



**Meeting \*AMENDED\* Agenda of the Hudson Area Joint Library Board of Trustees  
June 8, 2016, 6:30 PM \*ANNUAL MEETING\*  
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 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*
4. **ACTION ITEM:** Discussion and possible action on 2017 Request for Payment from other libraries.
5. Citizen comments
6. Presentations by supporting organizations
  - a. Friends of the Library
  - b. Library Foundation
7. **ACTION ITEM:** President's comments, reports, and requests for action
  - a. Municipalities presentations update, discussion, and possible action.
  - b. County Board update, discussion and possible action.
  - c. Booster's Parade discussion and possible action.
  - d. Annual Ice Cream Social discussion and possible action.
8. **ACTION ITEM:** Director's Report, Statistics, and requests for action
  - a. Presentation of report
  - b. Presentation of monthly statistics
  - c. Strategic plan update
  - d. Discussion and possible action on establishing a Staff Development Day
9. **ACTION ITEMS: ANNUAL MEETING BUSINESS**
  - a. Set board meeting schedule for 2016 – 2017
  - b. Committee Appointments for 2016 – 2017
  - c. Establish Budget Timeline for 2017 budget
10. **ACTION ITEMS:** Personnel and Policy Committee Report
  - a. Recommendations and requests for action regarding organizational chart;

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where the community gathers and knowledge flows freely.*



- b. Recommendations and request for action regarding job descriptions
  - c. Recommendation and requests for action regarding new, revised, and / or reviewed policies.
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

*Board of Trustees Members: Rich O'Connor (Pres.), Curt Weese, Jill Burchill, Katie Copenbarger, 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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**Hudson Area Joint Library Board of Trustees UNAPPROVED Meeting Minutes  
Wednesday, May 4, 2016, 6:30 PM  
Hudson Area Public Library  
700 First Street, Hudson WI**

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**1. MEETING CALL TO ORDER BY Ostby AT 6:35 PM**

**2. ROLL CALL**

**Library Board Present:**

Kathleen Coppenbarger, Barbara Peterson, Dave Ostby, Jim Schrock, Jill Burchill

**Library Board Absent:**

Rich O'Connor, Marion Shaw, Curt Weese

**Staff Present:**

Tina Norris, Library Director

**Others Present: Christopher Rivard, Joyce Law**

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**3. APPROVAL OF CONSENT AGENDA ITEMS**

OSTBY motioned to remove item C from Consent Agenda and discuss separately. PETERSON second. Vote taken: **UNANIMOUSLY APPROVED.**

BURCHILL motion to approve the consent agenda. Second by PETERSON. Vote taken: **UNANIMOUSLY APPROVED.**

- a. *Approve meeting agenda.*
- b. *Disposition of Minutes from April 4, 2016 Board meeting and of any intervening special meetings*
- c. *Next regular meeting will be held on Tuesday, June 21, 2016 at 6:30 p.m.(Pull out)*
- d. *Finance Committee report.*
- e. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2016 Budget vs. Actual to Date*
- f. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
- g. *Discussion and possible action on 2015 and 2016 budget comparison.*

*ITEM C DISCUSSION: Request by OTSBY to discuss next meeting date. Motion by SCHROCK to set meeting date for Wednesday, June 8, 2016 Second by PETERSON. **UNANIMOUSLY APPROVED.***

**4. CITIZEN COMMENTS: No comments.**

**5. PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

- a. **Friends of the Library**—Joyce Law introduced new treasurer, Chris Rivard. Chris updated on book sale profits. Scholarships going to 3 Library Aides at next FOL

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meeting. Carol Hardin led book mark event.

- b. **Foundation:** Foundation approved \$4,000 for SRP. Meeting on Monday, May 16 and will be discussing the hiring of Library Strategies to assist with Fund Development plan.

**6. PRESIDENT'S COMMENTS, REPORT, AND REQUESTS FOR ACTION**

- a. Municipalities presentations, updates, discussion, and possible action
- b. Barb Peterson reported on St. Joseph presentation by Donna Davis.

**7. DIRECTOR'S REPORT**

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

**8. OTHER BUSINESS**

- a. Board Orientation presented by Norris

**9. BOARD COMMENTS AND FUTURE AGENDA ITEMS**

- a. Bulletin Board Display Policy

**10. ADJOURN**—Motion by BURCHILL to adjourn. Second by PETERSON. Vote taken. **UNANIMOUSLY APPROVED. Meeting adjourned 7:30 p.m.**

Respectfully Submitted,

*Tina L. Norris*

Tina L. Norris  
Director  
Hudson Area Public Library

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# Hudson Library Revenue and Expenditure Report

6/2/2016

## 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
<b>Revenue</b>																	
City of Hudson	49210	356,031		356,031												356,031	0
Village of N. Hudson	47302	84,475				42,238										42,238	-42,238
Town of Hudson	47303	203,201				101,650										101,650	-101,551
Town of St. Joseph	47304	85,546			42,773											42,773	-42,773
St. Croix County	47311	77,352				77,352										77,352	0
Other Counties	47311	5,169		2,133	854	2,285										5,272	103
Copies, Fines, Misc.	46111	35,000		1,749	1,548	2,325	1,629	5,346	2,143							14,740	-20,260
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
Misc Revenues	48600	0				347										347	347
<b>Total Revenue</b>		846,774	0	361,219	45,175	225,850	2,874	5,407								643,014	-203,760
<b>Staff Compensation</b>																	
Full Time Salaries	121	165,100		9,426	11,684	11,849	13,655	11,646								\$ 58,259	106,841
Overtime Salaries	122	200		0	0	0	0									\$ -	200
Part Time Salaries	125	212,765		12,248	15,787	15,780	14,888	14,873								\$ 73,576	139,189
FICA	151	28,978		1,964	1,995	2,007	2,077	1,922								\$ 9,966	19,012
Pension	152	20,853		1,415	1,440	1,440	1,565	1,443								\$ 7,304	13,549
Health Insurance	154	76,600		11,447	5,929	5,778	5,976	5,776								\$ 34,907	41,693
Life Insurance	155	250		0	0	0		0								\$ -	250
																\$ -	0
<b>Staff Compensation Subtotal</b>		504,746	0	36,500	36,836	36,854	38,161	35,660	0	0	0	0	0	0	0	\$ 184,011	320,735

# Hudson Library Revenue and Expenditure Report

6/2/2016

## 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
<b>General Operating Expenses</b>																	
Hudson Finance/Personnel Fee	213	14,027		1,146	1,146	1,146	1,146	1,146								5,730	8,297
IFLS-operating/maintenance	216	33,764			32,825	0	0	0								32,825	939
IFLS-addl courier/self check	217	2,500			2,512		0	0								2,512	-12
IFLS-catalogging	218	24,726						0								-	24,726
Telephone	225	3,600			83	63	67	47								261	3,339
Contracted Maint. & Repair	249	600			0			0								-	600
Programming - Adult	294	2,000			155	120	25	17								317	1,683
Programming - Children	295	2,500			396	0	0	24								420	2,080
Maintenance Agmt/Leases	298	5,500		124	491	207		615								1,437	4,063
Contract Services	299	5,000			0	0	0	0								-	5,000
Postage	311	5,000		237	189	7	13	210								656	4,344
Office Supplies	312	13,000		10	533	80	386	721								1,730	11,270
Memberships	324	500		0		0	0	65								65	435
Advertising	326	1,000		0	0	0	0	0								-	1,000
Staff Development	338	1,600			190	200	0	0								390	1,210
Maint & Repair Supplies	357	1,000		0	0	54	0	25								79	921
Books	395	65,000		314	5,622	2,240	5,689	9,441								23,306	41,694
Technology	396	10,000			899	4	1,388	0								2,291	7,709
Periodicals	397	7,000		0	0	0	300	0								300	6,700
Audio-Visual	398	16,000		68	795	760	943	606								3,172	12,828
Activity Supplies	399	1,500		0	37		88	0								125	1,375
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
Ins. Public Officials	513	2,100		2,052	0		0	0								2,052	48
Ins. Property Ins.	517	1,700		1,520			0	0								1,520	180
Bld. Occupancy Exp.	532	137,700		11,475	11,475	11,475	11,475	11,475								57,375	80,325
<b>General Operating Subtotal</b>		360,117	0	18,096	57,349	16,356	21,470	24,393	0	0	0	0	0	0	0	137,663	222,454
<b>Total Expenses</b>		864,863	0	54,596	94,185	53,210	59,631	60,053	0	0	0	0	0	0	0	321,675	543,188
<b>NET REVENUE (EXPENSE)</b>		-18,089	0	306,623	-49,010	172,640	-56,757	-54,647	0	0	0	0	0	0	0	321,339	(339,428)
Less Donation Revenues				0	0	0	0									-	-
Add Donation Expenditures				0	0	0	0									-	-
<b>OPERATING REV. (EXP)</b>		-18,089	0	306,623	-49,010	172,640	-56,757	-54,647	0	0	0	0	0	0	0	321,339	-339,428

## Hudson Library Revenue and Expenditure Report

6/2/2016

### January - December 2016

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

History Collection Account	11385		January	February	March	April										
<b>Cash Balance - beginning</b>															-	
Donations - History Collection	48562	164	0												164	164
Interest Earned															-	
Less expenditures from donations															-	
<b>Cash Balance - end</b>		<b>164</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>									<b>164</b>	

# Hudson Library Revenue and Expenditure Report

6/2/2016

Percent Remaining
0%
-50%
-50%
-50%
0%
2%
-58%
-24%
65%
100%
65%
66%
65%
54%
100%
64%



# Hudson Library Revenue and Expenditure Report

Percent Remaining
59%
3%
0%
100%
93%
100%
84%
83%
74%
100%
87%
87%
87%
100%
76%
92%
64%
77%
96%
80%
92%
85%
2%
11%
58%
62%
63%

# Hudson Library Revenue and Expenditure Report

6/2/2016

Percent Remaining


**HUDSON AREA LIBRARY  
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior		% of 2016 Budget
			MAY		Yr.		
			2016	2015	\$	%	
<b>Revenue</b>							
City of Hudson	49210	356,031	\$ 356,031	\$ 150,450	\$ 205,581	137%	100%
Village of N. Hudson	47310	84,475	\$ 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	\$ 14,740	\$ 12,586	\$ 2,154	17%	42%
Donations - Other	48561	0	\$ 61	\$ 975	\$ (914)	-94%	
Donation - Literacy Program	48562			\$ 685			
Donation - Bridge the Gap	48101	0	\$ -	\$ 3,640	\$ (3,640)	-100%	
Gain/Loss on marketable investments	48564		\$ 1,306	\$ 644	\$ 662	103%	
<b>Total Revenue</b>		<b>\$ 846,774</b>	<b>\$ 643,014</b>	<b>\$ 439,283</b>	<b>\$ 202,824</b>	<b>46%</b>	<b>76%</b>
<b>Staff Compensation</b>							
Full Time Salaries	121	165,100	\$ 58,259	\$ 63,013	\$ (4,754)	-8%	35%
Overtime Salaries	122	200	\$ -	\$ 620	\$ (620)	-100%	0%
Part Time Salaries	125	212,765	\$ 73,576	\$ 65,144	\$ 8,432	13%	35%
FICA	151	28,978	\$ 9,966	\$ 10,752	\$ (786)	-7%	34%
Pension	152	20,853	\$ 7,304	\$ 8,126	\$ (822)	-10%	35%
Health Insurance	154	76,600	\$ 34,907	\$ 31,430	\$ 3,477	11%	46%
Life Insurance	155	250	\$ -	\$ -	\$ -		
<b>Staff Compensation Subtotal</b>		<b>504,746</b>	<b>\$ 184,012</b>	<b>\$ 179,085</b>	<b>\$ 4,927</b>	<b>3%</b>	<b>36%</b>
<b>General Operating Expenses</b>							
Legal Fees	212	0	\$ -	\$ -	\$ -		
Hudson Finance/Personnel Fee	213	14,027	\$ 5,730	\$ 5,730	\$ -	0%	41%
I/FLS-operating/maintenance	216	33,764	\$ 32,825	\$ 36,159	\$ (3,334)	-9%	97%
I/FLS-addl courier/self check	217	2,500	\$ 2,512	\$ 480	\$ 2,032	423%	100%
I/FLS-catalogging	218	24,726	\$ -	\$ -	\$ -		0%
Telephone	225	3,600	\$ 261	\$ 274	\$ (13)	-5%	7%
Contracted Maint. & Repair	249	600	\$ -	\$ -	\$ -		0%
Programming - Adult	294	2,000	\$ 317	\$ 630	\$ (313)	-50%	16%
Programming - Children	295	2,500	\$ 420	\$ 250	\$ 170	68%	17%
Maintenance Agmt/Leases	298	5,500	\$ 1,437	\$ 1,208	\$ 229	19%	26%
Contract Services	299	5,000	\$ -	\$ 235	\$ (235)	-100%	0%
Postage	311	5,000	\$ 656	\$ 1,169	\$ (513)	-44%	13%
Office Supplies	312	13,000	\$ 1,730	\$ 2,168	\$ (438)	-20%	13%
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	\$ 89	\$ (10)	-11%	8%
Books	395	65,000	\$ 23,306	\$ 19,350	\$ 3,956	20%	36%
Technology	396	10,000	\$ 2,291	\$ 14,771	\$ (12,480)	-84%	23%
Periodicals	397	7,000	\$ 300	\$ 300	\$ -		4%
Audio-Visual	398	16,000	\$ 3,172	\$ 5,559	\$ (2,387)	-43%	20%
Activity Fund	399	1,500	\$ 125	\$ 139	\$ (14)		8%
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	\$ 57,375	\$ 55,175	\$ 2,200	4%	42%
<b>General Operating Subtotal</b>		<b>360,117</b>	<b>\$ 137,663</b>	<b>\$ 150,564</b>	<b>\$ (12,901)</b>	<b>-9%</b>	<b>38%</b>
<b>Total Operating Expenses</b>		<b>864,863</b>	<b>\$ 321,675</b>	<b>\$ 329,649</b>	<b>\$ (7,974)</b>	<b>-2%</b>	<b>37%</b>
<b>NET OPERATING REVENUE (EXPENSE)</b>		<b>-18,089</b>	<b>\$ 321,339</b>	<b>\$ 109,634</b>	<b>\$ 210,798</b>	<b>192%</b>	

