

**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 July 23, 2014 9:00 AM	Nancy Collins Richard Flower, Treasurer Martha Mosher Glen Mozingo, Vice President Niels Reimers, President
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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 June 25, 2014 Regular Meeting (pp. 1 – 3)

V. Orders of Business

- A. Receive report from the Carmel Public Library Foundation regarding CPLF activities
- B. Receive report from Head Reference Librarian Jean Chapin on the library's new mobile and online services Hoopla and Zinnio
- C. Consideration of a request from the Carmel Public Library Foundation to hold the Annual Donor Salute event at the Main Library on March 22, 2015, and the Sterling Circle Reception at the Park Branch Library on June 7, 2015 (p. 4)
- D. Approve continuing the library's contractual agreement with EBSCO Industries Inc. for library magazine and periodical subscription services (p. 5)
- E. Consider adoption of a library Cell Phone Policy (pp. 6 - 7)

VI. Librarian's Report

City Art Appraisal

Report on library circulation figures for Fiscal Year 2013/14 (p. 8)

Monthly Statistics

VII. Treasurer's Report:

A. Receive Treasurer's Report

B. Accept June 30, 2014 Financial Statement and Check Register

VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held August 27, 2014

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.

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

June 25, 2014

I. CALL TO ORDER

The regular meeting of the Harrison Memorial Library Board of Trustees of the City of Carmel-by-the-Sea was held on the above date at 9:00 a.m. President REIMERS called the meeting to order.

II. ROLL CALL:

Board Members

PRESENT:

COLLINS, FLOWER, MOSHER, MOZINGO, REIMERS

ABSENT:

Janet Bombard, Library and Community Activities Director

STAFF PRESENT:

Jean Chapin, Head Reference Librarian

Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Head Reference Librarian Jean Chapin acted as staff liaison to the Board in Janet Bombard's place.

IV. APPEARANCES:

No appearances.

V. APPROVAL OF MINUTES:

Board Member MOSHER moved to, **Approve the Minutes of the May 28, 2013 Regular Meeting as amended**, seconded by Board Member COLLINS and carried by the following roll call vote:

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

VI. ORDERS OF BUSINESS:

A. Receive Report From the Carmel Public Library Foundation Regarding CPLF Activities

No one was present from CPLF to give a report.

B. Review of first year objectives of 2013-14 Library Strategic Work Plan

Head reference librarian Jean Chapin reviewed progress made on the first year Strategic Plan objectives and answered questions from the Board. Board had questions regarding the cell phone use policy that the library has in place. Board would like to review the cell phone policy at the next board meeting.

C. Accept fourth quarter Carmel Public Library Foundation distribution in the amount of \$70,000.

Board Member MOSHER moved to Accept fourth quarter Carmel Public Library Foundation distribution in the amount of \$70,000, seconded by Board Member MOZINGO and carried by the following roll call vote:

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

D. Accept restricted funds from the Carmel Public Library Foundation in the amount of \$8,062 as requested in support of first year Library Strategic Work Plan objectives

Board Member COLLINS moved to, Accept restricted funds from the Carmel Public Library Foundation in the amount of \$8,062 as requested in support of first year Library Strategic Work Plan objectives, seconded by Board Member MOSHER and carried by the following roll call vote:

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

VII. LIBRARIAN'S REPORT:

Head Reference Librarian Jean Chapin reported Board that the Board request for funding to expand open hours was not approved in the Fiscal Year 2014/15 City budget. The capital improvement project for repairing the Park Branch basement will continue; City staff anticipates that the basement will be usable again sometime this fiscal year. Chapin reviewed the Library and Community Activities Department Performance Measures with the Board. Board Member FLOWER expressed concern that the Library Director may be taking on too much responsibility for both departments. Chapin reviewed the Monthly Statistics with the Board.

VIII. TREASURERS REPORT:

Board Treasurer FLOWER discussed the monthly financial statement with the Board. There were no extraordinary expenses that needed attention from the Board.

Board Member MOSHER moved to, Accept the May 31, 2014 Financial Statements and Check Register, seconded by Board Member MOZINGO and carried by the following roll call vote:

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

IX. ADJOURNMENT:

There being no further business to come before the Board, the President declared the meeting adjourned at 9:50 a.m. The next regular meeting is scheduled for July 23, 2014.



CARMEL PUBLIC
LIBRARY FOUNDATION

Janet Cabbage & Library Trustees
Harrison Memorial Library
Sixth & Mission
Carmel, CA 93921

July 11, 2014

Dear Janet & Library Trustees,

The Carmel Public Library Foundation respectfully requests consideration of our request to hold two donor cultivation events in the library this year:

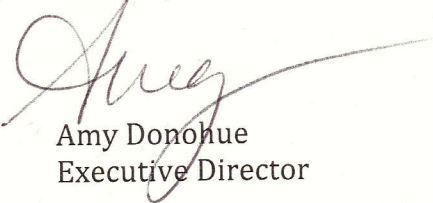
Sunday, March 22, 2015 at 3 to 5 pm (to be held at the Main Library): Donor Salute.

