



Meeting Agenda of the Hudson Area Joint Library Board of Trustees
July 19, 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. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from June 8, 2016 Board meeting and of any intervening special meetings*
 - c. *Finance Committee report*
 - d. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2016 Budget vs. Actual to Date*
 - e. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
 - f. *Discussion and possible action on 2015 and 2016 budget comparison*
4. Citizen comments
5. Presentations by supporting organizations
 - a. Friends of the Library
 - b. Library Foundation
6. **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.
7. **ACTION ITEM:** Director's Report, Statistics, and requests for action
 - a. Presentation of report
 - b. Presentation of monthly statistics
 - c. Strategic plan update
 - i. Communications and Marketing Plan
8. **ACTION ITEMS:** Personnel and Policy Committee Report
 - a. Recommendation and requests for action regarding new, revised, and / or reviewed policies.
9. Other business—Board Orientation Part II
10. Board comments and items for future agendas
11. **ACTION ITEM:** Adjournment

Board of Trustees Members: Rich O'Connor (Pres.), Curt Weese, Jill Burchill, Katie Coppenger, Dave Ostby (V. Pres.), Marion Shaw, Jim Schrock, and Barbara Peterson.

Emailed to Joint Municipalities and Board Members: July 12, 2016 Emailed to Media: July 12, 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,
where the community gathers and knowledge flows freely.***



**Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
June 8, 2016, 6:30 PM *ANNUAL MEETING*
Hudson Area Public Library
700 First Street, Hudson WI**

1. Meeting called to order at 6:30 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, Dave Ostby, Marion Shaw, Jim Schrock, Curt Weese, Jill Burchill Absent: Katie Coppenbarger

Library Staff present: Tina Norris, Director

Others present: Susie Gilbert, Hudson Area Library Foundation; Joyce Law, Friends of the Hudson Area Library

3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from May 4, 2016 Board meeting and of any intervening special meetings*
 - c. *Finance Committee report*
 - d. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2016 Budget vs. Actual to Date*
 - e. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
 - f. *Discussion and possible action on 2015 and 2016 budget comparison*

ACTION TAKEN: Motion by Ostby; second by Peterson **MOTION APPROVED**

Request by Peterson to move items #9 and #10 up to #4 and #5. No objections.

4. **ACTION ITEM: ANNUAL MEETING BUSINESS (originally item #9)**
 - a. Set board meeting schedule for 2016 – 2017

ACTION TAKEN:

Motion by Peterson to continue meeting on the Third, Tuesday each month; second by Weese; Vote taken: Ostby & Shaw (nay); O'Connor, Peterson, Weese, Burchill, Schrock (yea) **MOTION APPROVED**

- b. Election of Officers:

ACTION TAKEN:

Weese nominates O'Connor for President and Ostby for Vice President; O'Connor accepts; Ostby declines. Weese nominates Shaw for Vice President; Shaw accepts. Second by Burchill. Motion by Peterson for unanimous vote; second by Weese. **Vote taken: UNANIMOUS APPROVAL**

- c. Committee Appointments for 2016 – 2017

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- PERSONNEL & POLICY: Peterson, Coppenbarger, Shaw, and Weese
- FINANCE COMMITTEE: Jill Burchill and Jim appointed

ACTION TAKEN:

O'Connor recommends committees, as follows:

- PERSONNEL & POLICY: Peterson, Coppenbarger, Shaw, and Weese
- FINANCE COMMITTEE: Dave Ostby, Jill Burchill, Jim Schrock

Motion to approve by Ostby; second by Weese; **Vote taken: UNANIMOUS APPROVAL**

- d. Establish Budget Timeline for 2017 budget: Determine that the budget needs to be completed by August 16 trustee meeting. No Action Required.

5. **ACTION ITEM: (originally item #10) Personnel and Policy Committee Report**
Peterson gave report of personnel and policy committee meeting noting the timeline for the Director's review. Shaw noted that non-board input would be informational only, and not included in the review.
 - a. Recommendations and requests for action regarding organizational chart;
 - b. Recommendation and requests for action regarding job descriptions;
 - c. Recommendations and requests for action regarding new, revised, and / or reviewed policies.

ACTION TAKEN:

- a. **Organizational chart: Motion to approve by Peterson; second by Burchill. Vote taken: UNANIMOUS APPROVAL**
- b. **Recommendation to approve job description moved by Peterson; second by Schrock. UNANIMOUS APPROVAL**
- c. **Recommendation for approval of name change; hours of operation; emergency procedures, and unattended children and vulnerable adults; second by Burchill:**

Ostby challenged the approval of the name change stating that he believed it was not allowed under the Board Bylaws; Friendly amendment to remove revision of Bylaws offered by Peterson; second by Shaw. MOTION APPROVED without name change.

6. **ACTION ITEM:** Discussion and possible action on 2017 Request for Payment from other libraries

ACTION TAKEN:

Motion by Shaw to deny request for funding; second by Weese. Discussion ensued. Motion by Shaw to reject current and all future requests; Second by Weese; Vote Taken: **UNANIMOUSLY APPROVED**

7. Citizen comments: None
8. Presentations by supporting organizations
 - a. Friends of the Library: Christopher Rivard, treasurer updated receipts @ \$120,000 and collecting UPC codes from Family Fresh; \$1589 at book sale. Comparatively sold about the same number of books; made a bit less due to discounts.
 - b. Library Foundation: Susie Gilbert reported on the current foundation initiatives. Finalized Gift and Acceptance Policy approved at last meeting. Library Strategies will be coming to guide in writing the fund development plan.
9. **ACTION ITEM:** President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action. Barb continues to update St. Joseph leaders. Ostby updated on the Town of Hudson. O'Connor reports City of Hudson is good.

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- b. County Board update, discussion and possible action. Sjoberg has made recommendation to withhold 30% again. No action required.
- c. Fourth of July Parade: Library will not be participating.
- d. Annual Ice Cream Social: Ice Cream Social will be held July 16, 2016 from 11a.m.-1 p.m. and will be a partnership between the Hudson Area Library Foundation and the Friends of the Library.

ACTION TAKEN: No action required.

10. **ACTION ITEM:** Director's Report, Statistics, and requests for action
- a. Presentation of report
 - b. Presentation of statistics
 - c. Strategic Plan update
 - d. Discussion and possible action on establishing an annual Staff Development Day

ACTION TAKEN: Item 10 a: Presentation of MORE proposed budget: Motion by Weese to approve MORE budget if overall increase is no more than 2%; otherwise the HAJL Board directs, Norris to vote "no". Second by Shaw. Vote taken: UNANIMOUS APPROVAL

11. Other business
- a. Board Orientation Part II will resume at the July meeting of the Library Board.

12. Board comments and items for future agendas

13. **ACTION ITEM:** Adjournment

ACTION TAKEN: Motion to adjourn by Weese; second Burchill. Vote taken: Unanimous Approval

Board of Trustees Members: Rich O'Connor (Pres.), Curt Weese, Jill Burchill, Katie Coppenbarger, Dave Ostby (V. Pres.), Marion Shaw, Jim Schrock, and Barbara Peterson.

Emailed to Joint Municipalities and Board Members: June 2, 2016 Emailed to Media: June 2, 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.

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GFS
07/08/2016 16:02:19

Balance Sheet

CITY OF HUDSON
GL050S-V08.03 COVERPAGE
GL570R

Report Selection:

Calendar Start Date..... 01 01 2016
Calendar End (As Of) Date..... 06 30 2016
Print Accounts with Zero Balances.. Y (Y/N)
Inclusion Ranges: Begin End
Fund..... 240 240

Run Instructions:

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

-----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	331,123.46	51,531.70CR	248,322.70	579,446.16
240.11200	CASH - UNDEPOSITED	0.00	0.00	0.00	0.00
240.11381	INVESTMENT-LIBRARY DONATIONS	13,566.48	0.00	29.82	13,596.30
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	0.36	164.58
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	0.00	275.00
	TOTAL CURRENT ASSETS:	345,129.20	51,531.70CR	248,352.88	593,482.08
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:	1,348,996.34	51,531.70CR	248,352.88	1,597,349.22
LIABILITIES AND FUND BALANCE					
CURRENT LIABILITIES:					
240.21200	VOUCHERS PAYABLE	26,523.27CR	1,632.66CR	17,771.88	8,751.39CR
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 PAYABLE	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
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

-----FUND-----		240	HUDSON AREA JOINT LIBRARY	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
ACCOUNT							
240.21570	TAX SHELTER ANNUITY DEDUCT			0.00	0.00	0.00	0.00
240.21571	PEBSCO DEFFERED 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			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	1.81	21.47CR	21.47CR
240.24420	DUE CITY OF HUDSON			0.00	0.00	0.00	0.00
	TOTAL CURRENT LIABILITIES:			87,398.28CR	1,630.85CR	22,920.34	64,477.94CR
	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:			87,398.28CR	1,630.85CR	22,920.34	64,477.94CR
	FUND BALANCE:						
240.34110	ENCUMBRANCES RESERVE			462.59CR	980.42	158.50CR	621.09CR
240.34115	ENCUMBRANCES DEBIT			462.59	980.42CR	158.50	621.09
240.34175	DESIGNATED/DONATIONS			13,730.70CR	0.00	30.18CR	13,760.88CR
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			1,211,415.66CR	0.00	30.18	1,211,385.48CR
240.34350	ESTIMATED REVENUES			0.00	0.00	0.00	0.00
240.34400	REVENUE CONTROL			801,406.27CR	5,189.62CR	648,204.56CR	1,449,610.83CR
240.34450	APPROPRIATIONS			0.00	0.00	0.00	0.00
240.34500	EXPENDITURE CONTROL			764,954.57	58,352.17	376,931.34	1,141,885.91
	TOTAL FUND BALANCE:			1,261,598.06CR	53,162.55	271,273.22CR	1,532,871.28CR
	TOTAL LIABILITIES AND FUND BALANCE:			1,348,996.34CR	51,531.70	248,352.88CR	1,597,349.22CR
	TOTAL FUND:			0.00	0.00	0.00	0.00

GFS
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Balance Sheet
JUN 30, 2016

CITY OF HUDSON
GL570R-V08.03 PAGE 3

TOTAL NUMBER OF RECORDS PRINTED

56

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..... 06 30 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:

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

Revenue Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 30, 2016

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL Adopted Budget Revisd Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	POSTED AND IN PROCESS	REMAINING BALANCE	PCT	Project	----- FIL
240	HUDSON AREA JOINT LIBRARY										
70	LIBRARY										
	MISCELLANEOUS REVENUES										
48560	DONATION-SUMMER READ PROGRAM										
000	DONATION-SUMMER READ PROGRAM		0.00	2,300.00	2,300.00	2,300.00	2,300.00	0.00	100	-----	
B-060116-919	ADJ FOR GRANT RECEIVED	1		2,300.00							
R-060216-957	ST CROIX VALLEY FOUNDATI	055527		2,300.00		2,300.00	DONATION SUMMER				B
TOTAL:	DONATION-SUMMER READ PROGRAM		0.00	2,300.00	2,300.00	2,300.00		0.00	100	-----	A
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	347.00	347.00	347.00-9999		-----	!!!!
TOTAL:	MISCELLANEOUS REVENUES		0.00	0.00	0.00	347.00	347.00	347.00-9999		-----	!!!!
TOTAL:	MISCELLANEOUS REVENUES		0.00	2,300.00	2,300.00	5,259.09	2,959.09-	228		-----	!!!!
	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	0.00	0		
TOTAL:	TRANSFER FROM SPEC REV FD		0.00	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	5,189.62	648,204.56	200,869.44	76		-----	
TOTAL:	HUDSON AREA JOINT LIBRARY		780,147.00	849,074.00	5,189.62	648,204.56	200,869.44	76		-----	

Revenue Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 30, 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	849,074.00	5,189.62	648,204.56	200,869.44	76	-----	
TOTAL NUMBER OF RECORDS PRINTED		37							

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..... 06 30 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
L		01	1		Y	S	8	068	10			

