



CITY OF CARMEL-BY-THE-SEA

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

President Tara Twomey,
Timothy Blomgren, Richard Flower,
William Godwin, and Niels Reimers

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

REGULAR MEETING

8/23/2017

9:00 a.m.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Trustees. Matters not appearing on Trustees' agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names in order that they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

- A. Announcements from President and Trustees
- B. Announcements from staff

CONSENT AGENDA Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Board or the public may ask that any items be considered individually for purposes of Board discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. Approval of the minutes for the 7/26/2017 meeting. (pp. 1-2)

ORDERS OF BUSINESS Orders of Business are agenda items that require Board discussion, debate, direction to staff, and/or action.

2. Receive a report from the Carmel Public Library Foundation regarding recent activities.
3. Receive report from Circulation Manager Amy Rector and Youth Services Librarian Grace Melady on the Summer Reading Program. (pp. 3-4)
4. Receive report from Head of Reference Jean Chapin on the new Bilingual Books Collection. (pp. 5)
5. Receive the Librarian's Report.
 - a. July 2017 Statistics (pp. 6-11)

b. Recruitments

6. Receive the Treasurer's Report and accept the 6/30/2017 and 7/31/2017 check registers and financial statements. (pp. 12-40)

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7th Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 8/17/2017 in accordance with the applicable legal requirements.

Carolina Lopez, Administrative Assistant

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Harrison Memorial Library Board of Trustees members regarding any item on this agenda, received after the posting of the agenda will be available for public review in the Library and Community Activities Director's Office located at the Park Branch Library at the NE corner of Mission Street and Sixth Avenue during normal business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2007 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

CHALLENGING DECISIONS OF CITY ENTITIES The time limit within which to commence any lawsuit or legal challenge to any quasi-judicative decision made by the City of Carmel-by-the-Sea is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-judicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Carmel-by-the-Sea, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

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

July 26, 2017

CALL TO ORDER AND ROLL CALL

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

PRESENT:	BLOMGREN, GODWIN, REIMERS, TWOMEY
ABSENT:	FLOWER
STAFF PRESENT:	Janet Bombard, Library Director Carolina Lopez, Administrative Assistant

PLEDGE OF ALLEGIANCE

Members of the community joined the Board in the Pledge of Allegiance.

PUBLIC APPEARANCES

No public appearances.

ANNOUNCEMENTS

No announcements.

CONSENT AGENDA

1. Approval of the minutes for the 6/28/2017 meeting.

Board Member REIMERS moved to **approve the Minutes of the June 28, 2017 Regular Meeting.** seconded by Board Member BLOMGREN and carried by the following roll call vote:

AYES:	BLOMGREN, GODWIN, REIMERS, TWOMEY
NOES:	NONE
ABSENT:	FLOWER
ABSTAIN:	NONE

ORDERS OF BUSINESS

2. Receive a report from the Carmel Public Library Foundation regarding recent CPLF activities

CPLF Executive Director Alex Fallon is on vacation. Library Director Janet Bombard talked with the board in regards to the wall design for the Park Branch library and gave updates on final projected finish time.

3. Receive report from Local History Librarian Katie O'Connell regarding the library items digitized through the California Audiovisual Perseveration Project grant

Local History Librarian Katie O'Connell talked with the board and answered questions from the board in regards to the project.

4. Receive the Fiscal Year 2016/17 library budget review

Library Director Janet Bombard reviewed with the board and answered questions in regards to the 2016/17 Fiscal year budget.

5. Receive the Librarian's Report

Library Director Janet Bombard reviewed both the May and June Library Stats. Janet also informed the board that Head Reference Librarian Jean Chapin has scheduled interviews for the Sunday positions. Bombard also informed the board that a few positions have been vacated by 2 people, 1 part-time reference librarian and 1 part-time library assistant have resigned.

FUTURE AGENDA ITEMS

No items discussed.

ADJOURNMENT

There being no further business to come before the Board, President Twomey declared the meeting adjourned at 9:44 am. The next regular meeting is scheduled for August 23, 2017. The next library board meeting will be held at City Hall chambers.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

Approved by:

Tara Twomey, President, Library Board of Trustees



Harrison Memorial Kid's Library presents:

The Summer Reading Program for 2017

Starts on Monday June 26th through Saturday July 29th

Sign-ups will start on Monday ~ June 26th

The Park Branch Library, Mission & Sixth; Carmel-by-the-Sea

SPECIAL PROGRAMS

Tuesday ~ June 27th at 1:30 pm – **Kenn Adams' Adventure Theater!** Presents "Adventure in Space!" A fast paced, interactive, funny, theatrical experience for heroes of all ages! Your students are cast as the stars of the show. Audience members provide sound effects, become the scenery, suggest exciting plot twists, and improvise along with the cast.

Wednesday ~ July 5th at 1:30 pm – **Musical Robot!** - This dynamic duo combines songs, storytelling, and out of this world dance moves, to provide an opportunity for kids to engage in fun and frolic. Musical Robot always brings the fun!

Wednesday ~ July 12th at 1:30 pm to 3:30 pm- **Drawing with Dante** ~Ages 9 – 14 years. Students can choose graphite pencils, colored pencils, or pastels for artwork. All materials provided by the library. Please pre-register your student for this class.

Wednesday ~ July 19th ~ 1:30 pm – **Tom Noddy ~ Bubble Magic** is an entertainer who specializes in blowing the most amazing bubbles; bubbles inside of bubbles, fog inside of bubbles, caterpillar bubbles, and a bubble cube. Tom includes humor and science in his fascinating show. For all Ages.

Wednesday ~ July 26th at 1:30 pm - **Coventry & Kaluza** perform world class circus entertainment, juggling, clowning, music, and hula hooping. Great comedy, acrobatics, and entertainment for all Ages.

READING BY DESIGN

Harrison Memorial Library Adult/Teen Summer Reading Program

June 26, 2017 - July 22, 2017



New Bilingual Books

English
Spanish



LIBRARIAN'S MONTHLY REPORT

July 31, 2017

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-6.63	2,424	2,394	2,424	2,596
Non-Fiction	-10.54	1,375	1,512	1,375	1,537
Magazines	-45.93	93	103	93	172
Audio/Video	-12.46	2,423	2,429	2,423	2,768
ADULT CIRCULATION TOTAL:	-10.72	6,315	6,438	6,315	7,073
Juvenile Circulation Transactions:					
Fiction	-4.32	2,149	2,080	2,149	2,246
Non-Fiction	-7.24	282	227	282	304
Magazines	27.27	28	22	28	22
Audio/Video	-17.30	411	429	411	497
JUVENILE CIRCULATION TOTAL:	-6.48	2,870	2,758	2,870	3,069
CIRCULATION TOTAL:	-9.44	9,185	9,196	9,185	10,142
OVERDRIVE					
Patron Registrations	-30.77	9	13	9	13
Checkouts	-2.00	147	141	147	150
OTHER DIGITAL RESOURCES					
Checkouts	-3.67	603	456	603	626
Total electronic checkouts	-3.35	750	597	750	776
Reserve Requests:	-15.09	765	825	765	901
Patron Visit Count					
HML Building	3.52	5,933	5,901	5,933	5,731
Park Branch Building	-4.04	2,043	1,659	2,043	2,129
Local History	-56.41	17	37	17	39
Youth Services Dept.	-3.06	2,026	1,622	2,026	2,090
PATRON VISIT TOTAL:	1.48	7,976	7,560	7,976	7,860