Sunday, June 7, 2015 at 3 to 5 pm (to be held at Park Branch): Sterling Circle Reception for Planned Giving Donors.

We plan to serve wine at each of these events. We are eager to obtain whatever approvals are necessary. Please let us know the necessary steps involved and if you require any additional information or documentation.

Thank you for your consideration of our request.

Sincerely,



Amy Donohue
Executive Director

4

HARRISON MEMORIAL LIBRARY

STAFF REPORT

JULY 23, 2013

To: HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
From: JANET BOMBARD, LIBRARY AND COMMUNITY ACTIVITIES DIRECTOR
Subject: APPROVE CONTINUING THE LIBRARY'S CONTRACTUAL AGREEMENT WITH EBSCO INDUSTRIES INC. FOR LIBRARY MAGAZINE AND PERIODICAL SUBSCRIPTION SERVICES

Recommendation: Approve continuing the library's contractual agreement with EBSCO Industries Inc. for library magazine and periodical subscription services

Summary: Per the Library Strategic Plan, staff is reviewing existing library contracts and soliciting quotes for services from competing vendors in order to identify the most cost-effective solutions. Staff recently solicited quotations for magazine and periodical subscription service agents.

There are three vendors who manage the magazine subscription process for libraries: EBSCO Industries, W. T. Cox, and Rivistas Subscription Services. For an annual fee, each of these companies manages all magazine and periodical subscription related tasks, including ordering, shipping, claiming of lost materials, and subscription renewals. The library currently contracts with EBSCO Industries to manage the 96 magazine titles that are received on a monthly basis.

Quotes for this service from the three vendors were as follows:

1. Revistas Subscription Services: \$3,409.51 per year
2. W.T. COX Information Services: \$3,263.68 per year
3. EBSCO Industries: \$3,108.44 per year

EBSCO provided the lowest quote. Staff therefore recommends continuing to contract with EBSCO Industries for the library's magazine and periodical subscription management.

HARRISON MEMORIAL LIBRARY

STAFF REPORT

JULY 23, 2014

To: HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
From: JANET BOMBARD, LIBRARY AND COMMUNITY ACTIVITIES DIRECTOR
Subject: CONSIDER ADOPTION OF A LIBRARY CELL PHONE POLICY

Recommendation: Adopt the library cell phone policy

Summary: At its June 25, 2014 meeting, during a review of the Library Strategic Plan, the Board asked that the subject of cell-phone use in the library be brought before the Board.

Discussion: The Library Strategic Plan was adopted by the Board of Trustees on January 23, 2013. One of the first year objectives aligned with Goal 1 of the plan ("Enhance the user experience by making the library more accessible, convenient, and easy to use") allows the reasonable use of cell phones in the Park Branch lobby, and in the Teen Lounge and the balcony adjacent to the Reference Department in the Main Library.

With the increasing use of cell phones as devices for other things besides conversation - such as checking the library catalog and using helpful apps such as Star Card, which allows users to store their library card barcode on their cell phone - it is understandable that people would like to have and use cell phones in the library. There will also be times when there is a valid reason to talk on a cell phone in the library, users of public computers who need to speak with someone while looking at the computer screen being one example.

Conversations take place in all areas of the library, whether people are using a cell phone or not. The issue is one of managing the volume of the conversation taking place.

The Strategic Plan, and the library's Disruptive Patron Policy adopted by the Board in 2009, already allow use of cell phones in the library; therefore, in staff's opinion it is important to have a cell phone policy that strikes a balance between a library user's occasional need to have a cell phone conversation, and cell phone usage that disturbs patrons and/or library staff.

Staff has developed the following cell phone policy for the Board's review.

DRAFT

Harrison Memorial Library Cell Phone Use

The Harrison Memorial Library understands that cell phones are a vital component of communication and information gathering. This policy has been established to provide for cell phone use while also supporting a library environment that promotes reading, study and research.

To minimize noise, please consider the following options:

- Turn your cell phone off, or, set the ringer to “vibrate” before entering the library
- Use text messaging while in the library instead of conducting phone conversations

Your cooperation will help us make everyone’s experience at the library a positive one.

Policy

1. Quiet cell phone use is permitted in **the following areas of the library only:**
 - Park Branch lobby
 - Main Library Teen Lounge
 - Balcony adjacent to the Reference Department in the Main Library (staff may also permit limited cell phone use in the Reference Department)
2. Limit your calls to brief, quiet conversations. If you need to have an extended conversation, exit the building to do so.
3. If you receive a call when you are in a "no cell phone area", move immediately to the nearest area of the library where cell phone use is permitted or leave the building, talking in low volume as you do so.
4. Do not use your cell phone at public service desks or during public programs.
5. If you feel another patron is engaging inappropriate cell phone behavior please report it to library staff.
6. You may be asked to leave the building if you use a cell phone in a “no cell phone area” of the library or if you carry on a loud and/or disruptive conversation on your cell phone.

