

CITY OF CARMEL-BY-THE-SEA
HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
AGENDA

Regular Meeting
City Hall
East Side of Monte Verde
between Ocean & Seventh Avenues

Wednesday
January 27 , 2016
9:00 AM

Nancy Collins, Vice President
Richard Flower, President
Niels Reimers
Tara Twomey, Treasurer

I. Roll Call

II. Announcements from Board Members and Director

III. Appearances

Anyone wishing to address the Library Board on items within its jurisdiction may do so now. Please rise, state your name and the matter on which you wish to speak. Matters not appearing on the Library Board agenda will not receive action at this meeting. Presentations will be limited to three minutes, or as established by the Library Board of Trustees

IV. Approval of Minutes of the November 18, 2015 Meeting (pp. 1 – 3)

V. Orders of Business

- A. Receive report from the Carmel Public Library Foundation regarding CPLF Activities
- B. Receive report from the Carmel Public Library Foundation regarding contract with Group 4 Architects (pp. 4 – 7)
- C. Discuss the possibility of requesting additional library open hours from the City Council for the Fiscal Year 2016/17 budget and provide direction (p. 8)
- D. Approve Fiscal Year 2015/16 budget amendment in the amount of \$11,100 in extra funding from the Carmel Public Library Foundation and allocate the amount to the New Equipment budget (p. 9)
- E. Review CalRen / Cenic Broadband project to date and provide direction if necessary (pp. 10 – 28)

VI. Librarian's Report

Review of monthly statistics
Library staff recruitments
December Food For Fines totals (p. 29)
Library Board appointment
Park Branch basement update

VII. Treasurer's Report:

- A. Receive Treasurer's Report
- B. Accept November 30, 2015 Financial Statements and Check Register.
- C. Accept December 31, 2015 Financial Statements and Check Register.

VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held February 24, 2015.

**CITY OF CARMEL-BY-THE-SEA
HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
AGENDA**

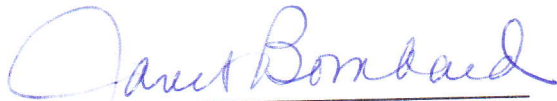
Any writings or documents provided to a majority of the Harrison Memorial Library Board of Trustees regarding an item on this agenda will be made available for public inspection in the Library Director's office at the Park Branch library at the corner of Mission & Sixth Streets during normal business hours.

The City of Carmel-by-the-Sea does not discriminate against persons with disabilities. Carmel-by-the-Sea City Hall is an accessible facility. The City of Carmel-by-the-Sea telecommunications device for the Deaf/Speech Impaired (T.D.D.) number is 1-800-735-2929.

AFFIDAVIT OF POSTING

I, Janet Bombard, Library and Community Activities Director for the City of Carmel-by-the-Sea, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Carmel-by-the-Sea City Hall bulletin board, posted at the Harrison Memorial Library on Ocean and Lincoln Avenues and the Carmel Post Office and distributed to members of the media on January 22, 2016.

Dated this 22nd day of January 2016 at the hour of 6:00 p.m.



Janet Bombard
Library and Community Activities Director

**MINUTES
HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
CITY OF CARMEL-BY-THE-SEA**

November 18, 2015

I. CALL TO ORDER

The regular meeting of the Harrison Memorial Library Board of Trustees was held on the above date at 9:00 a.m. President FLOWER called the meeting to order.

II. ROLL CALL:

PRESENT:

COLLINS, FLOWERS, MOSHER, REIMERS, TWOMEY

ABSENT:

NONE

STAFF PRESENT:

Janet Bombard, Library Director

Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Board member Mosher announced her resignation as of December 31, 2015. Board member Flower distributed to everyone on the Board a book of stories of the early days of Carmel.

IV. APPEARANCES:

No appearances.

V. APPROVAL OF MINUTES:

Board Member MOSHER moved to, **Approve the Minutes of the October 28, 2015 Regular Meeting**, seconded by Board Member COLLINS and carried by the following roll call vote:

AYES:	COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

VI. ORDERS OF BUSINESS:

A. Receive report from the Carmel Public Library Foundation regarding CPLF activities

CPLF Executive Director Amy Donohue praised board member Mosher for all she has done for the library and CPLF. Donohue reminded the board that the gingerbread fundraiser will be coming up in December. Donohue also distributed flyers about the upcoming December and January programs to the board. Donohue reviewed the report from library consultant Susan Kent. A San Francisco architectural firm, Group 4 Architects, has been hired to work on the next step of the project.

B. Receive and discuss report from Library Consultant Susan Kent, and provide direction regarding next steps

The Board discussed the report. Treasurer Twomey offered to attend a City Council meeting to distribute the report and inform Council of the project.

Board Member REIMERS moved to, **authorize Board Member TWOMEY to be the Boards representative to speak to the City Council about the Susan Kent report,** seconded by Board Member COLLINS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

C. Accept annual proceeds of the Friends of the Library book sale in the amount of \$22,500.00

Board Member MOSHER moved to, **accept annual proceeds of the Friends of the Library book sale in the amount of \$22,500.00** seconded by Board Member REIMERS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

D. Consider Library Board of Trustees participation in the 2016 City Centennial celebrations and 1. Forward a budget request to the City Council for funding, if applicable and 2. Provide direction to staff regarding said participation

After a discussion of options regarding Library Board participation in the 2016 Centennial celebrations Board Member MOSHER moved to, **accept the recommended two activities proposed by Library Director Janet Bombard for the 2016 Centennial Celebration,** seconded by Board Member COLLINS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

E. Discuss whether to hold a December Library Board of Trustees meeting and provide direction

Board Member REIMERS moved to, **cancel the December Library Board Meeting unless an urgent matter of business is identified before the December meeting,** seconded by Board Member TWOMEY and carried by the following roll call vote:

AYES: COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

F. Annual election of officers for 2016

Board Member Mosher proposed the following slate: Richard Flower for Board President, Nancy Collins for Vice President and Tara Twomey for Treasurer. After agreement from the

Board, Board Member MOSHER moved to, request the secretary to cast a unanimous ballot, seconded by Board Member REIMERS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

G. Provide staff with direction as to what meeting date the Board would like to agendize a discussion of library open hours, including Sundays

After discussing the issue, Board Member TWOMEY moved to, agendize the discussion of library open hours for the January board meeting, seconded by Board Member REIMERS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

VII. LIBRARIAN'S REPORT:

Library Director Bombard reviewed the monthly statistics with the Board and answered questions.

VIII. TREASURERS REPORT:

Board Treasurer Twomey reviewed the October check register with the Board. There were no extraordinary expenses that needed special attention from the Board.

Board Member MOSHER moved to, accept the October 31, 2015 Check Register, seconded by Board Member COLLINS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

X. ADJOURNMENT:

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:38 am. The next regular meeting is scheduled for January 27, 2016.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

Approved by:

Richard Flower, President, Library Board of Trustees



G R O U P 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE

SO. SAN FRANCISCO

CA 94080 USA

T: 650-871-0709

F: 650-871-7911

www.g4arch.com

21 January 2016

Amy Donohue, Executive Director
CARMEL PUBLIC LIBRARY FOUNDATION
P.O. Box 2042
Carmel, California 93921

Re: Carmel Public Library (Harrison Memorial Library) Space Planning Study

Dear Amy:

As requested, we have prepared a proposal for a space planning study for the Harrison Memorial Library project. This letter outlines Group 4's proposal to you.

PROJECT DESCRIPTION: The Harrison Memorial Library serves the City of Carmel-by-the-Sea and the neighboring community of Carmel Highlands. Library service is currently provided out of two facilities in Carmel-by-the-Sea, the Main Branch, Harrison Memorial Library, at Ocean Avenue and Lincoln, and the Park Branch Library located at Mission and Sixth Street. The facilities are just a few blocks away from each other and combined provide approximately 11,000 sf for library services. The Harrison Memorial Library is an approximately 6,300 sf building and was designed by renowned architect Bernard Maybeck; it currently houses the Adult services for the Library. The Park Library Branch opened in 1992; the building is approximately 9,000 sf and houses the Youth Services and the Local History Collection for the Library for the City.

SCOPE OF BASIC SERVICES:

This study is intended to accomplish the following:

- Facility Assessments
- Site Opportunities Analysis & Costs Models
- Evaluation Criteria

Group 4's Basic Services will include the following services:

- Facility Assessments: A high level facility assessment for the Main Branch and the Park Branch library based on information obtained from one site visit, review of existing site documentation, and information collected from Library and City staff on the existing conditions of the buildings. The summary assessment will include the following information:
 - General compliance with current ADA/Title 24 accessibility requirements
 - A summary of the buildings' systems conditions and identified deferred maintenance items
 - General observations on parking accessibility and appropriateness of the sites for a library
 - Potential opportunities for renovation

JONATHAN HARTMAN
ARCHITECT

DAWN E. MERKES
ARCHITECT

DAVID SCHNEE
ARCHITECT

JILL EYRES
ARCHITECT

ANDREA GIFFORD
ARCHITECT

WILLIAM LIM
ARCHITECT



- Site Opportunities Analysis and Costs Models: A high level site opportunities analysis will be completed for four (4) sites that will include analysis for both renovation of the existing buildings, as well as an option for a new co-located library as part of a proposed new parking structure at the Sunset Center, and an option for a new freestanding library at a site yet to be selected (perhaps the Park Branch site?). The Site analysis and cost models will include:
 - Developing preliminary renovation strategies for both of the existing libraries – the Main Branch and the Park branch
 - Developing a preliminary development strategy for including a new library in a parking structure that is being developed for the Sunset Center
 - Developing a preliminary development strategy for a new freestanding library on a hypothetical site
 - Developing high level cost models (cost/sf) for each of the four development strategies described above

- Evaluation Criteria: Provide preliminary evaluation criteria and an analysis matrix to assist in the review of the development strategies and to assist in strategic decision making for providing library services

ADDITIONAL SERVICES: Any additional tasks not included in the proposed scope of work.

Services of any structural, mechanical, plumbing, electrical, lighting, and/or other engineers.