LIBRARIAN'S MONTHLY REPORT

July 31, 2017

CIRCULATION BY BORROWERS	YTD	Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea		-10.35	2,226	2,297	2,226	2,483
Outreach		-7.41	25	8	25	27
RESIDENTS TOTAL:		-10.32	2,251	2,305	2,251	2,510
Non-Residents:						
Other Monterey County Cities		-13.79	1,169	1,192	1,169	1,356
Unincorporated Monterey County		-8.94	5,085	5,303	5,085	5,584
Other Zip Codes		5.53	649	360	649	615
NON-RESIDENTS TOTAL:		-8.63	6,903	6,855	6,903	7,555
OUTREACH SERVICES:						
Visits		-50.00	2	3	2	4
Circulation		-7.41	25	8	25	27
LOCAL HISTORY:						
Visitors		-56.41	17	37	17	39
Programs Attendance		#DIV/0!	0	0	0	0
TELEPHONE CALLS:						
Reference Desk		10.87	255	274	255	230
Youth Services Desk		5.08	62	96	62	59
Local History Desk		-91.67	1	2	1	12
Circulation Desk		-15.36	799	820	799	944
TOTAL TELEPHONE CALLS:		-10.28	1,117	1,192	1,117	1,245

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LIBRARIAN'S MONTHLY REPORT

July 31, 2017

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-5.33	533	649	533	563
Youth Services Desk	-4.98	286	402	286	301
Local History Desk	-43.59	66	72	66	117
Circulation Desk	-7.27	689	710	689	743
TOTAL REFERENCE QUESTIONS:	-8.70	1574	1833	1574	1724
Information Questions Answered:					
Reference Desk	16.00	174	169	174	150
Youth Services Desk	7.78	194	291	194	180
Local History Desk	-62.50	6	20	6	16
Circulation Desk	-6.03	701	735	701	746
TOTAL INFORMATION QUESTIONS:	-1.56	1075	1215	1075	1092
TECHNOLOGY ASSISTANCE	#DIV/0!	98	137		0
INTERLIBRARY LOAN:					
ILL to Other Libraries	-28.13	23	9	23	32
ILL from Other Libraries	-52.94	8	5	8	17
PATRON REGISTRATION:	Patron Data Base Purge 08/16				
Carmel by-the-Sea Residents	43.75	23	17	23	16
Monterey County Cities Residents	-19.05	17	14	17	21
Unincorp. Monterey Cty Residents	29.03	40	43	40	31
Visitor Cards	11.11	10	1	10	9
Other Borrowers	166.67	16	17	16	6
REGISTRATION TOTAL:	27.71	106	92	106	83
TOTAL # OF CARDHOLDERS:	21.64	9,337		9,337	7676

LIBRARIAN'S MONTHLY REPORT

July 31, 2017

YOUTH SERVICES PROGRAMS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:	#DIV/0!	0	0	1	0
Summer Reading/Special Programs:	0.00	4	1	2	2
TOTAL PROGRAMS:	50.00	4	1	3	2
Attendance At Programs:					
Storytime-Children:	#DIV/0!	0	0	0	0
Summer Reading/Special-Children:	128.17	162	35	162	71
TOTAL CHILDREN'S ATTENDANCE:	128.17	162	35	162	71
TOTAL ADULT ATTENDANCE:	117.31	113	28	113	52
TOTAL YS PROGRAM ATTENDANCE :	123.58	275	63	275	123
OFFSITE PROGRAMS					
	#DIV/0!	0	0	0	0
TOTAL OFFSITE PROGRAM ATTENDANCE	#DIV/0!	0	0	0	0
PRE-SCHOOL PROGRAMS					
	#DIV/0!	0	0	0	0
TOTAL PRE-SCHOOL PROGRAM ATTENDANCE	#DIV/0!	0	0	0	0
PROGRAMS FOR 9 - 12 YEAR OLDS:	-50.00	1	0	1	2
TOTAL ATTENDANCE:	-30.56	25	0	25	36
SCHOOL AGE PROGRAMS					
	#DIV/0!	0	0	0	0
TOTAL SCHOOL AGE PROGRAM ATTENDANCE	#DIV/0!	0	0	0	0
ADULT PROGRAMS:	100.00	4	4	4	2
TOTAL ATTENDANCE:	72.73	57	80	57	33
TEEN PROGRAMS:					
	#DIV/0!	0	1	0	0
TOTAL ATTENDANCE:	#DIV/0!	0	2	0	0
CLASS VISITS					
Children's Visits: X Teen Visits: X		0	0	0	0
TOTAL CHILDREN'S ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE		0	0	0	0

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LIBRARIAN'S MONTHLY REPORT

July 31, 2017

TECHNICAL SERVICES	DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:					
Adult		19	19	19	19
Leased		134	117	134	117
Reference		5	5	5	5
Youth Services		57	57	57	57
Audio		0	0	0	0
Video		7	7	7	7
TOTAL:		222	205	222	205
HOLDINGS TO DATE					
HML Main Library Building		48,904	62,656 titles		
Park Branch Library		18,886	held in both buildings		
TOTAL ITEMS HELD:		67,790			
TOTAL TITLES HELD:			62,656		
DATA BASE MAINTENANCE:					
Corrections Made to Bibliographic & Item Databases	34 this month, 34 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging	6 this month, 6 YTD				

LIBRARIAN'S MONTHLY REPORT

July 31, 2017

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-7.69	24.00	20.00	24.00	26.00
Local History	-46.25	10.75	11.00	10.75	20.00
Reference	0.00	4.00	4.00	4.00	4.00
Technical Services	-7.14	13.00	21.00	13.00	14.00
Youth Services	150.00	5.00	1.00	5.00	2.00
TOTALS:	-14.02	56.75	57.00	56.75	66.00
BRAINFUSE:	-100.00	0	4	0	6
SCIENCEFLIX	100.00	2	0	2	0
SELF CHECK PATRONS :					
Main Library	5.88	360	379	360	340
Youth Services	-18.56	79	66	79	97
TOTAL:	0.46	439	445	439	437

ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	-6.46	797	797	797	852
Electronic Search/Visits Total:	-13.57	3,001	3,014	3,001	3,472
Public WiFi Use	-0.86	463	492	463	467
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-11.05	169	171	169	190
Number of Pages Viewed Per Visit:		2	2	2	2
Length of Visit		1.5 MIN	1.5 MIN	1.5 MIN	1.5 MIN

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended June 30, 2017

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
June 30, 2017

CURRENT ASSETS

Wells Fargo Checking	186,429.95
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	467,017.52
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	226,000.00

Total Current Assets	1,201,781.77
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TOTAL ASSETS	1,201,781.77
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LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	790,322.75
Net Income / Loss	86,100.15

Total Net Assets	1,201,781.77
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TOTAL LIABILITIES AND NET ASSETS	1,201,781.77
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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2017