**HUDSON AREA LIBRARY  
REVENUE EXPENDITURE COMPARISON**

	Code	Budget	Year to Date		Variance from Prior Yr.		% of 2016 Budget
			MAY		\$	%	
			2016	2015			
Insurance Reimbursement	46711	0	\$ -	\$ -	\$ -		
Interest	48562	0	\$ 1,245	\$ 633	\$ 612		
Gain/Loss on marketable investments	48564	0	\$ 1,366	\$ 644			
<b>NET REVENUE (EXPENSE)</b>			\$ 323,949	\$ 110,911	\$ 211,410	191%	

GFS  
06/02/2016 12:11:31

Balance Sheet

CITY OF HUDSON  
GL050S-V08.00 COVERPAGE  
GL570R

Report Selection:

Calendar Start Date..... 01 01 2016  
Calendar End (As Of) Date..... 05 31 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	
<u>ASSETS</u>					
CURRENT ASSETS:					
240.11100	TREASURER'S CASH	331,123.46	51,752.66CR	299,907.39	631,030.85
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	51,752.66CR	299,937.57	645,066.77
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	51,752.66CR	299,937.57	1,648,933.91
<u>LIABILITIES AND FUND BALANCE</u>					
CURRENT LIABILITIES:					
240.21200	VOUCHERS PAYABLE	26,523.27CR	707.44CR	19,358.06	7,165.21CR
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				
ACCOUNT				BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
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	2.23CR	23.28CR	23.28CR
240.24420	DUE CITY OF HUDSON			0.00	0.00	0.00	0.00
	TOTAL CURRENT LIABILITIES:			87,398.28CR	709.67CR	24,504.71	62,893.57CR
	LONG TERM LIABILITIES:						
240.28999	CLEARING - LIBRARY RECPT			0.00	581.99CR	0.00	0.00
	TOTAL LONG TERM LIABILITIES:			0.00	581.99CR	0.00	0.00
	TOTAL LIABILITIES:			87,398.28CR	1,291.66CR	24,504.71	62,893.57CR
	FUND BALANCE:						
240.34110	ENCUMBRANCES RESERVE			462.59CR	4,227.89CR	3,790.73CR	4,253.32CR
240.34115	ENCUMBRANCES DEBIT			462.59	4,227.89	3,790.73	4,253.32
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	5,406.97CR	643,014.94CR	1,444,421.21CR
240.34450	APPROPRIATIONS			0.00	0.00	0.00	0.00
240.34500	EXPENDITURE CONTROL			764,954.57	58,451.29	318,572.66	1,083,527.23
	TOTAL FUND BALANCE:			1,261,598.06CR	53,044.32	324,442.28CR	1,586,040.34CR
	TOTAL LIABILITIES AND FUND BALANCE:			1,348,996.34CR	51,752.66	299,937.57CR	1,648,933.91CR
	TOTAL FUND:			0.00	0.00	0.00	0.00

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6/02/2016 12:11:31

Balance Sheet  
MAY 31, 2016

CITY OF HUDSON  
GL570R-V08.00 PAGE 3

TOTAL NUMBER OF RECORDS PRINTED 56



Report Selection:

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

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Approval Plan..... thru \_\_\_\_\_

Calendar Start Date..... 01 01 2016  
Calendar End (As Of) Date..... 05 31 2016

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

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

Print Inactive Accounts Too?..... N (Y/N)  
Exclude Accounts with Zero Dollars. N (Y/N)  
(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Run Instructions:

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 MAY 31, 2016

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	ANNUAL Adopted Budget	Revisd Bdgt	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	Project	FIL
240	HUDSON AREA JOINT LIBRARY										
70	LIBRARY										
43261	FED GRANT-LIBRARY										
000	GENERAL DESCRIPTION			0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	FED GRANT-LIBRARY			0.00	0.00	0.00	0.00	0.00	0		
	PUBLIC CHARGES FOR SERVICES										
46111	COPIES - TAXABLE										
000	COPIES - TAXABLE			0.00	35,000.00	423.42	1,755.99	33,244.01	5		
R-052016-834	LIBRARY COPIER COIN	055319				423.42	BANKED 5/20/16				A
TOTAL:	COPIES - TAXABLE			0.00	35,000.00	423.42	1,755.99	33,244.01	5		
46119	MISC TAXABLE CHARGES										
000	MISC. TAXABLE CHARGES			0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	MISC TAXABLE CHARGES			0.00	0.00	0.00	0.00	0.00	0		
46710	LIBRARY FINES										
000	LIBRARY FINES			0.00	0.00	4,842.25	12,140.16	12,140.16-9999	-----!!!!		
J-051816-790	LIBRARY FINES	1				315.41	6-6/5-12 FINES				A
J-053116-763	MAY ENTRIES	2				256.15	4-19/5-5 FINES				A
J-053116-815	LIBRARY FINES	1				505.50	5-13/5-19				A
R-053116-854	INDIANHEAD FED LIBRARY S	055472				3,765.19	ECOMMERCE				A
TOTAL:	LIBRARY FINES			0.00	0.00	4,842.25	12,140.16	12,140.16-9999	-----!!!!		
46713	LIBRARY RENTALS										
000	LIBRARY RENTALS			0.00	0.00	80.20	844.20	844.20-9999	-----!!!!		
J-051816-790	LIBRARY FINES	1				25.00	DVD RENTAL				A
J-053116-763	MAY ENTRIES	1				0.80	5.4 DEP CORR				A
J-053116-763	MAY ENTRIES	2				32.00	DVD RENTAL				A
J-053116-815	LIBRARY FINES	1				24.00	DVD RENTAL				A
TOTAL:	LIBRARY RENTALS			0.00	0.00	80.20	844.20	844.20-9999	-----!!!!		
TOTAL:	PUBLIC CHARGES FOR SERVICES			0.00	35,000.00	5,345.87	14,740.35	20,259.65	42	----	
	INTERGOVERNMENTAL CHARGES										
47105	FEDERAL GRANT-HUD										
000	FEDERAL GRANT-HUD			0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	FEDERAL GRANT-HUD			0.00	0.00	0.00	0.00	0.00	0		
47301	CITY OF HUDSON										
000	CITY OF HUDSON			0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	CITY OF HUDSON			0.00	0.00	0.00	0.00	0.00	0		
47302	VILLAGE OF NORTH HUDSON										

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

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	Adopted Budget	Revisd Bdgt	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	Project	FIL
REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION						
240	HUDSON AREA JOINT LIBRARY								
70	LIBRARY								
47302	INTERGOVERNMENTAL CHARGES VILLAGE OF NORTH HUDSON								
000	VILLAGE OF NORTH HUDSON	84,962.00	84,475.00	0.00	42,237.50	42,237.50	50	-----	
TOTAL:	VILLAGE OF NORTH HUDSON	84,962.00	84,475.00	0.00	42,237.50	42,237.50	50	-----	
47303	TOWN OF HUDSON								
000	TOWN OF HUDSON	191,538.00	203,201.00	0.00	101,650.00	101,551.00	50	-----	
TOTAL:	TOWN OF HUDSON	191,538.00	203,201.00	0.00	101,650.00	101,551.00	50	-----	
47304	TOWN OF ST JOSEPH								
000	TOWN OF ST. JOSEPH	86,788.00	85,546.00	0.00	42,773.00	42,773.00	50	-----	
TOTAL:	TOWN OF ST JOSEPH	86,788.00	85,546.00	0.00	42,773.00	42,773.00	50	-----	
47310	GENERAL GOVERNMENT REVENUE								
000	LOCAL GOVERNMENT-GENERAL	35,000.00	0.00	0.00	854.40	854.40-9999		-----	!!!!
TOTAL:	GENERAL GOVERNMENT REVENUE	35,000.00	0.00	0.00	854.40	854.40-9999		-----	!!!!
47311	COUNTY LIBRARY LEVY								
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	61.10	61.10	61.10-9999		-----	!!!!
R-050316-725	VERSA VEND VENDING	055031		61.10	LIBRARY COKE VENDING				A
TOTAL:	DONATIONS- PRIVATE ORG/IND	0.00	0.00	61.10	61.10	61.10-9999		-----	!!!!
48560	DONATION-SUMMER READ PROGRAM								
000	DONATION-SUMMER READ PROGRAM	0.00	0.00	0.00	0.00	0.00	0		
TOTAL:	DONATION-SUMMER READ PROGRAM	0.00	0.00	0.00	0.00	0.00	0		

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

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	Project	FIL
240	HUDSON AREA JOINT LIBRARY						
70	LIBRARY						
48561	MISCELLANEOUS REVENUES DONATION-LITERACY PROGRAM						
000	DONATION-LITERACY PROGRAM	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	DONATION-LITERACY PROGRAM	0.00	0.00	0.00	0.00	0.00	0
48562	DONATIONS-HISTORY ROOM						
000	DONATION-HISTORY COLLECTION	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	DONATIONS-HISTORY ROOM	0.00	0.00	0.00	0.00	0.00	0
48563	FRIENDS OF LIBRARY PLEDGE						
000	FRIENDS OF LIBRARY PLEDGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	FRIENDS OF LIBRARY PLEDGE	0.00	0.00	0.00	0.00	0.00	0
48564	DONATIONS-BRIDGE THE GAP						
000	DONATION-BRIDGE THE GAP	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	DONATIONS-BRIDGE THE GAP	0.00	0.00	0.00	0.00	0.00	0
48600	MISCELLANEOUS REVENUES						
000	MISCELLANEOUS REVENUES	0.00	0.00	0.00	347.00	347.00-9999	-----!!!!
TOTAL:	MISCELLANEOUS REVENUES	0.00	0.00	0.00	347.00	347.00-9999	-----!!!!
TOTAL:	MISCELLANEOUS REVENUES	0.00	0.00	61.10	2,959.09	2,959.09-9999	-----!!!!
	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	846,774.00	5,406.97	643,014.94	203,759.06	75 -----
TOTAL:	HUDSON AREA JOINT LIBRARY	780,147.00	846,774.00	5,406.97	643,014.94	203,759.06	75 -----

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

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	Adopted Budget	Revisd Bdgt	ANNUAL AND IN PROCESS	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	FIL
	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	Project				
GRAND TOTAL		780,147.00	846,774.00	5,406.97	643,014.94	203,759.06	75	-----	
TOTAL NUMBER OF RECORDS PRINTED		34							

Report Selection:

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

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Approval Plan..... thru \_\_\_\_\_

Calendar Start Date..... 01 01 2016  
Calendar End (As Of) Date..... 05 31 2016

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

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

Print Inactive Accounts Too?..... N (Y/N)  
Exclude Accounts with Zero Dollars. N (Y/N)  
(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)

Run Instructions:

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 MAY 31, 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 PERSONAL SERVICES									
121	SALARY-WAGES FULL-TIME		165,100.00	0.00	11,646.46	58,259.33	106,840.67	35	---	
P-050616-723	PAYROLL BIWEEKLY	050616			5,823.23	CODE-B,PER#-1,FUND-	240			A
P-052016-802	PAYROLL BIWEEKLY	052016			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	14,872.73	73,576.03	139,188.97	34	---	
P-050616-723	PAYROLL BIWEEKLY	050616			7,665.14	CODE-B,PER#-1,FUND-	240			A
P-052016-802	PAYROLL BIWEEKLY	052016			7,207.59	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	1,922.44	9,965.95	19,012.05	34	---	
P-050616-723	PAYROLL BIWEEKLY	050616			966.69	CODE-B,PER#-1,FUND-	240			A
P-052016-802	PAYROLL BIWEEKLY	052016			955.75	CODE-B,PER#-2,FUND-	240			A
152	RETIREMENT		20,853.00	0.00	1,443.16	7,302.89	13,550.11	35	---	
P-050616-723	PAYROLL BIWEEKLY	050616			731.75	CODE-B,PER#-1,FUND-	240			A
P-052016-802	PAYROLL BIWEEKLY	052016			711.41	CODE-B,PER#-2,FUND-	240			A
154	HEALTH INSURANCE		76,600.00	0.00	5,776.47	34,906.90	41,693.10	45	----	
P-050616-723	PAYROLL BIWEEKLY	050616			3,233.85	CODE-B,PER#-1,FUND-	240			A
V-051116-749	04113 DONALDSON/LINDA	084290 6/2016			116.87	ANNUITANT HLT-JUNE			P N	A
V-051116-749	04113 DONALDSON/LINDA	084290 6/2016			137.06	ANNUITANT HLT-JUNE			P N	A
P-052016-802	PAYROLL BIWEEKLY	052016			2,288.69	CODE-B,PER#-2,FUND-	240			A
155	LIFE INSURANCE		250.00	0.00	0.00	0.00	250.00	0		
TOTAL:	PERSONAL SERVICES		504,746.00	0.00	35,661.26	184,011.10	320,734.90	36	---	
	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	5,730.00	8,297.00	40	----	
J-050116-716	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	23.31	23.89	260.93	3,315.76	7		
V-050516-703	03028 CENTURYLINK	084157 1372461672			16.33	1372461672	034503	F N		A
V-053116-850	03028 CENTURYLINK	000000 1374088673			7.56	1374088673	034588	F N		A
249	CONTRACTED MAINT & REPAIR		600.00	0.00	0.00	0.00	600.00	0		