COMPENSATION: Compensation for Basic Services is as follows:

Space Planning Study	
1. Facility Assessments	\$3,000
2. Site Opportunities Analysis, Cost Models, and Evaluation Criteria	<u>\$6,000</u>
Total Compensation Fee	\$9,000

Invoicing will be monthly and reflect the percent complete of services performed during the past month period.

Normal reimbursable project expenses, such as printing, copying, mileage are budgeted not to exceed \$500.

PROJECT SCHEDULE: We estimate that our services will be completed in 90 calendar days following the notice to proceed.



INSURANCE: Group 4 will maintain in effect during the term of this Agreement, insurance of the types and coverage (minimum limits) designated below:

General Liability (Comprehensive Form):	\$1,000,000	Combined	Single
		Limit	
Professional Liability:	\$1,000,000		
Worker's Compensation:	Statutory Limit		

Group 4's general liability insurance shall contain an endorsement naming the Carmel Public Library Foundation as an additional insured under Group 4's policy.

TERMINATION OF AGREEMENT: This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. The Agreement may be terminated by Carmel Public Library Foundation (CPLF) upon written notice to the Group 4 in the event that the Project is abandoned.

MEDIATION: If a dispute arises out of or related to this Agreement, or the breach thereof, and if the said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle this dispute in an amicable manner by mediation through mutually agreed to mediation service experienced in architectural services and construction matters.

SCOPE OF AGREEMENT: This is the entire Agreement between the parties and there are no agreements, conditions, or representations between the parties except as expressed herein.

INDEMNIFICATION: With respect to the operation of Group 4 under this Agreement other than the performance of professional services, Group 4 shall indemnify, hold harmless, and defend CPLF and its officers, directors, and employees from and against any and all claims, liabilities, damages, losses, and costs, including but not limited to reasonable attorney's fees and other costs of defense, attributable to personal injury, bodily injury, including death, or property damage, including loss of use thereof, and arising out of the negligence or willful misconduct of Group 4 or anyone for whom Group 4 is legally responsible, excepting the portion of those claims, damages, liabilities, losses, and costs caused by CPLF negligence or willful misconduct.

With respect to the performance of professional services under this Agreement, Group 4 shall indemnify and hold harmless, but shall have no obligation to defend, CPLF, its officers, directors, and employees from and against liabilities, damages, losses, and costs, caused by the negligent errors or omissions of Group 4 or anyone for whom Group 4 is legally responsible. CPLF shall indemnify and hold harmless, but shall have no obligation to defend, Group 4, its officers, directors, sub-consultants and employees from and against liabilities, damages, losses, and costs, caused by the negligent errors or omissions of CPLF or anyone for whom CPLF is legally responsible.

Notwithstanding any other provision of this Agreement, with respect to the performance of professional services under this Agreement, CPLF agrees to limit its claims, if any, against Group 4 to the actual proceeds of Group 4's professional liability coverage required under this Agreement. Group 4 shall maintain professional liability coverage in



21 January 2016

Amy Donohue, Executive Director

Page 4

the amount of at least \$1,000,000 per claim and \$1,000,000 in the aggregate for the term of this Agreement.

Please contact me if you have any questions about our proposal. Following your review, please indicate your acceptance below by signing and sending an original copy to our office. Once this is received, we will work with you to schedule the initial tasks and meetings.

Sincerely,
GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Dawn Merkes AIA, LEEDAP
Principal

DM/mm

cc: 15487-01

Agreed to by:
CARMEL PUBLIC LIBRARY FOUNDATION

Amy Donohue, Executive Director

Date

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
January 27, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Discuss the possibility of requesting additional library open hours from the City Council for Fiscal Year 2016/17 and provide direction

SUMMARY:

During the October 2015 Community Workshop conducted by Library Consultant Susan Kent, members of the audience expressed interest in having the library open additional hours, including Sunday afternoons. In response, representatives from the Library Board of Trustees agreed to agendize the matter at an upcoming Library Board meeting.

Fiscal Year 2016/17 department budget requests are due March 2, 2016, which will allow the Board to provide direction and/or continue discussion of the matter at the February meeting.

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

Staff Report

January 27, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Approve Fiscal Year 2015/16 budget amendment in the amount of \$11,100 in extra funding from the Carmel Public Library Foundation and allocate the amount to the New Equipment budget

SUMMARY:

At the July 22, 2015 meeting, the Board of Trustees reviewed the annual request to the Carmel Public Library Foundation for Fiscal Year 2015/16 funding (see Attachment).

The Fiscal Year 2015/16 Library Budget was developed in March 2015, concurrent with the City's budget schedule, and was based on previous fiscal years' operating support from CPLF in the amount of \$280,000 with a request for an additional \$11,100 to purchase an AWE early literacy computer station for Youth Services and a new public copier for the Reference Department.

The Carmel Public Library Foundation subsequently authorized the requested increase of \$11,100 to purchase the equipment; therefore, it is necessary to amend the Fiscal Year 2015/16 Library Budget New Equipment line item by \$11,100.

ATTACHMENTS:

Attachment 1 Carmel Public Library Foundation Harrison Memorial Library Partnership Agreement



Carmel Public Library Foundation

**Harrison Memorial Library
Partnership Agreement
FY 2015-2016**

Request for Funds

1. Amount requested: \$ \$291,100
2. Last awarded FY 2013-2014: \$280,000 (Library annual budget)
3. Reason for increase: Requested funding for operating support, plus replacement equipment which will enhance library offerings and customer service.
4. Funds for:
 - Operating support: \$280,000
 - AWE Early Literacy Computer Station: \$3,500
 - Copy machine for Main Library. Features: letter and legal size, scanning to USB, and interface with the public WiFi: \$7,600
5. Schedule of disbursements (to be planned by CPLF)
 - 1st Qtr: _____
 - 2nd Qtr: _____
 - 3rd Qtr: _____
 - 4th Qtr: _____

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

Staff Report

January 27, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Review CalRen/Cenic Broadband project to date and authorize staff to accept a quote and enter into a five-year contract for a 100 Mbps connection speed from AT&T at a cost of \$731.00 per month

SUMMARY:

At the December 3, 2014 meeting, the Board of Trustees authorized library staff to begin the process to connect the library to the California Research & Education (CalRen) high-speed broadband network operated by CENIC.

Since that time library staff, with City IT Manager Joel Staker, have attended a series of project meetings and teleconferences, and completed the following:

- Submitted a Letter of Agency for E-rate - which provides discounted telecommunications, Internet access, and internal connections to eligible schools and libraries – and the California Teleconnect Fund (CTF), which provides qualified organizations a 50% discount on select telecommunications and internet access services offered by AT&T
- Obtained and reviewed a quote from AT&T for connecting to the CalRen broadband

The library received a quote from AT&T that consisted of four options:

1. A 100 Mbps (megabits per second) connection with a cost of \$731.00 per month (Note: see Attachment 1 for definitions of terms)
2. A 250 Mbps connection with a cost of \$892.50 per month
3. A 500 Mbps connection with a cost of \$1,003 per month
4. A 1Gbps (Gigabyte per second) connection with a cost of \$1,232.50 per month

The cost for each of the above options will be the library's monthly cost; however, at the end of each fiscal year Califa, the California library cooperative that will be administering the contracts, will remit to the library the E-rate and CTF discounts to which the library is entitled. The timing of the rebates, though, will be such that the library will not receive the funds until beginning of the following fiscal year; therefore, it will be necessary to budget the full monthly payment amount each fiscal year. After the first year, however, the annual rebates can be budgeted as additional library income.

With the discounts applied, the costs of the four options are as follows:

1. A 100 Mbps (megabits per second) connection will cost \$219.30 per month
2. A 250 Mbps connection will cost \$267.75 per month
3. A 500 Mbps connection will cost \$369.75 per month
4. A 1Gbps (Gigabyte per second) connection with a cost of \$300.90 per month

The library currently pays \$270.83 per month for its internet connection, which is approximately 10 Mbps (the average home high speed internet connection is about 6 Mbps). Staff recommends accepting option 1 (a 100 Mbps connection) due to both budget limitations and the fact that 100 Mbps will be more than adequate for library patrons and staff internet connection needs for the foreseeable future.

ATTACHMENTS:

Attachment 1: Definitions

Attachment 2: Califa /Cenic Year 2 Project Overview High-Speed Broadband in California Public Libraries

Mbps - megabits per second

Short for *megabits per second*, a measure of data transfer speed (a megabit is equal to one million bits). Network transmissions, for example, are generally measured in Mbps.

Data transfer speed

The speed with which data can be transmitted from one device to another. Data rates are often measured in megabits (million bits) or megabytes (million bytes) per second. These are usually abbreviated as Mbps and MBps, respectively.

Data

Data are distinct pieces of information, usually formatted in a special way. All software is divided into two general categories: *data* and *programs*. Programs are collections of instructions for manipulating data.

Data can exist in a variety of forms -- as numbers or text on pieces of paper, as bits and bytes stored in electronic memory, or as facts stored in a person's mind.

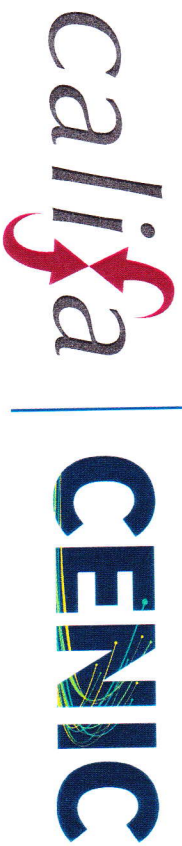
Bit

Short for *binary digit*, the smallest unit of information on a machine. A single bit can hold only one of two values: 0 or 1. More meaningful information is obtained by combining consecutive bits into larger units. For example, a byte is composed of 8 consecutive bits.

Device

Any machine or component that attaches to a computer. Examples of devices include disk drives, printers, mice, and modems. These particular devices fall into the category of peripheral devices because they are separate from the main computer.

Most devices, whether peripheral or not, require a program called *a device driver* that acts as a translator, converting general commands from an application into specific commands that the device understands.