	June 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue				
43200 · CPLF-Children's Services	-	-	-	-
43300 · CPLF-Endowment	72,775.00	72,775.00		
43400 · CPLF-Library Materials/Support	-	218,325.00	291,000.00	(72,675.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700- CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	72,775.00	291,100.00	291,000.00	(72,675.00)
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	7,295.00	500.00	6,795.00
44500-HML Donations-Materials	-	100.00	-	100.00
Total 44000-HML Donations-Unrestricted	-	7,395.00	500.00	6,895.00
45000 · Interest Income				
45100 · Interest-Bradney	-	630.62	-	630.62
45000 · Interest Income - Other	-	5,675.42	2,000.00	3,675.42
Total 45000 · Interest Income	-	6,306.04	2,000.00	4,306.04
46000 · Friends of HML				
48000 · Library Operations	692.00	16,024.04	16,000.00	24.04
48005 - Books 4 U Grant	-	-	-	-
Total Income	73,467.00	345,825.08	331,000.00	(57,949.92)

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2017

Expense	June 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	0.91	(20.72)	-	-
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	-	50.00	(50.00)
60030 · Telephone	754.92	7,507.78	9,700.00	(2,192.22)
60040 · Facility Maintenance	-	-	-	-
60041 · Cleaning Services	-	-	-	-
60043 · Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	584.62	919.85	1,300.00	(380.15)
60060 · Bank Charges/Returned Checks	-	51.00	125.00	(74.00)
60070 · Supplies	1,203.25	6,951.04	11,700.00	(4,748.96)
60080 · Postage	264.50	1,202.86	1,050.00	152.86
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	4,000.00	4,333.00	(333.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	445.00	1,492.00	1,100.00	392.00
60160 · Copy Services	-	124.38	1,500.00	(1,375.62)
60170 · Overdue Materials Collection	-	-	800.00	(800.00)
60180 · Advertising	-	586.50	900.00	(313.50)
60185 · P. G. Self Storage	200.00	2,400.00	2,400.00	-
60190 · Courier Services	-	1,050.00	1,800.00	(750.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	11,641.00	(3,000.00)
60210 · Staff Training	-	2,634.01	2,500.00	134.01
60220 · Mileage	51.75	418.18	500.00	(81.82)

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2017

	June 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60230 · Professional Memberships	-	1,181.00	1,700.00	(519.00)
60240 · Administration- Contingency	-	-	-	-
Total 60000 · ADMINISTRATION	3,829.95	39,138.88	53,599.00	(14,439.40)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	300.00	(300.00)
61100 · Equipment Maintenance/Contracts	1,278.00	15,304.95	13,000.00	2,304.95
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	1,002.73	4,067.91	17,459.00	(13,391.09)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	2,280.73	19,372.86	30,759.00	(11,386.14)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	2,048.74	20,407.94	22,000.00	(1,592.06)
62110 · MAIN-Book rental	-	31,625.40	32,000.00	(374.60)
62115- MAIN-McNaughton Buyback	1,086.25	1,086.25	12,000.00	(10,913.75)
62120 · MAIN-Large Print	222.49	1,780.82	2,000.00	(219.18)
62130 · MAIN-Fiction	273.11	4,772.13	5,300.00	(527.87)
62140 · MAIN-NF-Travel Cont.	385.74	4,393.39	5,000.00	(606.61)
62150 · MAIN-Non Fiction	130.24	21,640.81	23,000.00	(1,359.19)
62155 - MAIN-Overdrive Subscription	-	2,100.00	2,100.00	-
62160 · MAIN-Ebooks/Additional Titles	-	4,228.67	5,500.00	(1,271.33)
62180 · MAIN-Special Category	-	-	50.00	(50.00)
62190 · MAIN-Teen Fiction	-	1,254.99	1,200.00	54.99
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	-	855.51	1,000.00	(144.49)

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2017

	June 2017		YTD		Annual		Budget Balance
	Actual		Actual		Budget		
62210- MAIN-Teen Nonfiction	-		656.01		800.00	(143.99)	
62215-MAIN-Teen DVD	-		120.27		200.00	(79.73)	
62220- MAIN- Teen Audio	-		181.98		200.00	(18.02)	
62310 · REF-Database	751.45		19,030.73		28,500.00	(9,469.27)	
62320 · REF-Continuation	1,136.24		11,120.08		11,000.00	120.08	
62330 · REF-General	54.95		2,075.62		3,500.00	(1,424.38)	
62340-HML Designated Gift-Materials	-		-		-	-	
62400 · YS-Collection	-		11,187.64		13,000.00	(1,812.36)	
62410 · YS-DataBases	-		2,160.00		2,294.00	(134.00)	
62420 · YS-Audio/Video	-		3,598.03		4,500.00	(901.97)	
62510 · LH-Conservation Supplies	1,833.50		1,975.19		2,500.00	(524.81)	
62520 · LH-Documents/ Digital Preserv.	192.50		3,548.29		2,500.00	1,048.29	
62600 · Serials Subscriptions	694.20		8,758.26		12,000.00	(3,241.74)	
62700 · Professional Collection	-		-		200.00	(200.00)	
62800- HML Designated Gift-YS	-		-		-	-	
62530 - LH-Restricted gift	-		-		-	-	
Total 62000 · DOCUMENTS	8,809.41		158,665.55		192,464.00	(33,798.45)	
66000 · PROGRAMS AND CATALOGING							
66100 · Adult/LH Programming	1,378.71		2,044.16		3,000.00	(955.84)	
66300 · YS-Summer Reading Program	1,725.38		3,888.71		5,000.00	(1,111.29)	
66400 · YS-Reading Programs	-		5,804.00		6,000.00	(196.00)	
66600 · Teen Programs	-		205.38		250.00	(44.62)	
66700 · OCLC Cataloging	609.69		8,307.90		9,050.00	(742.10)	
66750 · Library Cards	8.67		758.67		900.00	(141.33)	
66760- IFM for ILL	-		-		-	-	
66800 · Programs/Cataloging Contingency	-		-		-	-	
Total 66000 · PROGRAMS/SUPPLIES	3,722.45		21,008.82		24,200.00	(3,191.18)	

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2017

	June 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67000 · INFORMATION SYSTEMS				
67100 · IS-Equipment	562.94	1,790.51	29,000.00	(27,209.49)
67200 · IS-Hosting and Maintenance	-	8,369.97	8,750.00	(380.03)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	14.95	4,047.83	7,204.00	(3,156.17)
67500 · IS-Software	-	-	500.00	(500.00)
67600 · IS-Website Maint. & Enhance	495.00	1,799.00	1,500.00	299.00
67700 · IS-ILS Modification/Support	-	-	-	-
67800 · IS-Other Technical Support	100.00	1,335.05	400.00	935.05
67890 · Mobile Pring Subscription	-	1,025.00	-	1,025.00
Total 67000 · INFORMATION SYSTEMS	1,172.89	18,367.36	47,354.00	(28,986.64)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
68900-Strategic Plan Implementation	1,200.29	3,171.46	-	3,171.46
Total 68000- RESERVE EXPENDITURES	1,200.29	3,171.46	-	3,171.46
Total Expense	21,015.72	259,724.93	348,376.00	(88,630.35)
Net Income	52,451.28	86,100.15	(17,376.00)	30,680.43