HML Circulation
FY 13/14

93921
OUTREACH

39972
1364
41336

Carmel

55_33_41
93901-06
93907-08
93920
93922-23
93924
93940_3_4
93950
93953

4311
487
2294
993
64362
6699
10608
4956
9646
1803

OTHER

106159

MOBAC Cooperative Area

UNIVERSAL

1709

Other California

VISITORS

1174

Outside California

LIBRARIAN'S MONTHLY REPORT

June 30, 2014

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-2.53	3,125	3,186	36,926	37,883
Non-Fiction	-0.99	2,053	1,967	23,321	23,554
Magazines	6.67	159	189	1,902	1,783
Audio/Video	12.24	3,617	3,495	40,687	36,251
ADULT CIRCULATION TOTAL:	3.38	8,954	8,837	102,836	99,471
Juvenile Circulation Transactions:					
Fiction	-2.31	4,175	2,729	36,173	37,027
Non-Fiction	-5.62	554	404	6,014	6,372
Magazines	10.60	70	19	407	368
Audio/Video	-15.63	746	492	7,797	9,241
JUVENILE CIRCULATION TOTAL:	-4.94	5,545	3,644	50,391	53,008
CIRCULATION TOTAL:	0.49	14,499	12,481	153,227	152,479
Reserve Requests:	24.59	660	791	8,455	6,786
Patron Visit Count					
HML Building	8.58	6,182	6,099	75,757	69,771
Park Branch Building	4.28	2,919	2,162	25,753	24,695
Local History	32.98	68	167	1,137	855
Youth Services Dept.	4.74	2,851	1,995	24,970	23,840
PATRON VISIT TOTAL:	35.09	12,020	8,261	127,617	94,466
PATRON REGISTRATION:	Patron Data Base Purge 08/13				
Carmel by-the-Sea Residents	-10.98	25	15	227	255
Monterey City Residents	-19.38	23	18	208	258
Unincorp. Monterey City Residents	-7.74	50	58	572	620

LIBRARIAN'S MONTHLY REPORT

June 30, 2014

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea	-7.06	4,047	3,709	41,777	44,949	
Outreach	-16.38	110	99	1,511	1,807	
RESIDENT'S TOTAL:	-7.42	4,157	3,808	43,288	46,756	
Non-Residents:						
Other Monterey County Cities	-2.46	1,971	1,603	20,692	21,214	
Unincorporated Monterey County	3.48	7,907	6,661	83,250	80,453	
Other Zip Codes	3.61	404	355	5,051	4,875	
NON-RESIDENT'S TOTAL:	2.30	10,282	8,619	108,993	106,542	
OUTREACH SERVICES:						
Visits	-26.67	4	5	88	120	
Circulation	-7.36	110	99	1,511	1,631	
LOCAL HISTORY:						
Visitors	22.00	68	167	1,137	932	
Digital Items Added	-100.00	0	0	0	1,349	
Physical Items Added	-92.15	0	0	320	4,075	
Programs Attendance	-51.98	0	102	389	810	
TELEPHONE CALLS:						
Reference Desk	5.91	331	362	4,262	4,024	
Youth Services Desk	26.00	116	107	1,764	1,400	
Local History Desk	24.60	52	38	623	500	
Circulation Desk	17.27	1,120	1,241	15,980	13,627	
TOTAL TELEPHONE CALLS:	15.74	1,619	1,748	22,629	19,551	

LIBRARIAN'S MONTHLY REPORT

June 30, 2014

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk					
Telephone: 298 In-House: 412 Email/Chat	-2.88	710	693	9,034	9,302
Youth Services Desk					
Telephone: 67 In-House: 566	7.97	633	475	8,820	8,169
Local History Desk					
Telephone: 42 In-House: 93 Email: 80	63.95	215	212	3,297	2,011
Circulation Desk					
Telephone: 495 In-House: 575	15.81	1,070	1,219	15,859	13,694
TOTAL REFERENCE QUESTIONS:	11.56	2,628	2,599	37,010	33,176
Information Questions Answered:					
Reference Desk					
Telephone: 37 In-House: 180 Email/Chat: 18	-17.02	217	232	2,989	3,602
Youth Services Desk					
Telephone: 49 In-House: 671	-26.69	720	481	9,679	13,202
Local History Desk					
Telephone: 10 In-House: 41 Email: X	-26.12	51	40	447	605
Circulation Desk					
Telephone: 625 In-House: 539	7.45	1,164	1,271	16,559	15,411
TOTAL INFORMATION QUESTIONS:	-9.59	2,152	2,024	29,674	32,820
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	52.00	27	41	304	200
MOBAC ILL from Other Libraries	24.35	6	16	143	115