Year 2 Project Overview High-Speed Broadband in California Public Libraries

July 17, 2015

2 *Louis Fox, President & CEO CENIC*

Susan Hildreth, Executive Director Califa Library Group, Peninsula Library System, Pacific Library Partnership, Administrator, NorthNet Library System

ATTACHMENT

2014 Statewide Needs Assessment of California's Public Libraries

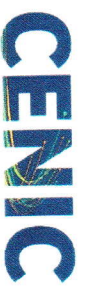
- *Three-quarters of California's public libraries have low-speed connectivity of 20 Mbps or less*
- *Two-thirds of California's public libraries are using their connectivity at or over capacity – effectively rendering the connection useless for serving the public or operational activities.*
- *California's public libraries are paying an exorbitant \$14 million for this woefully inadequate connectivity, according to a conservative estimate of costs.*
- *Less than half of all jurisdictions take advantage of E-rate or CTF discounts that would help them shoulder these costs due to the administrative overhead required to apply. Only one-quarter take advantage of both.*

Project Mission:

Bring high-speed broadband to all of California's public libraries by connecting them to the California Research & Education Network (CalREN).

Providing all of California's 38 million residents with high-performance broadband access in their libraries gives them access to the myriad resources that constitute 21st century digital citizenship.

Project Partners:



CENIC

Provides network designs, procures circuits, arranges for state and federal discounts, purchases and installs hardware, and maintains and monitors network connectivity to CalREN, the high-capacity network they operate.



California State Library

Set direction for the project and provide oversight.



Califa

Acting as the administrative arm of the California State Library, Califa develops contracts with participating libraries for circuits and use of the CalREN network and coordinates the consolidated hardware purchase to take advantage of consortium pricing for network equipment.



SCLC

Manages the technology improvement grant program on behalf of the California State Library.



CENIC

Connecting California

CENIC is a 501(c)3 created to serve California's K-20 research & education institutions with cost-effective, high-bandwidth networking

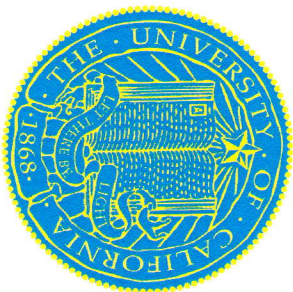
Six Charter Associates:

- California K-12 System
- California Community Colleges
- California State University System
- Private Universities
- University of California
- California Public Libraries

CENIC



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE



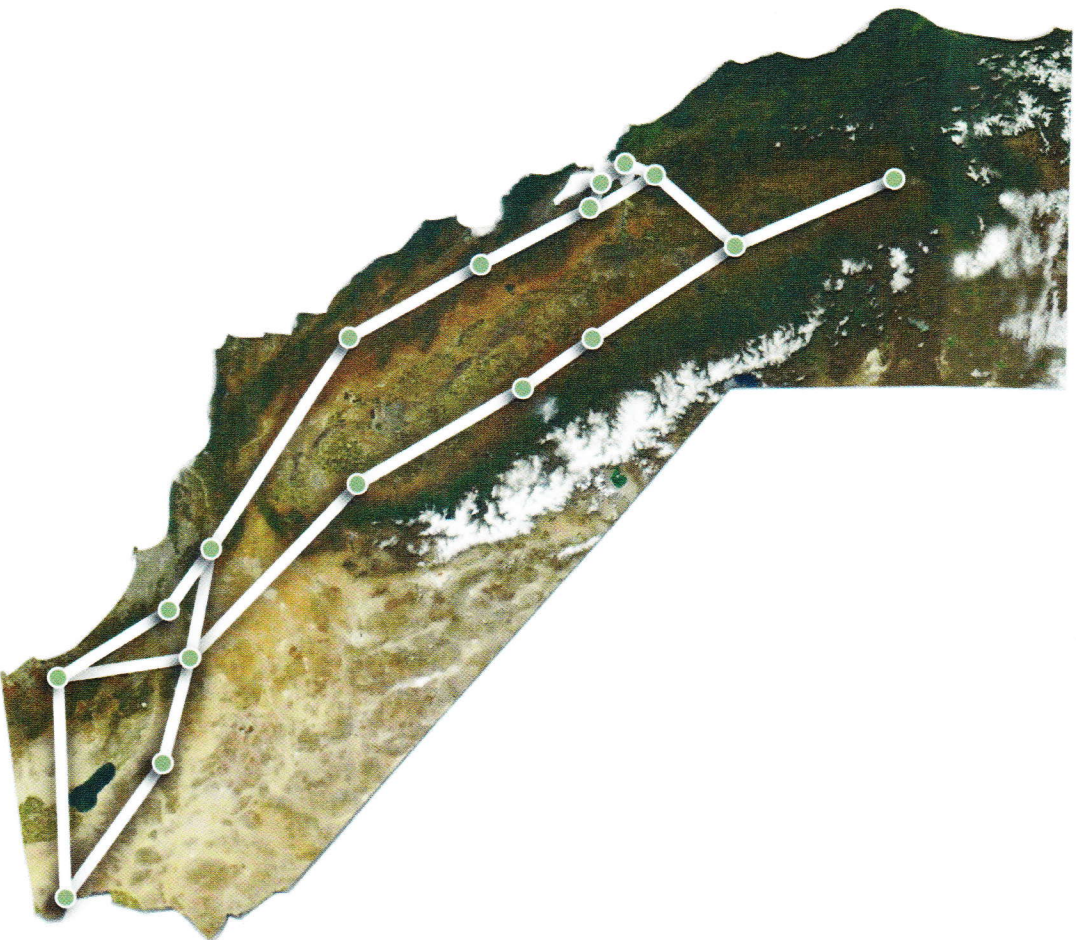
K-12
HIGH SPEED NETWORK

CENIC's Mission:

To advance education and research throughout California by providing the world-class network essential for innovation, collaboration and economic growth – connecting California to the world.

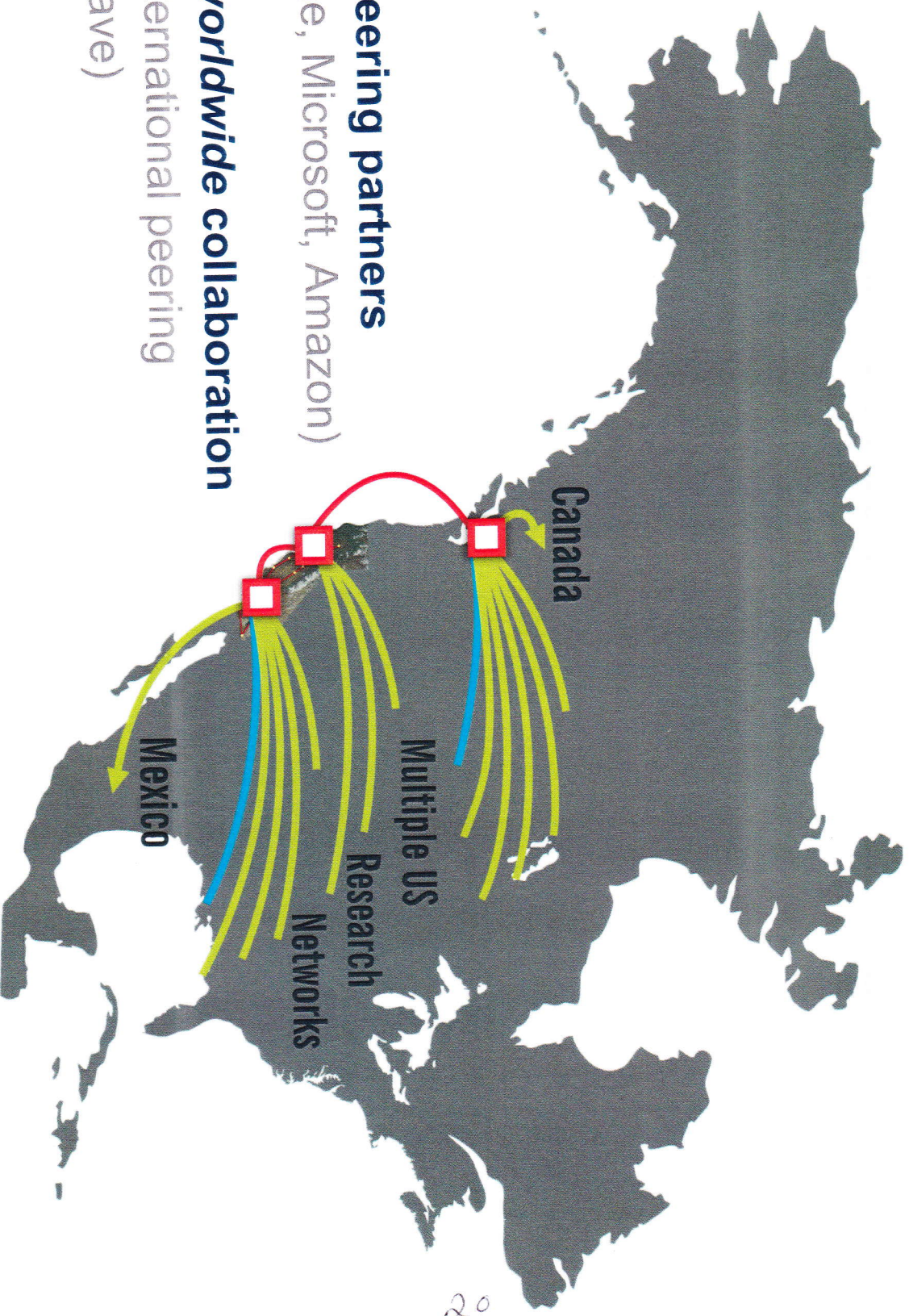
CENIC: California's Research & Education Network

- **3,800+ miles of optical fiber**
- Members in all 58 counties connect via fiber-optic cable or leased circuits from telecom carriers.
- **Nearly 10,000 sites connect to CENIC**
- **20,000,000 Californians use CENIC each day**
- Governed by members on the segmental level