Exp. Guideline with Detail  
FOR THE PERIOD(S) JAN 01, 2016 THROUGH MAY 31, 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									
294		PROGRAMMING - ADULT		2,000.00	0.00	16.35	316.72	1,683.28	15	-	
V-053116-866	08160	ASSOCIATED BANK		000000	RECEIPTS	16.35	ADULT PROGRAM-FELTING SP			N	A
295		PROGRAMMING - CHILDREN		2,500.00	18.99	5.06	420.06	2,060.95	17	-	
V-053116-866	08160	ASSOCIATED BANK		000000	RECEIPTS	3.06	YA PROGRAM-SNACKS			N	A
V-053116-866	08160	ASSOCIATED BANK		000000	RECEIPTS	2.00	YA PROGRAM-SHAKESPEARE			N	A
298		MAINTENANCE AGMT & LEASES		5,500.00	124.00	491.00	1,436.86	3,939.14	28	--	
V-050516-703	10025	EO JOHNSON OFFICE	TECHNO	084159	CNIN843755	209.00	CNIN843755	034501	F	N	A
V-050516-703	10026	EO JOHNSON OFFICE	TECHNO	084160	I00295070	124.00	I00295070	034502	F	N	A
V-053116-866	10025	EO JOHNSON OFFICE	TECHNO	000000	CNIN849698	158.00	CNIN849698	034683	F	N	A
299		OTHER CONTRACTIONAL SERVICES		5,000.00	0.00	0.00	0.00	5,000.00	0		
TOTAL:		CONTRACTUAL SERVICES		94,217.00	166.30	1,682.30	43,501.57	50,549.13	46	----	
		SUPPLIES & EXPENSES									
311		POSTAGE		5,000.00	0.00	210.26	656.24	4,343.76	13	-	
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	11.22	POSTAGE	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	4.82	PACKAGE MAILED	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	2.59	PACKAGE MAILED	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	9.98	PACKAGE MAILED	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	147.00	POSTAGE STAMPS	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	3.07	PACKAGE MAILED	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	8.25	PACKAGES MAILED	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	7.12	PACKAGES MAILED	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	2.59	PACKAGE MAILED	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	2.59	PACKAGE MAILED	034498	F	N	A
V-050516-703	08160	ASSOCIATED BANK		084155	RECEIPTS	11.03	PACKAGES MAILED	034498	F	N	A
312		OFFICE SUPPLIES		13,000.00	300.72	420.01	1,428.87	11,270.41	13	-	
V-050516-703	04055	DEMCO		084158	5855705	335.27	5855705	034500	F	N	A
V-053116-850	22140	WALMART		000000	202000570433	84.74	002810	034682	F	N	A
324		MEMBERSHIPS & SUBSCRIPTIONS		500.00	0.00	65.00	65.00	435.00	13	-	
V-053116-866	08160	ASSOCIATED BANK		000000	RECEIPTS	65.00	KIWANIS MBRSHIP FEE			N	A
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	25.43	79.25	920.75	7		
V-052416-823	01197	CARDMEMBER SERVICES		000000	95000121059551	25.43	LIGHT BULBS HOME DEPOT	034499	F	N	A



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

			ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
			Revisd Bdgt		AND IN PROCESS	AND IN PROCESS	BALANCE		F 9	FIL
SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	INVOICE	AMOUNT	DESCRIPTION	P.O.				
240	HUDSON AREA JOINT LIBRARY									
70	LIBRARY									
55111	LIBRARY									
	SUPPLIES & EXPENSES									
392	BOOK PROCESSING			0.00	0.00	0.00	0.00	0.00	0	
393	GRANTS-FOC ON ENGY/ANN MARIE			0.00	0.00	0.00	0.00	0.00	0	
394	PROGRAMMING SUPPLIES			0.00	0.00	0.00	0.00	0.00	0	
395	BOOKS			65,000.00	1,134.49	8,306.59	20,507.26	43,358.25	33	---
V-050516-703	02020 BAKER & TAYLOR	084156	2031903601		63.79	2031903601		034504	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031908433		15.66	2031908433		034504	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031912580		123.01	2031912580		034504	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031922821		263.87	2031922821		034511	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031922913		152.50	2031922913		034505	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031922935		171.09	2031922935		034505	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031923485		52.17	2031923485		034504	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031923512		168.62	2031923512		034505	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031927270		6.92	2031927270		034504	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031931215		10.06	2031931215		034504	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031931520		96.23	2031931520		034505	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031935158		13.25	2031935158		034504	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031950575		97.28	2031950575		034505	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031951475		17.47	2031951475		034505	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031953173		284.00	2031953173		034505	F N	A
V-050516-703	02020 BAKER & TAYLOR	084156	2031953298		202.59	2031953298		034505	F N	A
V-053116-866	12052 MID AMERICA BOOKS	000000	382365		219.56	CHILDREN'S BOOKS			N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031945209		202.52	2031945209		034592	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031953310		79.84	2031953310		034592	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031957385		888.49	2031957385		034592	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031957512		238.31	2031957512		034589	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031957710		332.94	2031957710		034589	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031962158		192.10	2031962158		034589	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031961590		10.06	2031961590		034589	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031961591		424.14	2031961591		034589	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031961989		10.06	2031961989		034589	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031961990		7.25	2031961990		034589	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031961991		602.40	2031961991		034589	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031964505		19.57	2031964505		034592	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031968124		326.89	2031968124		034592	F N	A
V-053116-866	07005 GALE	000000	57998222		50.23	57998222		034586	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031981050		331.69	2031981050		034688	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031987381		157.75	2031987381		034688	F N	A
V-053116-866	15145 PENTWORTHY CO/THE	000000	0516053-IN		794.12	0516053IN		034681	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031987647		58.69	2031987647		034686	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031987648		89.13	2031987648		034686	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031987649		37.99	2031987649		034686	F N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031987656		40.24	2031987646		034686	F N	A

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

		ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT		
		Revisd Bdgt		AND IN PROCESS	AND IN PROCESS	BALANCE			
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								
395	BOOKS								
V-053116-866	02020 BAKER & TAYLOR	000000	2031997579	14.99	2031997579	034686	F	N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2031994430	286.91	2031994430	034688	F	N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2032011854	250.74	2032011854	034688	F	N	A
V-053116-866	02020 BAKER & TAYLOR	000000	2032016195	25.98	2032016195	034688	F	N	A
V-053116-866	12052 MID AMERICA BOOKS	000000	386624	875.49	CHILDREN'S BOOKS			N	A
396	TECHNOLOGY	10,000.00	0.00	0.00	2,290.85	7,709.15	22	--	
397	PERIODICALS	7,000.00	0.00	0.00	300.00	6,700.00	4		
398	AUDIO-VISUALS	16,000.00	0.00	605.44	3,171.79	12,828.21	19	-	
V-050516-703	12065 MIDWEST TAPE	084161	93868279	34.99	93868279	034506	F	N	A
V-050516-703	12065 MIDWEST TAPE	084161	93874788	39.99	93874788	034506	F	N	A
V-050516-703	12065 MIDWEST TAPE	084161	93901184	109.97	93901184	034506	F	N	A
V-050516-703	12065 MIDWEST TAPE	084161	93901235	43.98	93901235	034506	F	N	A
V-050516-703	12065 MIDWEST TAPE	084161	93901236	127.59	93901236	034506	F	N	A
V-050516-703	12065 MIDWEST TAPE	084161	93901238	34.98	93901238	034506	F	N	A
V-053116-866	12065 MIDWEST TAPE	000000	93883132	213.94	93883132	034587	F	N	A
399	ACTIVITY SUPPLIES	1,500.00	0.00	0.00	124.05	1,375.95	8		
TOTAL:	SUPPLIES & EXPENSES	121,600.00	1,435.21	9,632.73	29,013.31	91,151.48	25	--	
	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	57,375.00	80,325.00	41	----	
J-050116-719	APRIL 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	62,046.68	82,253.32	42	----	
	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

Exp. Guideline with Detail  
FOR THE PERIOD(S) JAN 01, 2016 THROUGH MAY 31, 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								
	COST REALLOCATIONS								
902	UNFUNDED PENSION LIABILITY	0.00	0.00	0.00	0.00	0.00			0
TOTAL:	COST REALLOCATIONS	0.00	0.00	0.00	0.00	0.00			0
TOTAL:	LIBRARY	864,863.00	1,601.51	58,451.29	318,572.66	544,688.83			37 ---
TOTAL:	LIBRARY	864,863.00	1,601.51	58,451.29	318,572.66	544,688.83			37 ---
TOTAL:	HUDSON AREA JOINT LIBRARY	864,863.00	1,601.51	58,451.29	318,572.66	544,688.83			37 ---

Exp. Guideline with Detail  
FOR THE PERIOD(S) JAN 01, 2016 THROUGH MAY 31, 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		864,863.00	1,601.51	58,451.29	318,572.66	544,688.83	37	---	
TOTAL NUMBER OF RECORDS PRINTED		134							

**HUDSON AREA  
JOINT LIBRARY  
CLAIMS FOR  
PAYMENT  
6/8/2016**

<b>Batch</b>	<b>Purpose</b>		<b>Amount</b>	<b>Subtotal</b>
6/1/2016	City of Hudson	Admin charge	\$ 1,146.00	
6/1/2016	City of Hudson	Occupancy costs	\$ 11,035.00	
5/12/2016	Linda Donaldson	annuitant health ins	\$ 253.93	
5/17/2016	WI Sales Tax	see details	\$ 21.05	
5/25/2016	Cardmember Services	see details	\$ 25.43	
6/1/2016	CenturyLink	see details	\$ 7.46	
6/1/2016	Walmart	see details	\$ 84.74	
			<b>Claims paid since previous approval</b>	<b>\$ 12,573.61</b>
<b>0616LI</b>	see detail provided	see details	\$ 7,026.43	
	<b>4/6/2016</b> Petty Cash	receipts submitted	\$ 72.75	
	<b>5/10/2016</b> Petty Cash	receipts submitted	\$ 86.41	
				\$ 7,185.59
<b>NON-PAYROLL TOTALS</b>			<b>Claims to be paid</b>	<b>\$ 19,759.20</b>
			\$ 18,420.66	
			\$ 16,988.67	
<b>PAYROLL TOTALS</b>				
<b>TOTAL FOR APPROVAL</b>				<b>\$ 55,168.53</b>
				<b>\$ 55,168.53</b>

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  
06/02/2016 12:00:32

Schedule of Bills by Fund

CITY OF HUDSON  
GL050S-V08.00 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 607LIB COMMENT... 6/7 MAY PAYMENTS

DATA-JE-ID DATA COMMENT  
-----

W-06072016-867 6/7 MAY PAYMENTS

Run Instructions:

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

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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUDSON AREA JOINT LIBRARY *****									
ASSOCIATED BANK									
YA PROGRAM-SNACKS	3.06	PROGRAMMING - CHILDREN	240.70.55111.295	210247	RECEIPTS		P	867	00001
ADULT PROGRAM-FELTING SP	16.35	PROGRAMMING - ADULT	240.70.55111.294	210247	RECEIPTS		P	867	00002
YA PROGRAM-SHAKESPEARE	2.00	PROGRAMMING - CHILDREN	240.70.55111.295	210247	RECEIPTS		P	867	00003
KIWANIS MBRSHIP FEE	65.00	MEMBERSHIPS & SUBSCRIPTI	240.70.55111.324	210247	RECEIPTS		P	867	00004
	86.41	*VENDOR TOTAL							
BAKER & TAYLOR									
2031968124	326.89	BOOKS	240.70.55111.395	210224	2031968124	034592	F	867	00017
2031964505	19.57	BOOKS	240.70.55111.395	210225	2031964505	034592	F	867	00016
2031957385	888.49	BOOKS	240.70.55111.395	210226	2031957385	034592	F	867	00007
2031953310	79.84	BOOKS	240.70.55111.395	210227	2031953310	034592	F	867	00006
2031961991	602.40	BOOKS	240.70.55111.395	210228	2031961991	034589	F	867	00014
2031961990	7.25	BOOKS	240.70.55111.395	210229	2031961990	034589	F	867	00013
2031961989	10.06	BOOKS	240.70.55111.395	210230	2031961989	034589	F	867	00012
2031961591	424.14	BOOKS	240.70.55111.395	210231	2031961591	034589	F	867	00011
2031961590	10.06	BOOKS	240.70.55111.395	210232	2031961590	034589	F	867	00010
2031957710	332.94	BOOKS	240.70.55111.395	210233	2031957710	034589	F	867	00009
2031962158	192.10	BOOKS	240.70.55111.395	210234	2031962158	034589	F	867	00015
2031957512	238.31	BOOKS	240.70.55111.395	210235	2031957512	034589	F	867	00008
2032011854	250.74	BOOKS	240.70.55111.395	210236	2032011854	034688	F	867	00026
2031981050	331.69	BOOKS	240.70.55111.395	210237	2031981050	034688	F	867	00018
2031987381	157.75	BOOKS	240.70.55111.395	210238	2031987381	034688	F	867	00019
2032016195	25.98	BOOKS	240.70.55111.395	210239	2032016195	034688	F	867	00027
2031994430	286.91	BOOKS	240.70.55111.395	210240	2031994430	034688	F	867	00024
2031987649	37.99	BOOKS	240.70.55111.395	210241	2031987649	034686	F	867	00022
2031987648	89.13	BOOKS	240.70.55111.395	210242	2031987648	034686	F	867	00021
2031987647	58.69	BOOKS	240.70.55111.395	210243	2031987647	034686	F	867	00020
2031987646	40.24	BOOKS	240.70.55111.395	210244	2031987656	034686	F	867	00023
2031997579	14.99	BOOKS	240.70.55111.395	210245	2031997579	034686	F	867	00025
2031945209	202.52	BOOKS	240.70.55111.395	210253	2031945209	034592	F	867	00005
	4,628.68	*VENDOR TOTAL							
EO JOHNSON OFFICE TECHNO									
CNIN849698	158.00	MAINTENANCE AGMT & LEASE	240.70.55111.298	210250	CNIN849698	034683	F	867	00028
GALE									
57998222	50.23	BOOKS	240.70.55111.395	210222	57998222	034586	F	867	00029
MID AMERICA BOOKS									
CHILDREN'S BOOKS	219.56	BOOKS	240.70.55111.395	210248	382365		P	867	00030
CHILDREN'S BOOKS	875.49	BOOKS	240.70.55111.395	210249	386624		P	867	00031
	1,095.05	*VENDOR TOTAL							
MIDWEST TAPE									
93883132	213.94	AUDIO-VISUALS	240.70.55111.398	210223	93883132	034587	F	867	00032
PENTWORTHY CO/THE									
0516053IN	794.12	BOOKS	240.70.55111.395	210246	0516053-IN	034681	F	867	00033

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 *****							
HUDSON AREA JOINT LIBRARY	7,026.43	*****					



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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	7,026.43						

RECORDS PRINTED - 000033

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	7,026.43
TOTAL	ALL FUNDS	7,026.43

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	7,026.43
TOTAL	ALL BANKS	7,026.43

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

DATE ..... APPROVED BY .....  
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APS ACCOUNTS PAYABLE  
05/17/2016 11:50:38

Schedule of Bills by Fund

CITY OF HUDSON  
GL050S-V08.00 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 51716L COMMENT... 5/17 APRIL SALES TAX

DATA-JE-ID DATA COMMENT  
-----

W-05172016-775 5/17 APRIL 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 APRIL SALES TAX	21.05	SALES TAX PAYABLE	240.24210	209866	4/2016		P 775 00001
HUDSON AREA JOINT LIBRARY	21.05	*****					

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:	21.05						

RECORDS PRINTED - 000001

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	21.05
TOTAL	ALL FUNDS	21.05

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	21.05
TOTAL	ALL BANKS	21.05

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

DATE ..... APPROVED BY .....  
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APS ACCOUNTS PAYABLE  
05/25/2016 11:49:52

Schedule of Bills by Fund

CITY OF HUDSON  
GL050S-V08.00 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 525CCL COMMENT... 5/25 CARDMEMBER SERVICES

DATA-JE-ID DATA COMMENT  
-----

W-05252016-824 5/25 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 LIGHT BULBS HOME DEPOT	25.43	MAINT & REPAIR SUPPLIES	240.70.55111.357	210037	95000121059551	034499	F 824 00001
HUDSON AREA JOINT LIBRARY	25.43	*****					



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

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:	25.43						

RECORDS PRINTED - 000001

Schedule of Bills by Fund

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
240	HUDSON AREA JOINT LIBRARY	25.43
TOTAL	ALL FUNDS	25.43

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1NAT	FIRST NATIONAL - GENERAL AC	25.43
TOTAL	ALL BANKS	25.43

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

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

APS ACCOUNTS PAYABLE  
05/12/2016 09:54:35

Schedule of Bills by Fund

CITY OF HUDSON  
GL050S-V08.00 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 51616L COMMENT... 5/16 ANNUITANT PAYMENT

DATA-JE-ID DATA COMMENT  
-----

W-05162016-750 5/16 ANNUITANT 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 *****							
DONALDSON/LINDA							
ANNUITANT HLT-JUNE	116.87	HEALTH INSURANCE	240.70.55111.154	209710	6/2016		P 750 00001
ANNUITANT HLT-JUNE	137.06	HEALTH INSURANCE	240.70.55111.154	209710	6/2016		P 750 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 .....  
.....  
.....

To: Hudson Area Joint Library Board of Trustees

From: Roberts Public Library (Hazel Mackin Community Library)

Date: May 6, 2016

Attached are the 2015 Circulation numbers for the Town of Hudson-2007, Town of St. Joe-295 and Village of North Hudson-28 residents which our library served last year. Also the cost per circ figures from our St. Croix County request for Act 150 Funds.

Circulation to Town of Hudson, St. Joe & N. Hudson	2330
Cost per circulation	\$3.87
Cost to serve the above residents	
Act 150 funds at 100% of cost	<b>\$9,017.10</b>
(circulation x cost per circ)	

The Village of Roberts is asking for this amount in your 2017 budget for serving those residents as agreed upon when your joint library was formed. The check should be made out and sent to the following in 2017:

Village of Roberts  
C/O Hazel Mackin Community Library  
P. O. Box 58  
Roberts, WI 54023

If more information is needed, please contact Krissa Coleman-Director. Thank you.

Krissa Coleman-Library Director  
Hazel Mackin Community Library  
311 W. Warren Street-Roberts, WI 54023  
715-749-3849

To: Hudson Area Joint Library Board of Trustees  
 From: C.A. Friday Memorial Library (New Richmond)  
 Date: April 18, 2016

Attached are the 2015 Circulation numbers for the Town of Hudson-1039, Town of St. Joe-41 and Village of North Hudson-1 residents which our library served last year. Also the cost per circ figures from our St. Croix County request for Act 150 Funds.

Circulation to Town of Hudson	296	
Circulation to Town of St. Joe	2,145	
Circulation to V. of N. Hudson	<u>23</u>	
TOTAL	2,464	
Cost per circulation		\$3.24
Cost to serve the above residents		\$7,983
Act 150 funds at 100% of cost		

The City of New Richmond is asking for this amount in your 2017 budget for serving those residents as agreed upon when your joint library was formed. Attached you will find a copy of our annual report, along with a copy of our circulation activity for the year 2015.

If more information is needed, please contact Kim Hennings, Library Director





# DIRECTOR'S REPORT

June 8, 2016

Respectfully Submitted by:  
Tina Norris, Director

# **Director's Report**

## **June 8, 2016**

### **News, Updates, & Meetings**

- Road Construction was delayed due to weather; but the lot is now open. Unfortunately, this did have a negative effect on circulation during the month of May.
- MORE Directors Council meeting May 20, 2016
  - Preliminary Budget presented (handout available)
  - Overview of the recently passed "Theft of Library Materials" Bill Statute 43.30(6) (handout available)
- Saint Croix County librarians meeting May 20, 2016 after the MORE Director's Council we met and discussed how we could collaborate to better serve the residents of St. Croix County, shared programming ideas and resources, and discussed a variety of issues facing all libraries. The meeting was very positive.
- Summer Reading Program kick-off June 4, 2016: Children's Literature Festival @ the library. We have several Children and Young Adult authors lined up to do presentations, activities, and workshops.
- Fredrik Backman's visit was a huge success. On Sunday, May 15, the HAPL partnered with Chapter 2 Books to host author Frederik Backman. There were 141 people who attended and the event was very well received.
- I have been working on updating job descriptions, compiling, revising, and writing policies, and working with staff to ensure patrons receive consistent service levels.
- DVDs have been labeled by genre and will be shelved accordingly over the next few weeks.

### **Strategic Plan Update**

- Goal 3: Increase Public Awareness of Services to Build Support for the Library
  - Implement new "brand": Logo selected and approved, as well as common name for library "Hudson Area Public Library". Consistent usage is ongoing. New web address: [www.hudsonareapubliclibrary.org](http://www.hudsonareapubliclibrary.org) is functional and old address redirects users to new address.
  - Marketing and promotion plan: I am working on developing a comprehensive and realistic plan, which will include budget and resources needed. Anticipate presentation to board by June 30, 2016:
- Goal 4: Enhance and Improve Library Services & Resources:
  - Virtual presence: Matthew is working on website improvements; Amanda and Nicole P. are working on Social Media presence. Nicole P. and I have discussed options for making the library place to find out what's going on in our communities. I have been researching options for adding to our virtual collection, which would enhance and increase our collection.
  - Target population: I have worked with Joan and Nicole P. to develop Adult programming. This is our first target group, and our focus for the next year will be to develop, implement, and access our adult services.
  - Survey of current program participants will take place at all programs held over the summer months of June and July.
- 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 June 30, 2016 and presented at the July 2016 board meeting.



# MONTHLY STATISTICS

May 1-31, 2016

Respectfully Submitted by:  
Tina Norris, Director  
June 8, 2016

## Circulation Activity by Terminal

**MAY 2016 / Year-to-date**

Activity by Terminal			
	Checkouts	Checkins	Renewals
710 - HU OPAC	0	0	55
711 - HU Circulation	1,505	12,393	666
714 - HU 3M Selfcheck	6,842	0	2,379
715 - HU Administration	17	4	7
717 - HU 3M Selfcheck	4,021	0	1,469
718 - HU Acq/Serials	3	2	11

**MAY 2015**

Activity by Terminal			
	Checkouts	Checkins	Renewals
710 - OPAC	0	0	180
711 - Circulation	1,810	15,517	621
711 - HU Circulation	0	1	0
714 - 3M Selfcheck	8,178	0	2,748
717 - 3M Selfcheck	5,194	0	1,766
718 - Acq/Serials	16	8	6

## Circulation Statistics

### Circulation Summary for MAY

MAY	2016	2015	Year-to-date 2016
<b>Checkouts</b>	12,388	15,198	73,584
<b>Check-ins</b>	12,399	15,526	71,984
<b>Renewals</b>	4,587	5,321	24,487
<b>Total Circulation</b>	<b>16,975</b>	<b>20,519</b>	<b>98,071</b>
<b>Items Borrowed</b>	3,450	4,455	20,051
<b>Items Loaned</b>	2,255	5,097	12,938
<b>New Patrons</b>	65	66	365
<b>Items Added</b>	606	445	2,357

### 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		20,104			
July		21,163			
August		17,667			
September		14,982			
October		15,696			
November		12,491			
December		13,338			
<b>TOTALS</b>	<b>61,196</b>	<b>194,825</b>	<b>59,370</b>	<b>19,993</b>	<b>81,189</b>

\*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	9,544	379

	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			
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					0
	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 &amp; Wireless Usage</i>	<i>MAY 2016</i>	<i>MAY 2015</i>	<i>Year-to-Date</i>
<b>Pharos Sessions</b>	877	979	4,893
<b>Wireless Sessions</b>	2,016	1,866	18,503

*Historical Internet*

### *Usage*

	<b>Sessions</b>	<b>Minutes Used</b>
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*

<b>Website Statistics</b>	
Thru 5/31/2016	
<b>Visits</b>	5,177

	<b>Number of Posts</b>	<b>Total Page Likes</b>
January 16	31	877
February 16	37	903
March 16	41	916
April 16	32	942
May 16	42	956
May 15	21	733
June	44	751
July	17	759
August	14	783
September	22	794
October	20	812
November	20	828
December	28	848

## OverDrive Checkouts by Technology & Format

<i>Technology Used</i>	<i>MAY-16</i>	<i>MAY-15</i>	<i>YTD</i>
Adobe ePub	521	627	2,916
Adobe PDF ebook	2	2	24
Kindle	640	639	3,221
NOOK Periodicals	93	0	423
Open ePub Book	16	15	112
OverDrive Listen	64	4	298
OverDrive MP3 Audiobook	708	524	3,277
OverDrive Read	384	252	1,851
Pending Audiobook	116	75	574
Pending eBook	228	202	1,128
Streaming Video	4	17	15
<b>Total</b>	<b>2,776</b>	<b>2,317</b>	<b>13,840</b>

FORMAT	MAY 2016	MAY 2015	YTD
<b>EBOOK</b>	1,791	1,737	9,252
<b>AUDIOBOOK</b>	888	616	4,149
<b>PERIODICALS</b>	93	0	423
<b>VIDEO</b>	4	18	16
<b>TOTAL</b>	<b>2,776</b>	<b>2,371</b>	<b>13,840</b>