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Harrison Memorial Library
Check Detail
June 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4025	06/06/2017	AT&T CALNET 3		10000 · Wells Farg...	(19.72)	(19.72)
Bill	9733200	06/06/2017			60030 · Telephone	(19.72)	19.72
TOTAL						(19.72)	19.72
Bill Pmt -Check	4026	06/06/2017	BAKER & TAYLOR		10000 · Wells Farg...	(1,444.00)	(1,444.00)
Bill	50145...	06/06/2017			62320 · REF-Contin...	(775.31)	775.31
Bill	50145...	06/06/2017			62140 · MAIN-NF-Tr...	(117.97)	117.97
Bill	40119...	06/06/2017			62330 · REF-General	(54.95)	54.95
					62120 · MAIN-Large...	(152.76)	152.76
					62150 · MAIN-Non F...	(88.57)	88.57
					62130 · MAIN-Fiction	(149.80)	149.80
Bill	50145...	06/06/2017			62140 · MAIN-NF-Tr...	(104.64)	104.64
TOTAL						(1,444.00)	1,444.00
Bill Pmt -Check	4027	06/06/2017	HOOPLA		10000 · Wells Farg...	(751.45)	(751.45)
Bill	95108...	06/06/2017			62310 · REF-Databa...	(751.45)	751.45
TOTAL						(751.45)	751.45
Bill Pmt -Check	4028	06/06/2017	ILA		10000 · Wells Farg...	(580.90)	(580.90)
Bill	127053	06/06/2017			66300 · YS-Summer...	(186.50)	186.50
Bill	127012	06/06/2017			66300 · YS-Summer...	(394.40)	394.40
TOTAL						(580.90)	580.90
Bill Pmt -Check	4029	06/06/2017	OFFICE DEPOT		10000 · Wells Farg...	(345.46)	(345.46)
Bill	92967...	06/06/2017			62520 · LH-Docume...	(26.08)	26.08
Bill	92967...	06/06/2017			60070 · Supplies	(315.69)	315.69
TOTAL					60070 · Supplies	(3.69)	3.69
TOTAL						(345.46)	345.46

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Harrison Memorial Library
Check Detail
June 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4030	06/06/2017	RECORDED BOOKS		10000 · Wells Farg...	(44.82)	(44.82)
Bill	75536...	06/06/2017			62105 · MAIN-Audio	(44.82)	44.82
TOTAL						(44.82)	44.82
Bill Pmt -Check	4031	06/06/2017	ROWMAN & LITTL...		10000 · Wells Farg...	(87.59)	(87.59)
Bill	10496...	06/06/2017			62320 · REF-Contin...	(87.59)	87.59
TOTAL						(87.59)	87.59
Bill Pmt -Check	4032	06/06/2017	SAN FRANCISCO C...		10000 · Wells Farg...	(694.20)	(694.20)
Bill	7344372	06/06/2017			62600 · Serials Sub...	(694.20)	694.20
TOTAL						(694.20)	694.20
Bill Pmt -Check	4033	06/06/2017	STORDOK		10000 · Wells Farg...	(40.77)	(40.77)
Bill	53538...	06/06/2017			62520 · LH-Docume...	(40.77)	40.77
TOTAL						(40.77)	40.77
Bill Pmt -Check	4034	06/06/2017	U.S. POSTAL SERL...		10000 · Wells Farg...	(262.00)	(262.00)
Bill	BOX: ...	06/06/2017			60080 · Postage	(262.00)	262.00
TOTAL						(262.00)	262.00
Bill Pmt -Check	4035	06/06/2017	VANGUARD		10000 · Wells Farg...	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	4036	06/06/2017	XEROX		10000 · Wells Farg...	(40.90)	(40.90)
Bill	08937...	06/06/2017			61100 · Equipment ...	(40.90)	40.90
TOTAL						(40.90)	40.90

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Harrison Memorial Library
Check Detail
June 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4037	06/06/2017	AT&T CALNET 3		10000 · Wells Farg...	(735.20)	(735.20)
Bill	93910...	06/06/2017			60030 · Telephone	(735.20)	735.20
TOTAL						(735.20)	735.20
Bill Pmt -Check	4038	06/08/2017	BAKER & TAYLOR		10000 · Wells Farg...	(282.84)	(282.84)
Bill	40119...	06/08/2017			62105 · MAIN-Audio	(282.84)	282.84
TOTAL						(282.84)	282.84
Bill Pmt -Check	4039	06/08/2017	GOLDEN GATE BO...		10000 · Wells Farg...	(325.00)	(325.00)
Bill	7579	06/08/2017			60130 · Bookkeepin...	(325.00)	325.00
TOTAL						(325.00)	325.00
Bill Pmt -Check	4040	06/08/2017	MONTEREY BAY T...		10000 · Wells Farg...	(100.00)	(100.00)
Bill	17583	06/08/2017			67800 · IS-Other Te...	(100.00)	100.00
TOTAL						(100.00)	100.00
Bill Pmt -Check	4041	06/08/2017	REDSHIFT		10000 · Wells Farg...	(14.95)	(14.95)
Bill	1782034	06/08/2017			67400 · IS-Telecom ...	(14.95)	14.95
TOTAL						(14.95)	14.95
Bill Pmt -Check	4042	06/08/2017	ROWMAN & LITTL...		10000 · Wells Farg...	(95.17)	(95.17)
Bill	10497...	06/08/2017			62320 · REF-Contin...	(95.17)	95.17
TOTAL						(95.17)	95.17
Bill Pmt -Check	4043	06/13/2017	DATAFLOW		10000 · Wells Farg...	(33.90)	(33.90)
Bill	213163	06/13/2017			61100 · Equipment ...	(33.90)	33.90
TOTAL						(33.90)	33.90

Harrison Memorial Library
Check Detail
June 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4044	06/13/2017	GAYLORD		10000 · Wells Farg...	(1,833.50)	(1,833.50)
Bill	2485739	06/13/2017			62510 · LH-Conserv...	(1,833.50)	1,833.50
TOTAL						(1,833.50)	1,833.50
Bill Pmt -Check	4045	06/13/2017	OCLC		10000 · Wells Farg...	(609.69)	(609.69)
Bill	535320	06/13/2017			66700 · OCLC Catal...	(609.69)	609.69
TOTAL						(609.69)	609.69
Bill Pmt -Check	4046	06/13/2017	WELLS FARGO BA...		10000 · Wells Farg...	(251.20)	(251.20)
Bill	06/02/...	06/13/2017			60070 · Supplies	(251.20)	251.20
TOTAL						(251.20)	251.20
Bill Pmt -Check	4047	06/13/2017	WELLS FARGO BA...		10000 · Wells Farg...	(1,670.36)	(1,670.36)
Bill	6/2/17	06/13/2017			68900 · Strategic Pl...	(1,200.29)	1,200.29
					60075 · Teen Room ...	(121.33)	121.33
					61200 · Equipment-...	(98.33)	98.33
					60070 · Supplies	(90.90)	90.90
					60070 · Supplies	(74.84)	74.84
					60070 · Supplies	(84.67)	84.67
TOTAL						(1,670.36)	1,670.36
Bill Pmt -Check	4048	06/13/2017	BAKER & TAYLOR		10000 · Wells Farg...	(171.31)	(171.31)
Bill	50145...	06/13/2017			62320 · REF-Contin...	(42.93)	42.93
Bill	50145...	06/13/2017			62140 · MAIN-NF-Tr...	(20.99)	20.99
					62320 · REF-Contin...	(107.39)	107.39
TOTAL						(171.31)	171.31
Bill Pmt -Check	4049	06/13/2017	DEMCO		10000 · Wells Farg...	(904.40)	(904.40)
Bill	C40707	06/13/2017			61200 · Equipment-...	(904.40)	904.40
TOTAL						(904.40)	904.40