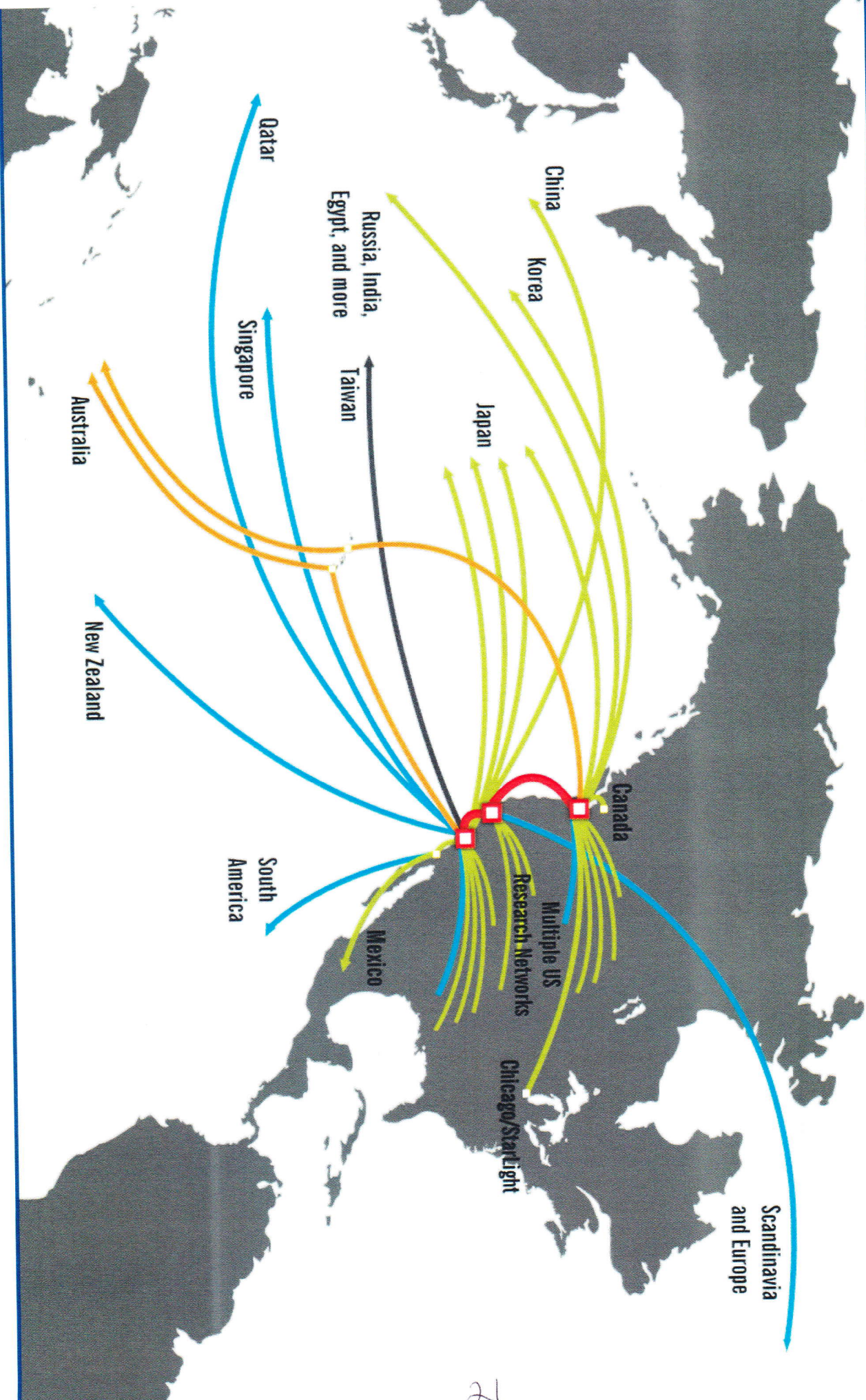
CENIC

CaIREN and the United States



- **88 other peering partners**
(inc. Google, Microsoft, Amazon)
- **Enables *worldwide* collaboration**
through international peering
(Pacific Wave)

CAIREN and the World



Project Overview

See project overview in your toolkit



- **Expand your connectivity and get the right level of service for your needs.** Most library jurisdictions connecting to CalREN will be connected at 1000 Mbps or 1 Gigabit.
- **Count on access to the most advanced technologies** CENIC provides broad access to the most advanced technologies by passing along the pricing advantages of our large economies of scale.
- **Obtain federal E-rate discounts on one-time and recurring costs.** CENIC files for E-rates discounts on behalf of libraries as a California Library Consortium.
- **Obtain reliable connectivity.** CENIC operates a Network Operations Center that provides advanced network services 24 hours a day, 7 days a week, 365 days a year.
- **Expand your community.** Libraries become part of a statewide high bandwidth intranet, connecting libraries to existing and prospective school and college partners. They also have access to other national and international networks.

Year 1 Results

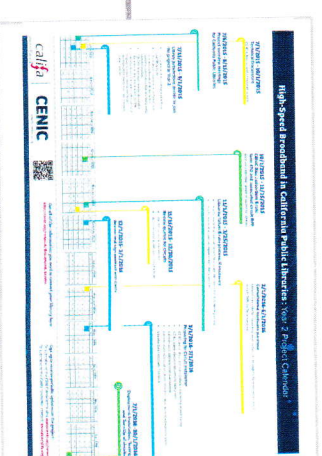
See libraries connected in Year 1 in your toolkit

- 75 library jurisdictions comprising 447 libraries will be connected.
- Bandwidth will increase dramatically from an average of 76 Megabits per second (Mbps) to an average of 2,001 Mbps per jurisdiction.
- Costs will decrease from an average of \$9,194 annually per jurisdiction to an average of \$3,442 annually per jurisdiction, a savings of 62.5%.
- California libraries will draw down \$455,715 in new federal funding through the E-rate discount program as 20 library jurisdictions in this group are accessing this discount program for the first time.



Steps to Connect to CalREN: 1 & 2

See project calendar in your toolkit



Step 1: Libraries Decide to Join the Project

July 15 - September 15, 2015

- Submit letters of agency for both E-rate and CTF, giving CENIC permission to seek bids for Internet service on your behalf. (If you completed an E-rate LOA last year, you will need to sign the CTF LOA in the toolkit.)
- Participate in a phone meeting with Project Directors Linda Crowe and Christine Goodheart to discuss the details of joining the project.
- Participate in a phone interview so that project staff can collect all needed information on your current technology infrastructure.

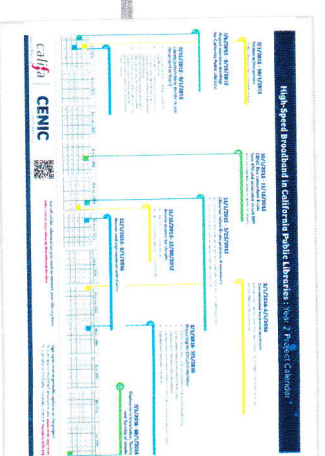
Step 2: Technical Discussions

August 3 – October 1, 2015

Based on the information collected in the interview, librarians and project staff discuss desired level of connectivity and possible network designs.

Steps to Connect to CalREN: 5 & 6

See project calendar in your toolkit



Step 5: Consolidated Hardware Purchase February 1 – May 2, 2015

Libraries can order hardware they need for their site through Califa to receive a discount of at least 50% on Cisco hardware. Hardware is delivered to libraries, and they are billed for this hardware by Califa.

In Year 1, grants were available to cover the cost of hardware, consultants and site modifications. These grants were administered by the Southern California Library Cooperatives. Information is forthcoming on grants for libraries participating in Year 2 of the project.

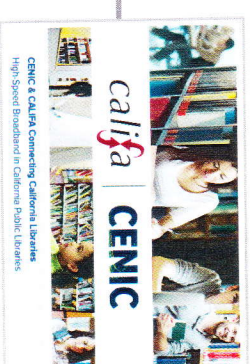
Step 6: Circuit Installation

- CENIC orders circuits
- CENIC and/or circuit provider conducts a site survey of each library
- CENIC orders hardware delivered to library sites
- Libraries order additional hardware needed
- Libraries make additional modifications to their sites, such as adding rack space
- Libraries install hardware, if possible
- Circuits are installed, tested and turned up

CENIC

To Join the Project in Year 2

See postcard and LOAs in your toolkit



- Fill out the card in your toolkit indicating your interest in the project
- Submit completed and signed E-rate and CTF Letters of Agency to Califa
- Email your network topology (the map of the design of your current network) to broadband@califa.org
- Participate in a phone meeting and follow-up interview with project staff

Questions?

Visit the project website at:

www.cenic.org/network/broadbandlibraries

where you will find:

- *All materials contained in the toolkit for libraries joining in Year 2*
- *Steps to Connect your Library to CalREN*
- *Project FAQs (Frequently Asked Questions)*
- *Glossary of Terms*
- *E-rate and CTF Letters of Agency which can be downloaded and filled out*
- *2014 and 2015 Reports to Legislature*

If you have further questions, please contact the project team at: broadband@califa.org.

