



Meeting Agenda of the Hudson Area Joint Library Board of Trustees

Tuesday, February 16, 2016 6:30 PM

700 First Street, Hudson WI

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. Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Date for next regular meeting (March 15, 2016, 2016 6:30 pm – the 3rd Tuesday of each month)*
 - c. *Disposition of Minutes from January 19, 2016 Board meeting and of any intervening special meetings*
 - d. *Finance Committee report*
 - e. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2016 Budget vs. Actual to Date*
 - f. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
 - g. *Discussion and possible action on 2015 and 2016 budget comparison*
4. Citizen comments
5. Presentations by supporting organizations
 - i. Friends of the Library
 - ii. Library Foundation
6. President's comments, report, and requests for action
 - i. Municipalities presentations update
 - ii. County Board update
7. Director's Report
 - i. Discussion and possible action, if needed, on Library Director's monthly report
 - ii. Overview of 2016 Annual Report to State
 - iii. Report on website review. Discussion and possible action.
 - iv. Report on personnel review and recommendations. Discussion and possible action.
8. Other business
 - i. Discussion and possible action on 2016 operational budget
 - ii. Discussion and possible action on revised logo
 - iii. Discussion on amending the agreement to reflect the actual cost of occupancy of the library building.
9. Board comments and items for future agendas
10. Adjourn

Board of Trustees Members: Rich O'Connor (Pres.), Curt Weese, Karen Homeier, Katie Coppenbarger, Dave Ostby (V. Pres.), Marion Shaw, Joyce Hall, and Barbara Peterson.

Emailed to Joint Municipalities and Board Members: Emailed to Media:

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.



Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
Tuesday, January 19, 2016, 6:30 PM
700 First Street, Hudson WI

MEETING CALLED TO ORDER BY O'CONNOR AT 6:35 PM

ROLL CALL

Library Board Present:

Katie Copenbarger, Joyce Hall, Karen Homeier, Barbara Peterson, Rich O'Connor, Marion Shaw,

Library Board Absent:

Dave Ostby, Curt Weese

Staff Present:

Tina Norris, Library Director

Others Present:

Joyce Law, Susie Gilbert

APPROVAL OF CONSENT AGENDA ITEMS

SHAW motioned to approve the consent agenda. **HALL** motioned to amend December 15, 2015 minutes to reflect February 29, 2016 opening hours of library as 10:00 a.m. -8:00 p.m., second by **COPPENBARGER**. Unanimously **APPROVED**. **SHAW** amended his motion to approve consent agenda with corrected minutes. **COPPENBARGER** second. **APPROVED** unanimously.

- a. *Approve meeting Agenda*
- b. *Date for next regular meeting (February 16, 2016, 2016 6:30 pm – the 3rd Tuesday of each month)*
- c. *Disposition of Minutes from December 15, 2015 Board meeting and of any intervening special meetings*
- d. *Finance Committee report*
- e. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2015 Budget vs. Actual to Date*
- f. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
- g. *Discussion and possible action on 2014 and 2015 budget comparison*

CITIZEN COMMENTS

No comments.

PRESENTATIONS BY SUPPORTING ORGANIZATIONS

Friends of the Library

Joyce Law presented for the Friends. Family Fresh report: \$62,200 of receipts collected. Friends providing \$500 for lawn game collection for summer reading program and approved two items on Director's wish list—DVD and CD browsing cases and start-up items for maker space.

Foundation

Suzie Gilbert donations \$30,070.

4 new members joined the Foundation Board; next meeting February 2, 2016.

PRESIDENT'S COMMENTS, REPORT, AND REQUESTS FOR ACTION

O'Connor noted that he has been hearing good things about the library and that this is an exciting time.

County Board Update

O'Connor re-iterated that the Co. Board put off the determination about Hudson's funding level.

Peterson reported on attending the St. Joseph meeting giving info to keep them apprised of resident usage.

She had received positive feedback and will continue to attend, and will encourage other St. Joseph residents to attend, as well.

DIRECTOR'S REPORT

Tina Norris, Director reviewed her report and monthly statistics with the board. **NO ACTION REQUIRED.**

Strategic Plan Update:

Norris presented a review of the strategic plan accomplishments in 2015 and the goals for Q1 2016.

Logo Presentation:

Norris presented Logo mock-up. Suggestions for changes made. Logo will be re-worked and brought back.

OTHER BUSINESS

- a. Discussion and possible action on 2016 operational budget **NO ACTION TAKEN**
- b. Discussion and possible actions on 2016 personnel budget.
 - i. **PETERSON** motioned to re-affirm 2% salary increase for staff; **HALL** seconded. All ayes. **APPROVED.**
 - ii. **HALL** requested getting final revenue numbers from each municipalities to be presented at next meeting; **NO ACTION**
 - iii. Discussion on increasing personnel line to reflect additional funding from City of Hudson. **SHAW** asked about county funding decision, **O'CONNOR** stated no decision has been made; **HALL** motioned to approve 3% increase to part-time personnel line, FICA, retirement, and to increase insurance line to reflect increased staffing and salaries. **PETERSON** second. **AYES: HALL, PETERSON, HOMEIR, COPPENBARGER, O'CONNOR; ABSTAIN: SHAW. APPROVED.**
 - iv. **HALL** suggested the library participate in the City's compensation and class study. **SHAW** voiced his objection to participating in City's compensation and class study.
 - v. **SHAW** inquired about Foundation revenues being reflected in the Library budget.
 - vi. Discussion and possible action on professional development. Discussion regarding whether Director has approval to approve staff development. Since this is a line item with designated funding staff development funds can be spent at the discretion of the Director within the approved budget. **NO ACTION REQUIRED.**
- c. Discussion and possible action on revised logo **NO ACTION TAKEN**
- d. Discussion and possible action on Library Brand Strategy and Standards proposal **NO ACTION**
- e. Discussion on amending the agreement to reflect the actual cost of occupancy of the library building. **NO ACTION**

BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

HALL invited all to attend the WestCap discussion on Adult Literacy to be held at the library on February 29, 2016 6:30 to 7:30.

ADJOURN

MOTION to adjourn made by Shaw, seconded by Peterson. Unanimously **APPROVED. MOTION CARRIED.** Meeting adjourned at 7:50 PM.

Respectfully Submitted,
Tina L. Norris, Director

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02/03/2016 12:51:26

Balance Sheet

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL570R

Report Selection:

Calendar Start Date..... 01 01 2016
Calendar End (As Of) Date..... 01 31 2016
Print Accounts with Zero Balances.. N (Y/N)
Inclusion Ranges: Begin End
Fund..... 240 240

Run Instructions:

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Balance Sheet
JAN 31, 2016

CITY OF HUDSON
GL570R-V08.00 PAGE 1

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE	
ASSETS					
CURRENT ASSETS:					
240.11100	TREASURER'S CASH	331,690.93	48,171.92CR	48,171.92CR	283,519.01
240.11381	INVESTMENT-LIBRARY DONATIONS	13,539.65	0.00	0.00	13,539.65
240.11385	INVESTMENT-HISTORY ROOM	163.89	0.00	0.00	163.89
240.11386	INVESTMENT-LITERACY	0.04	0.00	0.00	0.04
240.16220	PREPAID EXPENSES	275.00	0.00	0.00	275.00
	TOTAL CURRENT ASSETS:	345,669.51	48,171.92CR	48,171.92CR	297,497.59
FIXED ASSETS:					
240.18300	LEASEHOLD IMPROVEMENTS	523,386.30	0.00	0.00	523,386.30
240.18390	ACCUM DEPR-LEASEHOLD IMP	91,245.56CR	0.00	0.00	91,245.56CR
240.18500	MACHINERY AND EQUIPMENT	179,401.59	0.00	0.00	179,401.59
240.18590	ACCUM DEPR-MACH AND EQUIP	78,715.55CR	0.00	0.00	78,715.55CR
240.18810	COLLECTION - BOOKS	406,023.12	0.00	0.00	406,023.12
240.18820	COLLECTION - AUDIO / VIDEO	65,017.24	0.00	0.00	65,017.24
	TOTAL FIXED ASSETS:	1,003,867.14	0.00	0.00	1,003,867.14
	TOTAL ASSETS:	1,349,536.65	48,171.92CR	48,171.92CR	1,301,364.73
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES:					
240.21200	VOUCHERS PAYABLE	26,589.27CR	26,039.09	26,039.09	550.18CR
240.21700	ACCRUED WAGES PAYABLE	5,169.93CR	5,169.93	5,169.93	0.00
240.21810	UNUSED VACATION TIME	25,546.60CR	0.00	0.00	25,546.60CR
240.21811	UNUSED COMP TIME	1,225.63CR	0.00	0.00	1,225.63CR
240.21900	OTHER BENEFIT LIABILITY	28,932.85CR	0.00	0.00	28,932.85CR
240.24210	SALES TAX PAYABLE	0.00	21.04CR	21.04CR	21.04CR
	TOTAL CURRENT LIABILITIES:	87,464.28CR	31,187.98	31,187.98	56,276.30CR
LONG TERM LIABILITIES:					
240.28999	CLEARING - LIBRARY RECPT	1,034.80	743.60CR	743.60CR	291.20
	TOTAL LONG TERM LIABILITIES:	1,034.80	743.60CR	743.60CR	291.20
	TOTAL LIABILITIES:	86,429.48CR	30,444.38	30,444.38	55,985.10CR
FUND BALANCE:					
240.34110	ENCUMBRANCES RESERVE	733.07CR	36,000.57CR	36,000.57CR	36,733.64CR
240.34115	ENCUMBRANCES DEBIT	733.07	36,000.57	36,000.57	36,733.64
240.34175	DESIGNATED/DONATIONS	13,703.54CR	0.00	0.00	13,703.54CR
240.34300	FUND BALANCE	1,211,442.82CR	0.00	0.00	1,211,442.82CR
240.34400	REVENUE CONTROL	802,981.38CR	1,749.22CR	1,749.22CR	804,730.60CR
240.34500	EXPENDITURE CONTROL	765,020.57	19,476.76	19,476.76	784,497.33
	TOTAL FUND BALANCE:	1,263,107.17CR	17,727.54	17,727.54	1,245,379.63CR