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Harrison Memorial Library
Check Detail
June 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4050	06/13/2017	SENTRY		10000 · Wells Farg...	(250.00)	(250.00)
Bill	80745	06/13/2017			60150 · Building Ala...	(250.00)	250.00
TOTAL						(250.00)	250.00
Bill Pmt -Check	4051	06/15/2017	ENGAGED PATRO...		10000 · Wells Farg...	(495.00)	(495.00)
Bill	7019-...	06/15/2017			67600 · IS-Website ...	(495.00)	495.00
TOTAL						(495.00)	495.00
Bill Pmt -Check	4052	06/15/2017	PACIFIC GROVE S...		10000 · Wells Farg...	(200.00)	(200.00)
Bill	32649	06/15/2017			60185 · P.G. Self St...	(200.00)	200.00
TOTAL						(200.00)	200.00
Bill Pmt -Check	4053	06/15/2017	SMILE BUSINESS ...		10000 · Wells Farg...	(337.50)	(337.50)
Bill	495439	06/15/2017			61100 · Equipment ...	(337.50)	337.50
TOTAL						(337.50)	337.50
Bill Pmt -Check	4054	06/15/2017	VANGUARD		10000 · Wells Farg...	(8.67)	(8.67)
Bill	8101419	06/15/2017			66750 · Library Cards	(8.67)	8.67
TOTAL						(8.67)	8.67
Bill Pmt -Check	4055	06/15/2017	SENTRY		10000 · Wells Farg...	(195.00)	(195.00)
Bill	2050635	06/15/2017			60150 · Building Ala...	(195.00)	195.00
TOTAL						(195.00)	195.00

Harrison Memorial Library
Check Detail
June 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4056	06/21/2017	AMAZON		10000 · Wells Farg...		(1,644.35)
Bill	25212...	06/21/2017			62105 · MAIN-Audio	(39.97)	39.97
Bill	26020...	06/21/2017			62150 · MAIN-Non F...	(10.88)	10.88
Bill	15535...	06/21/2017			62105 · MAIN-Audio	(165.68)	165.68
Bill	04983...	06/21/2017			62105 · MAIN-Audio	(51.98)	51.98
Bill	21577...	06/21/2017			62105 · MAIN-Audio	(151.66)	151.66
Bill	21577...	06/21/2017			62105 · MAIN-Audio	(127.60)	127.60
Bill	17142...	06/21/2017			62105 · MAIN-Audio	(111.48)	111.48
Bill	11670...	06/21/2017			62105 · MAIN-Audio	(15.21)	15.21
Bill	11670...	06/21/2017			62105 · MAIN-Audio	(293.89)	293.89
Bill	13605...	06/21/2017			62105 · MAIN-Audio	(347.23)	347.23
Bill	13605...	06/21/2017			62105 · MAIN-Audio	(41.09)	41.09
Bill	15535...	06/21/2017			62105 · MAIN-Audio	(49.90)	49.90
Bill	15535...	06/21/2017			62105 · MAIN-Audio	(35.80)	35.80
Bill	13605...	06/21/2017			62105 · MAIN-Audio	(14.45)	14.45
Bill	02056...	06/21/2017			62105 · MAIN-Audio	(90.48)	90.48
Bill	11670...	06/21/2017			62105 · MAIN-Audio	(27.13)	27.13
Bill	13605...	06/21/2017			62105 · MAIN-Audio	(15.56)	15.56
Bill	01597...	06/21/2017			62520 · LH-Docume...	(54.36)	54.36
TOTAL						(1,644.35)	1,644.35
Bill Pmt -Check	4057	06/21/2017	BAKER & TAYLOR		10000 · Wells Farg...		(176.58)
Bill	40119...	06/21/2017			62120 · MAIN-Large...	(69.73)	69.73
					62130 · MAIN-Fiction	(106.85)	106.85
TOTAL						(176.58)	176.58
Bill Pmt -Check	4058	06/21/2017	KEN HALLA		10000 · Wells Farg...		(1,250.00)
Bill	06152...	06/21/2017			66100 · ADULT SU...	(250.00)	250.00
Bill	06162...	06/21/2017			62520 · LH-Docume...	(71.29)	71.29
					66100 · ADULT SU...	(928.71)	928.71
TOTAL						(1,250.00)	1,250.00
Bill Pmt -Check	4059	06/21/2017	SMILE BUSINESS ...		10000 · Wells Farg...		(118.25)
Bill	495834	06/21/2017			61100 · Equipment ...	(118.25)	118.25
TOTAL						(118.25)	118.25

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Harrison Memorial Library
Check Detail
June 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4060	06/22/2017	MOST-RONDO, DA...		10000 · Wells Farg...	(200.00)	(200.00)
Bill	6192017	06/22/2017			66100 · ADULT SU...	(200.00)	200.00
TOTAL						(200.00)	200.00
Bill Pmt -Check	4061	06/22/2017	QUILL.COM		10000 · Wells Farg...	(96.54)	(96.54)
Bill	7546723	06/22/2017			60070 · Supplies	(96.54)	96.54
TOTAL						(96.54)	96.54
Bill Pmt -Check	4062	06/22/2017	OTIS ELEVATOR		10000 · Wells Farg...	(747.45)	(747.45)
Bill	SJM6...	06/22/2017			61100 · Equipment ...	(344.97)	344.97
Bill	SJM6...	06/22/2017			61100 · Equipment ...	(402.48)	402.48
TOTAL						(747.45)	747.45
Bill Pmt -Check	4064	06/27/2017	BAKER & TAYLOR		10000 · Wells Farg...	(314.39)	(314.39)
Bill	50146...	06/27/2017			62320 · REF-Contin...	(27.85)	27.85
Bill	50146...	06/27/2017			62140 · MAIN-NF-Tr...	(142.14)	142.14
Bill	40119...	06/27/2017			62105 · MAIN-Audio	(97.15)	97.15
Bill	40119...	06/27/2017			62130 · MAIN-Fiction	(16.46)	16.46
Bill	40119...	06/27/2017			62150 · MAIN-Non F...	(30.79)	30.79
TOTAL						(314.39)	314.39
Bill Pmt -Check	4065	06/27/2017	KENN ADAMS		10000 · Wells Farg...	(450.00)	(450.00)
Bill	2017L...	06/27/2017			66300 · YS-Summer...	(450.00)	450.00
TOTAL						(450.00)	450.00
Bill Pmt -Check	4066	06/27/2017	ORIENTAL TRADING		10000 · Wells Farg...	(14.48)	(14.48)
Bill	68430...	06/27/2017			66300 · YS-Summer...	(14.48)	14.48
TOTAL						(14.48)	14.48