Janet Bombard

From: Amy Rector
Sent: Wednesday, January 13, 2016 4:33 PM
To: Janet Bombard; Amy Rector
Subject: fines forgiven - Food 4 Fines 2015

Fines forgiven - Food 4 Fines 12/2015

YS 72.00
Main 139.00

Amy Rector
Circulation Supervisor
Harrison Memorial Library
PO Box 800
Carmel, CA 93921
831-624-4629
arector@ci.carmel.ca.us

LIBRARIAN'S MONTHLY REPORT

November 30, 2015

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-15.43	2,125	2,392	12,617	14,919
Non-Fiction	-18.45	1,456	1,401	7,413	9,090
Magazines	-33.16	133	117	627	938
Audio/Video	-23.13	2,190	2,326	12,298	15,999
ADULT CIRCULATION TOTAL:	-19.52	5,904	6,236	32,955	40,946
Juvenile Circulation Transactions:					
Fiction	-23.96	1,633	1,651	10,770	14,163
Non-Fiction	-28.95	265	301	1,534	2,159
Magazines	24.82	24	25	171	137
Audio/Video	-24.35	327	403	2,162	2,858
JUVENILE CIRCULATION TOTAL:	-24.23	2,249	2,380	14,637	19,317
CIRCULATION TOTAL:	-21.03	8,153	8,616	47,592	60,263
Reserve Requests:	25.55	627	863	4,123	3,284
Patron Visit Count					
HML Building	-6.52	5,106	5,703	28,526	30,514
Park Branch Building	-19.76	1,519	1,801	8,855	11,035
Local History	-45.10	40	44	213	388
Youth Services Dept.	-18.46	1,479	1,757	8,682	10,647
PATRON VISIT TOTAL:	-10.03	6,625	7,504	37,381	41,549
PATRON REGISTRATION:					
<small>Patron Data Base Purge 08/15</small>					
Carmel by-the-Sea Residents	10.23	13	15	97	88
Monterey City Residents	-35.48	8	8	60	93
Unincorp. Monterey Cty Residents	-10.81	34	44	198	222
Visitor Cards	11.54	2	3	29	26
Other Borrowers	-14.29	5	7	54	63
REGISTRATION TOTAL:	-10.98	62	77	438	492
TOTAL # OF CARDHOLDERS:	-1.08			11,492	11,618

LIBRARIAN'S MONTHLY REPORT

November 30, 2015

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea	-13.16	2,311	2,342	13,584	15,643	
Outreach	-69.42	4	52	178	582	
RESIDENTS TOTAL:	-15.18	2,315	2,394	13,762	16,225	
Non-Residents:						
Other Monterey County Cities	-22.14	939	987	5,983	7,684	
Unincorporated Monterey County	-23.03	4,641	5,070	26,087	33,891	
Other Zip Codes	-23.01	218	158	1,599	2,077	
NON-RESIDENTS TOTAL:	-22.87	5,798	6,215	33,669	43,652	
OUTREACH SERVICES:						
Visits	-16.67	4	4	20	24	
Circulation	-69.42	4	52	178	582	
LOCAL HISTORY:						
Visitors	-47.28	40	44	213	404	
Digital Items Added	#DIV/0!	0	0	0	0	
Physical Items Added	#DIV/0!	0	0	0	0	
Programs Attendance	#DIV/0!	0	0	0	0	
TELEPHONE CALLS:						
Reference Desk	-7.34	170	337	1,452	1,567	
Youth Services Desk	-60.07	54	69	337	844	
Local History Desk	-59.70	25	28	106	263	
Circulation Desk	-13.61	1,028	941	5,041	5,835	
TOTAL TELEPHONE CALLS:	-18.49	1,277	1,375	6,936	8,509	

LIBRARIAN'S MONTHLY REPORT

November 30, 2015

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-39.89	383	379	1997	3322
Youth Services Desk	-59.23	210	213	1168	2865
Local History Desk	-35.36	122	144	700	1083
Circulation Desk	-21.77	940	815	3956	5057
TOTAL REFERENCE QUESTIONS:	-36.55	1655	1551	7821	12327
Information Questions Answered:					
Reference Desk	-31.02	134	178	825	1196
Youth Services Desk	-80.78	88	169	652	3392
Local History Desk	-39.25	40	36	161	265
Circulation Desk	-28.78	810	760	3709	5208
TOTAL INFORMATION QUESTIONS:	-39.68	1072	1143	5347	8865
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	-41.27	17	29	111	189
MOBAC ILL from Other Libraries	23.08	6	11	80	65

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LIBRARIAN'S MONTHLY REPORT

November 30, 2015

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	-36.19	688	836	3165	4960
Electronic Search/Visits Total:	-27.27	2,979	3,259	16,825	23,134
Public WiFi Use	-18.97	343	333	1,563	1,929
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-22.12	184	199	1,021	1,311
Number of Pages Viewed Per Visit:	#DIV/0!	2	2		
Length of Visit		1.5 MIN	1.5 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	-13.33	4	5	13	15
Summer Reading/Special Programs:	12.50	1	4	9	8
TOTAL PROGRAMS:	-4.35	5	9	22	23
Attendance At Programs:					
Storytime-Children:	-25.00	81	94	273	364
Summer Reading/Special-Children:	-1.49	19	162	264	268
TOTAL CHILDREN'S ATTENDANCE:	-15.03	100	256	537	632
TOTAL ADULT ATTENDANCE:	-10.03	77	149	359	399
TOTAL YS PROGRAM ATTENDANCE :	-13.09	177	405	896	1,031
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	1	1	4	4
TOTAL ATTENDANCE:	45.00	13	8	40	80
ADULT PROGRAMS:	-33.33	2	3	12	18
TOTAL ATTENDANCE:	8.32	305	84	547	505
TEEN PROGRAMS:	300.00	1	1	4	1
TOTAL ATTENDANCE:	#DIV/0!	4	4	39	0
CLASS VISITS					
Children's Visits: 1 Teen Visits: X					
TOTAL CHILDREN'S ATTENDANCE	-60	19	17	36	90
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	-60	19	17	36	90

LIBRARIAN'S MONTHLY REPORT

November 30, 2015

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult			79	79	598	598
Leased			112	72	758	559
Reference			2	2	31	31
Youth Services			54	54	429	429
Audio			0	0	98	98
Video			0	0	108	108
TOTAL:			247	207	2,022	1,823
HOLDINGS TO DATE						
HML Main Library Building			50,737	65214 titles		
Park Branch Library			20,058	held in both bldgs		
TOTAL ITEMS HELD:			70,795			
TOTAL TITLES HELD:				65,214		
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		0 this month, 12 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		0 this month, 9 YTD				

LIBRARIAN'S MONTHLY REPORT

November 30, 2015

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	161.67	34.00	39.00	157.00	60.0
Local History	-19.61	12.00	16.00	82.00	102.0
Reference	-50.00	2.00	2.00	12.00	24.0
Technical Services	-18.18	8.00	8.00	63.00	77.0
Youth Services	0.00	0.00	0.00	2.00	2.0
TOTALS:	19.25	56.00	65.00	316.00	265.0
OVERDRIVE					
Patron Registrations	-56.15	13	10	57	130
Checkouts	-63.99	127	122	655	1819
OTHER DIGITAL RESOURCES					
Checkouts	917.08	601	539	2441	240
Total electronic checkouts	403.90	728	539	2973	590
BRAINFUSE:	-50.00	2	2	38	76
Scienceflix:	#DIV/0!	20	23	57	0
SELF CHECK PATRONS :					
Main Library	-6.55	381	433	2153	2304
Youth Services	-55.10	31	0	392	873
TOTAL:	-19.89	412	433	2545	3177

LIBRARIAN'S MONTHLY REPORT

December 31, 2015

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-15.03	2,415	2,125	15,032	17,690
Non-Fiction	-18.88	1,341	1,456	8,754	10,791
Magazines	-25.53	178	133	805	1,081
Audio/Video	-22.44	2,670	2,190	14,968	19,298
ADULT CIRCULATION TOTAL:	-19.04	6,604	5,904	39,559	48,860
Juvenile Circulation Transactions:					
Fiction	-24.43	1,730	1,633	12,500	16,542
Non-Fiction	-28.26	218	265	1,752	2,442
Magazines	18.71	13	24	184	155
Audio/Video	-25.50	380	327	2,542	3,412
JUVENILE CIRCULATION TOTAL:	-24.71	2,341	2,249	16,978	22,551
CIRCULATION TOTAL:	-20.83	8,945	8,153	56,537	71,411
Reserve Requests:	28.10	832	627	4,955	3,868
Patron Visit Count					
HML Building	-8.15	5,200	5,106	33,726	36,717
Park Branch Building	-17.76	1,653	1,519	10,508	12,777
Local History	-49.08	36	40	249	489
Youth Services Dept.	-17.56	1,617	1,479	10,299	12,492
PATRON VISIT TOTAL:	-10.63	6,853	6,625	44,234	49,494
PATRON REGISTRATION:					
Patron Data Base Purge 08/15					
Carmel by-the-Sea Residents	15.15	17	13	114	99
Monterey City Residents	-21.78	19	8	79	101
Unincorp. Monterey Cty Residents	-11.07	27	34	225	253
Visitor Cards	34.62	6	2	35	26
Other Borrowers	-8.33	12	5	66	72
REGISTRATION TOTAL:	-5.81	81	62	519	551
TOTAL # OF CARDHOLDERS:	-0.89			11,573	11,677

LIBRARIAN'S MONTHLY REPORT

December 31, 2015

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea	-13.30	2,616	2,311	16,200	18,686	
Outreach	-69.71	31	4	209	690	
RESIDENTS TOTAL:	-15.31	2,647	2,315	16,409	19,376	
Non-Residents:						
Other Monterey County Cities	-23.03	980	939	6,963	9,046	
Unincorporated Monterey County	-22.50	5,032	4,641	31,119	40,155	
Other Zip Codes	-22.85	251	218	1,850	2,398	
NON-RESIDENTS TOTAL:	-22.61	6,263	5,798	39,932	51,599	
OUTREACH SERVICES:						
Visits	-17.24	4	4	24	29	
Circulation	-69.71	31	52	209	690	
LOCAL HISTORY:						
Visitors	-50.69	36	40	249	505	
Digital Items Added	#DIV/0!	0	0	0	0	
Physical Items Added	#DIV/0!	0	0	0	0	
Programs Attendance	-100.00	0	0	0	100	
TELEPHONE CALLS:						
Reference Desk	-8.59	241	170	1,693	1,852	
Youth Services Desk	-58.46	58	54	395	951	
Local History Desk	-62.57	22	25	128	342	
Circulation Desk	-13.72	1,063	1,028	6,104	7,075	
TOTAL TELEPHONE CALLS:	-18.59	1,384	1,277	8,320	10,220	

LIBRARIAN'S MONTHLY REPORT

12/31//2015

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-31.86	508	383	2505	3676
Youth Services Desk	-58.46	175	210	1343	3233
Local History Desk	-38.25	120	122	820	1328
Circulation Desk	-12.88	922	940	4878	5599
TOTAL REFERENCE QUESTIONS:	-32.55	1725	1655	9546	14152
Information Questions Answered:					
Reference Desk	-32.91	137	134	962	1434
Youth Services Desk	-78.74	132	88	784	3688
Local History Desk	-41.67	35	40	196	336
Circulation Desk	-22.40	799	810	4508	5809
TOTAL INFORMATION QUESTIONS:	-42.75	1103	1072	6450	11267
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	-36.32	24	17	135	212
MOBAC ILL from Other Libraries	27.78	12	6	92	72