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Balance Sheet
JAN 31, 2016

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

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
-----	-----	-----	-----	-----
TOTAL LIABILITIES AND FUND BALANCE:	1,349,536.65CR	48,171.92	48,171.92	1,301,364.73CR
TOTAL FUND:	0.00	0.00	0.00	0.00

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Balance Sheet
JAN 31, 2016

TOTAL NUMBER OF RECORDS PRINTED 24

Hudson Library Revenue and Expenditure Report

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	-100%
Village of N. Hudson	47302	84,475													-	-84,475	-100%
Town of Hudson	47303	203,201													-	-203,201	-100%
Town of St. Joseph	47304	85,546													-	-85,546	-100%
St. Croix County	47311	54,146													-	-54,146	-100%
Other Counties	47311	5,169													-	-5,169	-100%
Copies, Fines, Misc.	46710	35,000	1,749												1,749	-33,251	-95%
Interest	48100	0													-	0	
Gain/Loss on marketable investments	48200	0													-	0	
Donations - Other	48500	0													-	0	
Donation - Literacy Program	48561	0													-	0	
Donations - History Collection	48562	0													-	0	
Total Revenue		823,568	1,749	0	0	0									1,749	-821,819	-100%
Staff Compensation																	
Full Time Salaries	121	165,000	9,426												\$ 9,426	155,574	94%
Overtime Salaries	122	200	0												\$ -	200	100%
Part Time Salaries	125	194,751	12,248												\$ 12,248	182,503	94%
FICA	151	26,264	1,964												\$ 1,964	24,300	93%
Pension	152	17,837	1,415												\$ 1,415	16,422	92%
Health Insurance	154	76,100	11,447												\$ 11,447	64,653	85%
Life Insurance	155	250	0												\$ -	250	100%
																0	
Staff Compensation Subtotal		480,402	36,500	0	0	0									\$ 36,500	443,902	92%

Hudson Library Revenue and Expenditure Report

January - December 2016

2012 Actual vs. Budget	Code	Budget	January	February	March	April								Actual to Date	Amount Remaining	Percent Remaining
General Operating Expenses																
Hudson Finance/Personnel Fee	213	14,027	1,146											1,146	12,881	92%
IFLS-operating/maintenance	216	32,825	32,825											32,825	0	0%
IFLS-addl courier/self check	217	2,510	2,512											2,512	-2	0%
IFLS-catalogging	218	23,691												-	23,691	100%
Telephone	225	3,600	43											43	3,557	99%
Contracted Maint. & Repair	249	600												-	600	100%
Programming - Adult	294	2,000	155											155	1,845	92%
Programming - Children	295	2,500	405											405	2,095	84%
Maintenance Agmt/Leases	298	5,500	209											209	5,291	96%
Contract Services	299	5,000	124											124	4,876	98%
Postage	311	5,000	414											414	4,586	92%
Office Supplies	312	13,000	760											760	12,240	94%
Memberships	324	500	0											-	500	100%
Advertising	326	1,000	0											-	1,000	100%
Staff Development	338	1,600	190											190	1,410	88%
Maint & Repair Supplies	357	1,000	0											-	1,000	100%
Books	395	65,000	2,172											2,172	62,828	97%
Technology	396	10,000	899											899	9,101	91%
Periodicals	397	7,000	0											-	7,000	100%
Audio-Visual	398	16,000	695											695	15,305	96%
Activity Supplies	399	1,500	0											-	1,500	100%
Ins. Workers Comp	510	1,100	900											900	200	
Ins. Public Liab.	511	1,700	250											250	1,450	85%
Ins. Public Officials	513	2,100	2,052											2,052	48	2%
Ins. Property Ins.	517	1,700	1,520											1,520	180	11%
Bld. Occupancy Exp.	532	135,000	11,475											11,475	123,525	92%
General Operating Subtotal		355,453	58,748	0	0	0								58,748	296,705	83%
Total Expenses		835,855	95,248	0	0	0								95,248	740,607	89%
NET REVENUE (EXPENSE)		-12,287	-93,498	0	0	0								(93,498)	81,211	
Less Donation Revenues			0	0	0	0								-	-	
Add Donation Expenditures			0	0	0	0								-	-	
OPERATING REV. (EXP)		-12,287	-93,498	0	0	0								(93,498)	81,211	

Hudson Library Revenue and Expenditure Report

January - December 2016

Capital Expenditures	Budget	January	February	March	April									Actual to Date	Amount Remaining	Percent Remaining
Donations Cash Accounts	11381															
Cash Balance - beginnning														-		
Donation - Private Org/Ind	48500	13,540												13,540		
Interest earnings														-		
Less transfer to Library operating														-		
Less expenditures from donations														-		
Cash Balance - end		13,540	0	0	0	0								13,540		

History Collection Account	11385															
Cash Balance - beginnning														-		
Donations - History Collection	48562	164												164	164	
Interest Earned														-		
Less expenditures from donations														-		
Cash Balance - end		164	0	0	0	0								164		
Literary Account	11386															
Cash Balance - beginnning			0													
Donation - Literacy Program	48561	0	0	0	0	0								-		
Interest Earned																
Less expenditures from donations																
Cash Balance - end			0	0	0	0								-		

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02/03/2016 12:42:26

Revenue Guideline

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL520R2

Report Selection:

Inclusions Ranges: Begin (thru) End
Fund & Account... 240 _____ 240 _____

Approval Plan..... thru _____

Calendar Start Date..... 01 01 2016

Calendar End (As Of) Date..... 01 31 2016

Lowest Level to Print..... 4 . 0 (1.0 to 5.0)

Level to Page Break..... 1 . 0 (1.0 to 5.0)

MTD or QTD (M/Q)..... M

Print Inactive Accounts Too?..... N (Y/N)

Exclude Accounts with Zero Dollars. N (Y/N)

(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Open Download File in Excel..... N (Y/N)

Run Instructions:

Jobq Banner Copies Form Printer Hold Space LPI Lines CPI CP SP RT
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2/03/2016 12:42:26
LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 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	0.00	382.71	382.71	382.71	382.71-	9999	-----!!!!
TOTAL:	COPIES - TAXABLE	0.00	0.00	382.71	382.71	382.71	382.71-	9999	-----!!!!
46119	MISC TAXABLE CHARGES								
000	MISC. TAXABLE CHARGES	0.00	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	0.00	0	
46710	LIBRARY FINES								
000	LIBRARY FINES	0.00	0.00	1,205.51	1,205.51	1,205.51	1,205.51-	9999	-----!!!!
TOTAL:	LIBRARY FINES	0.00	0.00	1,205.51	1,205.51	1,205.51	1,205.51-	9999	-----!!!!
46713	LIBRARY RENTALS								
000	LIBRARY RENTALS	0.00	0.00	161.00	161.00	161.00	161.00-	9999	-----!!!!
TOTAL:	LIBRARY RENTALS	0.00	0.00	161.00	161.00	161.00	161.00-	9999	-----!!!!
TOTAL:	PUBLIC CHARGES FOR SERVICES	0.00	0.00	1,749.22	1,749.22	1,749.22	1,749.22-	9999	-----!!!!
	INTERGOVERNMENTAL CHARGES								
47105	FEDERAL GRANT-HUD								
000	FEDERAL GRANT-HUD	0.00	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	0.00	0	
47301	CITY OF HUDSON								
000	CITY OF HUDSON	0.00	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	CITY OF HUDSON	0.00	0.00	0.00	0.00	0.00	0.00	0	
47302	VILLAGE OF NORTH HUDSON								
000	VILLAGE OF NORTH HUDSON	84,962.00	84,962.00	0.00	0.00	0.00	84,962.00	0	
TOTAL:	VILLAGE OF NORTH HUDSON	84,962.00	84,962.00	0.00	0.00	0.00	84,962.00	0	
47303	TOWN OF HUDSON								
000	TOWN OF HUDSON	191,538.00	191,538.00	0.00	0.00	0.00	191,538.00	0	
TOTAL:	TOWN OF HUDSON	191,538.00	191,538.00	0.00	0.00	0.00	191,538.00	0	
47304	TOWN OF ST JOSEPH								
000	TOWN OF ST. JOSEPH	86,788.00	86,788.00	0.00	0.00	0.00	86,788.00	0	
TOTAL:	TOWN OF ST JOSEPH	86,788.00	86,788.00	0.00	0.00	0.00	86,788.00	0	
47310	GENERAL GOVERNMENT REVENUE								
000	LOCAL GOVERNMENT-GENERAL	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0	
TOTAL:	GENERAL GOVERNMENT REVENUE	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0	
47311	COUNTY LIBRARY LEVY								