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Harrison Memorial Library
Check Detail
June 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4067	06/27/2017	TELECOMMUNICA...		10000 · Wells Farg...	(562.94)	(562.94)
Bill	036747	06/27/2017			67100 · IS-Equipment	(562.94)	562.94
TOTAL						(562.94)	562.94
Bill Pmt -Check	4068	06/29/2017	DEMCO		10000 · Wells Farg...	(584.62)	(584.62)
Bill	6129608	06/29/2017			60050 · Donor Ackn...	(584.62)	584.62
TOTAL						(584.62)	584.62
Bill Pmt -Check	4069	06/29/2017	JASON ADAIR		10000 · Wells Farg...	(450.00)	(450.00)
Bill	07052...	06/29/2017			66300 · YS-Summer...	(450.00)	450.00
TOTAL						(450.00)	450.00
Bill Pmt -Check	4070	06/29/2017	OFFICE DEPOT		10000 · Wells Farg...	(164.39)	(164.39)
Bill	93622...	06/29/2017			60070 · Supplies	(164.39)	164.39
TOTAL						(164.39)	164.39
Bill Pmt -Check	4071	06/29/2017	RECORDED BOOKS		10000 · Wells Farg...	(44.82)	(44.82)
Bill	75550...	06/29/2017			62105 · MAIN-Audio	(44.82)	44.82
TOTAL						(44.82)	44.82
Bill Pmt -Check	4072	06/29/2017	CARMEL PINE CONE		10000 · Wells Farg...	(230.00)	(230.00)
Bill	1725...	06/29/2017			66300 · YS-Summer...	(230.00)	230.00
TOTAL						(230.00)	230.00
Bill Pmt -Check	4079	06/23/2017	BAKER & TAYLOR		10000 · Wells Farg...	(1,086.25)	(1,086.25)
Bill	LS170...	06/23/2017			62115 · MAIN-Baker...	(1,086.25)	1,086.25
TOTAL						(1,086.25)	1,086.25

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FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended July 31, 2017

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
July 31, 2017

CURRENT ASSETS

Wells Fargo Checking	144,548.75
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	572,354.68
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	123,000.00

Total Current Assets	1,162,237.73
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TOTAL ASSETS	1,162,237.73
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LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	877,032.59
Net Income / Loss	(40,153.73)

Total Net Assets	1,162,237.73
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TOTAL LIABILITIES AND NET ASSETS	1,162,237.73
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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended July 2017

	July 2017	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	-	-	291,000.00	(291,000.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	-	-	291,000.00	(291,000.00)
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	-	1,000.00	(1,000.00)
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	-	-	1,000.00	(1,000.00)
45000 · Interest Income				
45100 · Interest-Bradney	233.72	233.72	-	233.72
45000 · Interest Income - Other	2,103.44	2,103.44	2,500.00	(396.56)
Total 45000 · Interest Income	2,337.16	2,337.16	2,500.00	(162.84)
46000 · Friends of HML				
48000 · Library Operations	1,664.76	1,664.76	20,500.00	(20,500.00)
48005 - Books 4 U Grant	-	-	16,000.00	(14,335.24)
Total Income	4,001.92	4,001.92	331,000.00	(326,998.08)
Expense				

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
 For the Period Ended July 2017

	July 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(6.67)	(6.67)	-	-
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	34.50	34.50	50.00	(15.50)
60030 · Telephone	609.11	609.11	7,000.00	(6,390.89)
60040 · Facility Maintenance	-	-	-	-
60041 · Cleaning Services	-	-	-	-
60043 · Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement	-	-	300.00	(300.00)
60055 · Signs	-	-	1,260.00	(1,260.00)
60060 · Bank Charges/Returned Checks	-	-	100.00	(100.00)
60070 · Supplies	53.28	53.28	10,000.00	(9,946.72)
60080 · Postage	16.88	16.88	1,500.00	(1,483.12)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	325.00	4,100.00	(3,775.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	-	1,500.00	(1,500.00)
60160 · Copy Services	-	-	1,500.00	(1,500.00)
60170 · Overdue Materials Collection	-	-	800.00	(800.00)
60180 · Advertising	500.00	500.00	1,400.00	(900.00)
60185 · P.G. Self Storage	200.00	200.00	2,400.00	(2,200.00)
60190 · Courier Services	100.00	100.00	1,500.00	(1,400.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	8,641.00	8,641.00	11,641.00	(3,000.00)
60210 · Staff Training	-	-	2,500.00	(2,500.00)
60220 · Mileage	-	-	400.00	(400.00)
60230 · Professional Memberships	-	-	1,700.00	(1,700.00)

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended July 2017

	July 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60240 · Administration-Contingency	-	-	-	-
Total 60000 · ADMINISTRATION	10,473.10	10,473.10	50,151.00	(39,671.23)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	300.00	(300.00)
61100 · Equipment Maintenance/Contracts	7,366.96	7,366.96	14,750.00	(7,383.04)
61105 · Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	530.52	530.52	8,835.00	(8,304.48)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	7,897.48	7,897.48	23,885.00	(15,987.52)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio	29.95	29.95	12,000.00	(11,970.05)
62110 · MAIN-Book rental	-	-	32,560.00	(32,560.00)
62115 · MAIN-Baker & Taylor Buyback	-	-	1,000.00	(1,000.00)
62120 · MAIN-Large Print	36.97	36.97	2,000.00	(1,963.03)
62125 · MAIN-DVD	-	-	10,000.00	(10,000.00)
62130 · MAIN-Fiction	-	-	5,300.00	(5,300.00)
62140 · MAIN-NF-Travel Cont.	219.13	219.13	5,000.00	(4,780.87)
62150 · MAIN-Non Fiction	30.78	30.78	23,000.00	(22,969.22)
62155 · MAIN-Overdrive Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	3,346.88	3,346.88	6,500.00	(3,153.12)
62180 · MAIN-Special Category	-	-	50.00	(50.00)
62190 · MAIN-Teen Fiction	-	-	1,300.00	(1,300.00)
62200- MAIN-Amazon Prime Membership	-	-	110.00	(110.00)
62205- MAIN-Adult Graphic Novel	-	-	1,000.00	(1,000.00)

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
 For the Period Ended July 2017