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

		Adopted Budget	ANNUAL Revisd Bdgt	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	POSTED	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		81,769.60		751.40	99	-----
TOTAL:	COUNTY LIBRARY LEVY	86,859.00	82,521.00	0.00		81,769.60		751.40	99	-----
TOTAL:	INTERGOVERNMENTAL CHARGES	485,147.00	455,743.00	0.00		269,284.50		186,458.50	59	-----
	MISCELLANEOUS REVENUES									
48100	INTEREST									
000	INTEREST	0.00	0.00	0.00		1,244.74		1,244.74-	9999	-----!!!!
TOTAL:	INTEREST	0.00	0.00	0.00		1,244.74		1,244.74-	9999	-----!!!!
48120	NET CHANGE IN MARKET VALUE									
000	NET CHANGE IN MARKET VALUE	0.00	0.00	0.00		1,306.25		1,306.25-	9999	-----!!!!
TOTAL:	NET CHANGE IN MARKET VALUE	0.00	0.00	0.00		1,306.25		1,306.25-	9999	-----!!!!
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		61.10		61.10-	9999	-----!!!!
TOTAL:	DONATIONS- PRIVATE ORG/IND	0.00	0.00	0.00		61.10		61.10-	9999	-----!!!!
48560	DONATION-SUMMER READ PROGRAM									
000	DONATION-SUMMER READ PROGRAM	0.00	2,300.00	2,300.00		2,300.00		0.00	100	-----
TOTAL:	DONATION-SUMMER READ PROGRAM	0.00	2,300.00	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	
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		347.00		347.00-	9999	-----!!!!
TOTAL:	MISCELLANEOUS REVENUES	0.00	0.00	0.00		347.00		347.00-	9999	-----!!!!
TOTAL:	MISCELLANEOUS REVENUES	0.00	2,300.00	2,300.00		5,259.09		2,959.09-	228	-----!!!!

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

	Adopted Budget	ANNUAL Revised 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	5,189.62	648,204.56	200,869.44	76	-----
TOTAL: LIBRARY	780,147.00	849,074.00	5,189.62	648,204.56	200,869.44	76	-----

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

	Adopted Budget	Revisd Bdgt	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	780,147.00	849,074.00	5,189.62	648,204.56	200,869.44	76 -----
TOTAL NUMBER OF RECORDS PRINTED	24					

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..... 06 30 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:

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

Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 30, 2016

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL Revisd Bdgt	ENCUMBERED INVOICE	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	P. O.	F 9	FIL
240	HUDSON AREA JOINT LIBRARY										
70	LIBRARY										
55111	LIBRARY PERSONAL SERVICES										
121	SALARY-WAGES FULL-TIME		165,100.00	0.00	12,343.00	70,602.33	94,497.67	42	----		
P-060316-884	PAYROLL BIWEEKLY	060316			6,519.77	CODE-B,PER#-1,FUND-	240				A
P-061716-955	PAYROLL BIWEEKLY	061716			5,823.23	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	14,672.09	88,248.12	124,516.88	41	----		
P-060316-884	PAYROLL BIWEEKLY	060316			7,156.31	CODE-B,PER#-1,FUND-	240				A
P-061716-955	PAYROLL BIWEEKLY	061716			7,515.78	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	1,960.37	11,926.32	17,051.68	41	----		
P-060316-884	PAYROLL BIWEEKLY	060316			993.07	CODE-B,PER#-1,FUND-	240				A
P-061716-955	PAYROLL BIWEEKLY	061716			967.30	CODE-B,PER#-2,FUND-	240				A
152	RETIREMENT		20,853.00	0.00	1,486.46	8,789.35	12,063.65	42	----		
P-060316-884	PAYROLL BIWEEKLY	060316			747.49	CODE-B,PER#-1,FUND-	240				A
P-061716-955	PAYROLL BIWEEKLY	061716			738.97	CODE-B,PER#-2,FUND-	240				A
154	HEALTH INSURANCE		76,600.00	0.00	5,811.07	40,717.97	35,882.03	53	-----		
P-060316-884	PAYROLL BIWEEKLY	060316			2,762.44	CODE-B,PER#-1,FUND-	240				A
V-061516-940	04113 DONALDSON/LINDA	084710	7/2016		116.87	ANNUITANT HLT-JULY			P N		A
V-061516-940	04113 DONALDSON/LINDA	084710	7/2016		137.06	ANNUITANT HLT-JULY			P N		A
P-061716-955	PAYROLL BIWEEKLY	061716			2,764.70	CODE-B,PER#-2,FUND-	240				A
V-062916-029	12048 MIDAMERICA ADMINISTRATIV	000000	6307		30.00	1ST QTR ADMIN FEES			N		A
155	LIFE INSURANCE		250.00	0.00	0.00	0.00	250.00	0			
TOTAL:	PERSONAL SERVICES		504,746.00	0.00	36,272.99	220,284.09	284,461.91	43	----		
	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	6,876.00	7,151.00	49	----		
J-060116-900	ADM CHARGE				1,146.00	MONTHLY ADM CHG					A
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	0.00	24,726.00	0			
225	TELEPHONE		3,600.00	0.00	122.60	383.53	3,216.47	10	-		
V-060316-879	18005 AT&T	084338	715Z0800430516		21.31	SVC 5-16/6-15			P N		A
V-060316-879	18005 AT&T	084338	715Z0800430516		21.31	SVC 5-16/6-15			P N		A
V-062216-042	03028 CENTURYLINK	000000	1375770720		23.31	1375770720	034745	F N			A
V-062216-042	03028 CENTURYLINK	000000	1377370835		14.17	1377370835	034894	F N			A
V-063016-021	18005 AT&T	000000	715Z0800430616		21.25	SVC 6-16/7-15			P N		A

Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 30, 2016

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL Revisd Bdgt	ENCUMBERED INVOICE	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									
	CONTRACTUAL SERVICES									
225	TELEPHONE									
V-063016-021	18005 AT&T	000000	715Z0800430616		21.25	SVC 6-16/7-15			P N	A
249	CONTRACTED MAINT & REPAIR		600.00	0.00	0.00	0.00	600.00	0		
294	PROGRAMMING - ADULT		2,750.00	0.00	261.64	578.36	2,171.64	21 --		
B-060116-919			750.00	ADJ FOR GRANT RECEIVED						B
-062216-	08160 ASSOCIATED BANK			RECEIPTS	9.37	ADULT PROGRAM SUPPLIES			N	P
-062216-	08160 ASSOCIATED BANK			RECEIPTS	12.27	ADULT PROGRAMS SUPPLIES			N	P
-062216-	.05745 COULTER/KATHY			5916	240.00	WKSHOP TCHRS STU 7-12			N	P
295	PROGRAMMING - CHILDREN		4,050.00	284.85	472.82	892.88	2,872.27	29 --		
B-060116-919			1,550.00	ADJ FOR GRANT RECEIVED						B
-062216-	08160 ASSOCIATED BANK			RECEIPTS	19.51	PROGRAM SNACKS			N	P
-062216-	08160 ASSOCIATED BANK			RECEIPTS	27.55	PROGRAM SUPPLIES			N	P
-062216-	08160 ASSOCIATED BANK			RECEIPTS	3.87	PROGRAM SUPPLIES			N	P
-062216-	.05747 BRANDT/AMANDA			RECEIPTS	20.91	SPLY & SNACKS/PROGRAMS			N	P
V-062716-007	01197 CARDMEMBER SERVICES	000000	950001210595		18.99	ORIENTAL TRADING	034603	F N		A
V-062716-007	01197 CARDMEMBER SERVICES	000000	950001210595		381.99	FOOD PROCESS/BLENDER	034898	P N		A
298	MAINTENANCE AGMT & LEASES		5,500.00	158.00-	366.92	1,803.78	3,854.22	29 --		
-062216-	10026 EO JOHNSON OFFICE TECHNO			I00301078	124.00	I00301078	034744	P N		P
-063016-	10025 EO JOHNSON OFFICE TECHNO			CNIN855651	242.92	CNIN855651	034909	F N		P
299	OTHER CONTRACTIONAL SERVICES		5,000.00	0.00	0.00	0.00	5,000.00	0		
TOTAL:	CONTRACTUAL SERVICES		96,517.00	126.85	2,369.98	45,871.55	50,518.60	47 ----		
	SUPPLIES & EXPENSES									
311	POSTAGE		5,000.00	0.00	0.00	662.75	4,337.25	13 -		
312	OFFICE SUPPLIES		13,000.00	0.00	634.40	2,063.27	10,936.73	15 -		
-062216-	09015 INDIANHEAD FEDERATED			216220	207.46	216220	034746	F N		P
-062216-	09015 INDIANHEAD FEDERATED			216273	176.25	216273	034895	F N		P
V-062716-007	01197 CARDMEMBER SERVICES	000000	950001210595		159.98	VENMILL	034926	F N		A
V-062716-007	01197 CARDMEMBER SERVICES	000000	950001210595		57.20	VISTA PRINT	034593	F N		A
V-062716-007	01197 CARDMEMBER SERVICES	000000	950001210595		30.96	VISTA PRINT	034593	F N		A
V-062716-007	01197 CARDMEMBER SERVICES	000000	950001210595		2.55	STICKERS - ORIENTAL TRAD	034603	F N		A
324	MEMBERSHIPS & SUBSCRIPTIONS		500.00	0.00	0.00	65.00	435.00	13 -		
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	0.00	0.00	390.00	1,210.00	24 --		
357	MAINT & REPAIR SUPPLIES		1,000.00	0.00	0.00	79.25	920.75	7		

Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 30, 2016

			ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING				
			Revisd Bdgt	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT		
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL	
240	HUDSON AREA JOINT LIBRARY									
70	LIBRARY									
55111	LIBRARY									
	SUPPLIES & EXPENSES									
392	BOOK PROCESSING			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		
394	PROGRAMMING SUPPLIES			0.00	0.00	0.00	0.00	0		
395	BOOKS			65,000.00	812.78	4,729.83	25,237.09	38,950.13	40	----
-062216-	08160 ASSOCIATED BANK		RECEIPTS		1.77	PROGRAM MATERIALS			N	P
-062216-	02020 BAKER & TAYLOR		203041984		71.75	2032041984		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032016444		13.42	2032016444		034742	F N	P
-062216-	02020 BAKER & TAYLOR		2032016445		58.13	2032016445		034742	F N	P
-062216-	02020 BAKER & TAYLOR		2032016446		61.47	2032016446		034742	F N	P
-062216-	02020 BAKER & TAYLOR		2032016882		16.23	2032016882		034742	F N	P
-062216-	02020 BAKER & TAYLOR		2032022039		69.92	2032022039		034742	F N	P
-062216-	02020 BAKER & TAYLOR		2032022083		275.10	2032022083		034743	F N	P
-062216-	02020 BAKER & TAYLOR		2032024737		210.43	2032024737		034742	F N	P
-062216-	02020 BAKER & TAYLOR		2032024803		133.01	2032024803		034743	F N	P
-062216-	02020 BAKER & TAYLOR		2032024861		113.60	2032024861		034743	F N	P
-062216-	02020 BAKER & TAYLOR		2032024919		94.81	2032024919		034743	F N	P
-062216-	02020 BAKER & TAYLOR		2032025042		88.37	2032025042		034743	F N	P
-062216-	02020 BAKER & TAYLOR		2032034607		19.01	2032034607		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032035256		63.75	2032035256		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032041982		67.63	2032041982		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032041983		44.31	2032041983		034892	F N	P
-062216-	02020 BAKER & TAYLOR		2032041984		71.75	2032041984		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032041985		48.82	2032041985		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032044155		864.31	2032044155		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032045284		125.87	2032045284		034892	F N	P
-062216-	02020 BAKER & TAYLOR		2032048300		53.66	2032048300		034892	F N	P
-062216-	02020 BAKER & TAYLOR		2032052150		36.64	2032052150		034892	F N	P
-062216-	02020 BAKER & TAYLOR		2032052834		78.89	2032052834		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032056592		124.91	2032056592		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032058132		20.68	2032058132		034892	F N	P
-062216-	02020 BAKER & TAYLOR		2032059186		192.66	2032059186		034891	F N	P
-062216-	02020 BAKER & TAYLOR		2032061165		25.64	2032061165		034892	F N	P
-062216-	02020 BAKER & TAYLOR		2032061166		116.10	2032061166		034892	F N	P
-062216-	02020 BAKER & TAYLOR		2032061167		29.63	2032061167		034892	F N	P
-062216-	02020 BAKER & TAYLOR		20320611694		59.79	2032061164		034892	F N	P
-062216-	22433 WORLD BOOK INC		0001533620		239.00	CHILDREN'S BOOKS			N	P
-063016-	02020 BAKER & TAYLOR		2032069851		31.86	2032069851		034906	F N	P
-063016-	02020 BAKER & TAYLOR		2032069876		31.86	2032069876		034906	F N	P
-063016-	02020 BAKER & TAYLOR		2032069910		444.82	2032069910		034906	F N	P
-063016-	02020 BAKER & TAYLOR		2032070972		356.17	2032070972		034906	F N	P
-063016-	.05788 CHIPPEWA FALL PUBLIC LIB		5202016		5.95	LOST & PD BOOK			N	P
-063016-	07005 GALE		58062379		103.46	58062379		034907	F N	P

Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 30, 2016

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL Revisd Bdgt	ENCUMBERED INVOICE	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									
	SUPPLIES & EXPENSES									
395	BOOKS									
-063016-	07005 GALE			58169341	188.93	58169341	034907	F N		P
-063016-	07005 GALE			58186160	75.72	58186160	034907	F N		P
396	TECHNOLOGY		10,000.00	0.00	626.38	2,917.23	7,082.77	29 --		
-062216-	04065 DEPT OF ADMINISTRATION			505-000008144	600.00	505000008144	034896	F N		P
-063016-	03024 CDW GOVERNMENT INC			DGX0491	26.38	DGX0491	034908	F N		P
397	PERIODICALS		7,000.00	0.00	0.00	300.00	6,700.00	4		
398	AUDIO-VISUALS		16,000.00	0.00	664.54	3,836.33	12,163.67	23 --		
-062216-	12065 MIDWEST TAPE			94027817	344.84	94027817	034893	F N		P
-062216-	12065 MIDWEST TAPE			94027819	26.65	94027819	034893	F N		P
-062216-	12065 MIDWEST TAPE			94027820	68.11	94027820	034893	F N		P
-062216-	12065 MIDWEST TAPE			94028635	224.94	94028635	034893	F N		P
399	ACTIVITY SUPPLIES		1,500.00	0.00	138.03	262.08	1,237.92	17 -		
-062216-	.05746 ASMUS/JULIA			RECEIPTS	23.07	REIMB AMERICAN GIRL ACT		N		P
-062216-	08160 ASSOCIATED BANK			RECEIPTS	23.79	PROGRAM SNACKS		N		P
-062216-	04037 DAVIS/MARY			RECEIPTS	42.00	REIMB COOKIES-AMER GIRL		N		P
-062216-	04037 DAVIS/MARY			RECEIPTS	6.67	REIMB ALDI-AMER GIRL ACT		N		P
-062216-	04037 DAVIS/MARY			REIMBURSE	42.50	REIMB PROG SPLY		N		P
TOTAL:	SUPPLIES & EXPENSES		121,600.00	812.78	6,793.18	35,813.00	84,974.22	30 ---		
	FIXED CHARGES									
510	WORKERS COMPENSATION INS.		1,100.00	0.00	0.00	849.68	250.32	77 -----		
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	68,850.00	68,850.00	50 -----		
J-060116-903	JUNE RENT	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	11,475.00	73,521.68	70,778.32	50 -----		
	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		

Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 30, 2016

		ANNUAL	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT		
SOURCE-JE-ID VENDOR/CUSTOMER/EXPLANATION		Revisd Bdgt	INVOICE	AMOUNT	DESCRIPTION	P.O.	F	9	FIL
240	HUDSON AREA JOINT LIBRARY								
70	LIBRARY								
55111	LIBRARY								
	CAPITAL OUTLAY								
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	939.63	56,911.15	375,490.32	490,733.05	43	----	
TOTAL:	LIBRARY	867,163.00	939.63	56,911.15	375,490.32	490,733.05	43	----	
TOTAL:	HUDSON AREA JOINT LIBRARY	867,163.00	939.63	56,911.15	375,490.32	490,733.05	43	----	

Exp. Guideline with Detail
FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 30, 2016

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	867,163.00	939.63	56,911.15	375,490.32	490,733.05	43	----	
TOTAL NUMBER OF RECORDS PRINTED		138							

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..... 06 30 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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Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 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	12,343.00	70,602.33	94,497.67	42 ----
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	14,672.09	88,248.12	124,516.88	41 ----
133 LONGEVITY	0.00	0.00	0.00	0.00	0.00	0
151 FICA	28,978.00	0.00	1,960.37	11,926.32	17,051.68	41 ----
152 RETIREMENT	20,853.00	0.00	1,486.46	8,789.35	12,063.65	42 ----
154 HEALTH INSURANCE	76,600.00	0.00	5,811.07	40,717.97	35,882.03	53 -----
155 LIFE INSURANCE	250.00	0.00	0.00	0.00	250.00	0
TOTAL: PERSONAL SERVICES	504,746.00	0.00	36,272.99	220,284.09	284,461.91	43 ----
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	6,876.00	7,151.00	49 ----
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	0.00	24,726.00	0
225 TELEPHONE	3,600.00	0.00	122.60	383.53	3,216.47	10 -
249 CONTRACTED MAINT & REPAIR	600.00	0.00	0.00	0.00	600.00	0
294 PROGRAMMING - ADULT	2,750.00	0.00	261.64	578.36	2,171.64	21 --
295 PROGRAMMING - CHILDREN	4,050.00	284.85	472.82	892.88	2,872.27	29 --
298 MAINTENANCE AGMT & LEASES	5,500.00	158.00-	366.92	1,803.78	3,854.22	29 --
299 OTHER CONTRACTUAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0
TOTAL: CONTRACTUAL SERVICES	96,517.00	126.85	2,369.98	45,871.55	50,518.60	47 ----
SUPPLIES & EXPENSES						
311 POSTAGE	5,000.00	0.00	0.00	662.75	4,337.25	13 -
312 OFFICE SUPPLIES	13,000.00	0.00	634.40	2,063.27	10,936.73	15 -
324 MEMBERSHIPS & SUBSCRIPTIONS	500.00	0.00	0.00	65.00	435.00	13 -
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	0.00	0.00	390.00	1,210.00	24 --
357 MAINT & REPAIR SUPPLIES	1,000.00	0.00	0.00	79.25	920.75	7
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	812.78	4,729.83	25,237.09	38,950.13	40 ----
396 TECHNOLOGY	10,000.00	0.00	626.38	2,917.23	7,082.77	29 --
397 PERIODICALS	7,000.00	0.00	0.00	300.00	6,700.00	4
398 AUDIO-VISUALS	16,000.00	0.00	664.54	3,836.33	12,163.67	23 --
399 ACTIVITY SUPPLIES	1,500.00	0.00	138.03	262.08	1,237.92	17 -
TOTAL: SUPPLIES & EXPENSES	121,600.00	812.78	6,793.18	35,813.00	84,974.22	30 ---
FIXED CHARGES						
510 WORKERS COMPENSATION INS.	1,100.00	0.00	0.00	849.68	250.32	77 -----
511 PUBLIC LIABILITY	1,700.00	0.00	0.00	250.00	1,450.00	14 -

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2016 THROUGH JUN 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						
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	68,850.00	68,850.00	50 -----
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	73,521.68	70,778.32	50 -----
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	939.63	56,911.15	375,490.32	490,733.05	43 ----
TOTAL: LIBRARY	867,163.00	939.63	56,911.15	375,490.32	490,733.05	43 ----
TOTAL: LIBRARY	867,163.00	939.63	56,911.15	375,490.32	490,733.05	43 ----

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

	ANNUAL Revised Bdgt	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	867,163.00	939.63	56,911.15	375,490.32	490,733.05	43 ----
TOTAL NUMBER OF RECORDS PRINTED	47					

HUDSON AREA JOINT LIBRARY CLAIMS FOR PAYMENT

July 19, 2016

Batch	Purpose	Amount	Subtotal
7/1/2016	City of Hudson Admin charge	\$ 1,146.00	
7/1/2016	City of Hudson Occupancy costs	\$ 11,475.00	
6/20/2016	Linda Donaldson annuitant health ins	\$ 253.93	
6/13/2016	WI Sales Tax see details	\$ 23.28	
6/28/2016	Cardmember Services see details	\$ 651.67	
7/1/2015	CenturyLink see details	\$ 37.48	
6/30/2016	ATT see details	\$ 42.50	
7/1/2016	AUL see details	\$ 1,250.00	
7/5/2016	MidAmerica ADM see details	\$ 30.00	
	Claims paid since previous approval		\$ 14,909.86
	071116LI Payments see details	\$ 8,672.97	
Invoice #93921516	Midwest Tapes see details	\$ 21.99	
Invoice #93921517	Midwest Tapes see details	\$ 44.91	
Invoice #93921518	Midwest Tapes see details	\$ 247.94	
Invoice #93798411	Midwest Tapes see details	\$ 11.19	
Invoice #93921518	Midwest Tapes see details	\$ 86.94	
Invoice #94012941	Midwest Tapes see details	\$ 74.98	
Invoice # 93961216	Midwest Tapes see details	\$ 35.25	
Invoice # 93961218	Midwest Tapes see details	\$ 14.99	
Invoice# 93948998	Midwest Tapes see details	\$ 14.69	
Invoice # 93949100	Midwest Tapes see details	\$ 19.98	
Invoice #93969286	Midwest Tapes see details	\$ 119.97	
Invoice # 93969288	Midwest Tapes see details	\$ 29.99	
Invoice # 93947023	Midwest Tapes see details	\$ 74.97	
Invoice # 93919544	Midwest Tapes see details	\$ 39.99	
6/15/2016	Petty Cash receipts submitted	\$ 98.13	
Invoice #57988769	Cengage see invoice	\$ 161.94	
Invoice #57932912	Cengage see invoice	\$ 51.73	
			\$ 9,770.82
NON-PAYROLL TOTALS		Claims to be paid	\$ 24,680.68
	Biweekly payroll 05/06/2016	\$ 18,179.08	
	Biweekly payroll 05/20/2016	\$ 17,809.98	
PAYROLL TOTALS			
TOTAL FOR APPROVAL			\$ 60,669.74
			\$ 60,669.74

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

Date _____

Approved by _____

APS ACCOUNTS PAYABLE
06/16/2016 11:27:00

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 620LIB COMMENT... 6/20 ANNUITANT PYMT

DATA-JE-ID DATA COMMENT

W-06202016-941 6/20 ANNUITANT 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 *****							
DONALDSON/LINDA							
ANNUITANT HLT-JULY	116.87	HEALTH INSURANCE	240.70.55111.154	210516	7/2016		P 941 00001
ANNUITANT HLT-JULY	137.06	HEALTH INSURANCE	240.70.55111.154	210516	7/2016		P 941 00002
	253.93	*VENDOR TOTAL					
HUDSON AREA JOINT LIBRARY	253.93	*****					

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:	253.93						

RECORDS PRINTED - 000002

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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APS ACCOUNTS PAYABLE
06/30/2016 11:23:13

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.03 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 630PL COMMENT... 6/30 AT&T

DATA-JE-ID DATA COMMENT

W-06302016-022 6/30 AT&T

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 *****							
AT&T							
SVC 6-16/7-15	21.25	TELEPHONE	240.70.55111.225	210896	715Z0800430616		P 022 00001
SVC 6-16/7-15	21.25	TELEPHONE	240.70.55111.225	210896	715Z0800430616		P 022 00002
	42.50	*VENDOR TOTAL					
HUDSON AREA JOINT LIBRARY	42.50	*****					