GFS
2/03/2016 12:42:26
LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

		Adopted Budget	ANNUAL Revised Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	REMAINING BALANCE	PCT
240	LIBRARY							
70	LIBRARY							
	INTERGOVERNMENTAL CHARGES							
47311	COUNTY LIBRARY LEVY							
000	COUNTY LIBRARY LEVY	86,859.00	86,859.00	0.00	0.00	0.00	86,859.00	0
TOTAL:	COUNTY LIBRARY LEVY	86,859.00	86,859.00	0.00	0.00	0.00	86,859.00	0
TOTAL:	INTERGOVERNMENTAL CHARGES	485,147.00	485,147.00	0.00	0.00	0.00	485,147.00	0
	MISCELLANEOUS REVENUES							
48100	INTEREST							
000	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0
48120	NET CHANGE IN MARKET VALUE							
000	NET CHANGE IN MARKET VALUE	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	NET CHANGE IN MARKET VALUE	0.00	0.00	0.00	0.00	0.00	0.00	0
48400	INSURANCE REFUND							
000	INSURANCE REFUND	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
48500	DONATIONS- PRIVATE ORG/IND							
000	DONATIONS-PRIVATE ORG/IND	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	DONATIONS- PRIVATE ORG/IND	0.00	0.00	0.00	0.00	0.00	0.00	0
48560	DONATION-SUMMER READ PROGRAM							
000	DONATION-SUMMER READ PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	DONATION-SUMMER READ PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0
48561	DONATION-LITERACY PROGRAM							
000	DONATION-LITERACY PROGRAM	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
48562	DONATIONS-HISTORY ROOM							
000	DONATION-HISTORY COLLECTION	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
48563	FRIENDS OF LIBRARY PLEDGE							
000	FRIENDS OF LIBRARY PLEDGE	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
48564	DONATIONS-BRIDGE THE GAP							
000	DONATION-BRIDGE THE GAP	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
48600	MISCELLANEOUS REVENUES							
000	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0

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LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

	Adopted Budget	Revisd Bdgt	ANNUAL 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	295,000.00	0.00	0.00	295,000.00	0
TOTAL: TRANSFER FROM GENERAL FUND	295,000.00	295,000.00	0.00	0.00	295,000.00	0
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	295,000.00	0.00	0.00	295,000.00	0
TOTAL: LIBRARY	780,147.00	780,147.00	1,749.22	1,749.22	778,397.78	0
TOTAL: LIBRARY	780,147.00	780,147.00	1,749.22	1,749.22	778,397.78	0

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LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

	Adopted Budget	Revisd Bdgt	ANNUAL AND IN PROCESS	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	780,147.00	780,147.00		1,749.22	1,749.22	778,397.78	0
TOTAL NUMBER OF RECORDS PRINTED	24						

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02/03/2016 12:43:24 Revenue Guideline with Detail

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL525R2

Report Selection:

Inclusions Ranges: Begin (thru) End
Fund & Account... 240_____ 240_____

Approval Plan..... thru _____

Calendar Start Date..... 01 01 2016

Calendar End (As Of) Date..... 01 31 2016

Level to Page Break..... 1 . 0 (1.0 to 5.0)

MTD or QTD or YTD (M/Q/Y)..... M

Print Inactive Accounts Too?..... N (Y/N)

Exclude Accounts with Zero Dollars. N (Y/N)

(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Run Instructions:

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Revenue Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

CITY OF HUDSON
GL525R-V08.00 PAGE 1

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	Project	FIL
240	HUDSON AREA JOINT LIBRARY								
70	LIBRARY								
43261	FED GRANT-LIBRARY								
000	GENERAL DESCRIPTION			0.00	0.00	0.00	0		
TOTAL:	FED GRANT-LIBRARY			0.00	0.00	0.00	0		
	PUBLIC CHARGES FOR SERVICES								
46111	COPIES - TAXABLE								
000	COPIES - TAXABLE			0.00	382.71	382.71		382.71-9999	-----!!!!
R-012216-048	LIBRARY	053580		0.00	382.71	LIBRARY COPIES			A
TOTAL:	COPIES - TAXABLE			0.00	382.71			382.71-9999	-----!!!!
46119	MISC TAXABLE CHARGES								
000	MISC. TAXABLE CHARGES			0.00	0.00	0.00	0		
TOTAL:	MISC TAXABLE CHARGES			0.00	0.00	0.00	0		
46710	LIBRARY FINES								
000	LIBRARY FINES			0.00	1,205.51	1,205.51		1,205.51-9999	-----!!!!
J-013116-948	LIBRARY FINES	1			436.88	12-30/1-7 FINES			A
J-013116-948	LIBRARY FINES	2			768.63	12-11/12-29 FINES			A
TOTAL:	LIBRARY FINES			0.00	1,205.51			1,205.51-9999	-----!!!!
46713	LIBRARY RENTALS								
000	LIBRARY RENTALS			0.00	161.00	161.00		161.00-9999	-----!!!!
J-013116-948	LIBRARY FINES	1			34.00	DVD RENTAL			A
J-013116-948	LIBRARY FINES	1			18.00	DVD RENTAL			A
J-013116-948	LIBRARY FINES	2			73.00	DVD RENTAL			A
J-013116-948	LIBRARY FINES	2			36.00	BOOK RENTAL			A
TOTAL:	LIBRARY RENTALS			0.00	161.00			161.00-9999	-----!!!!
TOTAL:	PUBLIC CHARGES FOR SERVICES			0.00	1,749.22	1,749.22		1,749.22-9999	-----!!!!
	INTERGOVERNMENTAL CHARGES								
47105	FEDERAL GRANT-HUD								
000	FEDERAL GRANT-HUD			0.00	0.00	0.00	0		
TOTAL:	FEDERAL GRANT-HUD			0.00	0.00	0.00	0		
47301	CITY OF HUDSON								
000	CITY OF HUDSON			0.00	0.00	0.00	0		
TOTAL:	CITY OF HUDSON			0.00	0.00	0.00	0		
47302	VILLAGE OF NORTH HUDSON								

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Revenue Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

CITY OF HUDSON
GL525R-V08.00 PAGE 2

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	Adopted Budget	Revisd Bdgt	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	Project	FIL
REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION						
240	HUDSON AREA JOINT LIBRARY								
70	LIBRARY								
47302	INTERGOVERNMENTAL CHARGES VILLAGE OF NORTH HUDSON								
000	VILLAGE OF NORTH HUDSON	84,962.00	84,962.00	0.00	0.00	84,962.00	0		
TOTAL:	VILLAGE OF NORTH HUDSON	84,962.00	84,962.00	0.00	0.00	84,962.00	0		
47303	TOWN OF HUDSON								
000	TOWN OF HUDSON	191,538.00	191,538.00	0.00	0.00	191,538.00	0		
TOTAL:	TOWN OF HUDSON	191,538.00	191,538.00	0.00	0.00	191,538.00	0		
47304	TOWN OF ST JOSEPH								
000	TOWN OF ST. JOSEPH	86,788.00	86,788.00	0.00	0.00	86,788.00	0		
TOTAL:	TOWN OF ST JOSEPH	86,788.00	86,788.00	0.00	0.00	86,788.00	0		
47310	GENERAL GOVERNMENT REVENUE								
000	LOCAL GOVERNMENT-GENERAL	35,000.00	35,000.00	0.00	0.00	35,000.00	0		
TOTAL:	GENERAL GOVERNMENT REVENUE	35,000.00	35,000.00	0.00	0.00	35,000.00	0		
47311	COUNTY LIBRARY LEVY								
000	COUNTY LIBRARY LEVY	86,859.00	86,859.00	0.00	0.00	86,859.00	0		
TOTAL:	COUNTY LIBRARY LEVY	86,859.00	86,859.00	0.00	0.00	86,859.00	0		
TOTAL:	INTERGOVERNMENTAL CHARGES	485,147.00	485,147.00	0.00	0.00	485,147.00	0		
	MISCELLANEOUS REVENUES								
48100	INTEREST								
000	INTEREST	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	INTEREST	0.00	0.00	0.00	0.00	0.00	0		
48120	NET CHANGE IN MARKET VALUE								
000	NET CHANGE IN MARKET VALUE	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	NET CHANGE IN MARKET VALUE	0.00	0.00	0.00	0.00	0.00	0		
48400	INSURANCE REFUND								
000	INSURANCE REFUND	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		
48500	DONATIONS- PRIVATE ORG/IND								
000	DONATIONS-PRIVATE ORG/IND	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	DONATIONS- PRIVATE ORG/IND	0.00	0.00	0.00	0.00	0.00	0		
48560	DONATION-SUMMER READ PROGRAM								
000	DONATION-SUMMER READ PROGRAM	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	DONATION-SUMMER READ PROGRAM	0.00	0.00	0.00	0.00	0.00	0		
48561	DONATION-LITERACY PROGRAM								

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Revenue Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