	July 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62210- MAIN-Teen Nonfiction	-	-	800.00	(800.00)
62215- MAIN-Teen DVD	-	-	300.00	(300.00)
62220- MAIN- Teen Audio	-	-	-	-
62310 · REF-Database	13,344.47	13,344.47	29,500.00	(16,155.53)
62320 · REF-Continuation	1,554.81	1,554.81	11,000.00	(9,445.19)
62330 · REF-General	810.00	810.00	3,000.00	(2,190.00)
62340- HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	-	-	13,000.00	(13,000.00)
62410 · YS-Databases	1,500.00	1,500.00	2,400.00	(900.00)
62415 - DVD	-	-	2,500.00	(2,500.00)
62420 · YS-Audio	-	-	3,000.00	(3,000.00)
62510 · LH-Conservation Supplies	396.55	396.55	2,500.00	(2,103.45)
62520 · LH-Documents/ Digital Preserv.	628.71	628.71	2,500.00	(1,871.29)
62600 · Serials Subscriptions	32.23	32.23	9,200.00	(9,167.77)
62700 · Professional Collection	-	-	200.00	(200.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	21,930.48	21,930.48	181,820.00	(159,889.52)
66000 · PROGRAMS AND CATALOGING	-	-	-	-
66100 · Adult Summer Programs	487.41	487.41	1,500.00	(1,012.59)
66200- Oral History Programs	-	-	2,500.00	(2,500.00)
66300 · YS-Summer Reading Program	1,344.41	1,344.41	5,000.00	(3,655.59)
66400 · YS-Reading Programs	-	-	6,000.00	(6,000.00)
66600 · Teen Programs	-	-	400.00	(400.00)
66700 · OCLC Cataloging	1,219.38	1,219.38	9,050.00	(7,830.62)
66750 · Library Cards	-	-	1,000.00	(1,000.00)
66760- IFM for ILL	-	-	-	-
66800 · Programs/Cataloging Contingency	-	-	-	-

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended July 2017

	July 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Total 66000 · PROGRAMS/SUPPLIES	3,051.20	3,051.20	25,450.00	(22,398.80)
67000 · INFORMATION SYSTEMS				
67100 · IS-Equipment	-	-	25,000.00	(25,000.00)
67200 · IS-Hosting and Maintenance	-	-	8,500.00	(8,500.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	14.95	14.95	10,940.00	(10,925.05)
67500 · IS-Software	-	-	1,300.00	(1,300.00)
67600 · IS-Website Development	-	-	1,550.00	(1,550.00)
67700 · IS-ILS Modification/Support	-	-	-	-
67800 · IS-Other Technical Support	-	-	450.00	(450.00)
67890 · Mobile Print Subscription	788.44	788.44	800.00	(11.56)
Total 67000 · INFORMATION SYSTEMS	803.39	803.39	48,540.00	(47,736.61)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	44,155.65	44,155.65	329,846.00	(285,683.68)
Net Income	(40,153.73)	(40,153.73)	1,154.00	(41,314.40)

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Harrison Memorial Library
Check Detail
July 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Deposit		07/05/2017			10000 · Wells Farg...	0.00	0.00
TOTAL						0.00	0.00
Deposit		07/05/2017			10000 · Wells Farg...	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	4073	07/05/2017	BAKER & TAYLOR		10000 · Wells Farg...	(113.38)	(113.38)
Bill	50146...	06/23/2017			62140 · MAIN-NF-T...	(76.41)	76.41
Bill	40119...	06/23/2017			62120 · MAIN-Large...	(36.97)	36.97
TOTAL						(113.38)	113.38
Bill Pmt -Check	4074	07/05/2017	GAYLORD		10000 · Wells Farg...	(382.36)	(382.36)
Bill	2488787	06/23/2017			62510 · LH-Conserv...	(382.36)	382.36
TOTAL						(382.36)	382.36
Bill Pmt -Check	4075	07/05/2017	HOOPLA		10000 · Wells Farg...	(643.09)	(643.09)
Bill	95197...	06/23/2017			62310 · REF-Databa...	(643.09)	643.09
TOTAL						(643.09)	643.09
Bill Pmt -Check	4076	07/05/2017	MOST-RONDO, DA...		10000 · Wells Farg...	(300.00)	(300.00)
Bill	71217	06/23/2017			66300 · YS-Summer...	(300.00)	300.00
TOTAL						(300.00)	300.00
Bill Pmt -Check	4077	07/05/2017	SMILE BUSINESS ...		10000 · Wells Farg...	(37.50)	(37.50)
Bill	502672	06/23/2017			61100 · Equipment ...	(37.50)	37.50
TOTAL						(37.50)	37.50

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Harrison Memorial Library
Check Detail
July 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4078	07/05/2017	TOM NODDY MCAL...		10000 · Wells Farg...	(450.00)	(450.00)
Bill	00101	06/23/2017			66300 · YS-Summer...	(450.00)	450.00
TOTAL						(450.00)	450.00
Bill Pmt -Check	4080	07/06/2017	AT&T CALNET 3		10000 · Wells Farg...	(609.11)	(609.11)
Bill	9870348	06/23/2017			60030 · Telephone	(19.72)	19.72
Bill	9870226	06/23/2017			60030 · Telephone	(589.39)	589.39
TOTAL						(609.11)	609.11
Bill Pmt -Check	4081	07/06/2017	COPIES BY THE SEA		10000 · Wells Farg...	(129.41)	(129.41)
Bill	1006	06/23/2017			66300 · YS-Summer...	(129.41)	129.41
TOTAL						(129.41)	129.41
Bill Pmt -Check	4082	07/06/2017	GOLDEN GATE BO...		10000 · Wells Farg...	(325.00)	(325.00)
Bill	7633	06/23/2017			60130 · Bookkeepin...	(325.00)	325.00
TOTAL						(325.00)	325.00
Bill Pmt -Check	4083	07/06/2017	KAL-WEST		10000 · Wells Farg...	(100.00)	(100.00)
Bill	601	06/23/2017			60190 · Courier Ser...	(100.00)	100.00
TOTAL						(100.00)	100.00
Bill Pmt -Check	4084	07/06/2017	REDSHIFT		10000 · Wells Farg...	(14.95)	(14.95)
Bill	1785725	06/23/2017			67400 · IS-Telecom ...	(14.95)	14.95
TOTAL						(14.95)	14.95
Bill Pmt -Check	4085	07/06/2017	XEROX		10000 · Wells Farg...	(65.96)	(65.96)
Bill	08976...	06/23/2017			61100 · Equipment ...	(65.96)	65.96
TOTAL						(65.96)	65.96

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Harrison Memorial Library
Check Detail
July 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4086	07/13/2017	OVERDRIVE		10000 · Wells Farg...		(1,246.88)
Bill	09101...	06/23/2017			62160 · MAIN-EB00...	(1,064.94)	1,064.94
Bill	09101...	06/23/2017			62160 · MAIN-EB00...	(181.94)	181.94
TOTAL						(1,246.88)	1,246.88
Bill Pmt -Check	4087	07/13/2017	BAKER & TAYLOR		10000 · Wells Farg...		(30.30)
Bill	50146...	06/23/2017			62140 · MAIN-NF-T...	(30.30)	30.30
TOTAL						(30.30)	30.30
Bill Pmt -Check	4088	07/13/2017	GAYLORD		10000 · Wells Farg...		(14.19)
Bill	2490243	06/23/2017			62510 · LH-Conserv...	(14.19)	14.19
TOTAL						(14.19)	14.19
Bill Pmt -Check	4089	07/13/2017	JAMIE CONVENTRY		10000 · Wells Farg...		(465.00)
Bill	7/26/17	06/23/2017			66300 · YS-Summer...	(465.00)	465.00
TOTAL						(465.00)	465.00
Bill Pmt -Check	4090	07/13/2017	OCLC		10000 · Wells Farg...		(609.69)
Bill	541108	06/23/2017			66700 · OCLC Catal...	(609.69)	609.69
TOTAL						(609.69)	609.69
Bill Pmt -Check	4091	07/13/2017	WELLS FARGO		10000 · Wells Farg...		(444.11)
Bill	07/04/...	06/23/2017			66100 · ADULT SU...	(245.12)	245.12
					66100 · ADULT SU...	(80.90)	80.90
					66100 · ADULT SU...	(65.94)	65.94
					60070 · Supplies	(27.15)	27.15
					66100 · ADULT SU...	(25.00)	25.00
TOTAL						(444.11)	444.11