LIBRARIAN'S MONTHLY REPORT

June 30, 2014

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	-32.15	1033	931	9877	14558
Electronic Search/Visits Total:	-2.25	4,418	4,234	57,023	58,333
Public WiFi Use	92.09	398	386	5,924	3,084
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	29.37	254	252	3,308	2,557
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		2.27 MIN	2.28 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	113.79	0	4	33	29
Summer Reading/Special Programs:	-40.00	3	2	21	35
TOTAL PROGRAMS:	-15.63	3	6	54	64
Attendance At Programs:					
Storytime-Children:	66.94	0	100	1,010	605
Summer Reading/Special-Children:	-53.07	189	37	635	1,353
TOTAL CHILDREN'S ATTENDANCE:	-15.99	189	137	1,645	1,958
TOTAL ADULT ATTENDANCE:	19.12	117	112	1,277	1,072
TOTAL YS PROGRAM ATTENDANCE:	-3.56	306	249	2,922	3,030
PROGRAMS FOR 9 - 12 YEAR OLDS:	25.00	1	0	10	8
TOTAL ATTENDANCE:	223.76	20		234	101
ADULT PROGRAMS:	40.74	3	2	38	27
TOTAL ATTENDANCE:	-28.31	45	6	1,076	1,501
TEEN PROGRAMS:	-42.86	0	0	4	7
TOTAL ATTENDANCE:	36.36	0	0	75	55
CLASS VISITS					
Children's Visits: 5 Teen Visits: X					
TOTAL CHILDREN'S ATTENDANCE	#DIV/0!		108	108	
TOTAL TEEN ATTENDANCE	#DIV/0!				
TOTAL ATTENDANCE		0	108	108	0

LIBRARIAN'S MONTHLY REPORT

June 30, 2014

TECHNICAL SERVICES	DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:					
Adult		199	199	2443	2417
Leased		110	83	1464	1136
Reference		9	8	196	144
Youth Services		115	115	1,317	1,317
Audio		29	29	499	499
Video		2	2	526	525
TOTAL:		464	436	6,445	6,038
HOLDINGS TO DATE					
HML Main Library Building		51,274	66,137 titles		
Park Branch Library		20,711	held in both bldgs		
TOTAL ITEMS HELD:		71,985			
TOTAL TITLES HELD:					
DATA BASE MAINTENANCE:			66,137		
Corrections Made to Bibliographic & Item Databases	14 this month, 94 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging	5 this month, 48 YTD				

LIBRARIAN'S MONTHLY REPORT

June 30, 2014

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-71.01	15	13	198	683
Outreach	-100.00	0	0	0	11
Local History	38.53	20	22	320	231
Reference	84.62	4	0	24	13
Technical Services	28.36	20	19	258	201
Youth Services	-18.33	8	6	49	60
TOTALS:	-29.19	67	60	849	1,199
OVERDRIVE					
Patron Registrations	-7.97	17	16	254	276
Checkouts	2.66	240	239	4,015	3,911
LOCAL HISTORY PHOTO SERVICES					
	-74.31	3	7	28	109
BRAINFLUSE:					
	-55.26	4	13	119	266
BOOKFLIX:					
	2.67	2	4	77	75
SELF CHECK PATRONS:					
Main Library	17.43	549	594	7,094	6,041
Youth Services	-19.38	264	142	1,664	2,064
TOTAL:	8.06	813	736	8,758	8,105

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2014

	June 2014 Actual	YTD Actual	Annual Budget	Budget Balance
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	*
43400 · CPLF-Library Materials/Support	70,000.00	280,000.00	280,000.00	(1)
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	8,062.00	8,062.00	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	<u>78,062.00</u>	<u>288,062.00</u>	<u>280,000.00</u>	<u>-</u>
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	576.94	1,200.00	(623.06)
44500-HML Donations-Materials	-	6,256.00	-	-
Total 44000-HML Donations-Unrestricted	<u>-</u>	<u>6,832.94</u>	<u>1,200.00</u>	<u>(623.06)</u>
45000 · Interest Income				
45100 · Interest-Bradney	-	108.00	100.00	8.00
45000 · Interest Income - Other	-	972.27	900.00	72.27
Total 45000 · Interest Income	<u>-</u>	<u>1,080.27</u>	<u>1,000.00</u>	<u>80.27</u>
46000 · Friends of HML				
48000 · Library Operations	-	19,000.00	19,000.00	-
48005 - Books 4 U Grant	1,312.75	15,599.51	18,100.00	(2,500.49)
Total Income	<u>79,374.75</u>	<u>330,574.72</u>	<u>319,300.00</u>	<u>(3,043.28) *</u>
Expense				

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2014

	June 2014	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(4.07)	(108.32)	-	-
60015 · Over-Ring Cash	-	0.50	-	-
60020 · Documents-Refunds/Lost	-	23.17	150.00	(126.83)
60030 · Telephone	641.23	8,122.69	9,050.00	(927.31)
60040 · Facility Maintenance	-	-	-	-
60041 · Cleaning Services	-	-	-	-
60043 · Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	209.92	1,000.00	(790.08)
60060 · Bank Charges/Returned Checks	-	21.00	300.00	(279.00)
60070 · Supplies	982.72	8,040.41	11,000.00	(2,959.59)
60080 · Postage	296.48	1,577.15	750.00	827.15
60100 · Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	4,025.00	4,440.00	(415.00)
60140 · Audit Services	-	-	5,000.00	(5,000.00)
60150 · Building Alarm & Fees	195.00	1,122.00	1,200.00	(78.00)
60160 · Copy Services	-	612.57	850.00	(237.43)
60170 · Overdue Materials Collection	-	699.50	700.00	(0.50)
60180 · Advertising	-	939.00	975.00	(36.00)
60185 · P.G. Self Storage	200.00	2,400.00	2,400.00	-
60190 · Courier Services	100.00	1,200.00	1,800.00	(600.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	7,414.00	7,418.00	(4.00)
60210 · Staff Training	75.00	1,731.00	5,000.00	(3,269.00)
60220 · Mileage	37.00	1,317.94	780.00	537.94
60230 · Professional Memberships	-	848.00	1,200.00	(352.00)
60240 · Administration- Contingency	-	-	-	-