LIBRARIAN'S MONTHLY REPORT

December 31, 2015

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	-27.96	693	688	3858	5355
Electronic Search/Visits Total:	-26.74	2,955	2,979	19,780	27,001
Public WiFi Use	-17.96	360	343	1,923	2,344
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-21.37	182	184	1,203	1,530
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 Min	1.5 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	-5.26	5	4	18	19
Summer Reading/Special Programs:	0.00	1	1	10	10
TOTAL PROGRAMS:	-3.45	6	5	28	29
Attendance At Programs:					
Storytime-Children:	-6.79	180	81	453	486
Summer Reading/Special-Children:	-3.55	35	19	299	310
TOTAL CHILDREN'S ATTENDANCE:	-5.53	215	100	752	796
TOTAL ADULT ATTENDANCE:	2.07	184	77	543	532
TOTAL YS PROGRAM ATTENDANCE :	-2.48	399	177	1,295	1,328
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	1	1	5	5
TOTAL ATTENDANCE:	50.00	11	13	51	92
ADULT PROGRAMS:	-38.10	1	2	13	21
TOTAL ATTENDANCE:	-9.23	4	305	551	607
TEEN PROGRAMS:	#DIV/0!	0	1	4	0
TOTAL ATTENDANCE:	#DIV/0!	0	4	39	0
CLASS VISITS					
Children's Visits: 1 Teen Visits: X					
TOTAL CHILDREN'S ATTENDANCE	-15.55555556	40	19	76	90
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	-15.55555556	40	19	76	90

LIBRARIAN'S MONTHLY REPORT

December 31, 2015

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	172.86	34.00	34.00	191.00	70.0
Local History	-20.18	9.00	12.00	91.00	114.0
Reference	-50.00	2.00	2.00	14.00	28.0
Technical Services	-11.24	16.00	8.00	79.00	89.0
Youth Services	0.00	0.00	0.00	2.00	2.0
TOTALS:	24.42	61.00	56.00	377.00	303.0
OVERDRIVE					
Patron Registrations	-48.23	16	13	73	141
Checkouts	-63.20	130	127	785	2133
OTHER DIGITAL RESOURCES					
Checkouts	458.65	531	601	2972	532
Total electronic checkouts	192.98	531	728	3504	1196
BRAINFUSE:	#DIV/0!	6	2	44	
Scienceflix:	#DIV/0!	2	20	59	
SELF CHECK PATRONS :					
Main Library	-11.06	380	381	2533	2848
Youth Services	-51.71	75	31	467	967
TOTAL:	-21.36	455	412	3000	3815

FINANCIAL STATEMENTS

of

HARRISON MEMORIAL LIBRARY

For the Period Ended November 30, 2015

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
November 30, 2015

CURRENT ASSETS	
Wells Fargo Checking	194,612.22
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	368,803.93
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	<u>226,000.00</u>
Total Current Assets	<u>1,111,750.45</u>
TOTAL ASSETS	<u><u>1,111,750.45</u></u>

LIABILITIES AND NET ASSETS

NET ASSETS	
LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	103,379.77
WF-Designated Gifts	104.80
Permanently Restricted	46,747.05
Unrestricted Net Assets	740,214.49
Net Income / Loss	<u>46,177.09</u>
Total Net Assets	<u>1,111,750.45</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>1,111,750.45</u></u>

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended November 2015

	November 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue				
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	72,775.00	145,550.00	280,000.00	(134,450.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	<u>72,775.00</u>	<u>145,550.00</u>	<u>280,000.00</u>	<u>(134,450.00)</u>
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	-	500.00	(500.00)
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	<u>-</u>	<u>-</u>	<u>500.00</u>	<u>(500.00)</u>
45000 · Interest Income				
45100 · Interest-Bradney	-	176.15	1,000.00	(823.85)
45000 · Interest Income - Other	-	1,584.89	-	1,584.89
Total 45000 · Interest Income	<u>-</u>	<u>1,761.04</u>	<u>1,000.00</u>	<u>761.04</u>
46000 · Friends of HML				
48000 · Library Operations	22,500.00	22,500.00	21,000.00	1,500.00
48005 - Books 4 U Grant	1,060.90	7,697.05	14,450.00	(6,752.95)
Total Income	<u>96,335.90</u>	<u>177,508.09</u>	<u>316,950.00</u>	<u>(139,441.91)</u>
Expense				

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended November 2015

	November 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	5.56	(5.40)	-	(5.40)
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	6.60	6.60	75.00	(68.40)
60030 · Telephone	671.28	3,326.44	9,400.00	(6,073.56)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	-	1,000.00	(1,000.00)
60060 · Bank Charges/Returned Checks	-	110.00	125.00	(15.00)
60070 · Supplies	159.96	2,602.48	11,700.00	(9,097.52)
60080 · Postage	46.24	542.17	1,500.00	(957.83)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	1,625.00	4,225.00	(2,600.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	426.00	1,650.00	(1,224.00)
60160 · Copy Services	-	203.67	14,000.00	(13,796.33)
60170 · Overdue Materials Collection	-	800.00	700.00	100.00
60180 · Advertising	-	-	1,550.00	(1,550.00)
60185 · P.G. Self Storage	200.00	1,000.00	2,400.00	(1,400.00)
60190 · Courier Services	100.00	500.00	1,800.00	(1,300.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,641.00	-
60210 · Staff Training	-	1,321.93	3,500.00	(2,178.07)
60220 · Mileage	-	218.00	1,000.00	(782.00)
60230 · Professional Memberships	259.00	259.00	1,700.00	(1,441.00)
60240 · Administration- Contingency	-	-	-	-

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended November 2015

	November 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Total 60000 · ADMINISTRATION	1,773.64	21,576.89	65,466.00	(43,889.11)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	600.00	(600.00)
61100 · Equipment Maintenance/Contracts	259.98	8,431.30	14,700.00	(6,268.70)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	3,367.06	5,335.90	13,960.00	(8,624.10)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	3,627.04	13,767.20	29,260.00	(15,492.80)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	327.38	4,724.18	22,000.00	(17,275.82)
62110 · MAIN-Book rental	-	31,625.40	29,661.00	1,964.40
62115- MAIN-McNaughton Buyback	-	-	500.00	(500.00)
62120 · MAIN-Large Print	-	98.02	2,500.00	(2,401.98)
62130 · MAIN-Fiction	19.05	1,104.52	5,300.00	(4,195.48)
62140 · MAIN-NF-Travel Cont.	52.33	2,520.00	5,000.00	(2,480.00)
62150 · MAIN-Non Fiction	46.57	5,445.50	23,000.00	(17,554.50)
62155 - MAIN-Online Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	2,100.00	2,100.00	5,500.00	(3,400.00)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	-	301.30	1,200.00	(898.70)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	-	-	1,000.00	(1,000.00)
62210- MAIN-Teen Nonfiction	104.26	337.95	800.00	(462.05)
62215-MAIN-Teen DVD	-	-	200.00	(200.00)

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended November 2015

	November 2015		YTD		Annual		Budget Balance
	Actual		Actual		Budget		
62220- MAIN- Teen Audio	-		-		200.00		(200.00)
62310 · REF-Database	545.22		15,918.09		23,030.00		(7,111.91)
62320 · REF-Continuation	307.21		2,899.17		16,000.00		(13,100.83)
62330 · REF-General	-		389.45		4,000.00		(3,610.55)
62340-HML Designated Gift-Materials	-		-		-		-
62400 · YS-Collection	158.32		4,732.61		13,000.00		(8,267.39)
62410 · YS-DataBases	-		2,294.00		2,250.00		44.00
62420 · YS-Audio/Video	120.13		844.60		4,500.00		(3,655.40)
62510 · LH-Conservation Supplies	-		35.60		2,500.00		(2,464.40)
62520 · LH-Documents/ Digital Preserv.	-		290.84		2,500.00		(2,209.16)
62600 · Serials Subscriptions	229.05		1,493.75		12,450.00		(10,956.25)
62700 · Professional Collection	-		-		250.00		(250.00)
62800- HML Designated Gift-YS	-		-		-		-
62530 - LH-Restricted gift	-		-		-		-
Total 62000 · DOCUMENTS	4,009.52		77,262.52		179,661.00		(102,398.48)
66000 · PROGRAMS AND CATALOGING							
66100 · Adult/LH Programming	-		325.59		1,500.00		(1,174.41)
66300 · YS-Summer Reading Program	-		961.54		5,000.00		(4,038.46)
66400 · YS-Reading Programs	450.00		1,767.54		6,000.00		(4,232.46)
66600 · Teen Programs	-		51.28		400.00		(348.72)
66700 · OCLC Cataloging	591.91		4,317.52		9,000.00		(4,682.48)
66750 · Library Cards	-		-		800.00		(800.00)
66760- IFM for ILL	-		-		50.00		(50.00)
66800 · Programs/Cataloging Contingency	-		-		-		-
Total 66000 · PROGRAMS/SUPPLIES	1,041.91		7,423.47		22,750.00		(15,326.53)
67000 · INFORMATION SYSTEMS							
67100 · IS-Equipment	48.88		9,591.88		18,000.00		(8,408.12)

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended November 2015

	November 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 - IS-Hosting and Maintenance	-	-	8,750.00	(8,750.00)
67300 - IS-Supplies	-	-	-	-
67400 - IS-Telecom Provider	140.66	708.05	2,415.00	(1,706.95)
67500 - IS-Software	-	165.99	500.00	(334.01)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	95.00	285.00	1,000.00	(715.00)
Total 67000 - INFORMATION SYSTEMS	284.54	11,300.92	32,865.00	(21,564.08)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES				
Total Expense	10,736.65	131,331.00	330,002.00	(198,671.00)
Net Income	85,599.25	46,177.09	(13,052.00)	59,229.09

FINANCIAL STATEMENTS

of

HARRISON MEMORIAL LIBRARY

For the Period Ended December 31, 2015

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
December 31, 2015

CURRENT ASSETS

Wells Fargo Checking	161,448.71
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	368,803.93
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	<u>226,000.00</u>

Total Current Assets 1,078,586.94

TOTAL ASSETS 1,078,586.94

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	103,379.77
WF-Designated Gifts	104.80
Permanently Restricted	46,747.05
Unrestricted Net Assets	740,214.49
Net Income / Loss	<u>13,013.58</u>