CITY OF HUDSON
GL525R-V08.00 PAGE 3

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL Revised Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	REMAINING BALANCE	PCT	Project	FIL
240	HUDSON AREA JOINT LIBRARY									
70	LIBRARY									
48561	MISCELLANEOUS REVENUES DONATION-LITERACY PROGRAM									
000	DONATION-LITERACY PROGRAM		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		
48562	DONATIONS-HISTORY ROOM									
000	DONATION-HISTORY COLLECTION		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		
48563	FRIENDS OF LIBRARY PLEDGE									
000	FRIENDS OF LIBRARY PLEDGE		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		
48564	DONATIONS-BRIDGE THE GAP									
000	DONATION-BRIDGE THE GAP		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		
48600	MISCELLANEOUS REVENUES									
000	MISCELLANEOUS REVENUES		0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	MISCELLANEOUS REVENUES		0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	MISCELLANEOUS REVENUES		0.00	0.00	0.00	0.00	0.00	0		
	OTHER FINANCING SOURCES									
49210	TRANSFER FROM GENERAL FUND									
000	TRANSFER FROM GENERAL FUND		295,000.00	295,000.00	0.00	0.00	295,000.00	0		
TOTAL:	TRANSFER FROM GENERAL FUND		295,000.00	295,000.00	0.00	0.00	295,000.00	0		
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	295,000.00	0.00	0.00	295,000.00	0		
TOTAL:	LIBRARY		780,147.00	780,147.00	1,749.22	1,749.22	778,397.78	0		
TOTAL:	HUDSON AREA JOINT LIBRARY		780,147.00	780,147.00	1,749.22	1,749.22	778,397.78	0		

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Revenue Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	Adopted Budget	Revisd Bdgt	ANNUAL AND IN PROCESS	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	FIL
	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	Project				
GRAND TOTAL		780,147.00	780,147.00	1,749.22	1,749.22	778,397.78	0		
TOTAL NUMBER OF RECORDS PRINTED		31							

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Expenditure Guideline

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL520R3

Report Selection:

Inclusions Ranges: Begin (thru) End
Fund & Account... 240_____ 240_____

Approval Plan..... thru _____

Calendar Start Date..... 01 01 2016

Calendar End (As Of) Date..... 01 31 2016

Lowest Level to Print..... 4 . 0 (1.0 to 5.0)

Level to Page Break..... 1 . 0 (1.0 to 5.0)

MTD or QTD (M/Q)..... M

Print Inactive Accounts Too?..... N (Y/N)

Exclude Accounts with Zero Dollars. N (Y/N)

(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Open Download File in Excel..... N (Y/N)

Run Instructions:

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LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

CITY OF HUDSON
GL520R-V08.00 PAGE 1

	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	2,311.59-	2,311.59-	167,411.59	1
122	SALARY-WAGES OVERTIME	200.00	0.00	0.00	0.00	200.00	0
125	SALARY-WAGES PART TIME	192,250.00	0.00	2,858.34-	2,858.34-	195,108.34	1
133	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0
151	FICA	104,350.00	0.00	0.00	0.00	104,350.00	0
152	RETIREMENT	0.00	0.00	0.00	0.00	0.00	0
154	HEALTH INSURANCE	0.00	0.00	6,562.50	6,562.50	6,562.50-	9999
155	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	PERSONAL SERVICES	461,900.00	0.00	1,392.57	1,392.57	460,507.43	0
	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	1,146.00	12,881.00	8
216	IFLS - OPERATING/MAINT	33,764.00	32,825.00	0.00	0.00	939.00	97
217	IFLS - COURIER/SELF CHECK	2,500.00	2,512.00	0.00	0.00	12.00-	100
218	IFLS - CATALOGING	24,726.00	0.00	0.00	0.00	24,726.00	0
225	TELEPHONE	3,600.00	43.03	0.00	0.00	3,556.97	1
249	CONTRACTED MAINT & REPAIR	600.00	0.00	0.00	0.00	600.00	0
294	PROGRAMMING - ADULT	2,000.00	155.00	0.00	0.00	1,845.00	7
295	PROGRAMMING - CHILDREN	2,500.00	155.00	0.00	0.00	2,345.00	6
298	MAINTENANCE AGMT & LEASES	5,500.00	209.00	124.00	124.00	5,167.00	6
299	OTHER CONTRACTUAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0
TOTAL:	CONTRACTUAL SERVICES	94,217.00	35,899.03	1,270.00	1,270.00	57,047.97	39
	SUPPLIES & EXPENSES						
311	POSTAGE	5,000.00	189.47	225.00	225.00	4,585.53	8
312	OFFICE SUPPLIES	13,000.00	402.47	9.64	9.64	12,587.89	3
324	MEMBERSHIPS & SUBSCRIPTIONS	500.00	0.00	0.00	0.00	500.00	0
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	0.00	0.00	0
339	TRAVEL & CONFERENCES	1,600.00	190.00	0.00	0.00	1,410.00	11
357	MAINT & REPAIR SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0
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	1,237.31	313.80	313.80	63,448.89	2
396	TECHNOLOGY	10,000.00	0.00	0.00	0.00	10,000.00	0
397	PERIODICALS	7,000.00	0.00	0.00	0.00	7,000.00	0
398	AUDIO-VISUALS	16,000.00	626.72	68.75	68.75	15,304.53	4
399	ACTIVITY SUPPLIES	1,500.00	0.00	0.00	0.00	1,500.00	0
TOTAL:	SUPPLIES & EXPENSES	121,600.00	2,645.97	617.19	617.19	118,336.84	2
	FIXED CHARGES						
510	WORKERS COMPENSATION INS.	1,100.00	0.00	900.00	900.00	200.00	81
511	PUBLIC LIABILITY	1,700.00	0.00	250.00	250.00	1,450.00	14

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2/03/2016 12:43:41
LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 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						
513 PUBLIC OFFICIALS	2,100.00	0.00	2,052.00	2,052.00	48.00	97 -----
517 PROPERTY INS	1,700.00	0.00	1,520.00	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	11,475.00	126,225.00	8
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	16,197.00	16,197.00	128,103.00	11 -
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	822,017.00	38,545.00	19,476.76	19,476.76	763,995.24	7
TOTAL: LIBRARY	822,017.00	38,545.00	19,476.76	19,476.76	763,995.24	7
TOTAL: LIBRARY	822,017.00	38,545.00	19,476.76	19,476.76	763,995.24	7

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Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

	ANNUAL Revised Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	822,017.00	38,545.00	19,476.76	19,476.76	763,995.24	7
TOTAL NUMBER OF RECORDS PRINTED	47					

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02/08/2016 13:59:17

Exp. Guideline with Detail

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL525R

Report Selection:

Inclusions Ranges: Begin (thru) End
Fund & Account... 240_____ 240_____

Approval Plan..... thru _____

Calendar Start Date..... 01 01 2016

Calendar End (As Of) Date..... 01 31 2016

Level to Page Break..... 1 . 0 (1.0 to 5.0)

MTD or QTD or YTD (M/Q/Y)..... M

Print Inactive Accounts Too?..... N (Y/N)

Exclude Accounts with Zero Dollars. N (Y/N)

(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Run Instructions:

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Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

CITY OF HUDSON
GL525R-V08.00 PAGE 1

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	F 9	FIL
240	HUDSON AREA JOINT LIBRARY									
70	LIBRARY									
55111	LIBRARY PERSONAL SERVICES									
121	SALARY-WAGES FULL-TIME		165,100.00	0.00	9,425.57	9,425.57	155,674.43	5		
X-010116-978	Y/E PAYROLL ACCURAL	1			2,311.59-	Y/E P/R ACCURAL				A
P-011516-109	PAYROLL BIWEEKLY	011516			5,778.98	CODE-B,PER#-1,FUND- 240				A
P-012916-111	PAYROLL BIWEEKLY	012916			5,958.18	CODE-B,PER#-2,FUND- 240				A
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	12,248.21	12,248.21	200,516.79	5		
X-010116-978	Y/E PAYROLL ACCURAL	1			2,858.34-	Y/E P/R ACCURAL				A
B-010116-103			20,515.00	ADJUSTED LIBRARY BUDGET		FINAL APPROVAL/BUDGET	1			B
P-011516-109	PAYROLL BIWEEKLY	011516			7,145.84	CODE-B,PER#-1,FUND- 240				A
P-012916-111	PAYROLL BIWEEKLY	012916			7,960.71	CODE-B,PER#-2,FUND- 240				A
133	LONGEVITY		0.00	0.00	0.00	0.00	0.00	0		
151	FICA		28,978.00	0.00	1,963.71	1,963.71	27,014.29	6		
B-010116-103			75,372.00-	ADJUSTED LIBRARY BUDGET		FINAL APPROVAL/BUDGET	1			B
P-011516-109	PAYROLL BIWEEKLY	011516			943.83	CODE-B,PER#-1,FUND- 240				A
P-012916-111	PAYROLL BIWEEKLY	012916			1,019.88	CODE-B,PER#-2,FUND- 240				A
152	RETIREMENT		20,853.00	0.00	1,415.31	1,415.31	19,437.69	6		
B-010116-103			20,853.00	ADJUSTED LIBRARY BUDGET		FINAL APPROVAL/BUDGET	1			B
P-011516-109	PAYROLL BIWEEKLY	011516			686.36	CODE-B,PER#-1,FUND- 240				A
P-012916-111	PAYROLL BIWEEKLY	012916			728.95	CODE-B,PER#-2,FUND- 240				A
154	HEALTH INSURANCE		76,600.00	0.00	11,447.18	11,447.18	65,152.82	14 -		
B-010116-103			76,600.00	ADJUSTED LIBRARY BUDGET		FINAL APPROVAL/BUDGET	1			B
V-010816-923 01216	AUL	082905		2016 HRA CONTR	6,562.50	2016 HRA CONTRIB			N	A
P-011516-109	PAYROLL BIWEEKLY	011516			2,442.34	CODE-B,PER#-1,FUND- 240				A
P-012916-111	PAYROLL BIWEEKLY	012916			2,442.34	CODE-B,PER#-2,FUND- 240				A
155	LIFE INSURANCE		250.00	0.00	0.00	0.00	250.00	0		
B-010116-103			250.00	ADJUSTED LIBRARY BUDGET		FINAL APPROVAL/BUDGET	1			B
TOTAL: PERSONAL SERVICES			504,746.00	0.00	36,499.98	36,499.98	468,246.02	7		
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	1,146.00	12,881.00	8		
J-010116-958	JAN ADM CHGE				1,146.00	MONTHLY ADM CHG				A
216	IFLS - OPERATING/MAINT		33,764.00	32,825.00	0.00	0.00	939.00	97	-----	