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2014

	June 2014	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Total 60000 • ADMINISTRATION	2,848.36	40,195.53	54,513.00	(14,209.65)
61000 • EQUIPMENT				
61050 • Other Professional Services	-	624.90	400.00	224.90
61100 • Equipment Maintenance/Contracts	786.24	12,439.42	14,000.00	(1,560.58)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 • Equipment-New	167.25	11,996.67	14,192.00	(2,195.33)
61300-Equipment-Replacement	-	-	-	-
Total 61000 • EQUIPMENT	953.49	25,060.99	28,592.00	(3,531.01)
62000 • DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 • MAIN-Audio Visual	986.03	21,989.66	22,000.00	(10.34)
62110 • MAIN-Book rental	2,756.99	33,083.88	32,705.00	378.88
62115- MAIN-McNaughton Buyback	-	1,085.54	1,150.00	(64.46)
62120 • MAIN-Large Print	752.13	3,779.12	4,000.00	(220.88)
62130 • MAIN-Fiction	17.24	4,363.28	5,000.00	(636.72)
62140 • MAIN-NF-Travel Cont.	247.12	4,907.56	5,000.00	(92.44)
62150 • MAIN-Non Fiction	376.15	22,717.59	23,000.00	(282.41)
62155 - MAIN-Online Subscription	-	2,100.00	2,100.00	-
62160 • MAIN-Ebooks/Additional Titles	-	4,170.11	5,150.00	(979.89)
62180 • MAIN-Special Category	-	21.46	200.00	(178.54)
62190 • MAIN-Teen Fiction	-	1,188.36	1,200.00	(11.64)
62200-MAIN-Amazon Prime Membership	-	85.72	79.00	6.72
62205- MAIN-Adult Graphic Novel	20.84	678.56	1,000.00	(321.44)
62210- MAIN-Teen Nonfiction	-	845.06	800.00	45.06
62310 • REF-Database	1,489.46	10,496.59	13,000.00	(2,503.41)

Statement of Revenues and Expenses - Cash Basis

For the Period Ended June 2014

	June 2014	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62320 • REF-Continuation	1,759.44	15,848.90	16,500.00	(651.10)
62330 • REF-General	-	9,030.08	9,000.00	30.08
62340-HML Designated Gift-Materials	462.56	1,268.14	-	-
62400 • YS-Collection	177.09	12,114.16	12,500.00	(385.84)
62410 • YS-DataBases	-	3,012.00	2,500.00	512.00
62420 • YS-Audio/Video	208.67	3,741.40	4,000.00	(258.60)
62510 • LH-Conservation Supplies	64.90	1,742.82	2,500.00	(757.18)
62520 • LH-Documents/ Digital Preserv.	707.09	2,579.25	2,500.00	79.25
62600 • Serials Subscriptions	779.35	9,077.78	12,000.00	(2,922.22)
62700 • Professional Collection	-	61.85	300.00	(238.15)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 • DOCUMENTS	10,805.06	169,988.87	178,184.00	(9,463.27)
66000 • PROGRAMS/SUPPLIES				
66100 • Adult Programming	478.36	3,598.18	4,000.00	(401.82)
66200 • LH-Programs	-	-	-	-
66300 • YS-Summer Reading Program	1,575.00	3,219.60	5,000.00	(1,780.40)
66400 • YS-Reading Programs	-	4,893.93	5,000.00	(106.07)
66600 • Teen Programs	-	336.99	600.00	(263.01)
66700 • OCLC Catalog	557.88	7,972.29	9,000.00	(1,027.71)
66750 • Library Cards	-	576.27	600.00	(23.73)
66800 • Programs/Cataloging Contingency	-	-	-	-
Total 66000 • PROGRAMS/SUPPLIES	2,611.24	20,597.26	24,200.00	(3,602.74)
67000 • INFORMATION SYSTEMS				
67100 • IS-Equipment	499.09	7,011.80	17,800.00	(10,788.20)
67200 • IS-Hosting and Maintenance	-	8,300.00	9,000.00	(700.00)
67300 • IS-Supplies	-	-	-	-

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended June 2014

	June 2014 Actual	YTD Actual	Annual Budget	Budget Balance
67400 - IS-Telecom Provider	145.65	1,747.80	1,700.00	47.80
67500 - IS-Software	-	222.00	725.00	(503.00)
67600 - IS-Website Maint.	-	1,575.94	1,585.00	(9.06)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	445.00	3,000.00	(2,555.00)
Total 67000 - INFORMATION SYSTEMS	644.74	19,302.54	33,810.00	(14,507.46)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	17,862.89	275,145.19	319,299.00	(45,314.13) *
Net Income (Loss)	61,511.86	55,429.53	1.00	42,270.85

* (1) Note all numbers in brackets represent the amount of the budget that has not been used.

