Public Library and implement programming that is imaginative, inspirational, collaborative, and embraces spirit of innovation.

Objective: To nurture innovation and entrepreneurship, provide a collaborative environment for learning and problem solving, and provide the community with access to 21st century information, tools, resources, and technology programming.

Actions:

- Develop and implement Phase 1 of the *iLabs* creative learning spaces by March 31, 2017
- Collaborate and build partnerships with the community of “makers” to provide a variety of coding, hacking, building, and other technology based, STEAM related programming.
- Start a Lego Club
- Develop and implement and / or continue STEAM programming opportunities
- Promote informal learning by offering “open” hours for library users to drop-in and utilize the tools and resources
- Develop and implement structured learning opportunities.
- Provide learning workshops