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Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

CITY OF HUDSON
GL525R-V08.00 PAGE 2

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	F 9	FIL
	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.				
240	HUDSON AREA JOINT LIBRARY								
70	LIBRARY								
55111	LIBRARY								
	CONTRACTUAL SERVICES								
217	IFLS - COURIER/SELF CHECK	2,500.00	2,512.00	0.00	0.00	12.00	100	-----	
218	IFLS - CATALOGING	24,726.00	0.00	0.00	0.00	24,726.00	0		
225	TELEPHONE	3,600.00	43.03	0.00	0.00	3,556.97	1		
249	CONTRACTED MAINT & REPAIR	600.00	0.00	0.00	0.00	600.00	0		
294	PROGRAMMING - ADULT	2,000.00	155.00	0.00	0.00	1,845.00	7		
295	PROGRAMMING - CHILDREN	2,500.00	155.00	0.00	0.00	2,345.00	6		
298	MAINTENANCE AGMT & LEASES	5,500.00	209.00	124.00	124.00	5,167.00	6		
V-011116-936	10026 EO JOHNSON OFFICE TECHNO	082892	I00270697	124.00	I00270697	033367	F N		A
299	OTHER CONTRACTIONAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0		
TOTAL:	CONTRACTUAL SERVICES	94,217.00	35,899.03	1,270.00	1,270.00	57,047.97	39	---	
	SUPPLIES & EXPENSES								
311	POSTAGE	5,000.00	189.47	225.00	225.00	4,585.53	8		
V-011116-936	08155 HUDSON POSTMASTER	082894	PI 483 2016	225.00	PRESORT MAIL PERMIT		N		A
312	OFFICE SUPPLIES	13,000.00	402.47	9.64	9.64	12,587.89	3		
V-012716-027	01197 CARDMEMBER SERVICES	000000	950001210595	9.64	BINDERS FROM STAPLES	033423	F N		A
324	MEMBERSHIPS & SUBSCRIPTIONS	500.00	0.00	0.00	0.00	500.00	0		
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	0.00	0.00	0		
339	TRAVEL & CONFERENCES	1,600.00	190.00	0.00	0.00	1,410.00	11	-	
357	MAINT & REPAIR SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0		
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	1,237.31	313.80	313.80	63,448.89	2		
V-011116-936	.05524 ERICKSON/BRENDA	082893	597780	13.00	RETURNED LOST BOOK		N		A
V-012716-027	01197 CARDMEMBER SERVICES	000000	950001210595	300.80	5 BOOKS FROM ALA	033360	F N		A
396	TECHNOLOGY	10,000.00	0.00	0.00	0.00	10,000.00	0		
397	PERIODICALS	7,000.00	0.00	0.00	0.00	7,000.00	0		
398	AUDIO-VISUALS	16,000.00	626.72	68.75	68.75	15,304.53	4		
V-011116-936	12065 MIDWEST TAPE	082895	93522363	27.99	93522363	033431	F N		A
V-011116-936	12065 MIDWEST TAPE	082895	93522364	40.76	93522364	033429	F N		A
399	ACTIVITY SUPPLIES	1,500.00	0.00	0.00	0.00	1,500.00	0		
TOTAL:	SUPPLIES & EXPENSES	121,600.00	2,645.97	617.19	617.19	118,336.84	2		

FIXED CHARGES

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Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

CITY OF HUDSON
GL525R-V08.00 PAGE 3

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	F 9	FIL
	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.				
240	HUDSON AREA JOINT LIBRARY								
70	LIBRARY								
55111	LIBRARY FIXED CHARGES								
510	WORKERS COMPENSATION INS.	1,100.00	0.00	900.00	900.00	200.00	81	-----	
V-011916-994	05044 EMC INSURANCE COMPANIES	083049 D-65120265		900.00	JAN-DEC ANNUAL INS		N		A
511	PUBLIC LIABILITY	1,700.00	0.00	250.00	250.00	1,450.00	14	-	
V-011116-934	05044 EMC INSURANCE COMPANIES	082739 4D67513-17		250.00	BUSINESS AUTO-2016		N		A
513	PUBLIC OFFICIALS	2,100.00	0.00	2,052.00	2,052.00	48.00	97	-----	
V-011116-934	05044 EMC INSURANCE COMPANIES	082739 4D67513-17		2,052.00	LINEBACKER-C 2016		N		A
517	PROPERTY INS	1,700.00	0.00	1,520.00	1,520.00	180.00	89	-----	
V-011116-934	05044 EMC INSURANCE COMPANIES	082739 4D67513-17		1,520.00	GEN LIABILITY-2016		N		A
519	UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00	0		
532	RENT	137,700.00	0.00	11,475.00	11,475.00	126,225.00	8		
J-010116-961	JAN RENT - LIB	1		11,475.00	LIBRARY RENT				A
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	16,197.00	16,197.00	128,103.00	11	-	
	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	864,863.00	38,545.00	54,584.17	54,584.17	771,733.83	10	-	
TOTAL:	LIBRARY	864,863.00	38,545.00	54,584.17	54,584.17	771,733.83	10	-	
TOTAL:	HUDSON AREA JOINT LIBRARY	864,863.00	38,545.00	54,584.17	54,584.17	771,733.83	10	-	

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Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JAN 31, 2016

CITY OF HUDSON
GL525R-V08.00 PAGE 4

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	ANNUAL Revisd Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT		
	REF/REC/CHK		INVOICE	AMOUNT	DESCRIPTION	P.O.	F 9		FIL
	GRAND TOTAL	864,863.00	38,545.00	54,584.17	54,584.17	771,733.83	10	-	
	TOTAL NUMBER OF RECORDS PRINTED	78							

APS ACCOUNTS PAYABLE
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Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 21616L COMMENT... 2/16 PAYMENTS

DATA-JE-ID DATA COMMENT

W-02162016-134 2/16 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									
PACKAGE	2.59	POSTAGE	240.70.55111.311	208000	RECEIPTS	033654	F	134	00001
PACKAGES AND STAMPS	55.24	POSTAGE	240.70.55111.311	208000	RECEIPTS	033654	F	134	00002
PACKAGE	2.59	POSTAGE	240.70.55111.311	208000	RECEIPTS	033654	F	134	00003
PACKAGE	3.22	POSTAGE	240.70.55111.311	208000	RECEIPTS	033654	F	134	00004
PACKAGE	3.22	POSTAGE	240.70.55111.311	208000	RECEIPTS	033654	F	134	00005
PACKAGES AND STAMPS	109.47	POSTAGE	240.70.55111.311	208000	RECEIPTS	033654	F	134	00006
PACKAGE	10.42	POSTAGE	240.70.55111.311	208000	RECEIPTS	033654	F	134	00007
PACKAGE	2.72	POSTAGE	240.70.55111.311	208000	RECEIPTS	033654	F	134	00008
	189.47	*VENDOR TOTAL							
BAKER & TAYLOR									
2031624053	142.60	BOOKS	240.70.55111.395	207993	2031624053	033748	F	134	00023
2031623986	66.22	BOOKS	240.70.55111.395	207994	2031623986	033747	F	134	00022
2031642239	21.24	BOOKS	240.70.55111.395	207995	2031642239	033745	F	134	00024
5013964692	226.55	BOOKS	240.70.55111.395	207996	5013964692	033746	F	134	00025
2031623703	96.22	BOOKS	240.70.55111.395	207997	2031623703	033744	F	134	00021
2031617350	20.41	BOOKS	240.70.55111.395	208002	2031617350	033635	F	134	00020
2031588222	9.50	BOOKS	240.70.55111.395	208003	2031588222	033634	F	134	00015
2031564238	69.68	BOOKS	240.70.55111.395	208004	2031564238	033633	F	134	00013
2031583555	48.63	BOOKS	240.70.55111.395	208005	2031583555	033632	F	134	00014
2031605085	250.08	BOOKS	240.70.55111.395	208006	2031605085	033631	F	134	00018
2031610238	236.19	BOOKS	240.70.55111.395	208007	2031610238	033630	F	134	00019
2031604998	165.45	BOOKS	240.70.55111.395	208008	2031604998	033629	F	134	00017
2031598664	150.44	BOOKS	240.70.55111.395	208009	2031598664	033628	F	134	00016
2031547697	65.46	BOOKS	240.70.55111.395	208021	2031547697	033511	F	134	00012
2031543429	7.05	BOOKS	240.70.55111.395	208022	2031543429	033510	F	134	00010
2031543429	20.75	BOOKS	240.70.55111.395	208023	2031543453	033510	F	134	00011
2031543076	30.74	BOOKS	240.70.55111.395	208024	2031543076	033508	F	134	00009
	1,627.21	*VENDOR TOTAL							
DEMCO									
5767075	96.98	OFFICE SUPPLIES	240.70.55111.312	208020	5767075	033507	F	134	00026
EO JOHNSON OFFICE TECHNO									
CNIN825437	209.00	MAINTENANCE AGMT & LEASE	240.70.55111.298	208025	CNIN825437	033587	F	134	00027
EO JOHNSON OFFICE TECHNO									
I00276554	124.00	MAINTENANCE AGMT & LEASE	240.70.55111.298	207999	I00276554	033743	F	134	00028
GALE									
57193623	51.73	BOOKS	240.70.55111.395	207998	57193623	033741	F	134	00031
57001314	77.97	BOOKS	240.70.55111.395	208027	57001314	033588	F	134	00029
57002955	74.97	BOOKS	240.70.55111.395	208028	57002955	033592	F	134	00030
	204.67	*VENDOR TOTAL							
HALBROOK/LYNN M									
WIZARDS SCHOOL	250.00	PROGRAMMING - CHILDREN	240.70.55111.295	208029	242016		P	134	00032