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:	42.50						

RECORDS PRINTED - 000002

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	42.50
TOTAL	ALL FUNDS	42.50

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	42.50
TOTAL	ALL BANKS	42.50

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

DATE APPROVED BY
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APS ACCOUNTS PAYABLE
07/06/2016 15:27:18

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.03 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 70116L COMMENT... 7/1 AUL PAYMENT

DATA-JE-ID DATA COMMENT

W-07062016-057 7/1 AUL PAYMENT

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 *****							
AUL 7.5 HRA CONTRIB	1,250.00	HEALTH INSURANCE	240.70.55111.154	210944	7516		P 057 00001
HUDSON AREA JOINT LIBRARY	1,250.00	*****					

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:	1,250.00						

RECORDS PRINTED - 000001

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	1,250.00
TOTAL	ALL FUNDS	1,250.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	1,250.00
TOTAL	ALL BANKS	1,250.00

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

DATE APPROVED BY
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APS ACCOUNTS PAYABLE
06/28/2016 11:16:31

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.03 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 628CCL COMMENT... 6/28 CARDMEMBER SERVICES

DATA-JE-ID DATA COMMENT

W-06282016-009 6/28 CARDMEMBER SERVICES

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 *****									
CARDMEMBER SERVICES									
VENMILL	159.98	OFFICE SUPPLIES	240.70.55111.312	210711	950001210595	034926	F	009	00001
VISTA PRINT	57.20	OFFICE SUPPLIES	240.70.55111.312	210711	950001210595	034593	F	009	00002
VISTA PRINT	30.96	OFFICE SUPPLIES	240.70.55111.312	210711	950001210595	034593	F	009	00003
STICKERS - ORIENTAL TRAD	2.55	OFFICE SUPPLIES	240.70.55111.312	210711	950001210595	034603	F	009	00004
ORIENTAL TRADING	18.99	PROGRAMMING - CHILDREN	240.70.55111.295	210711	950001210595	034603	F	009	00005
FOOD PROCESS/BLENDER	381.99	PROGRAMMING - CHILDREN	240.70.55111.295	210711	950001210595	034898	P	009	00006
	651.67	*VENDOR TOTAL							
HUDSON AREA JOINT LIBRARY	651.67	*****							

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:	651.67						

RECORDS PRINTED - 000006

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	651.67
TOTAL	ALL FUNDS	651.67

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	651.67
TOTAL	ALL BANKS	651.67

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

DATE APPROVED BY
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APS ACCOUNTS PAYABLE
07/01/2016 10:32:07

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.03 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 701PHL COMMENT... 7/1 CENTURYLINK

DATA-JE-ID DATA COMMENT

W-07012016-043 7/1 CENTURYLINK

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 *****									
CENTURYLINK									
1377370835	14.17	TELEPHONE	240.70.55111.225	210658	1377370835	034894	F	043	00002
1375770720	23.31	TELEPHONE	240.70.55111.225	210659	1375770720	034745	F	043	00001
	37.48	*VENDOR TOTAL							
HUDSON AREA JOINT LIBRARY	37.48	*****							

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:	37.48						

RECORDS PRINTED - 000002

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	37.48
TOTAL	ALL FUNDS	37.48

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	37.48
TOTAL	ALL BANKS	37.48

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

DATE APPROVED BY
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APS ACCOUNTS PAYABLE
06/13/2016 13:18:39

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.00 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 613LIB COMMENT... 6/13 MAY SALES TAX

DATA-JE-ID DATA COMMENT

W-06132016-925 6/13 MAY SALES TAX

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 *****							
WI DEPT OF REVENUE MAY SALES TAX	23.28	SALES TAX PAYABLE	240.24210	210362	5/2016		P 925 00001
HUDSON AREA JOINT LIBRARY	23.28	*****					

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:	23.28						

RECORDS PRINTED - 000001

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	23.28
TOTAL	ALL FUNDS	23.28

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	23.28
TOTAL	ALL BANKS	23.28

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

DATE APPROVED BY
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APS ACCOUNTS PAYABLE
06/30/2016 14:17:18

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.03 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 70516L COMMENT... 7/5 MIDAMERICA ADM

DATA-JE-ID DATA COMMENT

W-07052016-033 7/5 MIDAMERICA ADM

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 *****							
MIDAMERICA ADMINISTRATIV 1ST QTR ADMIN FEES	30.00	HEALTH INSURANCE	240.70.55111.154	210851	6307		P 033 00001
HUDSON AREA JOINT LIBRARY	30.00	*****					

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:	30.00						

RECORDS PRINTED - 000001

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	30.00
TOTAL	ALL FUNDS	30.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	30.00
TOTAL	ALL BANKS	30.00

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

DATE APPROVED BY
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APS ACCOUNTS PAYABLE
07/06/2016 14:03:28

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.03 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 711LI COMMENT... 7/11 PAYMENTS

DATA-JE-ID DATA COMMENT

W-07112016-054 7/11 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 *****									
ASMUS/JULIA REIMB AMERICAN GIRL ACT	23.07	ACTIVITY SUPPLIES	240.70.55111.399	210703	RECEIPTS		P	054	00001
ASSOCIATED BANK PROGRAM SNACKS	19.51	PROGRAMMING - CHILDREN	240.70.55111.295	210700	RECEIPTS		P	054	00002
PROGRAM SUPPLIES	27.55	PROGRAMMING - CHILDREN	240.70.55111.295	210700	RECEIPTS		P	054	00003
PROGRAM SNACKS	23.79	ACTIVITY SUPPLIES	240.70.55111.399	210700	RECEIPTS		P	054	00004
PROGRAM SUPPLIES	3.87	PROGRAMMING - CHILDREN	240.70.55111.295	210700	RECEIPTS		P	054	00005
ADULT PROGRAM SUPPLIES	9.37	PROGRAMMING - ADULT	240.70.55111.294	210700	RECEIPTS		P	054	00006
ADULT PROGRAMS SUPPLIES	12.27	PROGRAMMING - ADULT	240.70.55111.294	210700	RECEIPTS		P	054	00007
PROGRAM MATERIALS	1.77	BOOKS	240.70.55111.395	210700	RECEIPTS		P	054	00008
PACKAGE MAILED	2.48	POSTAGE	240.70.55111.311	210961	RECEIPTS	035015	F	054	00009
PACKAGES MAILED	5.44	POSTAGE	240.70.55111.311	210961	RECEIPTS	035015	F	054	00010
PACKAGE MAILED	2.48	POSTAGE	240.70.55111.311	210961	RECEIPTS	035015	F	054	00011
PACKAGES MAILED	19.35	POSTAGE	240.70.55111.311	210961	RECEIPTS	035015	F	054	00012
PACKAGE MAILED	1.36	POSTAGE	240.70.55111.311	210961	RECEIPTS	035015	F	054	00013
PKGS MAILED AND STAMPS	106.50	POSTAGE	240.70.55111.311	210961	RECEIPTS	035015	F	054	00014
PACKAGES MAILED	6.07	POSTAGE	240.70.55111.311	210961	RECEIPTS	035015	F	054	00015
	241.81	*VENDOR TOTAL							
BAKER & TAYLOR									
2032024919	94.81	BOOKS	240.70.55111.395	210661	2032024919	034743	F	054	00026
2032025042	88.37	BOOKS	240.70.55111.395	210662	2032025042	034743	F	054	00027
2032024861	113.60	BOOKS	240.70.55111.395	210663	2032024861	034743	F	054	00025
2032022083	275.10	BOOKS	240.70.55111.395	210664	2032022083	034743	F	054	00022
2032024803	133.01	BOOKS	240.70.55111.395	210665	2032024803	034743	F	054	00024
2032024737	210.43	BOOKS	240.70.55111.395	210666	2032024737	034742	F	054	00023
2032022039	69.92	BOOKS	240.70.55111.395	210667	2032022039	034742	F	054	00021
2032016446	61.47	BOOKS	240.70.55111.395	210668	2032016446	034742	F	054	00019
2032016445	58.13	BOOKS	240.70.55111.395	210669	2032016445	034742	F	054	00018
2032016444	13.42	BOOKS	240.70.55111.395	210670	2032016444	034742	F	054	00017
2032016882	16.23	BOOKS	240.70.55111.395	210671	2032016882	034742	F	054	00020
2032041983	44.31	BOOKS	240.70.55111.395	210681	2032041983	034892	F	054	00031
2032058132	20.68	BOOKS	240.70.55111.395	210682	2032058132	034892	F	054	00040
2032048300	53.66	BOOKS	240.70.55111.395	210683	2032048300	034892	F	054	00036
2032061165	25.64	BOOKS	240.70.55111.395	210684	2032061165	034892	F	054	00042
2032061164	59.79	BOOKS	240.70.55111.395	210685	20320611694	034892	F	054	00045
2032061167	29.63	BOOKS	240.70.55111.395	210686	2032061167	034892	F	054	00044
2032061166	116.10	BOOKS	240.70.55111.395	210687	2032061166	034892	F	054	00043
2032052150	36.64	BOOKS	240.70.55111.395	210688	2032052150	034892	F	054	00037
2032045284	125.87	BOOKS	240.70.55111.395	210689	2032045284	034892	F	054	00035
2032041982	67.63	BOOKS	240.70.55111.395	210690	2032041982	034891	F	054	00030
2032041984	71.75	BOOKS	240.70.55111.395	210691	203041984	034891	F	054	00016
2032041984	71.75	BOOKS	240.70.55111.395	210692	2032041984	034891	F	054	00032
2032034607	19.01	BOOKS	240.70.55111.395	210693	2032034607	034891	F	054	00028
2032059186	192.66	BOOKS	240.70.55111.395	210694	2032059186	034891	F	054	00041
2032035256	63.75	BOOKS	240.70.55111.395	210695	2032035256	034891	F	054	00029
2032052834	78.89	BOOKS	240.70.55111.395	210696	2032052834	034891	F	054	00038

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									
2032056592	124.91	BOOKS	240.70.55111.395	210697	2032056592	034891	F	054	00039
2032044155	864.31	BOOKS	240.70.55111.395	210698	2032044155	034891	F	054	00034
2032041985	48.82	BOOKS	240.70.55111.395	210699	2032041985	034891	F	054	00033
2032069876	31.86	BOOKS	240.70.55111.395	210935	2032069876	034906	F	054	00047
2032069851	31.86	BOOKS	240.70.55111.395	210936	2032069851	034906	F	054	00046
2032070972	356.17	BOOKS	240.70.55111.395	210937	2032070972	034906	F	054	00049
2032069910	444.82	BOOKS	240.70.55111.395	210938	2032069910	034906	F	054	00048
2032085915	46.96	BOOKS	240.70.55111.395	210952	2032085915	035005	F	054	00050
2032094360	79.47	BOOKS	240.70.55111.395	210953	2032094360	035005	F	054	00057
2032088849	314.95	BOOKS	240.70.55111.395	210954	2032088849	035005	F	054	00056
2032086125	10.06	BOOKS	240.70.55111.395	210955	2032086125	035005	F	054	00051
2032101703	44.11	BOOKS	240.70.55111.395	210956	2032101703	035005	F	054	00058
2032088649	19.01	BOOKS	240.70.55111.395	210957	2032088649	035005	F	054	00052
2032088650	53.68	BOOKS	240.70.55111.395	210958	2032088650	035005	F	054	00053
2032088651	209.11	BOOKS	240.70.55111.395	210959	2032088651	035005	F	054	00054
2032088652	35.43	BOOKS	240.70.55111.395	210960	2032088652	035005	F	054	00055
	4,927.78	*VENDOR TOTAL							
BRANDT/AMANDA									
SPLY & SNACKS/PROGRAMS	20.91	PROGRAMMING - CHILDREN	240.70.55111.295	210704	RECEIPTS		P	054	00059
CDW GOVERNMENT INC									
DGX0491	26.38	TECHNOLOGY	240.70.55111.396	210942	DGX0491	034908	F	054	00060
CHIPPEWA FALL PUBLIC LIB									
LOST & PD BOOK	5.95	BOOKS	240.70.55111.395	210934	5202016		P	054	00061
COGNETTA/LAURA									
RETURN LOST BOOK	20.00	BOOKS	240.70.55111.395	210951	751671		P	054	00062
COULTER/KATHY									
WKSHOP TCHRS STU 7-12	240.00	PROGRAMMING - ADULT	240.70.55111.294	210702	5916		P	054	00063
DAVIS/MARY									
REIMB COOKIES-AMER GIRL	42.00	ACTIVITY SUPPLIES	240.70.55111.399	210672	RECEIPTS		P	054	00064
REIMB ALDI-AMER GIRL ACT	6.67	ACTIVITY SUPPLIES	240.70.55111.399	210672	RECEIPTS		P	054	00065
REIMB PROG SPLY	42.50	ACTIVITY SUPPLIES	240.70.55111.399	210701	REIMBURSE		P	054	00066
	91.17	*VENDOR TOTAL							
DEPT OF ADMINISTRATION									
5050000008144	600.00	TECHNOLOGY	240.70.55111.396	210675	505-0000008144	034896	F	054	00067
EO JOHNSON OFFICE TECHNO									
CNIN855651	242.92	MAINTENANCE AGMT & LEASE	240.70.55111.298	210943	CNIN855651	034909	F	054	00068
EO JOHNSON OFFICE TECHNO									
I00301078	124.00	MAINTENANCE AGMT & LEASE	240.70.55111.298	210660	I00301078	034744	P	054	00069