* (2) This amount is the total of all income categories.

Harrison Memorial Library
 Check Detail
 June 2014

12:40 PM
 07/15/14

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2581	06/05/2014	AT&T CALNET 2		10000 · Wells Fargo...		-542.69
Bill	5425...	06/05/2014			60030 · Telephone	-16.66	16.66
Bill	5425...	06/05/2014			60030 · Telephone	-526.03	526.03
TOTAL						-542.69	542.69
Bill Pmt -Check	2582	06/05/2014	BAKER & TAYLOR		10000 · Wells Fargo...		-657.26
Bill	5013...	06/05/2014			62320 · REF-Contin...	-24.31	24.31
Bill	5013...	06/05/2014			62140 · MAIN-NF-T...	-28.36	28.36
Bill	5013...	06/05/2014			62320 · REF-Contin...	-32.77	32.77
Bill	5013...	06/05/2014			62140 · MAIN-NF-T...	-25.00	25.00
Bill	5013...	06/05/2014			62320 · REF-Contin...	-128.74	128.74
Bill	5013...	06/05/2014			62320 · REF-Contin...	-145.71	145.71
Bill	5013...	06/05/2014			62320 · REF-Contin...	-44.77	44.77
Bill	5013...	06/05/2014			62140 · MAIN-NF-T...	-50.95	50.95
Bill	4010...	06/05/2014			62150 · MAIN-Non ...	-140.96	140.96
TOTAL						-657.26	657.26
Bill Pmt -Check	2583	06/05/2014	BRODART		10000 · Wells Fargo...		-210.80
Bill	354138	06/05/2014			61200 · Equipment...	-167.25	167.25
TOTAL					60070 · Supplies	-43.55	43.55
Bill Pmt -Check	2584	06/05/2014	GOLDEN GATE B...		10000 · Wells Fargo...		-325.00
Bill	5689	06/05/2014			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	2585	06/05/2014	H.W. WILSON		10000 · Wells Fargo...		-237.50
Bill	316072	06/05/2014			62320 · REF-Contin...	-237.50	237.50
TOTAL						-237.50	237.50
Bill Pmt -Check	2586	06/05/2014	KAL-WEST		10000 · Wells Fargo...		-100.00
Bill	00601	06/05/2014			60190 · Courier Serf...	-100.00	100.00
TOTAL						-100.00	100.00

Harrison Memorial Library
Check Detail
June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2587	06/05/2014	OFFICE DEPOT		10000 · Wells Farg...	-560.20	-560.20
Bill	7079...	06/05/2014			67100 · IS-Equipment	-499.09	499.09
Bill	7149...	06/05/2014			60070 · Supplies	-61.11	61.11
TOTAL						-560.20	560.20
Bill Pmt -Check	2588	06/05/2014	REDSHIFT		10000 · Wells Farg...	-19.95	-19.95
Bill	1636...	06/05/2014			67400 · IS-Telecom...	-19.95	19.95
TOTAL						-19.95	19.95
Bill Pmt -Check	2589	06/05/2014	TEI Landmark Audio		10000 · Wells Farg...	-218.06	-218.06
Bill	1181...	06/05/2014			62105 · MAIN-Audi...	-218.06	218.06
TOTAL						-218.06	218.06
Bill Pmt -Check	2590	06/05/2014	XEROX		10000 · Wells Farg...	-109.86	-109.86
Bill	0743...	06/05/2014			61100 · Equipment ...	-79.12	79.12
Bill	0743...	06/05/2014			61100 · Equipment ...	-30.74	30.74
TOTAL						-109.86	109.86
Bill Pmt -Check	2591	06/10/2014	DISCOUNT SCHO...		10000 · Wells Farg...	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	2592	06/10/2014	AUDIO EDITIONS		10000 · Wells Farg...	-113.87	-113.87
Bill	1504...	06/10/2014			62420 · YS-Audio/V...	-113.87	113.87
TOTAL						-113.87	113.87
Bill Pmt -Check	2593	06/10/2014	BAKER & TAYLOR		10000 · Wells Farg...	-474.93	-474.93
Bill	4010...	06/10/2014			62105 · MAIN-Audi...	-129.01	129.01
Bill	4010...	06/10/2014			62400 · YS-Collection	-132.11	132.11
					62120 · MAIN-Larg...	-65.83	65.83
					62130 · MAIN-Fiction	-17.24	17.24
					62150 · MAIN-Non ...	-130.74	130.74
TOTAL						-474.93	474.93
Bill Pmt -Check	2594	06/10/2014	BRODART		10000 · Wells Farg...	-2,756.99	-2,756.99