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

CITY OF HUDSON
GL540R-V08.00 PAGE 2

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
INDIANHEAD FEDERATED									
216092	155.00	PROGRAMMING - ADULT	240.70.55111.294	208010	216092	033518	F	134	00037
216092	155.00	PROGRAMMING - CHILDREN	240.70.55111.295	208010	216092	033518	F	134	00038
216008	562.00	IFLS - COURIER/SELF CHEC	240.70.55111.217	208011	216008	033518	F	134	00033
216008	25,840.00	IFLS - OPERATING/MAINT	240.70.55111.216	208011	216008	033518	F	134	00034
216008	6,985.00	IFLS - OPERATING/MAINT	240.70.55111.216	208011	216008	033518	F	134	00035
216059	1,950.00	IFLS - COURIER/SELF CHEC	240.70.55111.217	208012	216059	033518	F	134	00036
	35,647.00	*VENDOR TOTAL							
L. E. PHILLIPS MEMORIAL BREAK OUT BU JOEL OSTEEEN	26.00	BOOKS	240.70.55111.395	208030	751776			P	134 00039
MIDWEST TAPE 93600257	626.72	AUDIO-VISUALS	240.70.55111.398	208001	93600257	033637	F	134	00040
QUILL CORPORATION									
1934390	6.49	OFFICE SUPPLIES	240.70.55111.312	208013	1934390	033516	F	134	00044
1897816	11.99	OFFICE SUPPLIES	240.70.55111.312	208014	1897816	033516	F	134	00043
1945889	19.39	OFFICE SUPPLIES	240.70.55111.312	208015	1945889	033512	F	134	00045
1840378	287.01	OFFICE SUPPLIES	240.70.55111.312	208016	1840378	033512	F	134	00041
1875481	42.57	OFFICE SUPPLIES	240.70.55111.312	208017	1875481	033512	F	134	00042
CREDIT	19.39	CR OFFICE SUPPLIES	240.70.55111.312	208019	272068	033512	F	134	00046
	348.06	*VENDOR TOTAL							
VENMILL VMI-2500 DISC CLNING MAC	899.00	TECHNOLOGY	240.70.55111.396	208031	59796			P	134 00047
HUDSON AREA JOINT LIBRARY *****	40,248.11								

APS ACCOUNTS PAYABLE
02/08/2016 10:34:30

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

CITY OF HUDSON
GL540R-V08.00 PAGE 3

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	40,248.11						

RECORDS PRINTED - 000047

APS ACCOUNTS PAYABLE
02/08/2016 10:34:30

Schedule of Bills by Fund

CITY OF HUDSON
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	40,248.11
TOTAL ALL FUNDS		40,248.11

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	40,248.11
TOTAL ALL BANKS		40,248.11

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

DATE APPROVED BY

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APS ACCOUNTS PAYABLE
01/27/2016 14:54:27

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 1276CL COMMENT...

DATA-JE-ID	DATA COMMENT
W-01272016-028	1/27 CARDMEMBER SVCS

Run Instructions:

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

APS ACCOUNTS PAYABLE
01/27/2016 14:54:27

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

CITY OF HUDSON
GL540R-V08.00 PAGE 1

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
CARDMEMBER SERVICES									
TEEN SUPPLIES FROM ALDI	26.27	ACTIVITY SUPPLIES	240.70.55111.399	207639	950001210595	033330	F	028	00001
J.H. LARSON LIGHT BULBS	25.50	MAINT & REPAIR SUPPLIES	240.70.55111.357	207639	950001210595	033318	F	028	00002
BUSINESS CARDS	16.00	OFFICE SUPPLIES	240.70.55111.312	207639	950001210595	033359	F	028	00003
LIBRARY MUGS	171.97	ACTIVITY SUPPLIES	240.70.55111.399	207639	950001210595	033359	F	028	00004
BINDERS FROM STAPLES	9.64	OFFICE SUPPLIES	240.70.55111.312	207640	950001210595	033423	F	028	00005
5 BOOKS FROM ALA	300.80	BOOKS	240.70.55111.395	207640	950001210595	033360	F	028	00006
	550.18	*VENDOR TOTAL							
HUDSON AREA JOINT LIBRARY	550.18	*****							

APS ACCOUNTS PAYABLE
01/27/2016 14:54:27

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
REPORT TOTALS:	550.18						

RECORDS PRINTED - 000006

APS ACCOUNTS PAYABLE
01/27/2016 14:54:27

Schedule of Bills by Fund

CITY OF HUDSON
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	550.18
TOTAL	ALL FUNDS	550.18

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	550.18
TOTAL	ALL BANKS	550.18

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

DATE APPROVED BY

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APS ACCOUNTS PAYABLE
01/21/2016 11:32:41

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 12616L COMMENT...

DATA-JE-ID DATA COMMENT

W-01252016-000 1/25 CENTURYLINK

Run Instructions:

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

APS ACCOUNTS PAYABLE
01/21/2016 11:32:41

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 DECEMBER SALES TAX	20.03	SALES TAX PAYABLE	240.24210	207581	12/2015		P 000 00001
HUDSON AREA JOINT LIBRARY	20.03	*****					

APS ACCOUNTS PAYABLE
01/21/2016 11:32:41

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
REPORT TOTALS:	20.03						

RECORDS PRINTED - 000001

APS ACCOUNTS PAYABLE
01/21/2016 11:32:41

Schedule of Bills by Fund

CITY OF HUDSON
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	20.03
TOTAL	ALL FUNDS	20.03

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	20.03
TOTAL	ALL BANKS	20.03

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

DATE APPROVED BY

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APS ACCOUNTS PAYABLE
02/08/2016 10:23:35

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 208LI COMMENT... 2/8 CENTURYLINK

DATA-JE-ID DATA COMMENT

W-02082016-132 2/8 CENTURYLINK

Run Instructions:

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

APS ACCOUNTS PAYABLE
02/08/2016 10:23:35

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

CITY OF HUDSON
GL540R-V08.00 PAGE 1

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
CENTURYLINK									
1362516074	5.01	TELEPHONE	240.70.55111.225	208026	1362516074	033594	F	132	00001
1363819981	16.56	TELEPHONE	240.70.55111.225	208032	1363819981	033636	F	132	00002
	21.57	*VENDOR TOTAL							
HUDSON AREA JOINT LIBRARY	21.57	*****							

APS ACCOUNTS PAYABLE
02/08/2016 10:23:35

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

CITY OF HUDSON
GL540R-V08.00 PAGE 2

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	21.57						

RECORDS PRINTED - 000002

APS ACCOUNTS PAYABLE
02/08/2016 10:23:35

Schedule of Bills by Fund

CITY OF HUDSON
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	21.57
TOTAL	ALL FUNDS	21.57

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	21.57
TOTAL	ALL BANKS	21.57

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

DATE APPROVED BY

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.....

APS ACCOUNTS PAYABLE
02/01/2016 10:21:43

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 20112L COMMENT...

DATA-JE-ID DATA COMMENT

W-02012016-057 1/29 HRA CONTRIB

Run Instructions:

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

APS ACCOUNTS PAYABLE
02/01/2016 10:21:43

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 *****							
AUL							
1.28 HRA CONTRIBUTION	150.00	HEALTH INSURANCE	240.70.55111.154	207649	128 HRA CONTRI		P 057 00001
HUDSON AREA JOINT LIBRARY	150.00	*****					

APS ACCOUNTS PAYABLE
02/01/2016 10:21:43

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

CITY OF HUDSON
GL540R-V08.00 PAGE 2

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	150.00						

RECORDS PRINTED - 000001

APS ACCOUNTS PAYABLE
02/01/2016 10:21:43

Schedule of Bills by Fund

CITY OF HUDSON
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	150.00
TOTAL	ALL FUNDS	150.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	150.00
TOTAL	ALL BANKS	150.00

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

DATE APPROVED BY

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APS ACCOUNTS PAYABLE
01/21/2016 08:59:26

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 12516L COMMENT...