# Programming Statistics

Teen Statistics 2016	Volunteers	Volunteer Hours	Teen Advisory Board (TAB) Attendance	# Programs	Program Attendance	Programs	Book Club Attendance
<b>January</b>	12	59 hours	7	6	33	Magic Makers (14); Mustache Instagram Program (9); Movie (Bowie) (3)	Harry Potter (11)
<b>February</b>	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)
<b>March</b>	12	65 hours	7	4	86	Magic Makers (6); St Patty Scavenger Hunt (44); Minute to Win It (14); Passive (19)	Harry Potter (7)
<b>April</b>	13	66.25 hours	8			Shakespeare (6) Passive (15);	Harry Potter ( 7)
<b>May</b>	13	76 hours	9	3	43	Marvel Trivia (7); Rick Riordan Release (14) Lawn Games (22)	Harry Potter (7)
<b>June</b>							
<b>July</b>							
<b>August</b>							
<b>September</b>							
<b>October</b>							
<b>November</b>							
<b>December</b>							
<b>TOTALS</b>	<b>62</b>	<b>266.25</b>	<b>38</b>	<b>21</b>	<b>284</b>		<b>39</b>

<b>Children's Programs</b>	<b>05/31/2016</b>	<b>5/31/2015</b>
Story time: 3-5 year olds		
Story time: adult		
Walkie Talkie: talking to age 3		
Walkie Talkie: adults		
Rhyme Time: babies		
Rhyme Time: adults		
Class visits in library: children		<b>121</b>
Class visits in library: adults		<b>40</b>
Class visits out of library: children		
Class visits out of library: adults		
Special programs: children		
Special programs: adults		
<b>Total Children</b>		<b>121</b>
<b>Total adults</b>		<b>40</b>
<b>Grand total for the month</b>		<b>161</b>
<b>Programs for month</b>		

Attendance	Children: 2016	Children 2015	Adults: 2016	Adults 2015	2016 Totals	2015 Total
<b>January</b>	0	0	0	0	0	0
<b>February</b>	532	554	278	312	810	866
<b>March</b>	591	665	317	319	908	984
<b>April</b>	482	391	232	217	714	608
<b>May</b>		121		40		161
<b>June</b>		610		261		871
<b>July</b>		645		300		945
<b>August</b>		291		150		441
<b>September</b>		0		0		0
<b>October</b>		730		313		1,043
<b>November</b>		517		245		762
<b>December</b>		485		289		774
<b>Totals:</b>	<b>1,605</b>	<b>5,009</b>	<b>827</b>	<b>2,446</b>	<b>2,432</b>	<b>7,455</b>

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

<b>2016 Adult Programs</b>	<b># Attendees</b>	<b># of Programs</b>
<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>		
<i>July</i>		
<i>August</i>		
<i>September</i>		
<i>October</i>		
<i>November</i>		
<i>December</i>		
<b>Year-to-date totals:</b>	655	32

<b>2016 Meeting Room Use</b>	<b>Avg. Uses / day</b>	<b># of Users</b>
<i>January</i>		
<i>February</i>	22	556
<i>March</i>	10	243
<i>April</i>	11	283
<i>May</i>		
<i>June</i>		
<i>July</i>		
<i>August</i>		
<i>September</i>		
<i>October</i>		
<i>November</i>		
<i>December</i>		
<b>Year-to-date totals:</b>		1,082



## HUDSON AREA JOINT LIBRARY ASSOCIATE LIBRARIAN

Department: Library

Pay Range:

Reports to: Library Director

FLSA: Non-Exempt

Date Approved:

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The Associate Librarian is responsible for overseeing the circulation functions of the library, providing reference services, and in collaboration with the Library Director, acts as the Information Technology coordinator. with added duties which include: updating and maintaining computers, library equipment, and the library website. The Associate Director will act as the Director in his / her absence.

### **ESSENTIAL FUNCTIONS**

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs opening and closing of library, as needed.
- Provides technology support.
  - Oversees daily operation of the Library's automation system;
  - Maintain and develop library website with input from Director and staff;
  - Provide technology support, including assisting staff and patrons with computer related issues; answer patron questions regarding technology and equipment;
  - Purchases new equipment in consultation with Director;
  - Maintains software updates and subscriptions;
  - Monitors equipment / software to ensure it is functioning properly;
  - Ensures self-check equipment is functioning properly.
- Reference and User Services
  - Conduct reference interviews and provide reference services;
  - Instruct patrons in the use of library equipment;
  - Promote patron use of library resources;
  - Provide reader advisory services.
- Administrative and Management Skills
  - Creates and submits vouchers for bill payments;
  - Runs timesheets and advises Director of needed corrections or issue;
  - Manages and orders supplies, as needed.
  - Provides supervision of Library Clerks and Library Aides, consulting with Director, as needed.
  - Oversees training of Library Assistants, Library Clerks, Library Aides, and volunteers.
- Professionalism and Professional Development
  - Preserves patron confidentiality;
  - Keeps current of new and emerging technology;
  - Participates in professional development opportunities when appropriate.



### **OTHER JOB FUNCTIONS**

- Performs other job duties as assigned.

### **REQUIREMENTS**

- Education: Master's Degree in Library and Information Science required.
- Experience: 3-5 years of public library experience with 1 of year supervisory experience.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

- **Knowledge of**
  - Library technology, automation and computer systems;
  - Library services and procedures;
  - Communication standards (written and oral);
  - Standard office equipment;
  - Computers and new technology.
- **Ability to**
  - Work independently with minimal supervision;
  - Work well with the public;
  - Communicate effectively;
  - Establish and maintain effective working relationships.
- **Skills in**
  - Public relations;
  - Organization and time management;
  - Creative thinking and problem solving.

### **PHYSICAL DEMANDS and WORKING CONDITIONS**

- While performing the duties of this position the employee may be required to:
  - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
  - Bend, twist, or reach;
  - Required to balance or climb, on occasion;
  - Push or pull wheeled library carts weighing up to 400 pounds;
  - Lift or carry items weighing 50 pounds or less;
  - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without accommodation, of the position of Youth Services Librarian at the Hudson Area Library. If employed, I certify that I can and will perform the essential functions of the position. Administration reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for informational purposes only and does not indicate a written or implied contract of employment.

**Acknowledgement of Review**

I acknowledge that I have read the information presented above, and I understand the expectations set forth hereto.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date



## HUDSON AREA JOINT LIBRARY LIBRARY ASSISTANT: ADULT SERVICES

Department: PATRON SERVICES

Pay Range:

Reports to: Library Director

FSLA: Non-Exempt

Date Approved:

---

This position exists to provide a variety of services to adult patrons. These services include, but are not limited to: programming and events, reference, readers advisory, and information services and instruction.

### **ESSENTIAL FUNCTIONS**

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides excellent customer service to all patrons;
- Promotes the use of the Library's collection and service both in person and virtually;
- Provides reference and readers advisory services;
- Works at Adult Information desk and / or circulation desk to assist patrons in finding materials, answering questions, using library resources and equipment, and explaining library policies.
- Maintains public areas and roves, as assigned, to assist patrons.
- Completes opening and closing tasks.
- Schedules meeting room use and ensures equipment is prepared for use.
- Conducts classes and workshops for library users and community groups related to the library catalog, Internet, databases, and other technology.
- Creates, develops, implements, and evaluates library programming for adults.
- Assists in collection development;
- Assists in maintaining the library's collection;
- Covers circulation desk, as needed and performs general circulation tasks, such as patron check outs, assistance with self-check equipment, computer assistance, collecting fines, registering new patrons, collect fines and fees, etc.
- Answers phone and directs calls.
- Assists other departments, as needed.
- Assists in training new staff and volunteers.

### **OTHER JOB FUNCTIONS**

- Performs other job duties as assigned.

### **REQUIRMENTS**

- Education: Bachelor's degree OR combination of education and experience sufficient to meet the expectations of the position.



- Experience: Customer service experience required; library experience preferred.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

- **Knowledge of**
  - Computer systems and technology.
  - Office technology systems and equipment.
  - Design principles, professional writing, and public relations standards.
- **Ability to**
  - Communicate effectively.
  - Collaborate and build relationships within the community.
  - Maintain confidentiality of patron information;
  - Work independently, organize and prioritize work, respond to changing work demands, and make decisions, as appropriate.
  - Maintain pleasant, courteous demeanor in all situations.
- **Skills in**
  - Interpersonal communication skills;
  - Organization and time management;
  - Problem solving.

### **PHYSICAL DEMANDS and WORKING CONDITIONS**

- While performing the duties of this position the employee may be required to:
  - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
  - Bend, twist, or reach;
  - Required to balance or climb, on occasion;
  - Push or pull wheeled library carts weighing up to 400 pounds;
  - Lift or carry items weighing 50 pounds or less;
  - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.





**ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without accommodation, of the position of Youth Services Librarian at the Hudson Area Library. If employed, I certify that I can and will perform the essential functions of the position. Administration reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for informational purposes only and does not indicate a written or implied contract of employment.

**Acknowledgement of Review**

I acknowledge that I have read the information presented above, and I understand the expectations set forth hereto.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date



## HUDSON AREA JOINT LIBRARY YOUTH SERVICES LIBRARY ASSISTANT

Department: Patron Services

Pay Range:

Reports to: Library Director

FLSA: Non-Exempt

Date Approved:

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Under the guidance of the Youth Services Librarian, the Youth Services Library Assistant oversees library programs and services for teens and 'tweens, and provides support for the Youth Services department. This position is responsible for the development and implementation of the library's teen / 'tween programming and services, managing the teen collection, supervising the Teen Advisory Board and teen volunteers. The position requires a knowledge of young adult literature, as well as a desire to work with young adults and their parents and caregivers.

### **ESSENTIAL FUNCTIONS**

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Commitment to serving young adults:
  - Provides assistance to patrons at the Children's Information Desk, as well as the Adult Information Desk, as needed.
  - Maintains an atmosphere that is welcoming for all patrons, especially young adults.
  - Supervises teen volunteers and the Teen Advisory Board.
- Reference and User Services
  - Provides reference and readers advisory to assist youth;
  - Provides a welcoming and inviting atmosphere for all children and youth;
  - Provides catalog-use and computer assistance, as needed.
- Programming
  - Designs, promotes, presents, and evaluates a variety of programs for young adults;
  - Budgets appropriately for programming;
  - Under the supervision of and in collaboration with the Youth Services Librarian plans and executes the summer reading program for teens;
  - Ensure publicity requests are submitted in a timely manner.
- Knowledge, Curation, and Materials Management
  - Stays up-to-date on young adult literature while maintaining a core collection of materials, including classic literature;

- Reviews professional journals and monitors trends in young adult literature;
- Selects materials for purchase and maintains young adult collection;
- Weeds materials using appropriate evaluation methods.
- Outreach
  - Promotes library activities for young adults using a variety of social media platforms ensuring Social Media policies and procedures are followed.
  - Participates in local events to promote library services for young adults.
- Administrative and Management Skills
  - Prepares monthly statistics reports in relation to young adult programming and teen volunteer hours;
  - Maintains teen materials budget and tracks expenditures appropriately;
  - Effectively communicate funding needs and make requests in a timely manner;
  - Trains and supervises teen volunteers.
  - Schedule meeting room and ensures equipment is ready, as needed.
- Professionalism and Professional Development
  - Preserves patron confidentiality;
  - Collaborates with other staff;
  - Participates in professional development opportunities when appropriate.

#### **OTHER JOB FUNCTIONS**

- Performs other job duties as assigned.

#### **REQUIREMENTS**

- Education: Bachelor's degree required.
- Experience: Customer service experience required, library experience preferred.

#### **KNOWLEDGE, ABILITIES, AND SKILLS**

- **Knowledge of**
  - Teen literature, programs, policies and procedures;
  - Library services and procedures;
  - Communication standards (written and oral);
  - Standard office equipment;
  - Computers and new technology.
- **Ability to**
  - Provide effective leadership to youth services staff;
  - Work well with youth, teens, and families and caregivers;
  - Communicate effectively;
  - Establish and maintain effective working relationships.
- **Skills in**
  - Public relations;
  - Organization and time management;
  - Creative thinking and problem solving.

## **PHYSICAL DEMANDS and WORKING CONDITIONS**

- While performing the duties of this position the employee may be required to:
  - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
  - Bend, twist, or reach;
  - Required to balance or climb, on occasion;
  - Push or pull wheeled library carts weighing up to 400 pounds;
  - Lift or carry items weighing 50 pounds or less;
  - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

**ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without accommodation, of the position of Youth Services Librarian at the Hudson Area Library. If employed, I certify that I can and will perform the essential functions of the position. Administration reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for informational purposes only and does not indicate a written or implied contract of employment.

**Acknowledgement of Review**

I acknowledge that I have read the information presented above, and I understand the expectations set forth hereto.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date



## HUDSON AREA JOINT LIBRARY LIBRARY AIDE

Department: Library

Pay Range:

Reports to:  
Library Director, Associate Librarian, Library Assistant

FSLA: Non-Exempt

Date Approved:

---

This position is responsible for checking-in materials, shelving and maintaining the order of the library's collection. This position is part-time.