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:	8,672.97						

RECORDS PRINTED - 000084

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	8,672.97
TOTAL	ALL FUNDS	8,672.97

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	8,672.97
TOTAL	ALL BANKS	8,672.97

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

DATE APPROVED BY
.....
.....

APS ACCOUNTS PAYABLE
07/06/2016 12:00:10

Schedule of Bills by Fund

CITY OF HUDSON
GL050S-V08.03 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 706WAL COMMENT... 7/6 WALMART

DATA-JE-ID DATA COMMENT

W-07062016-052 7/6 WALMART

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 003908	10.94	ACTIVITY SUPPLIES	240.70.55111.399	210967	202000570433	035009	F 052 00001
HUDSON AREA JOINT LIBRARY	10.94	*****					

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:	10.94						

RECORDS PRINTED - 000001

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	10.94
TOTAL	ALL FUNDS	10.94

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	10.94
TOTAL	ALL BANKS	10.94

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

DATE APPROVED BY
.....
.....

Hudson Library Revenue and Expenditure Report

7/5/2016

January - December 2016

Actual vs. Budget	Code	Budget	Revised 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	84,962				42,238										42,238	-42,725	-50%
Town of Hudson	47303	203,201				101,650										101,650	-101,551	-50%
Town of St. Joseph	47304	85,546			42,773											42,773	-42,773	-50%
St. Croix County	47311	77,352				77,352										77,352	0	0%
Other Counties	47311	5,169		2,133	854	2,285										5,272	103	2%
Copies, Fines, Misc.	46111	35,000		1,749	1,548	3,112	2,985	5,346	2,890							17,630	-17,370	-50%
Interest	48100	0					1,245									1,245	1,245	
Gain/Loss on marketable investments	48200	0		1,306												1,306	1,306	
Donations - Other	48500	0						61								61	61	
Donation -Bridge the Gap	48564	0														-	0	
Donations - History Collection	48562	0														-	0	
Summer Reading Grant	48560								2,300							2,300	2,300	
Misc Revenues	48600	0				347										347	347	
Total Revenue		847,261	0	361,219	45,175	226,637	4,230	5,407	2,890	0	0	0	0	0	0	648,204	-199,057	-23%
Staff Compensation																		
Full Time Salaries	121	165,100		9,426	11,684	11,849	13,655	11,646	12,343							\$ 70,602	94,498	57%
Overtime Salaries	122	200		0	0	0	0									\$ -	200	100%
Part Time Salaries	125	212,765		12,248	15,787	15,780	14,888	14,873	14,672							\$ 88,248	124,517	59%
FICA	151	28,978		1,964	1,995	2,007	2,077	1,922	1,960							\$ 11,926	17,052	59%
Pension	152	20,853		1,415	1,440	1,440	1,565	1,443	1,486							\$ 8,790	12,063	58%
Health Insurance	154	76,600		11,447	5,929	5,778	5,976	5,776	5,811							\$ 40,718	35,882	47%
Life Insurance	155	250		0	0	0		0								\$ -	250	100%
																\$ -	0	
Staff Compensation Subtotal		504,746	0	36,500	36,836	36,854	38,161	35,660	36,272	0	0	0	0	0	0	\$ 220,284	284,462	56%

Hudson Library Revenue and Expenditure Report

7/5/2016

January - December 2016

Actual vs. Budget	Code	Budget	Revised 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							6,876	7,151	51%
IFLS-operating/maintenance	216	33,764			32,825	0	0	0	0							32,825	939	3%
IFLS-addl courier/self check	217	2,500			2,512		0	0	0							2,512	-12	0%
IFLS-catalogging	218	24,726						0	0							-	24,726	100%
Telephone	225	3,600			83	63	67	47	123							384	3,216	89%
Contracted Maint. & Repair	249	600			0			0	0							-	600	100%
Programming - Adult	294	2,000			155	120	25	17	262							579	1,421	71%
Programming - Children	295	2,500			396	0	0	24	473							893	1,607	64%
Maintenance Agmt/Leases	298	5,500		124	491	207		615	367							1,804	3,696	67%
Contract Services	299	5,000			0	0	0	0								-	5,000	100%
Postage	311	5,000		237	189	7	13	217	0							663	4,337	87%
Office Supplies	312	13,000		10	533	80	386	420	634							2,063	10,937	84%
Memberships	324	500		0		0	0	65								65	435	87%
Advertising	326	1,000		0	0	0	0	0								-	1,000	100%
Staff Development	338	1,600			190	200	0	0								390	1,210	76%
Maint & Repair Supplies	357	1,000		0	0	54	0	25								79	921	92%
Books	395	65,000		314	5,622	2,240	4,025	8,307	4,730							25,237	39,763	61%
Technology	396	10,000			899	4	1,388	0	626							2,917	7,083	71%
Periodicals	397	7,000		0	0	0	300	0	0							300	6,700	96%
Audio-Visual	398	16,000		68	795	760	943	606	665							3,837	12,163	76%
Activity Supplies	399	1,500		0	37		88	0	138							263	1,237	82%
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							68,850	68,850	50%
General Operating Subtotal		360,117	0	18,096	57,349	16,356	19,806	22,964	20,638	0	0	0	0	0	0	155,209	204,908	57%
Total Expenses		864,863	0	54,596	94,185	53,210	57,967	58,625	56,910	0	0	0	0	0	0	375,493	489,370	57%
NET REVENUE (EXPENSE)		-17,602	0	306,623	-49,010	173,426	-53,737	-53,218	-54,020	0	0	0	0	0	0	272,711	(290,313)	
Less Donation Revenues				0	0	0	0									-	-	
Add Donation Expenditures				0	0	0	0									-	-	
OPERATING REV. (EXP)		-17,602	0	306,623	-49,010	173,426	-53,737	-53,218	-54,020	0	0	0	0	0	0	272,711	-290,313	

Hudson Library Revenue and Expenditure Report

7/5/2016

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									13,566		

History Collection Account	11385																	
Cash Balance - beginning																-		
Donations - History Collection	48562	164	0													164	164	
Interest Earned																-		
Less expenditures from donations																-		
Cash Balance - end		164		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																		
Actual vs. Budget	Code	Budget	Revised Budget	January	February	March	April	May	June	July	August	September	October	November	December	Actual to Date	Amount Remaining	Percent Remaining

**HUDSON AREA LIBRARY
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior		% of 2016 Budget
			June		Yr.		
			2016	2015	\$	%	
Revenue							
City of Hudson	49210	356,031	\$ 356,031	\$ 150,450	\$ 205,581	137%	100%
Village of N. Hudson	47310	84,962	\$ 42,238	\$ 41,408	\$ 830		50%
Town of Hudson	47310	203,201	\$ 101,650	\$ 98,642	\$ 3,008	3%	50%
Town of St. Joseph	47310	85,546	\$ 42,773	\$ 43,394	\$ (621)		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	\$ 17,630	\$ 16,727	\$ 903	5%	50%
Donations - Other	48561	0	\$ 61	\$ 1,085	\$ (1,024)	-94%	
Donation - Literacy Program	48562			\$ 1,185			
Donation - Bridge the Gap	48101	0	\$ -	\$ 3,640	\$ (3,640)	-100%	
Gain/Loss on marketable investments	48564		\$ 1,306	\$ 644	\$ 662	103%	
Total Revenue		\$ 847,261	\$ 648,204	\$ 444,034	\$ 201,463	45%	77%
Staff Compensation							
Full Time Salaries	121	165,100	\$ 70,602	\$ 75,282	\$ (4,680)	-6%	43%
Overtime Salaries	122	200	\$ -	\$ 772	\$ (772)	-100%	0%
Part Time Salaries	125	212,765	\$ 88,248	\$ 78,837	\$ 9,411	12%	41%
FICA	151	28,978	\$ 11,926	\$ 12,690	\$ (764)	-6%	41%
Pension	152	20,853	\$ 8,790	\$ 9,597	\$ (807)	-8%	42%
Health Insurance	154	76,600	\$ 40,718	\$ 36,092	\$ 4,626	13%	53%
Life Insurance	155	250	\$ -	\$ -	\$ -		
Staff Compensation Subtotal		504,746	\$ 220,284	\$ 213,270	\$ 7,014	3%	44%
General Operating Expenses							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 6,876	\$ 6,876	\$ -	0%	49%
IFLS-operating/maintenance	216	33,764	\$ 32,825	\$ 36,159	\$ (3,334)	-9%	97%
IFLS-addl courier/self check	217	2,500	\$ 2,512	\$ 480	\$ 2,032	423%	100%
IFLS-catalogging	218	24,726	\$ -	\$ -	\$ -		0%
Telephone	225	3,600	\$ 384	\$ 355	\$ 29	8%	11%
Contracted Maint. & Repair	249	600	\$ -	\$ -	\$ -		0%
Programming - Adult	294	2,000	\$ 579	\$ 630	\$ (51)	-8%	29%
Programming - Children	295	2,500	\$ 893	\$ 250	\$ 643	257%	36%
Maintenance Agmt/Leases	298	5,500	\$ 1,804	\$ 1,523	\$ 281	18%	33%
Contract Services	299	5,000	\$ -	\$ 544	\$ (544)	-100%	0%
Postage	311	5,000	\$ 663	\$ 1,184	\$ (521)	-44%	13%
Office Supplies	312	13,000	\$ 2,063	\$ 4,957	\$ (2,894)	-58%	16%
Memberships	324	500	\$ 65	\$ 205	\$ (140)		13%
Advertising	326	1,000	\$ -	\$ -	\$ -		0%
Staff Development	338	1,600	\$ 390	\$ 75	\$ 315		24%
Maint & Repair Supplies	357	1,000	\$ 79	\$ 86	\$ (7)	-8%	8%
Books	395	65,000	\$ 25,237	\$ 26,816	\$ (1,579)	-6%	39%
Technology	396	10,000	\$ 2,917	\$ 15,371	\$ (12,454)	-81%	29%
Periodicals	397	7,000	\$ 300	\$ 300	\$ -		4%
Audio-Visual	398	16,000	\$ 3,837	\$ 7,942	\$ (4,105)	-52%	24%
Activity Fund	399	1,500	\$ 263	\$ 243	\$ 20		18%
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	\$ 68,850	\$ 66,210	\$ 2,640	4%	50%
General Operating Subtotal		360,117	\$ 155,209	\$ 176,804	\$ (21,595)	-12%	43%
Total Operating Expenses		864,863	\$ 375,493	\$ 390,074	\$ (14,581)	-4%	43%
NET OPERATING REVENUE (EXPENSE)		-17,602	\$ 272,711	\$ 53,960	\$ 216,044	400%	

**HUDSON AREA LIBRARY
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2016 Budget
			June		\$	%	
			2016	2015			
Insurance Reimbursement	46711	0	\$ -	\$ -	\$ -		
Interest	48562	0	\$ 1,245	\$ 633	\$ 612		
Gain/Loss on marketable investments	48564	0		\$ 644			
NET REVENUE (EXPENSE)			\$ 273,956	\$ 55,237	\$ 216,656	392%	



DIRECTOR'S REPORT

July 19, 2016

Respectfully Submitted by:
Tina Norris, Director

Director's Report

July 19, 2016

News, Updates, & Meetings

- Road Construction was completed on June 27, 2016. Although the Library has had its parking lot back since early June, there were still some final touches that closed the parking lot for a few days in June.
- Attended the Dementia Symposium at The Phipps; the library will be partnering Nancy Abramson of ADRC to bring workshops and memory testing to the library in the Fall of 2016;
- Attending the MORE Executive Council on Friday, July 8 (Budget presentation)
- Evaluated the cost benefit of participating in the MORE system vs. being a stand-alone library (in board packet for informational purposes and included in board orientation)
- Conducted and complete a classification and compensation evaluation (the library job description updates were based on this study; the compensation portion of the evaluation is based on equivalent positions in similar sized libraries (service area; circulation; etc.). My wage recommendations will be reported to the finance committee for review.
- Best Buy grant: Completed and submitted a grant application, which would help us develop our maker space project. Grant winners will be announced in September.