DATA-JE-ID DATA COMMENT

W-01252016-995 1/25 EMC COMPANIES

Run Instructions:

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

APS ACCOUNTS PAYABLE
01/21/2016 08:59:26

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

CITY OF HUDSON
GL540R-V08.00 PAGE 1

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
HUDSON AREA JOINT LIBRARY *****							
DONALDSON/LINDA							
ANNUITANT HLT-FEB	116.87	HEALTH INSURANCE	240.70.55111.154	207558	2/2016		P 995 00001
ANNUITANT HLT-FEB	137.06	HEALTH INSURANCE	240.70.55111.154	207558	2/2016		P 995 00002
	253.93	*VENDOR TOTAL					
EMC INSURANCE COMPANIES							
JAN-DEC ANNUAL INS	900.00	WORKERS COMPENSATION INS	240.70.55111.510	207533	D-65120265		P 995 00003
HUDSON AREA JOINT LIBRARY	1,153.93	*****					

APS ACCOUNTS PAYABLE
01/21/2016 08:59:26

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

CITY OF HUDSON
GL540R-V08.00 PAGE 2

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	1,153.93						

RECORDS PRINTED - 000003

APS ACCOUNTS PAYABLE
01/21/2016 08:59:26

Schedule of Bills by Fund

CITY OF HUDSON
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	1,153.93
TOTAL ALL FUNDS		1,153.93

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	1,153.93
TOTAL ALL BANKS		1,153.93

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

DATE APPROVED BY

.....

.....

**HUDSON AREA JOINT LIBRARY
CLAIMS FOR PAYMENT**

2/16/2016

Batch	Purpose	Amount	Subtotal
2/1/2016	City of Hudson	Admin charge	\$ 1,146.00
2/1/2016	City of Hudson	Occupancy costs	\$ 11,035.00
2/2/2016	AT&T		\$ 42.36
2/1/2016	HRA Contribution	2016 Contribution	\$ 150.00
1/21/2016	EMC Companies	Worker's Comp Annual Ins	\$ 900.00
1/21/2016	Linda Donaldson	annuitant health ins	\$ 253.93
1/27/2016	Cardmember Services	see details	\$ 550.18
2/8/2016	CenturyLink		\$ 21.57
Claims paid since previous approval			\$ 14,099.04
0216LI	see detail provided		\$ 40,248.11
Claims to be paid			\$ 40,248.11
			\$ 54,347.15
NON-PAYROLL TOTALS			
	Biweekly payroll 01/15/2016		\$ 16,997.35
	Biweekly payroll 01/29/2016		\$ 18,110.06
PAYROLL TOTALS			\$ 35,107.41
TOTAL FOR APPROVAL			\$ 89,454.56

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

February 16, 2016

Respectfully Submitted by:
Tina Norris, Director

Circulation Activity by Terminal

JANUARY 2016 / Year-to-date

Activity by Terminal			
	Checkouts	Checkins	Renewals
710 - HU OPAC	0	0	57
710 - OPAC	0	0	27
711 - Circulation	287	2,509	127
711 - HU Circulation	1,459	10,985	496
714 - 3M Selfcheck	1,462	0	434
714 - HU 3M Selfcheck	6,465	0	1,854
715 - Administration	30	0	1
715 - HU Administration	29	2	10
717 - 3M Selfcheck	816	0	309
717 - HU 3M Selfcheck	4,395	0	1,101
718 - Acq/Serials	0	0	1
718 - HU Acq/Serials	8	6	3

JANUARY 2015

Activity by Terminal			
	Checkouts	Checkins	Renewals
710 - OPAC	0	0	58
711 - Circulation	1,753	16,290	747
714 - 3M Selfcheck	8,552	0	2,224
717 - 3M Selfcheck	6,230	0	1,492
718 - Acq/Serials	16	4	3

Circulation Statistics

Circulation Summary for January

January	2016	2015	Year-to-date 2016
Checkouts	14,951	16,551	14,951
Check-ins	13,502	16,294	13,502
Renewals	4,402	4,524	4,402
Total Circulation	19,371	21,705	19,371
Items Borrowed	4,287	4,873	4,287
Items Loaned	2,731	5,252	2,731
New Patrons	63	99	63
Items Added	500	378	500

Circulation Summary YTD 2016

Yearly Circulation Activity

2016	Check-outs	Check-outs, this month last year	Check-ins	Renewals	Items Circulated
January	14,951	16,551	13,502	4,402	21,075
February		15,493			
March		16,408			
April		15,734			
May		15,198			
June		20,104			
July		21,163			
August		17,667			
September		14,982			
October		15,696			
November		12,491			
December		13,338			
TOTALS	14,951	194,825	13,502	4,402	21,075

Visitor Counts

	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	452
2016	8,672	345

	MONTHLY VISITOR COUNT	AVERAGE PER DAY	NUMBER OF DAYS OPEN
January	8,627	345	25
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

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	0
	February					0
	March					0
	April					0
	May					0
	June					0
	July					0
	August					0
	September					0
	October					0
	November					0
	December					0

Technology Usage

<i>Internet & Wireless Usage</i>	<i>January 2016</i>	<i>January 2015</i>	<i>Year-to-Date</i>
Pharos Sessions	939	967	939
Pharos Minutes			
Wireless Sessions	5,138	3,233	5,138

Historical Internet Usage

	Sessions	Minutes Used
2011	20,910	810,479
2012	17,645	728,337
2013	11,922	534,703
2014	10,722	495,410
2015	11,139	556,818
2016		

Website & Facebook Statistics

Website Statistics	
Thru 1/31/2016	
Visits	6,243

	Number of Posts	Total Page Likes
January15	10	707
January16	31	877
February	16	716
March	16	719
April	14	722
May	21	733
June	44	751
July	17	759
August	14	783
September	22	794
October	20	812
November	20	828
December	28	848

OverDrive Checkouts by Technology & Format

<i>Technology Used</i>	<i>Jan-16</i>	<i>Jan-15</i>	<i>YTD</i>
Kindle Book	610	623	610
OverDrive MP3 Audiobook	609	442	609
Adobe EPUB eBook	606	544	606
OverDrive Read	378	260	378
Pending (eBook)	226	216	226
Pending (Audiobook)	119	86	119
Open EPUB eBook	34	24	34
OverDrive Listen	58	0	58
Adobe PDF eBook	4	6	4
Streaming Video	1	2	1
Pending (Video)	0	4	0
NOOK Periodicals	86	0	86
OverDrive Video	0	4	0
Open PDF eBook	4	6	4
Total	2,735	2,217	2,735

FORMAT	JANUARY 2016	JANUARY 2015	YTD
EBOOK	1858	1673	1858
AUDIOBOOK	786	549	786
PERIODICALS	86	0	86
VIDEO	0	7	0
TOTAL	2730	2229	2730

January Programming Statistics

Teen Statistics 2016	<i>Volunteers</i>	<i>Volunteer Hours</i>	<i>Teen Advisory Board (TAB) Attendance</i>	<i># Programs</i>	<i>Program Attendance</i>	<i>Programs</i>	<i>Book Club Attendance</i>
January	12		7	6	34	Magic Makers (14); TAB (7) Movie (3) Passive (9)	HP Book Club (11)
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
TOTALS	12		7	6	34		11

Children's Programs	1/31/2016	1/31/2015
Story time: 3-5 year olds	No January Events	
Story time: adult		
Walkie Talkie: talking to age 3		
Walkie Talkie: adults		
Rhyme Time: babies		
Rhyme Time: adults		
Class visits in library: children		
Class visits in library: adults		
Class visits out of library: children		
Class visits out of library: adults		
Special programs: children		
Special programs: adults		
Total Children		
Total adults		
Grand total for the month		
Programs for month		

Attendance	Children: 2016	Children 2015	Adults: 2016	2015 Adults	2016 Totals	2015 Total
January	0	0	0	0	0	0
February		554		312		866
March		665		319		984
April		391		217		608
May		121		40		161
June		610		261		871
July		645		300		945
August		291		150		441
September		0		0		0
October		730		313		1,043
November		517		245		762
December		485		289		774
Totals:	0	5009	0	2446	0	7455

Director's Report February 16, 2016

News, Updates, Meetings & Events

- We will be partnering with Chapter 2 Books to bring 2 authors to Hudson. On April 23 (the 400th anniversary of Shakespeare's death), author Mary Sharatt will be here to discuss her latest book...which just happens to be about Shakespeare.
- In May, Fredrik Bachman will be flying in from Sweden to discuss his book, *A Man Called Ove*. This might be a great opportunity to do a Hudson Area community read event, and I will be working on the logistics with library staff and Sue from Chapter 2 Books.
- The Chocolate Festival (February 13) was a huge success. I led a chocolate-filled world tour of the history and science of chocolate.
- I hope you have all received your invitation to the Wisconsin Historical Society reception on February 23 at 5:30 p.m. The event will be held here at the Library.

Book rentals will be discontinued in April and replaced with a Lucky Day collection. The rental collection costs \$2,000 per year through Baker & Taylor; however, rental revenue from books in 2015 was \$485.00 and in 2014 the rental revenue from books was \$344. Total rental revenue (Books and DVDs in 2015 was \$1870 and in 2014 was \$2177.19.

Comments and Suggestions from the Community:

We continue to receive positive feedback regarding Monday openings.