### **ESSENTIAL FUNCTIONS**

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares and maintains materials for patron access.
  - Utilizes the library's circulation system to check in materials as directed, including book drop and delivery;
  - Arranges returned materials on book carts and shelves items;
  - Shelf reads and straightens materials;
  - Packs and unpacks materials for delivery;
  - Searches for and locates library materials as requested for processing holds, weeding collection, etc.
- Other duties include but are not limited to:
  - Cleans and organizes toys and equipment;
  - Makes copies, as requested;
  - Provides directional assistance to patrons;
  - Assists in weeding collection by locating and pulling items for review;
  - Completes routine opening and closing tasks, as assigned.

### **OTHER JOB FUNCTIONS**

- Performs other job duties as assigned.

### **REQUIREMENTS**

- Education: none required
- Experience: Entry level position; no experience required.
- Must be 16 years old or older.
-



## **KNOWLEDGE, ABILITIES, AND SKILLS**

- **Knowledge of**
  - Dewey Decimal System
  - Computer systems and technology.
- **Ability to**
  - Use library computer system;
  - Maintain a regular work schedule
  - Follow detailed directions
  - Effectively present information and respond to patron questions;
  - Maintain confidentiality of patron information;
  - Work independently, organize and prioritize work, respond to changing work demands, and make decisions, as appropriate.
- **Skills in**
  - Interpersonal communication skills;
  - Organization and time management;
  - Problem solving.

## **PHYSICAL DEMANDS and WORKING CONDITIONS**

- While performing the duties of this position the employee may be required to:
  - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
  - Bend, twist, or reach;
  - Required to balance or climb, on occasion;
  - Push or pull wheeled library carts weighing up to 400 pounds;
  - Lift or carry items weighing 50 pounds or less;
  - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without accommodation, of the position of Youth Services Librarian at the Hudson Area Library. If employed, I certify that I can and will perform the essential functions of the position. Administration reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for informational purposes only and does not indicate a written or implied contract of employment.

**Acknowledgement of Review**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date





## HUDSON AREA JOINT LIBRARY LIBRARY CLERK

Department: Circulation

Pay Range:

Reports to: Associate Director, Library Director

FSLA: Non-Exempt

Date Approved:

This position is responsible for providing high-quality, friendly, and immediate customer service at the circulation desk. This position is a part-time, entry level position under the guidance of the Associate Director and Library Assistants.

### **ESSENTIAL FUNCTIONS**

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs general customer service tasks to provide the best possible patron service.
- Staffs the circulation desk performing all required circulation tasks to ensure accurate recording of circulation transactions;
- Registers new patrons;
- Collects fines and fees, as needed;
- Provides directional assistance to patrons, and refers patrons to appropriate personnel for reference questions and assistance;
- Answers phone, as needed;
- Check material in and out;
- Places reserves;
- Maintains patron confidentiality;

### **OTHER JOB FUNCTIONS**

- Performs other job duties as assigned.

### **REQUIREMENTS**

- Education: High School diploma or equivalent.
- Experience: Previous retail or customer service experience preferred

### **KNOWLEDGE, ABILITIES, AND SKILLS**

- **Knowledge of**
  - Computer systems and technology.
  - Office technology systems and equipment.



- **Ability to**
  - Use library computer system;
  - Maintain a regular work schedule;
  - Follow detailed directions;
  - Effectively present information and respond to patron questions;
  - Maintain confidentiality of patron information;
  - Work independently, organize and prioritize work, respond to changing work demands, and make decisions, as appropriate.
  - Maintain pleasant, courteous demeanor in all situations.
- **Skills in**
  - Interpersonal communication skills;
  - Organization and time management;
  - Problem solving.

#### **PHYSICAL DEMANDS and WORKING CONDITIONS**

- While performing the duties of this position the employee may be required to:
  - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
  - Bend, twist, or reach;
  - Required to balance or climb, on occasion;
  - Push or pull wheeled library carts weighing up to 400 pounds;
  - Lift or carry items weighing 50 pounds or less;
  - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**ACCEPTANCE STATEMENT**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date



## HUDSON AREA JOINT LIBRARY YOUTH SERVICES LIBRARIAN

Department: Youth Services

Pay Range:

Reports to: Library Director

FLSA: Non-Exempt

Date Approved:

The Youth Services Librarian is responsible for the development and implementation of the library's programming and services children and their families and caregivers. The position requires an extensive knowledge of children's literature, as well as a foundational understanding of child development and growth. The position requires professional judgment in developing and maintaining the children's collection, and in planning, implementing, and evaluating programs for youth. A desire to work with youth and their parents and caregivers is essential to successfully fulfilling this role.

### **ESSENTIAL FUNCTIONS**

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Commitment to children and their families and caregivers:
  - Promotes early literacy and family literacy through a variety of programming, collection materials, and outreach opportunities;
  - Provides assistance to patrons.
- Reference and User Services
  - Provides reference and readers advisory to assist youth;
  - Provides a welcoming and inviting atmosphere for all children and youth;
  - Provides catalog-use assistance, as well as computer assistance, as needed.
  - Conducts library orientation tours for school groups and other.
- Programming
  - Designs, promotes, presents, and evaluates a variety of programs for children;
  - Integrates literacy development into story-times, and other programming;
  - Budgets appropriately for programming;
  - Plans and executes summer reading program;
  - Ensure publicity is created for events.
- Knowledge, Curation, and Materials Management
  - Stays up-to-date on Children's literature while maintaining a core collection of materials, including classic literature;
  - Reviews professional journals and monitors trends in children's literature;
  - Selects materials for purchase and maintains children's collection;
  - Weeds materials using appropriate evaluation methods.



- Outreach
  - Conducts school visits, story-times at local daycares, promotes the library throughout the community;
  - Participates in local events to promote library services and increase awareness of the library and its services.
- Administrative and Management Skills
  - Prepares monthly statistics reports;
  - Maintains children's materials budget and tracks expenditures appropriately;
  - Monitors children's programming budget;
  - Trains and supervises library aides and volunteers within the children's area.
- Professionalism and Professional Development
  - Preserves patron confidentiality;
  - Collaborates with other staff;
  - Participates in professional development opportunities when appropriate.

#### **OTHER JOB FUNCTIONS**

- Performs other job duties as assigned.

#### **REQUIREMENTS**

- Education: Bachelor's degree required, MLS / MLIS degree preferred;
- Experience: 1-3 years of experience as a Youth Services Librarian.  
*Note: More experience may be substitute for less education or any equivalent combination of training and experience which provides required skills.*

#### **KNOWLEDGE, ABILITIES, AND SKILLS**

- **Knowledge of**
  - Youth literature, programs, policies and procedures;
  - Library services and procedures;
  - Communication standards (written and oral);
  - Standard office equipment;
  - Computers and new technology.
- **Ability to**
  - Provide effective leadership to youth services staff;
  - Work well with youth, teens, and families and caregivers;
  - Communicate effectively;
  - Establish and maintain effective working relationships.
- **Skills in**
  - Public relations;
  - Organization and time management;
  - Creative thinking and problem solving.



## **PHYSICAL DEMANDS and WORKING CONDITIONS**

- While performing the duties of this position the employee may be required to:
  - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
  - Bend, twist, or reach;
  - Required to balance or climb, on occasion;
  - Push or pull wheeled library carts weighing up to 400 pounds;
  - Lift or carry items weighing 50 pounds or less;
  - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**ACCEPTANCE STATEMENT**

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**Acknowledgement of Review**

I acknowledge that I have read the information presented above, and I understand the expectations set forth hereto.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

## Mission & Vision of the Hudson Area Joint Library

### Mission:

The Hudson Area Joint Library is a center for lifelong learning, where the community gathers and knowledge flows freely.

### Vision:

The Hudson Area Public Library is recognized as a core community asset, providing an array of education, information, and communication resources and services to enrich the lives of residents.

## Library Administration & Governance

### Hudson Area Joint Library Bylaws

Approved by Board of Trustees: June 18, 2013

Effective Date: June 13, 2013

#### ARTICLE I—Identification

The name of this organization is the Hudson Area Joint Library, located in Hudson, Wisconsin, existing by virtue of a Joint Library Agreement in accordance with Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said agreement and statute. The Hudson Area Joint Library is commonly known as “the Hudson Area Library” and is hereinafter referred to as the “Library”.

**Commented [TN1]:** Recommendation to change “the Hudson Area Library” to “the Hudson Area Public Library”

#### ARTICLE II—Board of Trustees

##### Section 1 Number and Qualifications

The governing body of the Library shall consist of an eight-member Board of Trustees, (hereinafter referred to as the “Board”). The Board representation shall include three representatives from the City of Hudson, two representatives from the Town of Hudson, one representative from the Village of North Hudson, one representative from the Town of St. Joseph, and one representative from the School District of Hudson. The seven municipal Board memberships are based on population, and shall be revised after each federal census if needed to maintain proportional representation. Representatives shall be appointed and vacancies shall be filled by the presiding officers of the governing body of each entity (hereinafter known as the “Appointing Official”) and confirmed by the respective governing body of each entity (hereinafter known as the “Appointing Authority”). The Appointing Officials and Appointing Authorities include the Mayor of the City of Hudson and City Council, the Village President of the Village of North Hudson and the Village Board of Trustees, the Town Chairperson of the Town of Hudson and the Town Board of Supervisors, the Town Chairperson of the Town of St. Joseph and the Town Board of Supervisors, and the Superintendent of Schools for the School District of Hudson and its Board of Education.

##### Section 2 Term of Office

The initial three (3) year term shall begin on June 1 of the year of appointment and subsequent three (3) year terms shall also begin on June 1.



### **Section 3 Disqualifications, Vacancies**

If a Trustee moves out of the political subdivision he/she represents, or if an elected official of a partner municipality is no longer serving as an elected official, their position shall be declared vacant. It shall be the duty of the President to notify the appointing official of the vacancy, and, by direction of the Board, may suggest to the appointing official up to three names of persons who may qualify to fill the position. When any Trustee fails to attend three consecutive meetings of the Board, or when any Trustee commits an act that is deemed to be in serious breach of the duties of the position as a member of the Board, the President, with consent of the Board, may notify the appointing official to request the disqualification of the Trustee and may suggest up to three persons to fill the position. The appointing authority may disqualify any trustee at its discretion. Vacancies or disqualifications for the unexpired portion of a term shall be filled per Section 1 and end on May 31st of the unexpired term. The appointee may be appointed to a subsequent three- year term beginning June 1st by the appointing authority.

## **ARTICLE III—Officers**

### **Section 1 Election of Officers**

The officers shall include a President and Vice-President and be elected from the appointed Trustees at the annual meeting of the Board. Vacancies in either office shall be filled by an election from the appointed trustees at the next regular meeting of the Board after the vacancy occurs.

### **Section 2 Terms**

Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There is no limit on the number of one year terms that an officer may serve.

### **Section 3 President**

The President shall set the agenda and preside at all meetings of the Board, authorize calls for any special meetings, be responsible for the proper posting and publication of all regular and special meetings and their agendas, insure all aspects of the Open Meeting Law are complied with, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, co-sign all checks drawn on trust or endowment funds, conduct annual performance appraisals for the Library Director, and with the Library Director, prepare the annual budget for presentation to the Board, and generally perform all duties associated with the office.

### **Section 4 Vice President**

The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

### **Section 5 Secretary**

A recording Secretary may be appointed by the President. The President shall assign the duties of the Secretary. The Secretary's (or designated substitute's) presence is required at all open meetings of the Board, and at closed sessions based upon the subject discussed during the closed session. The Secretary is responsible to keep true and accurate records of all meetings and perform duties generally associated with that office.

### **Section 6 Treasurer**

A Treasurer may be appointed by the Board to work with the City of Hudson Finance Director. The City of Hudson Finance Director shall act as the fiscal agent to receive and maintain accounts for all disbursed library funds.

## **ARTICLE IV—Meetings**

### **Section 1 Regular Meetings**

The regular meetings shall be held each month, the date, location and hour to be set by the Board at its Annual Meeting.

### **Section 2 Annual Meetings**

The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

### **Section 3 Order of Business**

The order of business for regular meetings shall include, but not be limited to, the following items:

- Call to order
- Roll call of members, introduction of visitors
- Next meeting date
- Disposition of minutes of previous meeting and any intervening special or closed meeting
- Citizen comments
- President's report
- Library Director's report
- Committee reports
- Suggested future agenda items
- Adjournment

### **Section 4 Special Meetings**

Special meetings may be called at the direction of the President for the transaction of business as stated in the call for the meeting.

### **Section 5 Quorum**

A quorum for the transaction of business at any meeting shall consist of five (5) Trustees present in person at the designated meeting location.

### **Section 6 Trustee Participation**

Any Trustee not physically present, may participate in the open session meeting via electronic means, but may not vote on any actions.

### **Section 7 Closed Sessions**

Closed sessions are restricted to Trustees and individuals pertinent to the subject discussions, who are physically present. Electronic communication with Trustees not physically present is not permitted. Closed sessions shall not be recorded

### **Section 8 Parliamentary Authority**

Robert's Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the meetings.

## **ARTICLE V—Committees**

### **Section 1 Standing Committees**

Standing Committees shall be established by the President of the Board and their members appointed by the President subject to approval by the Board. Committee charters shall be established by the Board and reviewed on an annual basis. Standing Committees shall include Policy and Personnel and Finance. Committees shall include a minimum of one member of the Board, and may include staff representatives and general public members.