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Harrison Memorial Library Check Detail July 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4092	07/20/2017	AMAZON		10000 · Wells Farg...	(46.22)	(46.22)
Bill	15535...	07/20/2017			60070 · Supplies	(16.27)	16.27
Bill	04002...	07/20/2017			62105 · MAIN-Audio	(29.95)	29.95
TOTAL						(46.22)	46.22
Bill Pmt -Check	4093	07/20/2017	BAKER & TAYLOR		10000 · Wells Farg...	(550.32)	(550.32)
Bill	40119...	07/20/2017			62150 · MAIN-Non F...	(30.78)	30.78
Bill	50146...	07/20/2017			62320 · REF-Contin...	(24.76)	24.76
Bill	50146...	07/20/2017			62140 · MAIN-NF-Tr...	(29.00)	29.00
Bill	50146...	07/20/2017			62320 · REF-Contin...	(29.02)	29.02
Bill	50146...	07/20/2017			62320 · REF-Contin...	(436.76)	436.76
TOTAL						(550.32)	550.32
Bill Pmt -Check	4094	07/13/2017	WELLS FARGO BA...		10000 · Wells Farg...	(1,181.68)	(1,181.68)
Bill	07/04...	06/23/2017			66100 · ADULT SU...	(22.45)	22.45
					62520 · LH-Docume...	(357.42)	357.42
					62520 · LH-Docume...	(271.29)	271.29
					61200 · Equipment...	(530.52)	530.52
TOTAL						(1,181.68)	1,181.68
Bill Pmt -Check	4095	07/20/2017	BIBLIOTECA LLC		10000 · Wells Farg...	(7,229.60)	(7,229.60)
Bill	QUO-...	07/19/2017			61100 · Equipment ...	(7,229.60)	7,229.60
TOTAL						(7,229.60)	7,229.60
Bill Pmt -Check	4096	07/20/2017	CALIFA GROUP		10000 · Wells Farg...	(5,938.47)	(5,938.47)
Bill	9568	07/19/2017			62310 · REF-Databa...	(5,938.47)	5,938.47
TOTAL						(5,938.47)	5,938.47
Bill Pmt -Check	4097	07/20/2017	DATAFLOW		10000 · Wells Farg...	(33.90)	(33.90)
Bill	215748	07/20/2017			61100 · Equipment...	(33.90)	33.90
TOTAL						(33.90)	33.90

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Harrison Memorial Library
Check Detail
July 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4098	07/20/2017	EBSCO		10000 · Wells Farg...	(4,492.91)	(4,492.91)
Bill	0495074	07/20/2017			62310 · REF-Databa...	(4,492.91)	4,492.91
TOTAL						(4,492.91)	4,492.91
Bill Pmt -Check	4099	07/20/2017	NEWS BANK		10000 · Wells Farg...	(680.00)	(680.00)
Bill	RN83...	07/20/2017			62310 · REF-Databa...	(680.00)	680.00
TOTAL						(680.00)	680.00
Bill Pmt -Check	4100	07/20/2017	NICHE ACADEMY		10000 · Wells Farg...	(500.00)	(500.00)
Bill	1324	07/20/2017			60180 · Advertising	(500.00)	500.00
TOTAL						(500.00)	500.00
Bill Pmt -Check	4101	07/20/2017	OVERDRIVE		10000 · Wells Farg...	(2,100.00)	(2,100.00)
Bill	H-004...	07/20/2017			62160 · MAIN-EBoo...	(2,100.00)	2,100.00
TOTAL						(2,100.00)	2,100.00
Bill Pmt -Check	4102	07/20/2017	PACIFIC LIBRARY ...		10000 · Wells Farg...	(8,641.00)	(8,641.00)
Bill	570	07/20/2017			60205 · MOBAC/PL...	(8,641.00)	8,641.00
TOTAL						(8,641.00)	8,641.00
Bill Pmt -Check	4103	07/20/2017	THE SALINAS CALL...		10000 · Wells Farg...	(32.23)	(32.23)
Bill	SC30...	07/20/2017			62600 · Serials Sub...	(32.23)	32.23
TOTAL						(32.23)	32.23
Bill Pmt -Check	4104	07/20/2017	PACIFIC GROVE S...		10000 · Wells Farg...	(200.00)	(200.00)
Bill	32996	07/20/2017			60185 · P.G. Self St...	(200.00)	200.00
TOTAL						(200.00)	200.00

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Harrison Memorial Library Check Detail July 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4105	07/20/2017	GALE		10000 · Wells Farg...	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	4106	07/20/2017	PROQUEST		10000 · Wells Farg...	(1,590.00)	(1,590.00)
Bill	70446...	07/20/2017			62310 · REF-Databa...	(1,590.00)	1,590.00
TOTAL						(1,590.00)	1,590.00
Bill Pmt -Check	4107	07/20/2017	VALUE LINE		10000 · Wells Farg...	(1,000.00)	(1,000.00)
Bill	11336...	07/20/2017			62320 · REF-Contin...	(1,000.00)	1,000.00
TOTAL						(1,000.00)	1,000.00
Bill Pmt -Check	4108	07/20/2017	CALIFA GROUP		10000 · Wells Farg...	(810.00)	(810.00)
Bill	9567	07/20/2017			62330 · REF-General	(810.00)	810.00
TOTAL						(810.00)	810.00
Bill Pmt -Check	4109	07/25/2017	BAKER & TAYLOR		10000 · Wells Farg...	(147.69)	(147.69)
Bill	50163...	07/25/2017			62320 · REF-Contin...	(64.27)	64.27
Bill	50144...	07/25/2017			62140 · MAIN-NF-TR...	(83.42)	83.42
TOTAL						(147.69)	147.69
Bill Pmt -Check	4110	07/25/2017	BRAINFUSE		10000 · Wells Farg...	(1,500.00)	(1,500.00)
Bill	2006931	07/25/2017			62410 · YS-Databas...	(1,500.00)	1,500.00
TOTAL						(1,500.00)	1,500.00
Bill Pmt -Check	4111	07/25/2017	ENVISIONWARE		10000 · Wells Farg...	(788.44)	(788.44)
Bill	INV-U...	07/25/2017			67890 · Mobile Print ...	(788.44)	788.44
TOTAL						(788.44)	788.44

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Harrison Memorial Library
Check Detail
July 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4112	07/25/2017	OCLC		10000 · Wells Fargo...		(609.69)
Bill	529868	07/25/2017			66700 · OCLC Catal...	(609.69)	609.69
TOTAL						(609.69)	609.69

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