Strategic Plan Update

Goal 3: Increase Public Awareness of Services to Build Support for the Library

- Marketing and promotion plan: I am working on developing a comprehensive and realistic plan, which will include budget and resources needed. Completed and in board packet for review.
- Goal 4: Enhance and Improve Library Services & Resources:
 - Survey of current program participants will take place at all programs held over the summer months of June and July (continuing)
- Goal 5: Plan for future staffing needs to better serve the community:
 - Report on state of current staffing and recommendations for significant changes will be complete by July 31, 2016 and presented at the August 2016 board meeting.
Update: I am conducting an evaluation of the delivery process and workflow, which I anticipate will result in some changes to streamline the process and make it more efficient.

Summer Reading Program

- Current sign-ups through June 30:
 - Preschool: 135
 - School-Age: 355
 - Teens & Pre-teens: 185
 - Adults: 124



MONTHLY STATISTICS

June 1-30, 2016

Respectfully Submitted by:
Tina Norris, Director
July 19, 2016

Circulation Activity by Terminal

June 2016 / Year-to-date

Activity by Terminal	Checkouts	Check-ins	Renewals
710 - HU OPAC	0	0	69
711 - HU Circulation	2,047	17,783	854
714 - HU 3M Selfcheck	11,411	0	2,910
715 - HU Administration	11	0	8
717 - HU 3M Selfcheck	7,348	0	1,579
718 - HU Acq/Serials	3	2	4

June 2015

Activity by Terminal	Checkouts	Check-ins	Renewals
710 - OPAC	0	0	82
711 - Circulation	2,010	17,633	773
712 - Cataloging	0	1	0
714 - 3M Selfcheck	10,356	0	2,494
717 - 3M Selfcheck	7,715	0	1,787
718 - Acq/Serials	23	5	3

Circulation Statistics

Circulation Summary for June

June	2016	2015	Year-to-date 2016
Checkouts	20,820	20,104	94,404
Check-ins	17,785	17,639	89,784
Renewals	5,424	5,139	29,911
Total Circulation	26,244	25,243	124,315
Items Borrowed	4,248	4,596	24,299
Items Loaned	2,466	5,472	15,404
New Patrons	207	155	572
Items Added	621	781	2,978

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	14,639	15,493	13,930	5,120	19,759
March	16,785	16,408	17,081	5,397	22,182
April	14,821	15,734	14,746	4,987	19,784
May*	12,388	15,198	12,399	4,587	19,975
June	20,820	20,104	17,785	5,424	26,244
July		21,163			
August		17,667			
September		14,982			
October		15,696			
November		12,491			
December		13,338			
TOTALS	82,016	194,825	77,155	25,417	107,433

*Road construction during entire month + 1 closure due to construction.

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	438
2016	10,040	396

	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			
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	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					0
	August					0
	September					0
	October					0
	November					0
	December					0

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

Technology Usage

<i>Internet & Wireless Usage</i>	<i>June 2016</i>	<i>June 2015</i>	<i>Year-to-Date</i>
Pharos Sessions	998	987	5,891
Wireless Sessions	5,437	3,689	23,940

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 06/30/2016	
Visits	7,447

	Number of Posts	Total Page Likes
January 16	31	877
February 16	37	903
March 16	41	916
April 16	32	942
May 16	42	956
June 15	44	751
June 16	50	984
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>JUNE-16</i>	<i>JUNE-15</i>	<i>YTD</i>
Adobe ePub	574	517	3,490
Adobe PDF ebook	3	1	27
Kindle	578	609	3,799
NOOK Periodicals	118	0	541
Open ePub Book	16	8	128
OverDrive Listen	86	24	384
OverDrive MP3 Audiobook	748	585	4,025
OverDrive Read	331	249	2,182
Pending Audiobook	129	85	703
Pending eBook	211	213	1,339
Streaming Video	3	1	17
Total	2,800	2,297	16,640

FORMAT	JUNE 2016	JUNE 2015	YTD
EBOOK	1,713	1,597	10,965
AUDIOBOOK	963	697	5,112
PERIODICALS	118	0	541
VIDEO	6	3	22
TOTAL	2,800	2,297	16,640

Programming Statistics

Teen Statistics 2016	Volunteers	Volunteer Hours	Teen Advisory Board (TAB) Attendance	# Programs	Program Attendance	Programs	Book Club Attendance
January	12	59 hours	7	6	33	Magic Makers (14); Mustache Instagram Program (9); Movie (Bowie) (3)	Harry Potter (11)
February	12		7	8	122	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	12	65 hours	7	4	86	Magic Makers (6); St Patty Scavenger Hunt (44); Minute to Win It (14); Passive (19)	Harry Potter (7)
April	13	66.25 hours	8			Shakespeare (6) Passive (15);	Harry Potter (7)
May	13	76 hours	9	3	43	Marvel Trivia (7); Rick Riordan Release (14) Lawn Games (22)	Harry Potter (7)
June	13	68.5 hours	5	8	37	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							
August							
September							
October							
November							
December							
TOTALS	75	334.75	43	29	321		50

Children's Programs	06/30/2016	06/30/2015
Story time: 3-5 year olds	80	86
Story time: adult	50	48
Walkie Talkie: talking to age 3	95	122
Walkie Talkie: adults	79	72
Rhyme Time: babies	71	51
Rhyme Time: adults	60	47
Class visits in library: children	144	16
Class visits in library: adults	26	4
Class visits out of library: children	520	125
Class visits out of library: adults	33	15
Special programs: children	322	210
Special programs: adults	122	75
Total Children	1232	610
Total adults	370	261
Grand total for the month	1602	871
Programs for month	41	35

Attendance	Children: 2016	Children 2015	Adults: 2016	Adults 2015	2016 Totals	2015 Total
January	0	0	0	0	0	0
February	532	554	278	312	810	866
March	591	665	317	319	908	984
April	482	391	232	217	714	608
May	1790	121	112	40	1902	161
June	1232	610	370	261	1602	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:	4,627	5,009	1,309	2,446	5,936	7,455


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

2016 Adult Programs	# Attendees	# of Programs
<i>January</i>	7	Adult Cardmaking Program
<i>February</i>	379	Chocolate Festival (16); Book Clubs (7) WI History Tour Programs (356)
<i>March</i>	49	Career Services (2); Tech Help (2); Artist Talk (4); Winter Reading Program (25); Coloring (4); Craft Night (9) Book Club (3)
<i>April</i>	44	Career Services (1); 1-on-1 Tech Help (2); Tech Tuesdays (10); Genealogy (8); Craft (4); Coloring (9); Shakespeare (2); Author Visit (8)
<i>May</i>	176	Career Services (1); Tech Tuesdays (2); 1-on-1 Help (3); Genealogy (11); Coloring (9); Crafts (9); Author (141);
<i>June</i>	46	1-on-1 Tech Help; Career Services; Genealogy; Trivia Night; Adult Craft; Lawn Games; Sketchcrawl; Tech Tuesdays; Planner Play; Yoga; Coloring
<i>July</i>		
<i>August</i>		
<i>September</i>		
<i>October</i>		
<i>November</i>		
<i>December</i>		
Year-to-date totals:	701	40

2016 Meeting Room Use	Avg. Uses / day	# of Users
<i>January</i>		
<i>February</i>	22	556
<i>March</i>	10	243
<i>April</i>	11	283
<i>May</i>	12	305
<i>June</i>	14	356
<i>July</i>		
<i>August</i>		
<i>September</i>		
<i>October</i>		
<i>November</i>		
<i>December</i>		
Year-to-date totals:		1,743



PERSONNEL & POLICY
COMMITTEE
ITEMS FOR REVIEW



Tina Norris, Director
HUDSON AREA JOINT LIBRARY
JULY 13, 2016

**Meeting Agenda of the Hudson Area Joint Library Board
Personnel & Policy Committee**

July 13, 2016, 5:30 PM

Hudson Area Public Library 700

First Street, Hudson WI 54016

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Set Date for next meeting, if needed.
5. Discussion and possible recommendations on Library Policies
6. Other business
7. Committee comments and items for future agendas
8. Adjourn

Board of Trustees Personnel & Policy Committee Members: Barbara Peterson, Kathleen Coppenbarger, Curt Weese, and Marion Shaw

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

Policy Recommendations Narrative

The following policies are standard and customary policies to the public library field. The policies have been tailored to the Hudson Area Public Library, as needed.

Collection Development Policy:

This policy was updated in 2015; however, the policy does not include a method for patrons to request a reconsideration of materials, nor does it provide the library with a clear, consistent method of handling such requests. The recommendation is to add the highlighted paragraph, thereby delineating the procedure for patrons to request a reconsideration of materials and providing the library with a course of action in response to such requests.

Library Card and Circulation Policies:

In this section, the current “unapproved” policies are compiled, to provide staff with a reference to policies and create consistency in the provision of services to all patrons. These policies should be approved by the Library Board, administered by the Library Director, and implemented, consistently by all staff.

- Library card requirements, borrower responsibilities: No changes
- New: Card in hand requirement—requires patrons to have their library card in hand when checking out materials;
- Library loan periods, fines and fees: No changes
 - Add new policy covering Lawn Game Collection Circulation and Use;
- Lost and Damaged materials: Change policy on return of damaged materials. Currently, if a patron pays for damaged materials the policy is to not return the material to the patron; however, I recommend changing the policy to allow patrons to keep materials that are damaged and have been paid for.

Patron Responsibilities and Code of Conduct Policy:

No changes, except to remove the “Unattended Children” section, since this has been established as a separate policy; additionally, the addition of “Consequences of Unacceptable Behavior” and a “Patron Appeal Process” should be added. These policies provide staff with a course of action when unacceptable behavior is encountered, and provides the patron with the opportunity to appeal that course of action, if they so choose.

Confidentiality Policy:

The purpose of this policy is to protect the privacy of our patron’s and provide staff clear guidelines in dealing with law enforcement should that situation ever occur.

Collection Development Policy

Approved by Board of Trustees: March 17, 2015

Effective Date: March 17, 2015

Revision Date:

Definitions

Collection Development includes the planning, selection, acquiring, cataloging, and weeding of the library's collections.

Library materials include, but are not limited to the following: books, periodicals, reference works, newspapers, microfilm, DVDs, music CDs, large print materials, books on compact disc, atlases, software, and electronic content.