**Section 2 Ad Hoc Committees**

Ad Hoc Committees for special purposes will be established by the President of the Board to serve until the final report of the work for which they were appointed has been filed. Members are appointed by the President, subject to the approval of the Board by simple majority. Ad Hoc Committees shall serve at the discretion of the Board President. Committee charters shall be established by the Board before the first meeting of the Ad Hoc committee. Committees shall include a minimum of one member of the Board, and may include staff representatives and general public members.

**Section 3 Reporting**

All committees shall make a progress report to the Board at each Board meeting.

**Section 4 Limitation of Authority**

Committees will have only advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

**ARTICLE VI—Duties of the Board of Trustees**

**Section 1**

Determine the policies of the Library and provide the highest possible value for the community.

**Section 2**

Select and appoint a Library Director based upon the current job description and annually review his/her performance.

**Section 3**

Review and approve the proposed annual budget for presentation to the governing bodies for their approval.

**Section 4**

Review library facility to determine what may be needed to support the total library program.

**Section 5**

Study and support legislation that will bring about the greatest good to the greatest number of Library users.

**Section 6**

Cooperate with the Library Director, other public officials and boards, and maintain positive public relations.

**ARTICLE VII—Library Director**

The Library Director shall have sole charge of the administration of the library under the direction and review of the Board. The Library Director shall be held responsible as set forth in the Job Description of the Library Director as amended from time to time. The Director shall attend all meetings of the Board but shall have no vote. If unable to attend a meeting of the Board, the Library Director shall appoint a designee from the staff to attend.

## **ARTICLE VIII—General**

### **Section 1 Voting**

An affirmative vote of the majority of all members of the Board physically present in person shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

### **Section 2 Suspension of Rules**

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be taken only at a meeting at which all of the members of the Board shall be present and two-thirds of those present shall so approve.

### **Section 3 Amendments to the Bylaws**

These Bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board provided a properly noticed agenda item is posted and/or published in compliance with the Wisconsin's Open Meeting Law. Written notice of the proposed amendment(s) shall have been mailed to all members of the Board at least five (5) days prior to the meeting at which such action is proposed to be taken.

### **Section 4**

Once adopted, any amendment or restatement of these Bylaws shall be delivered to the respective clerks of the governing bodies for informational purposes only, as no additional approval from them is required.

***These bylaws will be in force upon adoption by the Board of Trustees of the Hudson Area Joint Library on the 18 day of June 2013.***

Revised April 11, 2005. Article IV, Section 2. Delete the words: "and the adoption of the annual report," and change February, January to June.

Revised May 10, 2010 Article I, Add the following sentence: "The facility it operates is known as the Hudson Area Library."

Revised May 10, 2010 Article II, Section I. Add the following sentence: The seven municipal board memberships are based on population, and shall be revised after each federal census if needed to maintain proportional representation. Representatives shall be appointed by the presiding officers and confirmed by the governing body of each entity.

Revised June 18, 2013. Article I. Section. Identification.

Add to Lines 11-12: The Hudson Area Joint Library is commonly known as "the Hudson Area Library" and is hereinafter referred to as "Library."

Revised June 18, 2013. Article II. Section. Board of Trustees.

Add Lines 26-32. Appointing Officials and Appointing Authorities

Revised June 18, 2013. Article II. Section 2. Term of Office.

Delete: The term of office of trustees shall be three years with unlimited terms. Vacancies for the un-expired portion of a term shall be filled per Section 1.

Add to Lines 34-35. Term of three years beginning June 1.

Revised June 18, 2013. Article II. Section 2. Term of Office.

Add to Lines 45-49. Vacancies and/or disqualification.

Revised June 18, 2013. Article III. Section 1-6. Officers.

Delete: A nominating committee may be appointed by the president two months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Add to Lines 60-61. Terms.

Add to Lines 83-85. Treasurer.

Revised June 18, 2013. Article IV. Section 1-8. Meetings.

Add to Lines 123-125. Closed Sessions.

Revised June 18, 2013. Article VII. Library Director.

Delete: ...for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

## Library Operations

Approved by Board of Trustees: (date)

Effective Date:

Revision Date:

### Days and Hours of Service

The Hudson Area Joint Library maintains consistent, posted hours of service during which all services of the Library are available to patrons. Those hours are:

Monday	10:00 a.m. to 8:00 p.m.
Tuesday	10:00 a.m. to 8:00 p.m.
Wednesday	10:00 a.m. to 8:00 p.m.
Thursday	10:00 a.m. to 8:00 p.m.
Friday	10:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 8:00 p.m.

The book drop is available for the return of all material during the hours the library is closed. The book drop is located on the north side of the Library building.

### Holidays

The Hudson Area Joint Library will be closed on the following holidays:

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (Last Monday in May)
- Fourth of July (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Last Thursday of November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve (December 31)

**Commented [TN2]:** Should be updated annually or whenever changes are made

**Commented [TN3R2]:** Emergency Closings Policy is included here

**Commented [TN4]:** For 2016, I recommend closing the library on Monday, December 26, 2016 in lieu of Christmas Day, December 25, which is on Sunday. Additionally, subsequent years should be reviewed and holiday changes / in-lieu-of dates determined in December of each year.

## Emergency Closings

The Hudson Area Public Library shall remain open for regular business hours despite inclement weather unless the Library Director, in consultation with the President of the Library Board of Trustees, makes the determination to close, or when an exigent circumstance exists. An exigent circumstance exists is defined as an emergency that requires immediate attention such as a gas leak or a tornado.

School closings will not be used to make the determination to close.

When, in the opinion of the Director, an emergency exists that may necessitate closing of the library, then the following procedure shall be followed.

- The Director will consult with the President of the Library Board of Trustees to determine whether the library shall close or remain open;
- The Associate Librarian will notify local media that the library will be closing;
- The Associate Librarian will post notification of the closure on the library's website;
- The Programming, Communications, and Outreach Assistant will post the closure notice to the library's social media.

If the President of the Library Board of Trustees cannot be reached, the Director shall consult with the Vice President of the Library Board of Trustees. In the event that the Director cannot reach the President or Vice-President, or when an exigent circumstance exists, then the Director shall determine whether the library shall be closed, if the decision is made to close the library, then the Director shall inform the remainder of the trustees by phone or email, whichever method is more effective and timely.

In the absence of the Director, the Associate Librarian or a senior staff member, in that order, will attempt to contact the Director. Failing this, they will act for the Director following the aforementioned procedure.

When an emergency closing is decided prior to opening time, library staff members will be notified of the closing by the "calling tree". The Director or the person responsible for contacting the Library Board of Trustees is responsible for notifying staff members. Staff members should check the Library's website for updates, as well.

When an emergency closing takes place during library hours, the Director or the person responsible for contacting the Library Board of Trustees is responsible for activating a "calling tree" to notify those staff members not yet present.

## Library Safety & Security

Approved by Board of Trustees:

Effective Date:

Revision Date:

### Disaster & Emergency Plan

Approved by Board of Trustees: November 12, 2012

Effective Date:

Revision Date:

**Commented [TN5]:** No changes have been made to the Disaster and Emergency Plan; however, it should be reviewed every 3 years.

#### I. Medical Emergency Procedures

- a. Call 9-911 (if dialing from a portable phone, dial 99 to get an outside line, then 9-1-1).
  - i. Give the operator your name and tell him/her you are calling from Hudson, WI.
  - ii. Tell the operator your exact location (Hudson Library - 700 1st. St./corner of 1st and Vine).
  - iii. Explain as best you can the nature of the problem (injury and/or illness, symptoms exhibited).
  - iv. Provide any other information requested by the operator.
  - v. Stay on the line until the operator instructs you to hang up.
- b. Notify the Library Director (ex. 105) of the emergency. In the Director's absence, notify the Associate Librarian, the Children's Librarian, or a Librarian Assistant. Do NOT leave the person of concern alone unless absolutely necessary.
- c. Send someone (ideally another library employee) to wait for the emergency services personnel and to escort the EMTs to the person of concern.
- d. After the person of concern and responders have left the scene: If blood, other bodily fluids, or any other biohazards have contaminated library materials, furniture, and/or other library property or building features, block off the affected area. Contact the janitor to clean up the area. If the janitor is not available, an employee will need to clean up the area. Use a Pathogen Clean-up Kit when cleaning the area (found in the cupboard along the east wall of first floor work area).
- e. Complete an Incident Report form (found in the hanging file next to the cash register) and give it to the Library Director.

#### II. Fire Safety Procedures

- a. When the fire alarm sounds, stop work immediately. Remain calm, alert patrons that "this is not a drill", give clear and loud instructions, evacuate through the nearest safe exit.  
First Floor Sweeper: Associate Librarian or Librarian Assistant on duty.  
Check and clear patrons from area. Do not endanger yourself.  
Second Floor Sweeper: Children's Librarian or Librarian Assistant on duty.  
Check and clear patrons from area. Do not endanger yourself.  
  
NOTE: When the alarm is activated, the elevators will automatically head to the 1st floor, the doors will open, and the elevator will shut down. All patrons and staff on the 2nd floor must exit via the stairs. Also, be aware the front doors lock when the alarm sounds; you can exit but not reenter.
- b. After leaving the building, head toward the designated outdoor assembly area:

- i. If you exited via the police entrance, police staircase, or deliveries entrance, proceed to the far end of the library parking lot (the side closest to 2nd St.)
    - ii. If you exited via the main entrance, proceed to the beach parking lot.
  - c. Once you have reached the outdoor assembly area, take note of which library employees are present. Designate a staff member at the beach parking lot to walk up to the library parking lot to report to staff on that side.
  - d. After it has been determined whether or not any staff members are missing, call 911 to update dispatch. (Specify that you are calling from Hudson, WI)
  - e. All staff should stay at their designated outdoor assembly areas until a Fire Department official has given an all-clear announcement. If it is determined it is not safe to reenter the building, staff should stay at their location until dismissed by the Library Director.
- III. Severe Weather Safety Procedures
  - a. In the event of a tornado or severe thunderstorm in the vicinity, a severe weather warning will sound. All staff and patrons should take shelter near 1st floor interior, windowless walls (restrooms, Help Desk book drop, under staircase from delivery entrance, etc.). On their way to the shelter areas, staff members should quickly walk through the building to provide direction and assistance to patrons.  
\* NOTE: Elevators should not be used during severe weather emergencies.
  - b. After taking shelter, position your body as close to the ground as possible and cover your head (ideally with an object such as a pillow or bundled up sweater, but at least with your hands).
  - c. Monitor the location and severity of the storm via a smartphone (if feasible). To check National Weather Service alerts on a mobile device, visit [mobile.weather.gov](http://mobile.weather.gov)
  - d. After the warning has cleared, notify patrons and fellow staff members.
  - e. If it is possible the Library has sustained structural damage, patrons should be escorted from the building via the nearest safe exit and led to the 2nd street end of the library parking lot. (If this location is not safe or accessible, proceed to the beach parking lot.) A staff head count should be taken at this time. 911 should be called and alerted if any staff members are missing.
- IV. Bomb Threat Safety Procedures
  - a. There are two explanations for the reporting of a bomb threat
    - i. The individual has actual knowledge or believes that a bomb has been or will be placed and wants to minimize injury or property damage.
    - ii. The individual wants to create anxiety and panic, which results in a disruption of normal activities.
  - b. If you receive a bomb threat via phone:
    - i. Remain calm and take the call seriously.
    - ii. Keep the caller on the line as long as possible. Ask the caller to repeat the message.  
Write down every spoken word.
    - iii. Ask for the location of the bomb and time of detonation.
    - iv. Inform the caller that the building is occupied and that the detonation could result in death or serious injury to many innocent people.
    - v. Pay particular attention to background noises which may give a clue as to the location the call is made from.
    - vi. Listen closely to the voice noting if the caller is:
      - 1. male or female
      - 2. calm or excited
      - 3. speaking with an accent