Total Net Assets 1,078,586.94

TOTAL LIABILITIES AND NET ASSETS 1,078,586.94

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended December 2015

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Income				
41000 - California State Library	-	-	-	-
43000 - CPLF Revenue	-	-	-	-
43200 - CPLF-Children's Services	-	-	-	-
43400 - CPLF-Library Materials/Support	-	145,550.00	280,000.00	(134,450.00)
43600 - CPLF-Senior Outreach	-	-	-	-
43700 - CPLF-Designated Gift	-	-	-	-
43000 - CPLF Revenue - Other	-	-	-	-
Total 43000 - CPLF Revenue	-	145,550.00	280,000.00	(134,450.00)
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	500.00	500.00	500.00	-
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	500.00	500.00	500.00	-
45000 - Interest Income				
45100 - Interest-Bradney	-	176.15	1,000.00	(823.85)
45000 - Interest Income - Other	-	1,584.89	-	1,584.89
Total 45000 - Interest Income	-	1,761.04	1,000.00	761.04
46000 - Friends of HML				
48000 - Library Operations	-	22,500.00	21,000.00	1,500.00
48005 - Books 4 U Grant	1,294.11	8,991.16	14,450.00	(5,458.84)
Total Income	1,794.11	179,302.20	316,950.00	(137,647.80)
Expense				

Harrison Memorial Library

Statement of Revenues and Expenses - Cash Basis

For the Period Ended December 2015

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(2.71)	(8.11)	-	(8.11)
60015 · Over-Ring Cash	4.75	4.75	-	-
60020 · Documents-Refunds/Lost	-	6.60	75.00	(68.40)
60030 · Telephone	79.70	3,406.14	9,400.00	(5,993.86)
60040 · Facility Maintenance	-	-	-	-
60041 · Cleaning Services	-	-	-	-
60043 · Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	-	1,000.00	(1,000.00)
60060 · Bank Charges/Returned Checks	-	110.00	125.00	(15.00)
60070 · Supplies	1,559.21	4,161.69	11,700.00	(7,538.31)
60080 · Postage	27.63	569.80	1,500.00	(930.20)
60100 · Contractual Services	325.00	1,950.00	4,225.00	(2,275.00)
60130 · Bookkeeping Services	195.00	621.00	1,650.00	(1,029.00)
60140 · Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	203.67	14,000.00	(13,796.33)
60160 · Copy Services	-	800.00	700.00	100.00
60170 · Overdue Materials Collection	-	-	1,550.00	(1,550.00)
60180 · Advertising	200.00	1,200.00	2,400.00	(1,200.00)
60185 · P.G. Self Storage	-	500.00	1,800.00	(1,300.00)
60190 · Courier Services	-	-	-	-
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,641.00	-
60210 · Staff Training	75.00	1,396.93	3,500.00	(2,103.07)
60220 · Mileage	13.25	231.25	1,000.00	(768.75)
60230 · Professional Memberships	-	259.00	1,700.00	(1,441.00)
60240 · Administration- Contingency	-	-	-	-

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended December 2015

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Total 60000 · ADMINISTRATION	2,476.83	24,053.72	65,466.00	(41,417.03)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	600.00	(600.00)
61100 · Equipment Maintenance/Contracts	860.40	9,291.70	14,700.00	(5,408.30)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	4,011.52	9,347.42	13,960.00	(4,612.58)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	4,871.92	18,639.12	29,260.00	(10,620.88)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	2,107.30	6,831.48	22,000.00	(15,168.52)
62110 · MAIN-Book rental	-	31,625.40	29,661.00	1,964.40
62115- MAIN-McNaughton Buyback	-	-	500.00	(500.00)
62120 · MAIN-Large Print	-	98.02	2,500.00	(2,401.98)
62130 · MAIN-Fiction	741.76	1,846.28	5,300.00	(3,453.72)
62140 · MAIN-NF-Travel Cont.	876.87	3,396.87	5,000.00	(1,603.13)
62150 · MAIN-Non Fiction	3,459.94	8,905.44	23,000.00	(14,094.56)
62155 - MAIN-Online Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	-	2,100.00	5,500.00	(3,400.00)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	188.77	490.07	1,200.00	(709.93)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	317.22	317.22	1,000.00	(682.78)
62210- MAIN-Teen Nonfiction	149.84	487.79	800.00	(312.21)
62215-MAIN-Teen DVD	-	-	200.00	(200.00)

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
 For the Period Ended December 2015

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	64.72	64.72	200.00	(135.28)
62310- REF-Database	1,534.98	17,453.07	23,030.00	(5,576.93)
62320- REF-Continuation	1,990.55	4,889.72	16,000.00	(11,110.28)
62330- REF-General	1,278.97	1,668.42	4,000.00	(2,331.58)
62340-HML Designated Gift-Materials	-	-	-	-
62400- YS-Collection	2,001.20	6,733.81	13,000.00	(6,266.19)
62410- YS-DataBases	-	2,294.00	2,250.00	44.00
62420- YS-Audio/Video	226.58	1,071.18	4,500.00	(3,428.82)
62510- LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)
62520- LH-Documents/ Digital Preserv.	-	290.84	2,500.00	(2,209.16)
62600- Serials Subscriptions	4,263.07	5,756.82	12,450.00	(6,693.18)
62700- Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530- LH-Restricted gift	-	-	-	-
Total 62000 - DOCUMENTS	19,201.77	96,464.29	179,661.00	(83,196.71)
66000 - PROGRAMS AND CATALOGING				
66100 - Adult/LH Programming	-	325.59	1,500.00	(1,174.41)
66300 - YS-Summer Reading Program	-	961.54	5,000.00	(4,038.46)
66400 - YS-Reading Programs	400.00	2,167.54	6,000.00	(3,832.46)
66600 - Teen Programs	-	51.28	400.00	(348.72)
66700 - OCLC Cataloging	591.91	4,909.43	9,000.00	(4,090.57)
66750 - Library Cards	-	-	800.00	(800.00)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 - Programs/Cataloging Contingency	-	-	-	-
Total 66000 - PROGRAMS/SUPPLIES	991.91	8,415.38	22,750.00	(14,334.62)
67000 - INFORMATION SYSTEMS				
67100 - IS-Equipment	7,274.53	16,866.41	18,000.00	(1,133.59)

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended December 2015

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 - IS-Hosting and Maintenance	-	-	8,750.00	(8,750.00)
67300 - IS-Supplies	-	-	-	-
67400 - IS-Telecom Provider	140.66	848.71	2,415.00	(1,566.29)
67500 - IS-Software	-	165.99	500.00	(334.01)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	285.00	1,000.00	(715.00)
Total 67000 - INFORMATION SYSTEMS	<u>7,415.19</u>	<u>18,716.11</u>	<u>32,865.00</u>	<u>(14,148.89)</u>
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expense	<u>34,957.62</u>	<u>166,288.62</u>	<u>330,002.00</u>	<u>(163,718.13)</u>
Net Income	<u><u>(33,163.51)</u></u>	<u><u>13,013.58</u></u>	<u><u>(13,052.00)</u></u>	<u><u>26,070.33</u></u>

Harrison Memorial Library
Check Detail
December 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3321	12/03/2015	BELLA QUATTRO		10000 · Wells Fargo...		-200.00
Bill	990	12/03/2015			66400 · YS-Readin...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3322	12/03/2015	HOOPLA		10000 · Wells Fargo...		-314.98
Bill	9346...	12/03/2015			62310 · REF-Datab...	-314.98	314.98
TOTAL						-314.98	314.98
Bill Pmt -Check	3323	12/03/2015	OFFICE DEPOT		10000 · Wells Fargo...		-192.72
Bill	8067...	12/03/2015			60070 · Supplies	-192.72	192.72
TOTAL						-192.72	192.72
Bill Pmt -Check	3324	12/03/2015	QUILL.COM		10000 · Wells Fargo...		-309.70
Bill	9753...	12/03/2015			60070 · Supplies	-309.70	309.70
TOTAL						-309.70	309.70
Bill Pmt -Check	3325	12/08/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-1,592.51
Bill	5013...	12/08/2015			62140 · MAIN-NF-T...	-123.23	123.23
Bill	5013...	12/08/2015			62140 · MAIN-NF-T...	-66.12	66.12
Bill	5013...	12/08/2015			62320 · REF-Contin...	-178.84	178.84
Bill	5013...	12/08/2015			62320 · REF-Contin...	-51.25	51.25
Bill	5013...	12/08/2015			62320 · REF-Contin...	-111.06	111.06
Bill	5013...	12/08/2015			62320 · REF-Contin...	-36.99	36.99
Bill	5013...	12/08/2015			62140 · MAIN-NF-T...	-76.83	76.83
Bill	5013...	12/08/2015			62320 · REF-Contin...	-62.73	62.73
Bill	4011...	12/08/2015			62140 · MAIN-NF-T...	-17.49	17.49
Bill	4011...	12/08/2015			62420 · YS-Audio/V...	-52.54	52.54
Bill	4011...	12/08/2015			62105 · MAIN-Audi...	-20.06	20.06
Bill	5013...	12/08/2015			62420 · YS-Audio/V...	-56.49	56.49
Bill	4011...	12/08/2015			62320 · REF-Contin...	-603.15	603.15
Bill	5013...	12/08/2015			62105 · MAIN-Audi...	-101.56	101.56
TOTAL						-1,592.51	1,592.51