Harrison Memorial Library
 Check Detail
 June 2014

12:40 PM
 07/15/14

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	M112...	06/10/2014			62110 · MAIN-Book...	-2,756.99	2,756.99
TOTAL						-2,756.99	2,756.99
Bill Pmt -Check	2595	06/10/2014	CARMEL BAKERY		10000 · Wells Farg...	-150.00	-150.00
Bill	6/01/14	06/10/2014			66300 · YS-Summe...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	2596	06/10/2014	CHANNEY, STEVE		10000 · Wells Farg...	-300.00	-300.00
Bill	6/19/14	06/10/2014			66300 · YS-Summe...	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	2597	06/10/2014	COMCAST		10000 · Wells Farg...	-125.70	-125.70
Bill	June ...	06/10/2014			67400 · IS-Telecom...	-125.70	125.70
TOTAL						-125.70	125.70
Bill Pmt -Check	2598	06/10/2014	KAREN LUK		10000 · Wells Farg...	-300.00	-300.00
Bill	2014...	06/10/2014			66300 · YS-Summe...	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	2599	06/10/2014	MAGIC DAN		10000 · Wells Farg...	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	2601	06/10/2014	OCLC		10000 · Wells Farg...	-557.88	-557.88
Bill	325363	06/10/2014			66700 · OCLC Cata...	-557.88	557.88
TOTAL						-557.88	557.88
Check	2603	06/10/2014	MAGIC DAN		10000 · Wells Farg...	-375.00	-375.00
TOTAL					66300 · YS-Summe...	-375.00	375.00
						-375.00	375.00
Bill Pmt -Check	2604	06/10/2014	PENINSULA LIBR...		10000 · Wells Farg...	-75.00	-75.00

Harrison Memorial Library Check Detail June 2014

12:40 PM
07/15/14

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	IFP06...	06/10/2014			60210 · Staff Training	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	2605	06/10/2014	POSTMASTER		10000 · Wells Fargo...	-224.00	-224.00
Bill	2014	06/10/2014			60080 · Postage	-224.00	224.00
TOTAL						-224.00	224.00
Bill Pmt -Check	2606	06/10/2014	QUILL.COM		10000 · Wells Fargo...	-355.66	-355.66
Bill	2822...	06/10/2014			60070 · Supplies	-1.73	1.73
Bill	2713...	06/10/2014			60070 · Supplies	-343.09	343.09
Bill	2756...	06/10/2014			60070 · Supplies	-10.84	10.84
TOTAL						-355.66	355.66
Bill Pmt -Check	2607	06/10/2014	RECTOR, AMY		10000 · Wells Fargo...	-235.67	-235.67
Bill	235.67	06/10/2014			66100 · Adult/ LHP...	-158.86	158.86
					66100 · Adult/ LHP...	-76.81	76.81
TOTAL						-235.67	235.67
Bill Pmt -Check	2608	06/10/2014	THE FRATELLO M...		10000 · Wells Fargo...	-450.00	-450.00
Bill	6/12/14	06/10/2014			66300 · YS-Summe...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	2609	06/18/2014	BAKER & TAYLOR		10000 · Wells Fargo...	-751.20	-751.20
Bill	4010...	06/18/2014			62120 · MAIN-Larg...	-452.13	452.13
					62150 · MAIN-Non ...	-60.77	60.77
					62400 · YS-Collection	-9.29	9.29
Bill	5013...	06/18/2014			62320 · REF-Contin...	-26.90	26.90
Bill	5013...	06/18/2014			62140 · MAIN-NF-T...	-53.40	53.40
Bill	5013...	06/18/2014			62320 · REF-Contin...	-101.03	101.03
Bill	5013...	06/18/2014			62140 · MAIN-NF-T...	-47.68	47.68
TOTAL						-751.20	751.20
Bill Pmt -Check	2610	06/18/2014	GAYLORD		10000 · Wells Fargo...	-771.99	-771.99
Bill	2283...	06/18/2014			62520 · LH-Docum...	-707.09	707.09
Bill	2282...	06/18/2014			62510 · LH-Conser...	-12.20	12.20
Bill	2283...	06/18/2014			62510 · LH-Conser...	-52.70	52.70