Goal

The goal of the Hudson Area Joint Library is to select, organize, preserve, and make freely and easily available to all individuals in the community print and non-print materials, which will aid them in the pursuit of information, education, research, and recreational materials.

Objectives

- To provide a collection of reliable information for all ages, educational backgrounds, interests, and abilities in a timely manner
- To provide materials that stimulates a richer and more meaningful use of recreational and leisure time
- To provide a broadly based collection that supports independent and lifelong learning
- To provide materials that represents multiple viewpoints on various subject matters
- To provide the best possible collection with the available financial resources and space

The Hudson Area Joint Library endorses the Library Bill of Rights, Free Access to Libraries for Minors, the Freedom to View statements, and the Freedom to Read Statement, of the American Library Association, all of which are included at the end of this policy and are intended to be a part of this policy statement.

Responsibility for Selection

The selection of library materials is essentially a cooperative process. The users of the library indicate their interests and needs. The librarians anticipate those interests and needs and exercise their critical judgment in evaluating and selecting the best materials available. Final responsibility for materials selection rests with the Library Director who operates within the framework of policies developed by the Hudson Area Joint Library Board of Trustees.

Selection Standards

In order to build a collection of merit and significance, materials must be tested against objective standards. All acquisitions, whether purchased or given as memorials or gifts, are considered in terms of the following selection standards:

- Accuracy and authoritativeness of content
- Currency of information-date of publication/copyright
- Permanent value to the collection
- Literary style and readability

- Promotion of reading
- Local importance, and/or historical value
- Interests, demands, and needs of individuals in the community
- Reputation of the author
- Accessibility of material in other libraries
- Popular demand and current trends Availability of space
- Cost and availability of material
- Scope of subject matter
- Relevance to the existing collections and other material on the subject
- Special value as a contribution to social questions and topical interest
- Balance of viewpoints in the collection

Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position. Selection and free access to materials will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the users. The library does not promote particular views or beliefs. It provides resources that an individual can examine freely and make individual decisions.

While people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the freedom of others. Library patrons who object to a particular item in the collection may submit a **Request for Reconsideration of Library Material** form, which is available at the library. The request shall be reviewed by the Director in relation to the Library's mission and selection criteria. The director shall reply to all requests for reconsideration within thirty (30) days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

An item need not necessarily meet all of the above standards as some materials may be judged primarily on artistic merit while others are considered because of value or their ability to satisfy the recreational needs of the community.

Items having widespread demand may or may not meet the standards in this policy. However, demand is a valid factor in selection and it shall be considered an important factor in cases where there is a persistent local demand.

If there is considerable topical interest in the subject and public desire to read and judge the book first-hand, a title may be included which is not considered accurate according to expert opinion.

Format of Materials

The library must be responsive to the increased need for print and non-print materials. Materials in these formats and other new formats appearing yearly must be evaluated in terms of their usefulness in meeting the needs of the users.

Materials for Readers with Limitations

Visually Handicapped

For individuals who are limited by eyesight, the library maintains a collection of large print books, as well as, a collection of abridged and unabridged books on compact disc. The user may order additional materials from the Wisconsin Regional Library for the Blind and Physically Handicapped that is administered by the Milwaukee Public Library.

Materials According to Form and Nature of Material

Magazines

Periodicals are an important source of new ideas, current topics, and consumer information and are in high demand as recreational reading material. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and present a less in-depth treatment of a subject than is usually found in books. Choice of periodicals will be determined by interest of the community or the reference value of the periodical, and availability of content via online databases.

Magazine titles are retained from six months up to one year depending upon usefulness.

Newspapers

The library maintains a microfilm file of the Hudson Star-Observer for use by the public. Back issues of the Hudson Star-Observer are kept until microfilm copies are available. The library subscribes to several newspapers and keeps two months of weekly newspapers and one week of daily newspapers.

DVD

The library maintains a collection of home use DVD fiction and nonfiction titles. Reference sources consulted in the selection of titles for purchase are All Movie Guide (www.allmovie.com) and Internet Movie Database (www.imdb.com).

Textbooks

Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Materials will not be purchased for the sole purpose of supporting a curriculum. Textbooks will be considered for the collection when they supply the best or only information on a specific topic.

Local and State History

The library has a History Room with Wisconsin, St. Croix County, and Hudson historical materials. The collection is maintained by members of the St. Croix County Historical Society.

Microfilm of the local newspaper 1898 from to present is stored in the History Room.

Genealogy

Users wishing to research individual families are referred to the Area Research Center at the UW-River Falls or the State Historical Society. Another resource for genealogical research is the St. Croix Historical Society.

Guidelines for the Selection of Children's Materials

Materials housed in the children's library are chosen for children from infancy to early adolescence. However, since reading levels and interests vary considerably, some over-lapping of titles between the adult and children's collections will occur. Users of all ages are free to use either collection.

Basic to this philosophy is the children's right to free access to the library's entire collection. Children of the same age vary considerably in maturity and reading ability. School assignments and children's interests often call for the use of materials far beyond the realm of the children's collection.

Responsibility for the reading selection of minors rests with their parents and legal guardians.

Selection of materials will not be limited by the possibility the materials might come into the possession of children.

Encyclopedias

Children's encyclopedias are a part of the children's reference collection. Older encyclopedia sets are used as circulating materials.

Interlibrary Loan - Borrowing/Lending Materials

The Hudson Area Joint Library is a member of the MORE consortium, which consists of all libraries in the Indianhead Federated Library System. Libraries in this consortium share a common integrated library catalog. Patrons may place holds on items owned by other libraries in the consortium and those items will be delivered to the library as they become available. Because of limited budget, space, and age of the item requested, the library is not able to purchase all materials that are requested. Therefore, the state union catalog called "WISCAT" is used to obtain materials that are beyond the scope of the Hudson Library and MORE libraries.

Weeding or Withdrawal of Materials

The withdrawal of materials, also called weeding, is necessary to maintain a vital and up-to-date collection. Weeding or withdrawal of the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, no longer accurate, and no longer used may be removed from the collection.

Guidelines for weeding materials are listed below.

Guidelines for Collection Weeding

M-Misleading and/or Obsolete

-out-of-date materials (including "dated" popular fiction)

-obsolete content/information (areas include computers, science, medicine, health, technology, geography, travel, and transportation)

-books containing racial, cultural, or sexual stereotyping

U-Ugly (book's physical condition)

-antiquated appearance that would discourage use

-worn-out (dirty, brittle, missing pages, frayed bindings)

-unable to rebind (pages are discolored, mutilated, warped or extensively damaged)

S-Superseded (new copies available)

-almanacs, yearbooks, and encyclopedias superseded by newer editions

T-Trivial (appropriateness for the collection)

-poor writing

-inaccurate or false information

-interest or reading level inappropriate for audience

Y-Your collection (has no use/room for the book)

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every America community must jealously guard the freedom to publish and to circulate, in order to

preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

Library Card and Circulation Policies

Approved by Board of Trustees: (date)

Effective Date:

Revision Date:

Library Cards

Eligibility Requirements

Any Wisconsin resident is eligible for a library card. Minnesota residents may apply for a card, as well; however, a Minnesota resident will be charged a \$25 annual card fee.

All persons who wish to register for a library card must be present to do so. Adults must provide proof of identification and current residency. A photo ID is mandatory. Examples of acceptable photo ID are: a state issued driver's license or ID; military ID, or a U.S. Passport. Adults who do not possess an ID with current name and address may register by showing ID and another valid current address verification, such as a utility bill with individual's name and current address or a checkbook with printed current address information. Parents may register their children ages 3+ years. Children must be present to receive a library card, and parent's must provide a photo ID and proof of residency for the child.

Once the application is completed and all requirements are met, then a library card will be issued.

Library cards must be signed before use. The library cardholder's signature indicates that the patron has agreed to be responsible for the materials borrowed and to notify the library of a lost or stolen library card. The patron agrees to inform the library of any change of address or phone number.

Borrowers' Responsibility

A Library cardholder may borrow circulating material, including books, DVDs, CDs, audiobooks, and magazines. The Hudson Area Public Library is not responsible for any damage caused personal equipment used to playback items.

The individual to whom the card is issued is responsible for the following:

- Return, in good condition, of all borrowed materials;
- Payment of fines incurred for overdue, damaged, or lost materials;
- Reporting a lost or stolen library card, immediately;
- Reporting any name, address, phone number, and email address changes;
- All charges incurred as the result of the borrower lending the card or library materials to another individual.

Parents or guardians of a library cardholder agree to be responsible for the above and to teach their child the rules and guidelines of using his or her library card.

Renewing a Library Card

Library cards are renewed every year on the patron's birthday. To update a library card patron's may contact the library in person, by phone, or email.

Lost Library Cards

A patron who loses their library card should notify the library immediately. The cost to replace a library card is \$1.00.

Card-in-Hand

All patron's must have a card-in-hand to check out library materials. On rare occasions staff may make a one-time exception, if proper identification is provided, and check out materials when a patron has forgotten their card.

Circulation

Loan Periods, Fines & Fees

Item Type	Loan Period	Renewals	Fines	Fine Limits	Lost Item Charges	Billing & Processing Fees
Adult Books & Audio Books	14 Days,	2 renewals allowed, when there are no holds on the item	\$.25 per day / per item	\$5 per item	Cost of item, plus billing & processing fees	Billing Fee: \$5 Processing Fee: \$5
Lucky Day Collection	<u>7 Days</u> for Lucky Day Collection	<u>NO RENEWALS ALLOWED on Lucky Day Collection items</u>	\$.50 / day per item	\$5 per item	Cost of item, plus billing & processing fees	Billing Fee: \$5 Processing Fee: \$5
Juvenile Books & Audio Books	14 Days	2 renewals allowed, when there are no holds on the item	\$.10 per day / per item	\$5 per item	Cost of item, plus billing & processing fees	Billing Fee: \$5 Processing Fee: \$5
CDs	14 Days	2 renewals allowed, when there are no holds on the item	\$.25 per day / per item	\$5 per item	Cost of item, plus billing & processing fees	Billing Fee: \$5 Processing Fee: \$5
DVDs	7 Days	2 renewals allowed, when there are no holds on the item	\$1.00 per day /per item	\$5 per item (\$10 per item for Rental DVDs)	Cost of item, plus billing & processing fees	Billing Fee: \$5 Processing Fee: \$5
Rental DVDs	3 days	No Renewals	\$1.00 per day / per item	\$10 per item	Cost of item, plus billing & processing fees.	Billing Fee: \$5 Processing Fee: \$5
Equipment: Kindle	14 days	No Renewals			Cost of item; or	Billing Fee: \$5

			\$5.00 / day	Cost of replacement	replacement cost of missing pieces plus billing and processing fees.	Processing Fee: \$5
Equipment: Lawn Games	7 days	No Renewals	\$1 / day per item	\$10 per item	Cost of item; or replacement cost of missing pieces plus billing and processing fees.	Billing Fee: \$5 Processing Fee: \$5

Paying Fines

Once fines reach \$10 or more, your library card is locked. Fines need to be under \$10 for you to use your card. Fines can be paid at any MORE library or you can pay online if they are more than \$1.

Lost and Damaged Material Policy

The Library does not charge the cardholder for damage due to normal use.

Cardholders are responsible for all materials and equipment checked out on their library card. A patron is required to pay for materials and equipment which is irretrievable, lost or has been damaged beyond normal wear and tear while checked out.

The library does not accept replacement copies of lost and damaged materials in lieu of charges.

The library charges the cardholder the full price listed in the library catalog or listed on a current Internet retail site for lost, damaged, or unreturned materials. Out-of-print material will be based on the estimated price of a replacement item.

In addition to the cost of the material, the library charges a processing/billing fee (\$5.00 children item/\$10.00 adult item) for lost and damaged materials to cover the cost of cataloging and preparing the item for circulation.

If a cardholder returns a lost or unreturned item in usable condition within thirty days of payment, the library refunds the amount paid less fees.