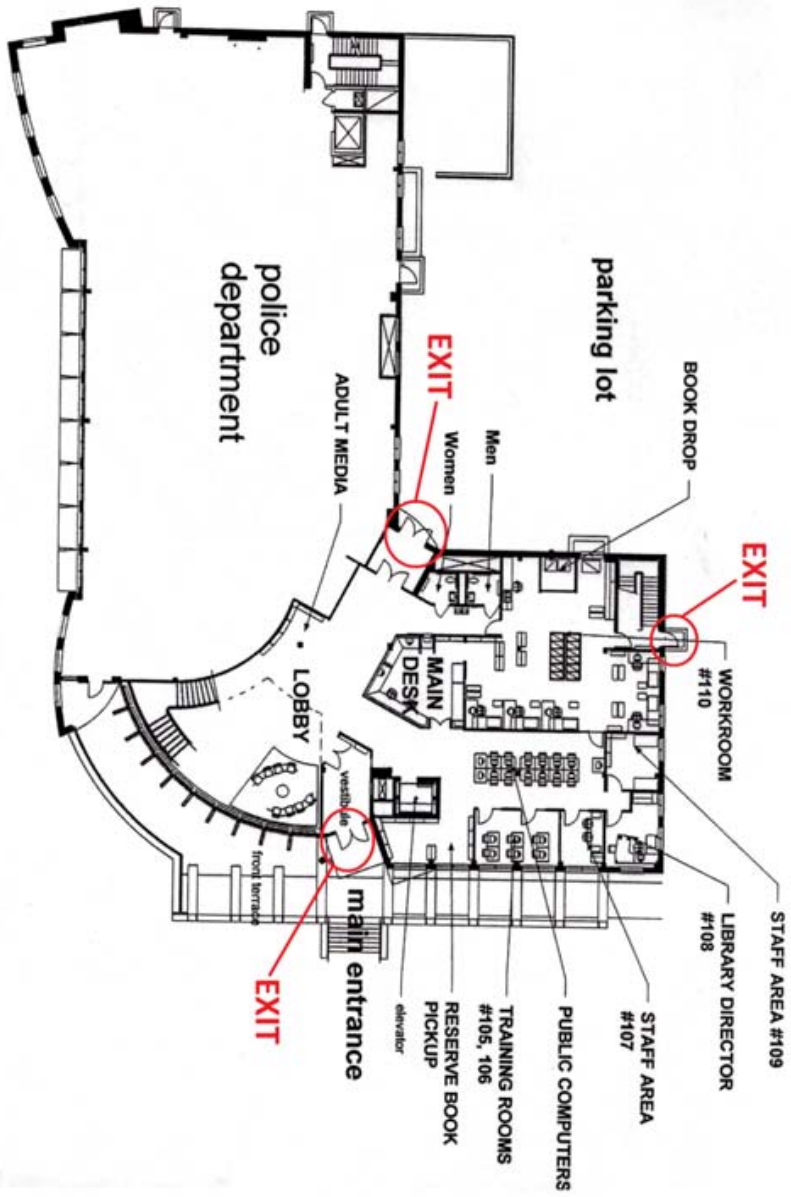


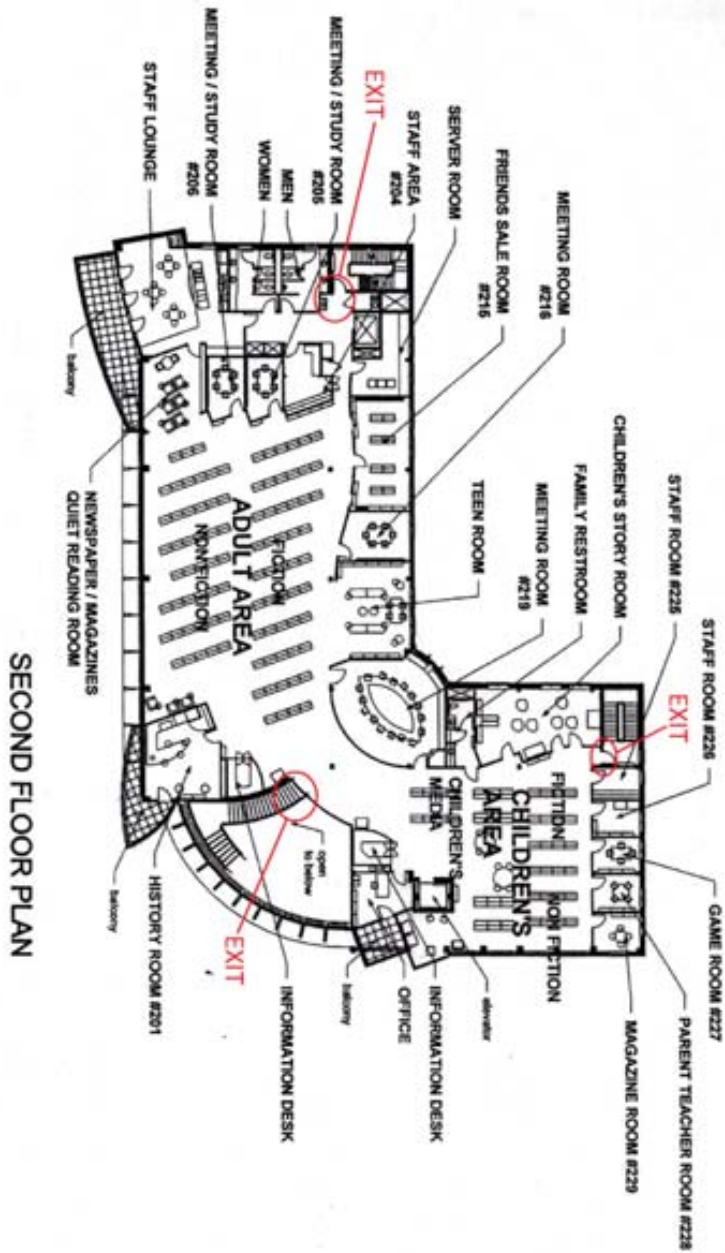
4. speaking with a speech impediment
- c. If you receive a written threat, save all materials, handling them as little as possible.
  - d. After the caller hangs up (or after you receive a written threat), immediately call 911. Report the situation and request guidance.
  - e. If directed to evacuate, make an announcement via the public address system similar to the following:
    - “A situation exists which requires all patrons and staff to exit the building. Please collect all personal belongings and proceed to the nearest exit immediately.”
  - f. Staff members should quickly walk through the building to provide direction and assistance to patrons. The elevators may be used in this situation.
  - g. Staff should assemble near the 2nd St. end of the library parking lot and an employee head count should be taken. Alert 911 if any staff are missing.
  - h. Assist law enforcement as necessary.
  - i. Refer media personnel to a law enforcement representative.
  - j. All staff should stay at their designated outdoor assembly areas until Emergency Services personnel give an all-clear announcement. If it is determined it is not safe to reenter the building, staff should stay at their location until dismissed by the Library Director.

First Floor Sweeper: Associate Librarian or Librarian Assistant on duty.

Second Floor Sweeper: Children’s Librarian or Librarian Assistant on duty.

MAIN FLOOR PLAN





SECOND FLOOR PLAN

Staff Phone List

Commented [TN6]: Updated and current as of 5/31/2106

Janitor: Russ Jensen 715-386-5921 & 715-690-9799 (cell); Pat O'Keeke 715-781-5074  
 IT Support Mike 715-441-5492 (cell) (715)781-5619 cell Byran 715-410-3617 (cell)  
 Melanie-Police Department 715-222-3032  
 Tom Zeuli 715-386-4767 Cell 715-381-3889; Public Works  
 City of Hudson Public Works 715-386-4767  
 Police Non-Emergency: **715-386-4711, 715-386-4701**

Tina L. Norris	715-386-3101 ext. 105 Library 763-221-9331 (cell)
Matthew Winkler	715-386-3101 ext. 106 Library; 715-684-3911
Mary Davis	715-386-3101 ext. 104 Library 715-386-7453
Amanda Brandt	715-386-3101 ext. 103 Library; 715-781-3834
Joan Nelson-Bushman	715-386-3101 ext. 109 Library; 715-684-9712 (cell)
Circulation Desk 1 <sup>st</sup> floor	715-386-3101 ext. 102
Nicole Gelina	715-386-3101 715-781-5089 (cell)
Nicole Pivec	715-386-3101
Thyra Goelzer	715-386-3101 ext. 101 Library; 715-248-3893 715-222-2423 (cell)
Madeline Page	715-386-3101 ext.108 Library; 715-222-0818

**Library Clerks**

Michelle Saifullah Clerk	715-386-5474 715-410-1265	Susan Jara, Clerk	651-738-5964
Lacy Gleason, Clerk	715-410-4777 (cell) 715-410-4776 (cell)	Beverly Riesberg, Clerk	715-222-9125
Amy Ginsbach, Clerk	715-386-9059		

**Library Aides**

Julie Schuknecht, Aide	715-386-2751 651-247-4792 (cell)	Madeline Zamzow	715-410-1998
Leigh Entenza, Aide	651-436-7361		
Maggie Hewitt, Aide	715-386-1511 715-781-7416 (cell)	Kensie Kiesow	651-252-7065
Isabel Yang	715-531-0227 715-690-4716	Sloane MacSwain	715-386-1983
Madeline Leines	715-381-9750		

Police-St. Croix County Non-Emergency 715-386-4711 or 715-386-4701  
 Police-Hudson Non-Emergency 715-386-4771  
 Fire- Emergency Dial 911  
 Fire-Non Emergency 715-386-5861  
 Tom Zeuli, Public Works 715-386-4767 or 715-381-3889 (cell)

### Procedure for Documenting Incidents and Emergencies

Any unusual incidents occurring on library grounds or during a library sponsored event should be documented by completing the Incident Report form (see Appendix A).

Examples of incidents to be documented include but are not limited to:

1. Injuries
2. Fire or smoke emergencies
3. Theft of library materials
4. Unattended children left after library closing
5. Any incident which requires a police call
6. Problems with patrons
7. Any incident of which the Director should be made aware

When an incident involves injuries, complete the Incident Report Form while the injured part is present, if possible. Have the injured person or their guardian sign the form to verify its accuracy.

All Incident Report Forms should be given to the Director.

### Unattended Children & Vulnerable Adults

Approved by Board of Trustees: (date)

Effective Date:

Revision Date:

**Commented [TN7]:** Unattended Children formerly included with Code of Conduct; however, there is currently no policy regarding vulnerable adults.

Library personnel cannot be responsible for children or vulnerable adults left unattended at the library.

Children six and under must be accompanied by someone over 14 years old at all times. Similarly, it is vital to the safety and well-being of vulnerable adults that they not be left alone in the library. A vulnerable adult is defined as "any adult who has a physical or mental condition that substantially impairs his or her ability to care for his or her needs...."

The library reserves the right to call the Hudson Police department in cases of disruptive behavior of unattended children. If a child remains at the library after closing time, a staff member will attempt to call the parent or legal guardian by telephone. If the responsible party cannot be reached or cannot come immediately to the library, the Hudson Police will be notified to pick up the child. *Under no circumstances will a staff member drive a child or vulnerable adult home or to any other destination.* A Hudson Area Public Library incident report is to be filed for unattended children and vulnerable adults left at the library.



## HUDSON AREA JOINT LIBRARY LIBRARY ASSISTANT: INTERLIBRARY LOAN (ILL)

Department: PATRON SERVICES

Pay Range:

Reports to: Library Director

FSLA: Non-Exempt

Date Approved:

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This position exists to provide support services in the area Interlibrary Loan (ILL) by facilitating the sending and receiving of ILL materials for patrons. Additionally, this position handles lost, damaged, and overdue notification and / or billing, and works to resolve issues in a timely and courtesy manner.

### **ESSENTIAL FUNCTIONS**

The following job functions are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives, fills, and processes ILL requests from other libraries and agencies for library materials owned by the Hudson Area Public Library to fill requests within the Indianhead Federated Library System region, to MORE libraries, and on a statewide and / or national basis as part of a network of libraries;
- Processes and maintains ILL files on materials loaned to other libraries;
- Processes and maintains ILL files on materials borrowed from other libraries;
- Prepares and processes materials for return to owning library;
- Communicates verbally and in writing with other libraries and agencies relating to ILL matters;
- Uses the automated system to create temp ILL records, manage and track ILL materials and due date status of ILL materials;
- Facilitates and ensure the timely return of materials to owning libraries;
- Processes overdue notifications;
- Process billing notices for unreturned materials;
- Directs work of Library Aides and volunteers in relation to daily delivery of materials and shelving of materials;
- Acts as back-up Library Assistant at Circulation and Children's Information Desk, as needed.
- Performs general circulation tasks, such as patron check outs, assistance with self-check equipment, computer assistance, collecting fines, registering new patrons, collect fines and fees, etc.
- Provides excellent customer service to all patrons;
- Completes opening and closing tasks.
- Answers phone and directs calls.
- Assists other departments, as needed.
- Assists in training new staff and volunteers.



## **OTHER JOB FUNCTIONS**

- Performs other job duties as assigned.

## **REQUIREMENTS**

- Education: Bachelor's degree OR combination of education and experience sufficient to meet the expectations of the position.
- Experience: Customer service experience required; library experience preferred.

## **KNOWLEDGE, ABILITIES, AND SKILLS**

- **Knowledge of**
  - Computer systems and technology.
  - Office technology systems and equipment.
  - Interlibrary loan practices.
- **Ability to**
  - Communicate effectively.
  - Collaborate and build relationships within the community.
  - Maintain confidentiality of patron information;
  - Work independently, organize and prioritize work, respond to changing work demands, and make decisions, as appropriate.
  - Maintain pleasant, courteous demeanor in all situations.
- **Skills in**
  - Interpersonal communication skills;
  - Organization and time management;
  - Problem solving.

## **PHYSICAL DEMANDS and WORKING CONDITIONS**

- While performing the duties of this position the employee may be required to:
  - Sit, stand, walk, climb, stoop, kneel, crawl, talk, and hear;
  - Bend, twist, or reach;
  - Required to balance or climb, on occasion;
  - Push or pull wheeled library carts weighing up to 400 pounds;
  - Lift or carry items weighing 50 pounds or less;
  - Use fingers and hands to handle, feel, or operate objects, tools, or controls, such as computer keyboards.
- Work is performed indoors with a minimum amount of outside work.
- Work schedule may include evening and weekend hours, as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without accommodation, of the position of Youth Services Librarian at the Hudson Area Library. If employed, I certify that I can and will perform the essential functions of the position. Administration reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for informational purposes only and does not indicate a written or implied contract of employment.

**Acknowledgement of Review**

I acknowledge that I have read the information presented above, and I understand the expectations set forth hereto.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date