Harrison Memorial Library
 Check Detail
 June 2014

12:40 PM
 07/15/14

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-771.99	771.99
Bill Pmt -Check	2611	06/18/2014	INFORMATION TO...		10000 · Wells Fargo...		-9.48
Bill	1517 ...	06/18/2014			62320 · REF-Contin...	-9.48	9.48
TOTAL						-9.48	9.48
Bill Pmt -Check	2612	06/18/2014	PACIFIC GROVE S...		10000 · Wells Fargo...		-200.00
Bill	20359	06/18/2014			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	2613	06/18/2014	RECTOR, AMY		10000 · Wells Fargo...		-67.69
Bill	6/14/14	06/18/2014			66100 · Adult/ LHP ...	-67.69	67.69
TOTAL						-67.69	67.69
Bill Pmt -Check	2614	06/18/2014	SENTRY		10000 · Wells Fargo...		-195.00
Bill	1247 ...	06/18/2014			60150 · Building Ala...	-195.00	195.00
TOTAL						-195.00	195.00
Bill Pmt -Check	2615	06/18/2014	THE CARMEL COF...		10000 · Wells Fargo...		-175.00
Bill	6/14/14	06/18/2014			66100 · Adult/ LHP ...	-175.00	175.00
TOTAL						-175.00	175.00
Bill Pmt -Check	2616	06/18/2014	VALUE LINE		10000 · Wells Fargo...		-950.00
Bill	1084...	06/18/2014			62320 · REF-Contin...	-950.00	950.00
TOTAL						-950.00	950.00
Bill Pmt -Check	2617	06/18/2014	WELLS FARGO B...		10000 · Wells Fargo...		-462.56
Bill	May 2...	06/18/2014			62340 · HML Desig...	-249.00	249.00
TOTAL					62340 · HML Desig...	-213.56	213.56
Bill Pmt -Check	2618	06/18/2014	MERCURY NEWS		10000 · Wells Fargo...		-116.35
TOTAL						-462.56	462.56

Harrison Memorial Library
 Check Detail
 June 2014

12:40 PM
 07/15/14

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	511463	06/18/2014			62600 · Serials Sub...	-116.35	116.35
TOTAL						-116.35	116.35
Bill Pmt -Check	2619	06/18/2014	SAN FRANCISCO ...		10000 · Wells Fargo...	-663.00	-663.00
Bill	7344...	06/18/2014			62600 · Serials Sub...	-663.00	663.00
TOTAL						-663.00	663.00
Bill Pmt -Check	2620	06/25/2014	AT&T		10000 · Wells Fargo...	-98.54	-98.54
Bill	6/16/14	06/25/2014			60030 · Telephone	-60.69	60.69
Bill	6/16/14	06/25/2014			60030 · Telephone	-37.85	37.85
TOTAL						-98.54	98.54
Bill Pmt -Check	2621	06/25/2014	BAKER & TAYLOR		10000 · Wells Fargo...	-354.97	-354.97
Bill	4010...	06/25/2014			62120 · MAIN-Larg...	-234.17	234.17
Bill	5013...	06/25/2014			62205 · MAIN_Adul...	-20.84	20.84
					62140 · MAIN-NF-T ...	-41.73	41.73
					62320 · REF-Contin...	-58.23	58.23
TOTAL						-354.97	354.97
Bill Pmt -Check	2622	06/25/2014	BRODART		10000 · Wells Fargo...	-522.40	-522.40
Bill	P210...	06/25/2014			60070 · Supplies	-522.40	522.40
TOTAL						-522.40	522.40
Bill Pmt -Check	2623	06/25/2014	CALIFA GROUP		10000 · Wells Fargo...	-1,489.46	-1,489.46
Bill	6115	06/25/2014			62310 · REF-Datab...	-1,489.46	1,489.46
TOTAL						-1,489.46	1,489.46
Bill Pmt -Check	2624	06/25/2014	OTIS ELEVATOR		10000 · Wells Fargo...	-676.38	-676.38
Bill	SJM6...	06/25/2014			61100 · Equipment ...	-312.15	312.15
Bill	SJM6...	06/25/2014			61100 · Equipment ...	-364.23	364.23
TOTAL						-676.38	676.38
Bill Pmt -Check	2625	06/25/2014	AMAZON		10000 · Wells Fargo...	-777.44	-777.44
Bill	0438...	06/25/2014			62105 · MAIN-Audi...	-155.08	155.08

Harrison Memorial Library
 Check Detail
 June 2014

12:40 PM
 07/15/14

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	0475...	06/25/2014			62420 · YS-Audio/V...	-34.93	34.93
Bill	0438...	06/25/2014			62105 · MAIN-Audi...	-57.68	57.68
Bill	0475...	06/25/2014			62105 · MAIN-Audi...	-15.99	15.99
Bill	0438...	06/25/2014			62420 · YS-Audio/V...	-59.87	59.87
Bill	0438...	06/25/2014			62105 · MAIN-Audi...	-39.90	39.90
Bill	0377...	06/25/2014			62105 · MAIN-Audi...	-180.03	180.03
Bill	0438...	06/25/2014			62105 · MAIN-Audi...	-32.51	32.51
Bill	0438...	06/25/2014			62105 · MAIN-Audi...	-63.23	63.23
Bill	0438...	06/25/2014			62105 · MAIN-Audi...	-26.00	26.00
Bill	0438...	06/25/2014			62105 · MAIN-Audi...	-27.07	27.07
Bill	0816...	06/25/2014			62105 · MAIN-Audi...	-18.42	18.42
Bill	1817...	06/25/2014			62150 · MAIN-Non ...	-30.13	30.13
Bill	0438...	06/25/2014			62150 · MAIN-Non ...	-13.55	13.55
TOTAL						-777.44	777.44