Harrison Memorial Library
Check Detail
December 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3326	12/08/2015	NATIONAL REGIS...		10000 · Wells Fargo...		-309.10
Bill	1135...	12/08/2015			62320 · REF-Contin...	-309.10	309.10
TOTAL						-309.10	309.10
Bill Pmt -Check	3327	12/08/2015	RECORDED BOOKS		10000 · Wells Fargo...		-125.27
Bill	7522...	12/08/2015			62420 · YS-Audio/V...	-42.07	42.07
Bill	7521...	12/08/2015			62105 · MAIN-Audi...	-41.60	41.60
Bill	7523...	12/08/2015			62105 · MAIN-Audi...	-41.60	41.60
TOTAL						-125.27	125.27
Bill Pmt -Check	3328	12/09/2015	DATAFLOW		10000 · Wells Fargo...		-4,011.52
Bill	171203	12/09/2015			61200 · Equipment...	-4,011.52	4,011.52
TOTAL						-4,011.52	4,011.52
Bill Pmt -Check	3329	12/09/2015	GOLDEN GATE B...		10000 · Wells Fargo...		-325.00
Bill	6645	12/09/2015			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3330	12/09/2015	KAL-WEST		10000 · Wells Fargo...		-100.00
Bill	00601	12/09/2015			62500 · Serials Sub...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3331	12/09/2015	MERCURY NEWS		10000 · Wells Fargo...		-148.20
Bill	511463	12/09/2015			62500 · Serials Sub...	-148.20	148.20
TOTAL						-148.20	148.20
Bill Pmt -Check	3332	12/09/2015	MOST-RONDO, DA...		10000 · Wells Fargo...		-200.00
Bill	1204...	12/09/2015			66400 · YS-Readin...	-200.00	200.00
TOTAL						-200.00	200.00

Harrison Memorial Library
Check Detail
December 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3333	12/09/2015	PROQUEST		10000 · Wells Farg...		-1,220.00
Bill	7037...	12/09/2015			62310 · REF-Datab...	-1,220.00	1,220.00
TOTAL						-1,220.00	1,220.00
Bill Pmt -Check	3334	12/09/2015	REDSHIFT		10000 · Wells Farg...		-14.95
Bill	1711...	12/09/2015			67400 · IS-Telecom...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3335	12/09/2015	WORLD BOOK		10000 · Wells Farg...		-1,085.17
Bill	1521...	12/09/2015			62330 · REF-General	-1,085.17	1,085.17
TOTAL						-1,085.17	1,085.17
Bill Pmt -Check	3336	12/09/2015	XEROX		10000 · Wells Farg...		-37.19
Bill	0824...	12/09/2015			61100 · Equipment ...	-37.19	37.19
TOTAL						-37.19	37.19
Bill Pmt -Check	3337	12/10/2015	BAKER & TAYLOR		10000 · Wells Farg...		-307.46
Bill	5013...	12/10/2015			62320 · REF-Contin...	-24.31	24.31
Bill	5013...	12/10/2015			62140 · MAIN-NF-T...	-33.27	33.27
Bill	4011...	12/10/2015			62105 · MAIN-Audi...	-56.60	56.60
Bill	4011...	12/10/2015			62400 · YS-Collection	-77.15	77.15
Bill	4011...	12/10/2015			62400 · YS-Collection	-116.13	116.13
TOTAL						-307.46	307.46
Bill Pmt -Check	3338	12/15/2015	BAKER & TAYLOR		10000 · Wells Farg...		-1,344.42
Bill	5013...	12/15/2015			62140 · MAIN-NF-T...	-252.11	252.11
Bill	4011...	12/15/2015			62400 · YS-Collection	-374.26	374.26
					62130 · MAIN-Fiction	-129.19	129.19
					62150 · MAIN-Non ...	-283.38	283.38
					62205 · MAIN_Adul...	-305.48	305.48
TOTAL						-1,344.42	1,344.42

Harrison Memorial Library
Check Detail
December 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3339	12/15/2015	EBSCO		10000 · Wells Fargo...	-4,011.87	-4,011.87
Bill	0483...	12/15/2015			62600 · Serials Sub...	-3,007.18	3,007.18
Bill	0483...	12/15/2015			62600 · Serials Sub...	-317.01	317.01
Bill	0483...	12/15/2015			62600 · Serials Sub...	-687.68	687.68
TOTAL						-4,011.87	4,011.87
Bill Pmt -Check	3340	12/15/2015	TRI-COUNTY BUSI...		10000 · Wells Fargo...	-6,568.25	-6,568.25
Bill	ARIN...	12/15/2015			67100 · IS-Equipment	-6,467.53	6,467.53
Bill	CNIN...	12/15/2015			61100 · Equipment ...	-100.72	100.72
TOTAL						-6,568.25	6,568.25
Bill Pmt -Check	3341	12/15/2015	CDW		10000 · Wells Fargo...	-807.00	-807.00
Bill	GRG...	12/15/2015			67100 · IS-Equipment	-807.00	807.00
TOTAL						-807.00	807.00
Bill Pmt -Check	3342	12/15/2015	TEI Landmark Audio		10000 · Wells Fargo...	-530.75	-530.75
Bill	1183...	12/15/2015			62105 · MAIN-Audi...	-530.75	530.75
TOTAL						-530.75	530.75
Bill Pmt -Check	3343	12/16/2015	CALIFA GROUP		10000 · Wells Fargo...	-75.00	-75.00
Bill	23693	12/16/2015			60210 · Staff Training	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	3344	12/17/2015	COMCAST		10000 · Wells Fargo...	-125.71	-125.71
Bill	12/04...	12/17/2015			67400 · IS-Telecom...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3345	12/17/2015	OCLC		10000 · Wells Fargo...	-591.91	-591.91
Bill	432821	12/17/2015			66700 · OCLC Cata...	-591.91	591.91
TOTAL						-591.91	591.91

Harrison Memorial Library
Check Detail
December 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3346	12/29/2015	AT&T		10000 · Wells Fargo...		-79.70
Bill	12/16...	12/29/2015			60030 · Telephone	-39.10	39.10
Bill	12/16...	12/29/2015			60030 · Telephone	-40.60	40.60
TOTAL						-79.70	79.70
Bill Pmt -Check	3347	12/29/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-3,864.54
Bill	5013...	12/29/2015			62320 · REF-Contin...	-255.47	255.47
Bill	5013...	12/29/2015			62320 · REF-Contin...	-109.61	109.61
Bill	5013...	12/29/2015			62140 · MAIN-NF-T...	-113.89	113.89
Bill	4011...	12/29/2015			62150 · MAIN-Non ...	-1,143.87	1,143.87
					62130 · MAIN-Fiction	-178.47	178.47
					62190 · MAIN-Teen...	-79.74	79.74
					62210 · MAIN_Tee...	-78.02	78.02
					62330 · REF-General	-193.80	193.80
					62205 · MAIN_Adul...	-11.74	11.74
Bill	4011...	12/29/2015			62400 · YS-Collection	-114.43	114.43
Bill	5013...	12/29/2015			62140 · MAIN-NF-T...	-87.03	87.03
Bill	5013...	12/29/2015			62140 · MAIN-NF-T...	-56.40	56.40
Bill	4011...	12/29/2015			62150 · MAIN-Non ...	-1,014.83	1,014.83
					62130 · MAIN-Fiction	-318.21	318.21
					62190 · MAIN-Teen...	-109.03	109.03
TOTAL						-3,864.54	3,864.54
Bill Pmt -Check	3348	12/29/2015	OTIS ELEVATOR		10000 · Wells Fargo...		-722.49
Bill	SJM6...	12/29/2015			61100 · Equipment ...	-333.45	333.45
Bill	SJM6...	12/29/2015			61100 · Equipment ...	-389.04	389.04
TOTAL						-722.49	722.49
Bill Pmt -Check	3349	12/29/2015	PACIFIC GROVE S...		10000 · Wells Fargo...		-200.00
Bill	26620	12/29/2015			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3350	12/29/2015	SENTRY		10000 · Wells Fargo...		-195.00
Bill	2022...	12/29/2015			60150 · Building Ala...	-195.00	195.00
TOTAL						-195.00	195.00

Harrison Memorial Library
Check Detail
December 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3351	12/30/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-2,411.56
Bill	4011...	12/30/2015			62150 · MAIN-Non ...	-42.30	42.30
Bill	5013...	12/30/2015			62400 · YS-Collection	-509.19	509.19
Bill	5013...	12/30/2015			62320 · REF-Contn...	-213.87	213.87
Bill	4011...	12/30/2015			62140 · MAIN-NF-T...	-50.50	50.50
Bill	4011...	12/30/2015			62105 · MAIN-Audi...	-327.57	327.57
Bill	4011...	12/30/2015			62105 · MAIN-Audi...	-682.51	682.51
Bill	4011...	12/30/2015			62150 · MAIN-Non ...	-37.50	37.50
Bill	4011...	12/30/2015			62400 · YS-Collection	-548.12	548.12
TOTAL						-2,411.56	2,411.56
Bill Pmt -Check	3352	12/30/2015	RECORDED BOOKS		10000 · Wells Fargo...		-41.60
Bill	7525...	12/30/2015			62105 · MAIN-Audi...	-41.60	41.60
TOTAL						-41.60	41.60
Bill Pmt -Check	3353	12/31/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-2,224.69
Bill	4011...	12/31/2015			62150 · MAIN-Non ...	-20.09	20.09
Bill	4011...	12/31/2015			62400 · YS-Collection	-254.38	254.38
Bill	4011...	12/31/2015			62150 · MAIN-Non ...	-917.97	917.97
Bill	4011...	12/31/2015			62130 · MAIN-Fiction	-115.89	115.89
Bill	4011...	12/31/2015			62210 · MAIN_Tee...	-71.82	71.82
Bill	4011...	12/31/2015			62400 · YS-Collection	-7.54	7.54
Bill	4011...	12/31/2015			62420 · YS-Audio/V...	-75.48	75.48
Bill	4011...	12/31/2015			62105 · MAIN-Audi...	-263.45	263.45
Bill	8121...	12/31/2015			62220 · MAIN_Tee...	-64.72	64.72
Bill	8121...	12/31/2015			60070 · Supplies	-433.35	433.35
TOTAL						-2,224.69	2,224.69
Bill Pmt -Check	3354	12/31/2015	DEMCO		10000 · Wells Fargo...		-134.54
Bill	5759...	12/31/2015			60070 · Supplies	-134.54	134.54
TOTAL						-134.54	134.54
Bill Pmt -Check	3355	12/31/2015	OFFICE DEPOT		10000 · Wells Fargo...		-488.90
Bill	8121...	12/31/2015			60070 · Supplies	-55.55	55.55
Bill	8121...	12/31/2015			60070 · Supplies	-433.35	433.35
TOTAL						-488.90	488.90