~~Damaged material is not returned to the patron.~~ **When damaged items are paid for by a patron, then the damaged item shall be returned to the patron.**

Lost and Damaged Material Policy approved by Hudson Area Joint Library Board of Trustees, November 12, 2007.

Lucky Day Collection

(MORE Policy)

Approved by MORE Directors Council: May 20, 2014

Revised by MORE Directors Council: November 21, 2014

Effective Date: January 1, 2015

Lucy day collections must adhere to, at minimum, a 1:1 ratio of free circulation to lucky day items. This ratio may not include any items purchased with MORE Collection Development Funds.

There are no holds on any lucky day items. Lucy day items are not renewable.

Lucky day book, audiobook and music CD collection materials can circulate for a 7-day loan period.

Overdue fees are \$.50 per day. Lucky day DVD collection materials can circulate for a 3-day loan period.

Overdue fees are \$1.00 per day. The maximum fine on a Lucky Day item is \$5.00. The first day of checkout counts as the first day of the loan period. Lucky day items should be returned to their home library location.

The size and composition of Lucky Day collections will be determined by the owning library. It is recommended that owning libraries evaluate their Lucky Day collection materials quarterly.

Rental Collection

(MORE Policy)

Approved by MORE Directors Council: November 21, 2008

Revised by MORE Directors Council: January 23, 2015

MORE libraries may have fee-based Rental Collections.

Rental Collections must adhere to, at a minimum, a 1:1 free collection of rental items. This ration may not include any items purchased with MORE Collection Development Funds.

There are no holds on any rental items. Rental items are not renewable. Libraries may set their own loan rules for their rental collection. MORE will use the Immediate Rental Charge; the rental fee is added to the patron record at the time of checkout so the fee can be collected at that time.

Each library must follow the coding requirements to support access to the Rental Feature of the software.

Equipment Use

Kindle Circulation Policy

Approved by Board of Trustees: April 15, 2011

Effective Date: April 15, 2011

Revision Date: December 12, 2011

- Circulation of a Kindle is on a first-come first-served basis.
- A patron checking out a Kindle needs a valid library card.
- Do not place a Kindle in the book drop.
- Kindles must be checked out from and returned to the Help Desk at the Hudson Area Joint Library.
- Loan period is 14 days.

- Courier delivery of Kindles is not available. (local checkout only)
- Kindles cannot be renewed.
- Use of the Kindle is restricted to the content installed. Downloading additional content or deleting content is not permitted.
- \$5.00 per day overdue fine will be assessed.

The library reserves the right to charge fees for damage or loss of the Kindle, charger, carrying case, cover, and USB cord up to and including the current replacement cost. Do not attempt any repairs, adjustments or alterations of any kind. Please inform staff about any problems.

Lawn Game Collection Circulation & Use Policy

The Library Lawn Game Collection is a collection of high quality lawn games available for check-out by Hudson Library Patrons and for use in Hudson Library Programs.

Rules for Use

- The Hudson Area Library is not liable for any injury that occurs during use.
- Games from the Lawn Game Collection can only be checked at the Hudson Library.
- Holds cannot be placed on the Lawn Game Collection.
- Games cannot be renewed.
- Games must be returned during library hours to the Hudson Library Circulation Desk.
- Checkout period for the game is one circulation week.
- Games should be returned in similar condition as received at checkout.
- A library patron can only have two lawn games checked out on their library card at one time.
- There will be a late fee of \$1 per day for each day the game is past due (fine will cap at \$10). If the game is not returned 3 weeks of the due date the patron will be charged the cost of the game plus a processing and billing fee.
- There is a fee for missing or broken game pieces. This fee will be determined based on the cost of replacing the game piece.

Patron Responsibilities and Conduct Policy

Code of Conduct

Approved by Board of Trustees: September 10, 2012

Effective Date: September 10, 2012

Revision Date:

These rules and guidelines are for the protection of all who use the Library. The Library staff may require a patron to leave the premises, call the police or ultimately bar a patron from the Library for noncompliance with this code of conduct. If you observe patron behavior which does not meet this code of conduct, please contact a staff member.

ALCOHOL/DRUGS: Alcohol or illegal drugs may not be brought into the library, nor may persons under the influence of either use the library.

ANIMALS: Only animals trained to assist disabled individuals or certified therapy animals are permitted in the library.

DISORDERLY CONDUCT: Harassment, disorderly conduct or other behavior that disrupts library use is not acceptable. Disorderly conduct includes (1) brawling or fighting; (2) disturbing an assembly; or (3) engaging in offensive, obscene, abusive, boisterous, harassing, or noisy actions or using offensive, obscene, or abusive language which may harass or arouse alarm, anger, or resentment in others.

BEVERAGES: Beverages in covered capped containers are allowed in the library.

GANG ACTIVITY: No gang activity is allowed in the library.

LANGUAGE: Offensive, abusive or intimidating language is not acceptable.

LOITERING: Entrances, doorways and stairs must be kept clear at all times.

NOISE: The library is a quiet environment. Loud talking or other loud sources of noise are not allowed. Audible use of radios, CD players, or other electronic devices is not allowed in the library. Cell phone usage is prohibited at all computer/viewing stations and the quiet study room. Please make and receive cell phone calls in the North or South Entrance area (between the doors). Cell phones must be set to silent or vibrate mode if turned on inside the library.

PHOTOGRAPHY: Filming and photography is allowed if it does not interfere with the delivery of library services. Persons filming or taking photographs on library premises are responsible for gaining all necessary permissions to use the photos.

SKATEBOARDS AND IN-LINE SKATES: Carry skateboards and remove skates while in the library.

SMOKING/CHEWING TOBACCO: Tobacco products cannot be used in the library.

SOLICITATION: Solicitation is not allowed in library public areas or on the library sidewalks.

STAFF AREAS: The public is not permitted behind the public service desks or in other non-public areas.

GENERAL GUIDELINES

CLOSING TIME: Please leave the library, including vestibule, promptly at closing time. It is strongly recommended that all children are accompanied by someone who can take responsibility for them outside

the building at closing time.

DRESS: Shoes or sandals and shirts should be worn in the library.

EMERGENCIES: When the alarm sounds, please follow staff directions promptly.

FURNISHINGS: Furnishings should be used only for their intended purposes.

RUNNING: For the safety of all patrons, please do not run in the library.

UNATTENDED CHILDREN: It is strongly recommended that all children are accompanied by someone who can take responsibility should an emergency occur

Consequences of Unacceptable Behavior

Approved by Board of Trustees: (date)

Effective Date:

Revision Date:

Inappropriate behavior as outlined above or the commission of any crime on library property will have consequences. Customers may be asked to leave the library premises immediately. In addition, a patron may be barred from library premises temporarily or permanently depending on the severity of the offense. To enforce these policies, library staff are authorized to call for police assistance or to take any other measures reasonably appropriate and necessary.

Patron Appeal Process

Approved by Board of Trustees: (date)

Effective Date:

Revision Date:

Any person who has been banned from the library or whose library privileges have been restricted or suspended for a period in excess of one week has the right to have the decision reviewed by the Library Board of Trustees. A signed, dated appeal must be requested in writing within ten days of such suspension and must include the person's name, address, date and time of violation, type of violation, and the person's reason for appealing the decision. A request for an appeal shall be submitted to the Library Director for inclusion on the agenda of the regular Library Board of Trustees meeting held each month. The decision of the Board of Trustees on the appeal shall be final. The Board of Trustees reserves the right to seek a restraining order from the court to permanently ban any person who continues to violate the Rules of Conduct and/or the law.

Confidentiality of Patron Records

Approved by Board of Trustees: (date)

Effective Date:

Revision Date:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Confidentiality

Privacy is very important to the Hudson Area Public Library. The library strives to create an environment that is:

- A place for learning and pursuit of knowledge and information on any topic
- A place where patrons can ask any question and discuss any topic

To protect patron privacy, we support and enforce the laws of Wisconsin, which require that library records are kept confidential. All Hudson Area Public Library circulation and other records which indicate the identity of library users, especially as they connect library users with material or services used, are confidential. This confidentiality extends to information sought or received, including library materials consulted or borrowed, database search records, reference interviews, circulation records, registration records and all other personally identifiable uses of library materials, facilities or services.

Such information may not be disclosed, except to:

1. Persons acting within the scope of their duties in the administration of the library or library system.

2. An agency or individual or any local, state or federal government, pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.
3. Persons authorized by the individual to inspect the individual's record.
4. A custodial parent or guardian who requests library records relating to the use of the library documents or other materials, resources, or services by the child under the age of 16 of the custodial parent or guardian."

Wisconsin State Statute 43.30 Public Library Records

Wisconsin Statute 43.30. Public library records.

(1) Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records or to libraries as authorized under subs. (2) and (3).

(2) A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:

- (a) The library is supported in whole or in part by public funds.
- (b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).
- (c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).

(3) A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub (2) (a) to (c).

USA Patriot Act

HR-3162 became Public Law 107-56 in response to the events of 9/11/01. The full title of the law is: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001. The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns. Access to patron information may include but not be limited to:

- Catalog Search Records
- Circulation Records
- Computer Use Records
- Hudson Area Public Library Meeting Rooms Use Records
- Interlibrary Loans & Holds Records
- Reference Interviews

Catalog Search Records: These records refer to the searches of the collection a patron may conduct on the computer catalog. Once a search is conducted, the software does not retain a copy of the search on library computers. Records of the search may exist on the servers, and the library's software vendor could be requested to provide information to law enforcement officials without the knowledge of Hudson Area Public Library staff or individual library patrons.

Circulation Records: Material is circulated via library circulation software. The circulation software tracks materials currently checked out, automatically erasing a reader's borrowing record once a book is returned and all fines are paid. It is not possible to look up a patron's card number and find out what they borrowed in the past unless there was a problem associated with the circulation of that item. If there was a problem associated with the item, information may be stored in the patron's circulation history. It is possible to look up the record for a specific item and obtain limited information about a patron (specifically, who last borrowed the item and whether a fine was paid.)

Computer Use Records: The library provides public access to the Internet. Patrons log in with their library and PIN when using the computer. Individual searches are not stored by the library, however, users of library Internet services should realize they can have no expectation of privacy while using the Internet as this is a public, shared service and law enforcement sometimes has the ability to retrieve data stored in a computer when investigating a crime.

Hudson Area Public Library Meeting Rooms Use Records: The Library requests patrons to sign in by name prior to using its meeting rooms. The library may keep records of the names of the organizations that use the meeting rooms for a period of time to assist with understanding the use of the facility. The library will treat the name of the individual who signed for the meeting room as confidential in the same manner as that person's use of materials or other library services.

Interlibrary Loan & Holds Records: Patrons may borrow items not owned by the Hudson Area Public Library via interlibrary loan. The library generates a record that includes patron information in order to initiate this borrowing. Once the materials are returned and all appropriate fines and/or fees are paid, the record is archived for 3 months and then removed from the system.

Reference Interviews: A reference interview occurs when a patron looking for information is interviewed or questioned by a library staff member in order to narrow down the specific information needed. If a patron name and number is taken by phone and patron information is written down, the paper record is destroyed as soon as the requested information is delivered. No paper record is kept after the query has been successfully answered.

Procedures for Complying with Law Enforcement

The Hudson Area Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, staff will *immediately* contact the director. (In the director's absence, staff will contact the City Administrator for Hudson. In the event that neither can be reached, the highest ranking person on duty is responsible for working with the requestor.) **Staff should not disclose any information to law enforcement personnel.**
- The director or the staff representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a **subpoena**, the library director or staff representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed.
- If the law enforcement official presents a **search warrant**, it is executable immediately. The library director or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The library director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The library director or her/his representative will inventory any items removed from the library as a result of the search warrant.
- The library will keep a record of all legal requests.
- The library will keep a record of all costs incurred by any search and/or seizures, including time spent by library staff assisting in the search or the inventorying of items.
- If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party except legal counsel, including the patron whose records are the subject of the search warrant.