Upcoming Events & Programs can be found on the Hudson Area Library monthly event calendar and newsletter at the end of this report.

Wisconsin History Tour on display from January 6 – March 30 during open hours. The Wisconsin Historical Society will present daily programming during the week of February 23 – February 26.

Winter Reading Program runs from January 4 thru February 29.

Website Review Update

I have completed an initial review of the Hudson Area Library's website and virtual spaces, and have initiated a staff survey to provide additional, relevant feedback that will enhance my own perspective. A report will be compiled with recommendations for improvement. The evaluation included: page layout, browser compatibility, navigation, color and graphics, multimedia elements, functionality, accessibility, and user experience, as well as a comparison to other library websites. The staff survey is more comparative in nature, whereby the staff are asked to evaluate other websites based on aesthetics, ease of use, responsiveness to user needs, and other user centered elements. The survey includes opportunities for input about what elements work best, what doesn't work, and what they think would make the Hudson Area Library website better.

Currently, the library's domain name is hudsonpubliclibrary.org, unfortunately, the domain names: hudsonarealibrary.org and hal.org are both taken. A bit of further research, however revealed that both myhudsonarealibrary.org and myhal.org are available for purchase. We could purchase the domain name and would be able to redirect traffic from the hudsonpubliclibrary.org name.

February 2016






**HUDSON
AREA
LIBRARY**
Hudson, Wisconsin
Where knowledge flows freely

Contact Us
715-386-3101
hudsonpubliclibrary.org
Find us on Facebook
and Instagram!

Hours	
Monday	12 pm - 6 pm
Tuesday	10 am - 8 pm
Wednesday	10 am - 8 pm
Thursday	10 am - 8 pm
Friday	10 am - 6 pm
Saturday	10 am - 3 pm
Sun	Closed

Book Clubs

<p>Page Turners 6:30-7:30 p.m. <i>Girl with a Pearl Earring</i> by Tracy Chevalier. All are welcome!</p> 	<p>American Girl <i>Meet Samantha</i> 4:15-5:15 p.m. Ages 7 and up</p> 
<p>Bookmarks 10:30-11:30 a.m. <i>Clementine</i> by Sonia Purnell. All are welcome!</p> 	<p>Harry Potter Book Club 4:30-5:30 p.m. <i>Harry Potter and the Order of the Phoenix</i> Ages 10-13 Registration required</p>

Storytime

<p>Rhyme Time (RTST) Wednesdays Ages birth to talking 10:15 am</p>	<p>WalkeyTalky (WTST) Tuesdays and Wednesdays Ages 3 and under 11:15 am</p>	<p>Wiggles & Giggles (WGST) Tuesdays 7:00 pm Thursdays 10:15 am Ages 3-5</p>
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Career Services

Schedule a time for one-on-one help with resumes, cover letters, and more! First Tues. of each month.

Harry Potter Book Night

Join us for a magic show and themed activities. Ages 4th grade and up.

Chocolate Fest

Taste chocolate from around the world. Space is limited! Sign-up required.

Candy Heart Bingo

Family event: All ages welcome

Visit our website for full event details

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Career Services 3-4:30 pm WTST 11:15 am WGST 7:00 pm	3 Wisconsin History Tour on display through March 30th RTST 10:15 am WTST 11:15 am	4 Harry Potter Book Night 4:30-6:00pm WGST 10:15 am	5 American Girl Book Club 4:15 pm	6
7	8	9 WTST 11:15 am WGST 7:00 pm	10 Teen Advisory Board meeting (T.A.B.) 3:30 p.m. RTST 10:15 am WTST 11:15 am	11 Friends of the Library meeting 5:30 pm WGST 10:15 am	12	13 Chocolate Festival 10:30 -11:30 am Candy Heart Bingo 10:30 am -12:00
14	15	16 Harry Potter Book Club 4:30 pm Library Board meeting 6:30 pm WTST 11:15 am WGST 7:00 pm	17 Bookmarks Book Club 10:30 am RTST 10:15 am WTST 11:15 am	18 Page Turners Book Club 6:30 pm WGST 10:15 am	19	20
21	22 2016 Adult and Teen Winter Reading Program Read 5 books and your name will be entered for a weekly prize. There will be a grand prize drawing at the end of February!	23 Maker Magic: Skyscrapers and Bridges 6:30 pm WTST 11:15 am WGST 7:00 pm	24 Wisconsin History Tour presentations Feb. 23rd—Feb. 26th RTST 10:15 am WTST 11:15 am	25 WGST 10:15 am	26	27
28	29 Winter Reading Program ends					



Off the Shelf



Story Time Returns 66 of 76
Tuesday February 2nd!
It's Story TIME
@your library

Newsletter of the Hudson Area Library

February 2016

Career Services

The library is pleased to announce the addition of a Career Services Workshop. If you need help with resumes, cover letters, college applications or scholarship essays you can schedule an appointment with Madeline, our local librarian with a Professional Writing degree. The workshops will be held the first Tuesday of each month from 3:00pm—4:30pm beginning February 2nd. Stop in or call 715-386-3101 to schedule your appointment.

Wisconsin History Tour

Presentations

The Wisconsin History Tour programs will be held the week of February 23-26. The programs cover a wide variety of historical topics from Wisconsin shipwrecks to Wisconsin beer.

On Tuesday February 23rd at 5:30pm Society Director of Outreach Jim Draeger will give a guided tour of the exhibit followed by a reception.

Visit www.wisconsinhistorytour.org or visit the library for more detailed descriptions and program times.

Chocolate Festival

On Saturday February 13th you can taste your way around the world through chocolate. As you taste you will learn about chocolate from the growth and harvest of the beans to the production and history. Be prepared for chocolaty games, trivia, and prizes.

The Chocolate Festival is open to ages 14 and up. Space is limited so registration is required. Simply stop in or call 715-386-3101 to sign up.

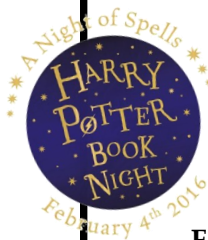
Harry Potter Book Night

Join the world-wide celebration of all things Harry Potter at the Library. Come for the magic show called Wizard's School presented by Robert

Halbrook and stay for the Harry Potter themed activities.

Wizard's School is open to ages 4th grade and up.

February 4th 4:30-6:30pm



Winter Reading Program

The Adult & Teen Winter Reading program ends on February 29th so get those books read!

The program is open to participants in 6th grade or older. Simply register at the library and turn in a drawing slip for every 5 books you read or listen to. Prizes are drawn weekly with a grand prize drawn at the end.



Think you can predict the Academy Award winners? We'll test your psychic powers in 10 Oscar categories. Complete the Oscar ballot and return it to the library between February 15th-27th for your chance to win a gift certificate to the Hudson 12 Theatre.

HUDSON AREA LIBRARY ~ *Where knowledge flows freely.*

Library Impact Report

Presented to the Hudson Area Library Board of Trustees
February 16, 2016

2015

A snapshot of how HAL patrons used their library throughout the year.

111, 250 Library Visits



38, 174

Wireless Connections

9,215 Patrons attended
397 Programs



11,139 Computers Used

255,186 Items Checked Out
27,190 Digital Checkouts





Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 10-15)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2015

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2015 are due to the DPI Division for Libraries and Technology no later than February 29, 2016.

I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?		22. DUNS Number <i>Nine digits</i>		
II. LIBRARY COLLECTION					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>					
2. Electronic Books <i>E-books</i>					
3. Audio Materials					
4. Electronic Audio Materials <i>Downloadable</i>					
5. Video Materials					
6. Electronic Video Materials <i>Downloadable</i>					
7. Other Materials Owned <i>Describe</i>					
8. Databases Locally Owned or Leased					
9. Total Databases <i>Local, regional, and state</i>					
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>					

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation		b. Children's Materials	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>
3. Number of Registered Users			4. Reference Transactions		5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8a. Number of Licensed Database Sessions	8b. No. of Locally-Created, Non-commercial Database Sessions
a. Method	b. Annual Count	a. Method	b. Annual Count		
9. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	
10. Programs and Program Attendance Annual Count					11. Number of Public Use Computers
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total
Number of Programs					b. Internet Access
Total Attendance					

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members <i>Include vacancies in this count</i>	
--	--

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

Municipality Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
Subtotal 4	

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the 2016 annual appropriation provided by your governing body/bodies for your public library?	10. Was your library's municipality exempt from the county library tax for 2015? <i>Wis. Stat. s. 43.64(2)</i>
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X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.				a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County						
3. Circulation to Nonresidents Living in Another County in Your System						
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System						
5. Circulation to All Other Wisconsin Residents			6. Circulation to Persons from Out of the State			

7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices?	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection Local cable, telco, community network, etc.	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation
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XIII. YOUTH SERVICES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings			
Total Unduplicated Individuals Involved				
Number of Other Literacy Offerings				
Total Unduplicated Individuals Involved				
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities			
Total Drop-in Activity Participation				

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary is displayed here.*

a. First Name	b. Last Name	c. Email Address
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County

The _____ Board of Trustees hereby states that in 2015, the _____
Name of Public Library *Name of Public Library System / Service*

Indicate with an X one of the following two statements.

- Did** provide effective leadership and adequately meet the needs of the library.
- Did not** provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

* The statement **may** be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
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	COMMENTS	
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